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Vol. 1

MINERVA

People Limited

Welcome to the first edition of the MA newsletter. This will be a quarterly publication written by MA's for MA's. Please use this as a tool to motivate or be motivated and articles and ideas are welcome from anyone who is currently undertaking a qualification with Minerva. The first edition has been well supported and I know how daunting it is to put something out there in print, however, please send your ideas or articles that you think others may be interested in so that we can use this to help and support each other.

Please email katherine@minervapeople.co.uk with any articles for the April edition.

New.... The electronic way

Minerva is now offering Business & Administration and Management qualifications through the new e-portfolio system, Learning Assistant.

This has been an exciting and steep learning curve for all to use and I think all those candidates who are currently using the system are seeing its value as a tool to help them with their qualification. For all those undertaking a L2 Business and Admin and are thinking about progressing to L3 the new way will be the electronic way!

AND THE WINNER OF SKILLS DEVELOPMENT SCOTLAND MODERN APPRENTICESHIP TOP LEARNING PROVIDER IS.... MINERVA!!

We were all thrilled to receive the news that the Minerva team has picked up the top award for Learning Provider of the Year. We had all planned to go up to Glasgow to the Award Dinner but due to the weather we were unable to attend. We received the news by phone and have all celebrated the achievement and accolade this brings to us as a team. Skills Development Scotland's Chief Executive Damien Yates said "Minerva People's success shows that by responding to challenges innovatively and creatively, sharing best practice, knowing their clients they can provide a first class service to individuals and employers. It was tremendous to see them receive the learning provider award at the Glasgow event." Thank you to all the staff, candidates and organisations who have made this possible!

Minerva's Award Ceremony 3rd December 2010

Every year Minerva holds an Awards Ceremony to congratulate and recognise all the achievements made within the previous year, guest speakers are invited to award certificates and 2010 was the largest turn out so far.

This year we had over 140 people to award certificates to, and Elaine Murray (MSP), Gavin Stevenson (CEO, Dumfries and Galloway Council) and Danny Logue (Operations Director, Skills Development Scotland) all showed their support to the Minerva team of staff and candidates.

For all those completing their qualification before December 2011 look out for your invitations later this year!

"Personally, I thought the ceremony was great! All speakers were professionally spoken, understandable, and they knew how to have a laugh. It was good to see people outside of Minerva supporting their success (Elaine Murray, Danny Logue and Gavin Stevenson). I thought it was brilliant how each apprentice/candidate was handed their certificate one at a time, it makes you feel more determined to go on and complete the next level. I look forward to my next one!" **Simon K**

Simon has completed his Level 2 and is now working towards his L3 Business and Administration on Learning Assistant.



Business and Administration

Abbie B

Looking at advertisements for office vacancies, the thought of working in a busy environment under stress scared me. With the help of both Minerva and my colleagues my confidence has improved massively and I realise I had nothing to worry about.

I never thought I would be able to do anything with Administration after leaving school to go to college to do Beauty without the correct qualifications. Thanks to Minerva I am back doing a placement I love which will hopefully lead into a permanent job!

Pitman Training Dumfries

Pitman Training offers a wide range of courses which can help enhance your existing skills or help you learn a new skill:

Typing Skills	Computer Basics
ECDL	Book Keeping
Medical Secretary Terminology	Legal Secretary
Short Hand Courses	Effective Business Communication
Microsoft Excel, Word, Powerpoint, Access & Publisher courses	

To view full course details, please see <http://www.pitman-training.com> or contact Andrew on 01387 256 644.



New start in Customer Service

Emma A

I finished my last year of school this year and started a part time job along with a modern apprenticeship in Customer Service Level 2. Didn't have a clue about what I was going to be doing, and I was very nervous at the start thinking my assessor would be strict but she talks more than I do and is very easy to get along with.

Once I found out more about what I was doing I was happy with it and all my questions got answered. It's kind of like being at school but not being told what to do and doing your work in your own time and when you want to. Basically you get given the ideas and it's up to you to get on with it. I'm starting to get into the routine of everything now but it's much easier and no where near as scary as I thought it would be. Really enjoying the course and can always get help if I need it.

Minerva's own Sarah...

Over a year ago I started at Minerva People (on my 16th birthday) as a Skillseeker undertaking Business and Administration Level 2. When I first started I was nervous but really excited. My assessor helped me to complete my Business and Administration Level 2 in March 2010. Shortly after completing I then progressed onto my Level 3. I then had the opportunity to be the first to use Learning Assistant as a tool to complete my qualification. I was really nervous to start uploading evidence but soon got used to it and liked it more than using the paper portfolio because it took the fear away from cross-referencing. I wanted to use the forums more but there were only a few people on it to begin with, for those doing it now and in the future this would be a great thing to use and swap ideas. Now completed and qualified I want to progress and develop my own role and will be looking at other development opportunities using my ILA to upskill.

Recommend a Friend

This voucher entitles you to a **£15 HMV voucher**.

Your Name	
Your Friend's Name	
The Company Your Friend	
Contact Number for Your Friend	
Contact Email for Your Friend	

Conditions

1. £15 voucher will not be issued until your friend has commenced the programme.
2. Your friend must not have applied to Minerva People Ltd in the last 12 months.



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