

May 2013

# Learn Through Aegis

## A word from our project manager Duncan McLaren

Welcome to Aegis Unionlearn's first newsletter. These are exciting times in the Aegis Unionlearn project. We now have two project workers, Mary O'Brien who covers England and Maria Clark looking after Scotland. Both support a growing network of Union Learning Reps (ULRs). Currently have 14 ULRs, we are always looking to recruit new ULRs, so if you are interested, please contact myself, Mary or Maria to find out further details.

Remember that Aegis Unionlearn is a project that can offer you, your families and friends, guidance, advice and support. We are here to help you in any way we can to ensure you continue to develop yourself on the lifelong learning journey.

## Spanish for beginner's starts in Origen Farnborough



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Issue 1



## Contents

### Articles

Spanish for beginners	1
Prince 2 Training	2
Excel Training	2
Math's Champion	3
Adult Learners week	3

**18-24 May 2013**  
**Adult**  
**Learners Week**

On 5<sup>th</sup> March 2013 eleven members of staff started on their way back to learning by taking a course in basic Spanish.

The course will run for ten weeks and all the learners are funding the course themselves. The course is being held in Origen's office in Farnborough during the lunchtime.

**A Quote from John Levack:-**  
 “any formal qualifications are good for the CV and one of my colleagues, who attended the same course, has recently moved into a Project Manager role”

## Prince 2 Training Course

I'd been working in project world for around 3 years and still encountered problems through not having a full understanding of the different aspects of project management. These problems were resolved through increased communication but I wanted to minimise or eliminate unnecessary problems arising. The Prince2 (foundation) course provided this understanding and lays down a common approach to project management, helping each different component have an appreciation of the common goals and everyone's role in achieving these goals. Since completing the Prince2 course, I have

taken steps to ensure my area tailors their efforts to dovetail with the Change/IT areas, maximising the impact of our efforts, while minimising unnecessary interruptions to progress.

On a more personal level, any formal qualifications are good for the CV and one of my colleagues, who attended the same course, has recently moved into a Project Manager role – with the Prince2 course helping him greatly in this new role.

[John Levack, Team Leader, Change Programme Support - At Retirement](#)



Jordan Collins, receiving his certificate.



Rudi Gerstenberger and Graeme Bennie, receiving their certificates

## Microsoft Excel Training

'I attended this course as I thought it would be a good opportunity to improve on my basic knowledge of Excel. The course covered wide range of tools and functions on Excel and showed us how to work better with data in general. I am now able to use pivot tables and charts, insert functions and formulae, and create spreadsheets for many different uses. To summarise, this was an excellent course and I feel that it has greatly improved my Excel knowledge.'

[Jordan Collins,](#)  
[Customer Service Representative,](#)  
[At Retirement Servicing.](#)

'I wanted to do the course as I do a lot of reporting & planning and thought it was a great opportunity to increase my Excel skills. Since I have done the course I've found out ways of doing things quicker, laying out information better and it's a lot easier to create formulas. This has benefited me, my team and the department.'

Unionlearn is a great opportunity to develop our people. I will certainly be encouraging my team to take full advantage'

[Rudi Gerstenberger,](#)  
[Team Leader,](#)





## Andy Taylor becomes Maths Champion with the backing of Aegis Unionlearn

I have worked in insurance administration since the 1980's for both providers and brokers and during this time my jobs have encompassed a variety of roles.

I became a Maths champion to promote Skills For Life with the backing of Unionlearn. I believe that training and the desire to learn has to be at the forefront of career development as it helps you to progress. If you have any questions for Andy please email him at [members@aegistheunion.co.uk](mailto:members@aegistheunion.co.uk).

Andy Taylor, Sales Support, Origen

## Adult learners week 18<sup>th</sup>-24<sup>th</sup> May

Adult Learners' Week 2013 is approaching and there are events being added all the time to the [events page](#). We currently have lots of [events](#) listed and more being added as we get closer to the Week.

Adult Learners' Week is an opportunity for individuals and organisations to celebrate the benefits of lifelong learning. Whether you're an individual looking at anything from improving your current job prospects to learning just for fun, or an organisation looking to help support adults with lifelong learning, Adult Learners' Week is for you.



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### Union Learn Reps Training

Our Union Learn reps recently attended TUC training in Grantham .



### Learning Library

Learning libraries have been set up in Access Salford and Origen Farnborough.



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Vision2learn [www.vision2learn.co.uk](http://www.vision2learn.co.uk)

Learndirect [www.learndirect.co.uk](http://www.learndirect.co.uk)

Adult Learners Week [www.alw.org.uk/events](http://www.alw.org.uk/events)

 [www.aegistheunion.co.uk](http://www.aegistheunion.co.uk)

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## What can Unionlearn do for you?

The Aegis Union learn project can offer you, your families and your friends lots of tips, guidance, advice and support on how to get started on your learning journey.

We can give you information about the types of courses being provided in your area (sometimes at reduced costs and some are free of charge), the start dates and can advise on any potential funding that may be available to help you do your course.

### Skills for Life by Mary O'Brien

Maths, English and ICT are all free courses, which are funded by the government.

If you would like to up skill yourself, please contact a member of the Unionlearn team. More information is available at the websites listed below.



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