

What is F-TEC Open Minds?

Welcome to Open Minds, a bimonthly newsletter from F-TEC promoting awareness, wellbeing, and shared values in our community.

In this edition, we explore building confidence, managing change, and developing skills for personal and professional success. We cover growing in confidence, handling new responsibilities, workplace expectations, financial awareness, online safety, and managing pressure. Through real-life examples and practical advice, this edition aims to support positive choices, wellbeing, and your journey ahead.

Our aim is simple: to keep you informed, support wellbeing, celebrate diversity, and create a safe, inclusive environment for everyone.

Fundamental British Values

British Values guide how we treat others, make decisions, and create safe, respectful communities at F-TEC, in the workplace, and beyond. They are shown through our everyday actions and behaviours.

Democracy in Action

- Speak up respectfully and listen to others
- Take part in feedback, meetings, or reviews
- Support fair decision-making

Rule of Law in Action

- Follow workplace and training rules
- Take responsibility for your actions
- Report concerns through the correct channels

Individual Liberty in Action

- Express yourself safely and respectfully
- Make informed choices about your behaviour
- Respect others' rights and identities

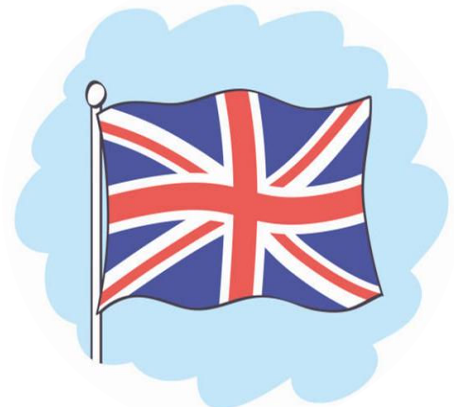
Mutual Respect in Action

- Speak politely and professionally avoiding offensive language or jokes
- Respect boundaries, consent and treat everyone fairly

Tolerance of Different Faiths and Beliefs in Action

- Be open-minded toward different cultures and beliefs
- Avoid assumptions or stereotypes
- Support inclusive environments and work respectfully alongside others

Living by these values helps create a safe, positive environment where everyone can learn, work, and succeed.



Building Confidence, Staying Safe & Managing Change

Change is a normal part of life. For apprentices, July and August can bring new responsibilities, different challenges, and opportunities to grow.

Whether you are developing new skills at work, becoming more independent, or preparing for the next stage of your career, learning how to manage change is an important part of personal and professional development.

Change can sometimes feel challenging, but it can also help build confidence, resilience, and independence.



Growing in Confidence

Confidence does not happen overnight. It develops through experience, learning, and being willing to try new things.



Building confidence includes:

- Asking questions when you are unsure
- Accepting feedback and using it to improve
- Recognising your progress
- Learning from mistakes
- Supporting others who may be struggling

Everyone starts somewhere, and growth comes from continued learning.

Professional Behaviour & Workplace Expectations

As you progress through your apprenticeship, understanding professional expectations becomes increasingly important. A positive workplace depends on trust, respect, and communication.

This means:

- Being reliable and responsible
- Communicating appropriately with others
- Respecting workplace rules and procedures
- Maintaining professional boundaries
- Taking responsibility for your actions

Small everyday choices help create a positive working environment.



Financial Awareness: Protecting Yourself

Becoming more independent often means managing money, online accounts, and personal information. Scams and online fraud are becoming increasingly common, and they can affect anyone.

Be aware of:

- Messages asking for personal information
- Fake job offers or opportunities
- Pressure to make quick decisions
- Requests for passwords or payments
- Offers that seem unrealistic

Protect yourself by:

- Checking information before responding
- Using secure passwords
- Avoiding suspicious links
- Speaking to someone you trust if you are unsure



Taking time to think can help prevent mistakes.

Digital Responsibility

Technology is part of everyday life, including work, learning, and communication.



Using technology responsibly means:

- Thinking carefully before posting or sharing
- Protecting personal information
- Respecting others online
- Using digital tools appropriately
- Checking whether information is accurate

Your online actions can affect your reputation, relationships, and future opportunities.

Managing Pressure & Expectations

Sometimes people feel pressure to always succeed, keep up with others, or appear confident.

It is important to remember:

- Everyone experiences challenges
- Asking for support is a positive choice
- You do not have to manage everything alone
- Looking after your wellbeing supports success

Recognising when you need help is an important life skill.



Morgan's Story: A Lesson in Asking for Help

Morgan had recently started taking on more responsibility at work and wanted to prove she could manage everything independently. After receiving several new tasks at once, Morgan felt unsure but decided not to ask questions because she did not want to appear inexperienced.

As the deadline approached, Morgan realised she needed some support. She spoke with her supervisor, explained what she was struggling with, and worked together to create a plan.

Morgan learned that asking for help was not a weakness it was a strength. Recognising when support was needed and having the confidence to ask for it showed maturity, self-awareness, and a willingness to improve.



Knowing when to ask for support is an important skill in both work and life.

Being a Positive Influence

Everyone influences the people around them. A positive influence does not mean being perfect — it means being aware of your actions and how they affect others.



This can include:

- Encouraging respectful behaviour
- Supporting others
- Speaking up when something feels wrong
- Showing professionalism
- Treating people fairly

Positive choices help create safer and more supportive environments.

Speaking Up & Looking Out for Others

If something does not feel right, it is important to raise concerns.

You can:

- Speak to someone you trust
- Ask for advice
- Report concerns through the correct channels
- Support someone who may be struggling

You do not need to deal with difficult situations alone.



Wellbeing & Support

If you're feeling unsure, pressured, or affected by anything in or outside of work, it's important to remember that support is available. Reaching out for advice, asking questions, or talking to someone you trust can help you make informed and safe decisions.

Mental Health & Emotional Support

- **Samaritans** – Free, confidential support, 24/7
116 123 | [samaritans.org](https://www.samaritans.org)
- **Shout** – 24/7 text support if you're feeling overwhelmed
Text **SHOUT** to **85258**
- **Mind** – Mental health information and support
[mind.org.uk](https://www.mind.org.uk)

Money & Scam Support

- **Citizens Advice** – Advice on money, scams, and personal issues
[citizensadvice.org.uk](https://www.citizensadvice.org.uk)
- **Action Fraud** – Reporting fraud and cybercrime
0300 123 2040

Online Safety Support

- **Internet Matters** – Advice about online safety and digital wellbeing
[internetmatters.org](https://www.internetmatters.org)
- **UK Safer Internet Centre** – Online safety information and reporting support
[saferinternet.org.uk](https://www.saferinternet.org.uk)

Respect, Bullying & Relationships

- **Victim Support** – Support for people affected by crime or difficult situations
08 08 16 89 111 | [victimsupport.org.uk](https://www.victimsupport.org.uk)
- **Respect** – Advice about healthy relationships and behaviour
[respect.uk.net](https://www.respect.uk.net)

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