

December 2024 Edition

**Busy
Bees.**
Education and Training

Learner NEWS

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2024 A Year in Review

As we approach the end of the 2024, we want to reflect on the achievements and celebrations within Busy Bees Education and Training over the last 12 months. As we look at year in review, we would like to wish all our learners, employers and team a Merry Christmas, and a Happy New Year from everyone at Busy Bees Education and Training.

Learner Success over 2024

Here's a snapshot of your success from National Apprenticeship week to learner achievements!



★★★★★
I learn better through discussions that I actively take part and feel comfortable in. I would like to do more and I'm sure others would find it useful.

A Busy Year of Learning

This year we have continued to learn, develop and use collaboration skills to support the team and learners. Below is recent learner workshop that took place to develop understanding of British Values and the Prevent Duty.

Good Ofsted Provider

This year we had our Ofsted inspection which saw us achieve a good in all areas!



Celebrating Random Acts of Kindness

Take a look at some of the random kindness received from our learners to our development coaches!



Events, causes and celebrations throughout 2024!



Putting on our Pudsey ears we celebrated our partnership with Children in Needs and supported with Raising funds



National Apprenticeship week saw lots of celebrations for learners and their achievements

5-11 FEBRUARY 2024 #NAW2024

NATIONAL APPRENTICESHIP WEEK

You're a Star!

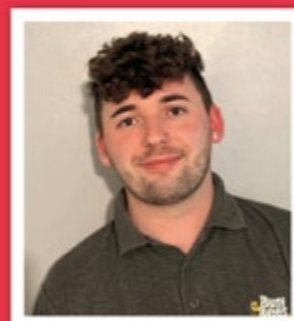


Wear it Pink for Breast Cancer Now where we raised Money for a cause close to many of us.

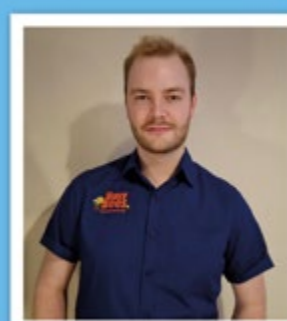
International Men's Day with a focus on Men in Early Years and their excellent success stories!

INTERNATIONAL MENS DAY
November 19

INTERNATIONAL MENS DAY
November 19



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INTERNATIONAL MENS DAY
November 19



This month, we are taking a dive into the world of finances with Katie, a Finance Manager from a London Law Firm

Leaving school at 16, Katie found herself working part time in a pharmaceutical company as an administration assistant, which developed her skills in administration and office duties. After a short time, Katie's role developed to include financial tasks including invoicing and financial duties such as banking.

After 5 years Katie left this role and started a new role in a law firm, as a Legal Biller. This role involved raising invoices for work completed, management of fee earner rates, complex billing, and time recording of queries. This role provided Katie with a progression opportunity where she was able to take on a new role as the billing and client account supervisor. Within this role, Katie was responsible for the billing for the firm, as well as the client chasing function. This role also gave Katie line manager responsibilities for a team of 3. Katie was responsible for managing the team to ensure tasks were being completed and the operational drivers of the billing sector were being met. This role supported Katie to develop her management skills which included appraisals, performance management, and overall team performance.

Fast forward 5 years and Katie is now a Finance Manager for a top law firm based in London.

Within this role, Katie has direct line manager responsibilities for a team of five and oversees the day-to-day operations for the revenue control team and cashiering team.

As part of this role, Katie manages projects within the team, which could include introduction of new systems to support the team. Katie also oversees Process change, where she spends time reviewing processes in place and looking at what is working well, and works to implement new processes and procedures to support the function of the team. Another responsibility within Katie's role is meeting targets set for billing and cash collection within the team. Katie also reports to the CFO for month end, where she spends time looking over reconciliation of financial accounts, bank consolidation, and client reconciliation amongst other tasks.

As part of the role Katie does, she also must follow solicitors account rules, preparations for annual audits, VAT regulations and reporting for fee earners, and following service level agreements within the firm.



Have you ever wondered what next?

We asked Katie

What do you enjoy about your role?

"I enjoy working on projects and driving change within the department. I also enjoy working with my team to help them achieve their potential and progress within their careers."

What advice would you give to a school leaver or someone who is unsure on their career path?

"Think about your options in terms of a career and then make a plan about what you need to do to get to where you want to be"

How does Katie use math's within her role:

- Working with large sums of money.
- Applying discounts through working out percentages.
- Allocation of costings for Fee earners time.

Can you work out what discount Katie would need to apply to a bill of £4,000,000 if the discount rate was 2% for bills over £1,000,000?

Katie's transferable skills that she has developed in this role include:

- Communication skills
- Prioritization skills
- Attention to detail
- Problem solving skills
- People skills
- Customer/client service skills
- Management skills

Did you know?



Did you know that Chocolate is poisonous to dogs? Look at the article below to see how you fur baby can enjoy Christmas safely. [READ MORE HERE](#)

The longest river in the world is the River Nile which is 6,853 KM long and spans across 11 countries!



An ice cube takes 9% more volume than the water used to make it!



Sea Lions are the only animal that can clap to a beat!



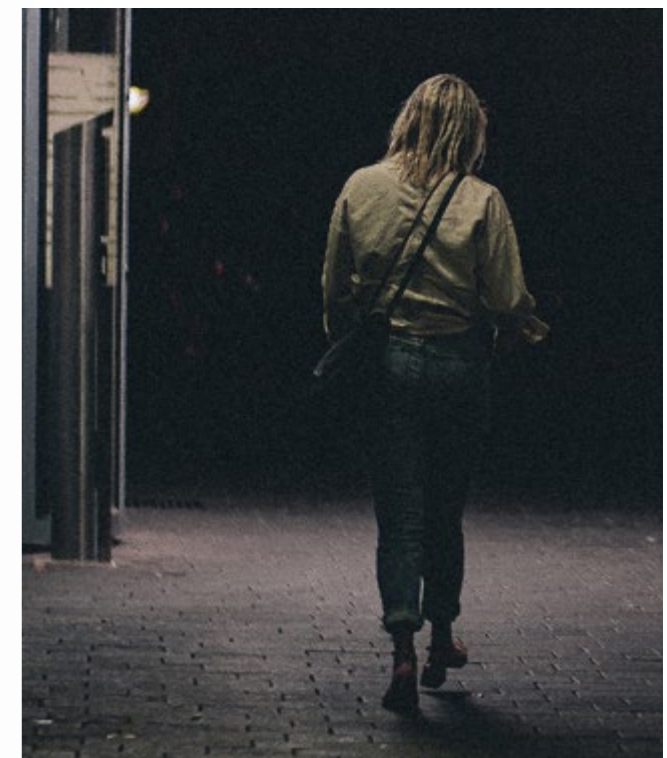
Your Safety Matters

Strut Safe is a volunteer -operated nonjudgmental support line who you can contact if you are going home alone until you are safe. The organization offer a safe space for individuals and their overall goal is to make sure people get home safely.

You can call strut safe if you are worried about making a journey alone, and the call handler is there to keep you company from travelling from one point to another.

Calls to Sturt Safe are almost always free if you have inclusive minutes within your phone package. Calls to 03 numbers are charged at normal calls rates depending on your mobile provider

Take a look at the information for contact details and opening times of Sturt Safe here - [Strutsafe.org](https://strutsafe.org)



Looking after your wellbeing over the festive period

Christmas Closure

Busy Bees Education and Training finishes for the Christmas period at 5pm 24th December and we look forward to speaking with you all on our return on 9am Thursday 2nd January.

Should you have a safeguarding concern you can email a member of the safeguarding team over the festive period using the email address BBT.safeguarding@busybees.com

Food banks and ending hunger together

We Recognise that this time of year can be challenging and as the cost of living continues to increase, it can place added pressure on trying to balance the books over Christmas.

Trussell is an Anti-Poverty Charity who work together with food banks to ensure that no one needs to survive through food banks. They provide food and practical support for people who are left without enough money to live on.

They have 1400 food bank locations across the UK as well as many community groups and schools who are working together to end hunger. You can read more about them on the link below

<https://www.trussell.org.uk/our-work/what-we-do>

The below link also provides you with detailed information on the food banks local to you, should you need them over the festive period.
<https://www.trussell.org.uk/emergency-food/find-a-foodbank>

Coping at Christmas

Pressure at Christmas can be challenging for people and it is important to look after yourself and know there is help and support available to you. Please see useful contacts below who are always there to offer advice and support in times of need.

Mind - for support with mental health call 03001021234

Samaritans - Call 116 123 or email jo@samaritans.org

Police - call 999 in the event of an emergency

NHS 111 - Call 111 or visit [NHS.uk/mental-health](https://www.nhs.uk/mental-health)

Papyrus - Suicide prevention line
call 0800 068 4141 or text 88247

CALM - Men's mental health support
Call 0800 585 858

Refuge - Domestic violence support for Women
call 0808 2000 247

Respect - Men's advice line for those experiencing domestic abuse.
Call 0808 801 0327



Safeguarding

**What's
happening
in your area?**



Scotland

Bomb scare

<https://www.thescottishsun.co.uk/news/13913117/glasgow-bomb-scare-fear-cctv-coverage-blackspots/>



Yorkshire and the Humber

Brazen thieves caught on camera as shoplifting hits record levels in North East and North Yorkshire

<https://www.itv.com/news/tyne-tees/2023-11-17/brazen-thieves-caught-on-camera-as-shoplifting-hits-record-levels>

North East

Knife crime offender sentenced to a minimum of 25 years

<https://www.chroniclelive.co.uk/news/north-east-news/young-north-tyneside-gang-fight-30406439>

East Midlands

Paedophile jailed for 30 months

<https://www.nottinghampost.com/news/nottingham-news/nottingham-paedophile-told-schoolgirl-would-9734422>

East of England

Ipswich Murder trail summary begins

<https://www.eadt.co.uk/news/24738931.ipswich-toddler-murder-trial-judge-begins-summary/>

London

Man guilt of rape brought to justice

<https://news.met.police.uk/news/man-guilty-of-two-rapes-committed-four-years-apart-490504>

South East

Man jailed for making threats to kill after previous convictions for abuse

<https://www.kentonline.co.uk/tunbridge-wells/news/man-threatened-to-cut-person-s-throat-hours-after-prison-rel-316294/>

South West

Two arrested after stabbing in Bath

<https://www.somersetlive.co.uk/news/somerset-news/two-teenagers-arrested-after-stabbing-9740345>

West Midlands

Safer space for children launched in Coventry

<https://www.westmidlands.police.uk/news/west-midlands/news/news/2024/november/safer-spaces-for-children-launched-in-coventry/>

North West

Man Hunt underway for Murder of female

<https://www.manchestereveningnews.co.uk/news/uk-news/family-pays-tribute-harshita-brella-30429858>



Things going on during December...



Cash for kids are running their campaign to provide a Christmas for every child and young person who is disadvantaged. This can include those who are affected by poverty, illness, neglect or have additional needs. They are currently running Mission Christmas to support those who have tough decisions to make in relation to the cost-of-living pressures and the magic of Christmas. This could be a choice of heating their home or buying a gift for a child. You can access the below website to find a drop off point for donation of gifts on the link below

<https://cashforkids.org.uk/mission>

You can watch the video campaign on the below link :

https://www.youtube.com/watch?v=e65v9FA10AA&embeds_referring_euri=https%3A%2F%2Fxd.wayin.com%2F&source_ve_path=OTY3MTQ



Christmas jumper day is taking place on Thursday 12th December 2024 this year. This annual event is run by Save the Children to raise funds for children who need it most. Millions of people put on their festive jumpers each year and make a small donation to help children over the Christmas period. Have a look at the work Save the children do on the link below:

<https://www.savethechildren.org.uk/christmas-jumper-day/about#:~:text=WHAT%20DAY%20IS%20CHRISTMAS%20JUMPER,Christmas%20Jumper%20Day%20party%20started!>

Christmas day will see celebrations take place on 25th December. A time to reflect and spend time with loved ones and friends, as well as share the meaning of Christmas, weather this be personal to you or your religion. Wishing you all a Merry Christmas.



On 31st December those in Scotland will celebrate Hogmanay which is an important date for those in Scotland. Christmas was not celebrated for over 400 years in Scotland and many Scots celebrated their holiday at new year.

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We would like to wish everyone a safe and healthy Christmas a Happy New Year - and Happy Hogmanay

