



Newsletter Winter 2016

LEWIS
SECRETARIAL AND COMPUTER
COLLEGE LC

HOME STUDY WITH TUTOR SUPPORT – THE FLEXIBLE WAY TO LEARN

CATCH UP WITH THE LATEST NEWS!

Merry Christmas and a Happy New Year!

It doesn't seem that long ago we were taking down the Christmas decorations from last Christmas!

So here we are again!

2016 has been a very busy year for us with the introduction of a range of new courses and a new awarding body NCFE.

After several months of working towards the new accreditation we were finally approved in April 2016. In our first inspection in September we achieved "Excellent" across all sectors of the inspection. So – we shall have to be on our toes now to keep this for our next inspection in March.

We re-designed our Medical Secretary Diploma following research and guidance from NHS personnel. This is proving to be a popular course already.

We have also welcomed Jane Sampson to our teaching team and she will gradually be taking on more and more

aspects of teaching and helping with assessments.

Simon was promoted to Head Tutor and works closely with me on students' progress and training up some of our other teaching staff.

We also have a new person added to our administration team Craig, who is responsible for heading our social media... more about that on the next page!

So looking ahead – we have a lot of new things planned for next year – the relaunch of ClubLC – our savings club for all students helping you to make savings to help with budgeting your training. More details below.

We are also introducing some new features through Facebook – see below.

We have almost nearly completed our new look website which should be launched before Christmas. We hope you like it!

Looking forwards to 2017 we shall be introducing some new ideas for teaching our different units based on feedback

provided by students as well as new options now available as technology moves on!

Take a note that the term ends on Tuesday 20 December at 5 pm and we re-open on Wednesday 4 January 2017.

Have a lovely Christmas and New Year. Try to have a break so you come back refreshed for the New Year!

I am spending Christmas (first part) with my Dad for a few days in Norfolk and then back home for the main Christmas with the family. Lots of cooking, lots of board games and a few bottles of wine!

Merry Christmas and Happy New Year!

Penny

**Penny Lewis Cert Ed
Principal, Mentor, Careers Adviser**



FACEBOOK – NEW LEARNING RESOURCE

An invitation, and it's not another Christmas party!

Lewis College has recently become more active on Facebook and we would like our students to join us.

As well as posting industry news, job vacancies and interesting articles. I, myself will be looking to hold Q&A sessions in the New Year. A chance for you to ask individual questions and see the answers to questions from fellow students too.

I will be writing blogs on key parts of the course, focusing on specific units, as well as recording videos to cover techniques linked with the course.

I have also persuaded Penny to get involved and so the College Principal will be posting occasionally and writing blogs which will cover careers advice and the PA industry as a whole.

The idea is that we use Facebook fundamentally as an extra learning resource, but also to build upon the great rapport we have with you as individuals and create a community from this.

So come and join us!

Simon Scaysbrook
Head Tutor



Find us on



[Click here to like our page](#)

We're on Twitter too!



If you're not into your Facebooking but quite partial to a tweet or two, follow us on Twitter for latest college news and other useful links and articles.

[@LewisCollege](#)



College Christmas and New Year Holidays!

Closed: Tuesday 20 December 5pm

New Term: Wednesday 4 January 2017

Please let Simon know if you would like any more work sent over!