**Apprentice Monthly Report April/May 2017**

* **Newington Wellbeing Network –** I have been attending these meeting once every two weeks to support the project, I also attended the “what’s happening event” that the group does on a monthly basis around the estate at different venues.
* **Assessments –** I am now on 69% complete overall and have recently passed 2 exams to complete 2 more units and completed another unit. I currently only have 4 more units to complete which 2 of them are exams which I will be sitting on the 18th May and 1st June.
* **Coffee Morning –** I continue to help and support in the kitchen on Monday and Friday morning every week.
* **Best Fest Meetings –** I have been attending the Best Fest Steering Group meeting every 3 weeks to help with the progress and planning towards Best fest 2017. I also had a meeting with Nova to talk about the Publicity of Best Fest and to collate ideas about the posters and flyers.
* **Easter Event –** I was at the Easter event helping to set up the Community Centre and supporting throughout the event to make sure everyone was ok and if people needed breaks I was there to cover their position.
* **Credit Union –** I have continued to support Credit Union every Wednesday with Lisa.
* **Social Media –** Each week I prepare all posts for Facebook and twitter to keep them up to date with what is happening in and around Newington.
* **Marketing –** I have been learning the new Website and updating with all new information and making changes to anything that was needed ready for it to go live. I have also been learning the new marketing rules and how to use the new software to create the posters for our events and other projects.
* **Job Searching -** Part of my role and the moment is job searching as I will be leaving in September to move onto a new job.
* **Newington Chill Club –** I have been supporting Newington Chill Club on Mondays with Nova, Tammy and Cara.
* **Emails –** I monitor my emails every day and respond as and when they come through.
* **Holiday Entitlement –** 14 Days remaining
* **Hours worked –** 37.5 each week any over time get taken back of later in the week, I do keep a time sheet to make sure my hours are balanced and maintained.