

## ASET e-Bulletin

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### ASET

The Work Based and Placement Learning Association

We are fully operational albeit remotely, please email with enquiries.

[aset@asetonline.org](mailto:aset@asetonline.org)  
[www.asetonline.org](http://www.asetonline.org)

### December 2020



This month we are pleased to bring news of **NEW** plans for the **New Year**; **new** opportunities to showcase your research, a **new** space to talk about your work-based learning projects as well as **new**-style feedback from the Regional Hubs, and a chance to tell us what **new** initiatives you would like us to consider in 2021.

The first ASET e-Bulletin for 2021 will be issued w/c 25<sup>th</sup> January.  
(Copy deadline 15<sup>th</sup> January).

[aset@asetonline.org](mailto:aset@asetonline.org) [www.asetonline.org](http://www.asetonline.org)

**Debbie Siva-Jothy**

### ASET Advocates Panel

As the Covid-19 pandemic took hold at the start of 2020, we soon realised our members' would be facing huge challenges, and the ASET Trustees and Staff Team took immediate action to move member services online and broaden the support we could offer.

Whilst immersed in managing the immediate need, we also knew there would be further challenges ahead, which led the team to revisit a longstanding plan to create an **ASET Advocates Panel (AAP)**. The AAP is a collection of individuals who bring unique knowledge and skills which augment the skills of the ASET Executive. The panel serves to provide key information and resources, and to make recommendations to the ASET Executive, which continues to have ultimate governance authority for ASET business. The AAP focus on specific issues, and advise and support as 'critical friends' who:

- *Comment on professional development*
- *Comment on new policies*
- *Support Task and Finish Groups*
- *Comment on new Good Practice Guides*
- *Lobby, on behalf of the Executive Committee in areas of work based and placement learning*
- *Focus on specific tasks related to business need*

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You can find out more about the [AAP on the ASET Website](#) . We are pleased to welcome 2021 ASET Advocates:



### **James Corbin**

James is Head of Careers and Employability at the University of Kent. An ASET Trustee from 2014 to 2018, and Vice Chair from 2015, James initiated ASET Regional Hubs which have since become a key benefit to members, particularly when services moved online due to Covid-19.



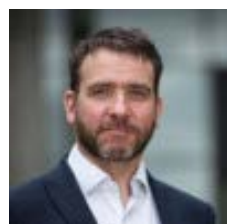
### **Sarah Flynn**

Sarah is Associate Director of Learning and Teaching (Workplace Learning & Degree Apprenticeships) at the University of Hertfordshire. An ASET Trustee for 17 years, Sarah was also Chair from 2013 -2019. Sarah is a National Teaching Fellow and continues to support the ASET Staff Development Workshop Programme.



### **Carrie de Silva**

Carrie is a Principal Lecturer in Law and Taxation at Harper Adams University. An ASET Trustee from 2006 to 2010, Carrie has been key to the development of the ASET Good Practice Guide for Health and Safety for Student Placements and leads on the delivery of our Risk Assessment and Due Diligence Workshop.



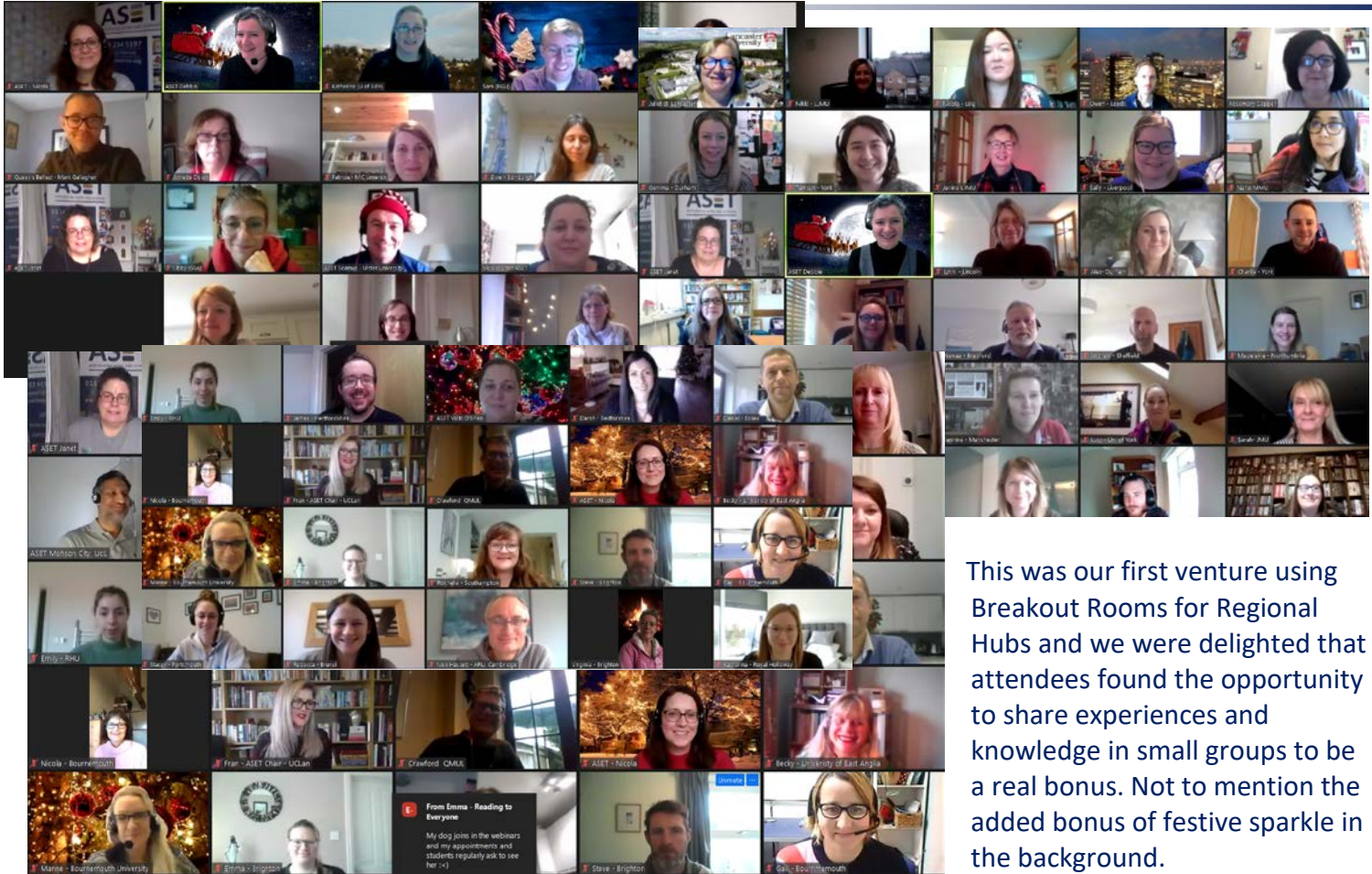
### **Professor Colin Turner**

Colin is Interim Dean of Learning Enhancement at Ulster University. An ASET from 2013 to 2019, he is also a National Teaching Fellow and current President of the Engineering Professors' Council.

## **December Regional Hubs – [video feedback](#)**

What a great way to bring a difficult year to a close, meeting up with your colleagues across the ASET Community. Around 200 members, from 75 member institutions came together over five days last week to consider **Virtual Student Support** in terms of Technology and Student Wellbeing.

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This was our first venture using Breakout Rooms for Regional Hubs and we were delighted that attendees found the opportunity to share experiences and knowledge in small groups to be a real bonus. Not to mention the added bonus of festive sparkle in the background.

As is so often the case with ASET colleagues, the conversations could have continued well beyond the 90min, as colleagues found common ground, and shared interesting solutions to meet the challenges you all face. In case you missed your Regional Hub, ASET Trustee Deborah Callister, *Edinburgh Napier University*, has drawn together the key findings in answer to the questions posed (below). You can hear from Deborah here:

[December 2020 Regional Hubs](#)

### Technology

- Q1. What Technology/tools are you using that are working well?
- Q2. What Technology/tools are you planning to use going forward?
- Q3. What support do you require to enable this?

### Student Wellbeing

- Q1. How are you adapting student support for a virtual world?
- Q2. What new Wellbeing themes are now emerging and how are you supporting these new issues?
- Q3. What support do you require to support student wellbeing?

## ASET e-Bulletin

Save  
the Date

### Our next Regional Hub meetings will be in April

Wednesday 14 <sup>th</sup> April 10:00-11:30	South West & Wales
Thursday 15 <sup>th</sup> April 10:00-11:30	South East
Friday 16 <sup>th</sup> April 10:00-11:30	Midlands
Monday 19 <sup>th</sup> April 10:00-11:30	Scotland & Ireland
Tuesday 20 <sup>th</sup> April 10:00-11:30	North

Further details and the topic for discussion will be issued in the New Year

### ASET Members' Survey

ASET has always been a member-led organisation and we strive to respond to the needs you are facing as practitioners and leaders in the world of work based learning. As the world of work has changed a lot over the past year, we wanted to take a moment to hear from you, our members, to help us to shape ASET in the year ahead and to ensure we provide the support you need.

Please take 5 min to tell us what you need or want from ASET in the year ahead. Your responses can be anonymous. However, if you wish to be entered into a **prize draw** to win one of **three £20 Amazon vouchers**, we will require an email address. Your data will be anonymised during the analysis process and the data will not be shared with any third parties.

<https://asetonline.onlinesurveys.ac.uk/aset-members-survey-202021>

The draw will take place early in the New Year after the survey closes on 8<sup>th</sup> January.

### Spring 2021- Online Staff Development Events

We are delighted to announce our programme of online Staff Development events for Spring 2021.

We are continuing to develop our dual training approach to help you to build on the knowledge and skills within your team. Whether you are new to Placements, or have several years' experience, there is something for everyone from half day **Staff Development Workshops** (9.30-1.30) to shorter **ASET Insights** (90min sessions) from the ASET Board of Trustees. Full details for all events are available on the ASET Website, and you can also hear more from ASET Learning and Development Advisor, Nicola - [VIDEO](#)

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### Staff Development Workshops

Workshops will run from 9.30 – 1.30, with plenty of breaks. **£125** ASET Members (£275 ASET non-members)

[BOOK ONLINE 2021](#)

Workshops at a glance:

W'shop No.	W'shop Ref.	Date	Day	Time	Title
1	IWPM	28/01/2021	Thurs	09:30-13:30	<a href="#">Introduction to Work Placement Management (IWPM)</a>
2	WPP	10/02/2021	Wed	09:30-13:30	<a href="#">Widening Participation and Placements (WPP)</a>
3	VP	23/02/2021	Tues	09:30-13:30	<a href="#">Virtual Placements (VP) <b>NEW</b></a>
4	EE	09/03/2021	Tues	09:30-13:30	<a href="#">Employer Engagement (EE)</a>
5	EESS	25/03/2021	Thurs	09:30-13:30	<a href="#">Enhancing Engagement in Student Sessions (EESS)</a>
6	RAP	13/04/2021	Tues	09:30-13:30	<a href="#">Resilience and Placements (RAP)</a>
7	SISP	29/04/2021	Thurs	09:30-13:30	<a href="#">Supporting International Students with Placements (SISP)</a>
8	RADD	12/05/2021	Wed	09:30-13:30	<a href="#">Risk Assessment and Due Diligence (RADD)</a>
9	FPTE	27/05/2021	Thurs	09:30-13:30	<a href="#">From Placements to Employability (FPTE)</a>
10	FEPP	08/06/2021	Tues	09:30-13:30	<a href="#">Freelancers, Entrepreneurs, Enterprise Placements (FEPP) <b>NEW</b></a>
11	PGrad	24/06/2021	Thurs	09:30-13:30	<a href="#">Placements for Postgraduates (PGrad)</a> tbc
12	SWP	07/07/2021	Wed	09:30-13:30	<a href="#">Student Wellbeing and Placements (SWP) <b>NEW</b></a>

Find out more about workshop content on our [website](#)

### ASET Insights **NEW**

A companion offer to our staff development workshop programme, **ASET Insights** offer 90-minute interactive insights into broader, complementary professional development themes, and are led by our experienced Trustees. Designed to provide short, impactful updates to your professional toolkit, **ASET Insights** themes are selected to enhance your confidence in practical skills that contribute to work success. You can book your place for these short CPD sessions through our usual online booking system.

**£50** ASET Members (£100 ASET non-members)

[BOOK ONLINE 2021](#)

Session	Date	Day	Time	Title
A	21/01/2021	Thurs	10:00-11:30	HEA Fellowship
B	18/02/2021	Thurs	10:00-11:30	Preparing for Placements in the Third Sector
C	16/03/2021	Tues	10:00-11:30	Virtual Placement Visits
D	22/04/2021	Thurs	10:00-11:30	Effective Teamworking
E	17/06/2021	Thurs	10:00-11:30	Bridging the academic/administrative divide
F	13/07/2021	Tues	10:00-11:30	Beyond Placements – skills development

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### Bespoke Workshops

We are continuing to offer **Bespoke training sessions online** via the Zoom platform.

Bespoke training may be borne out of a need to skill or upskill your staff in a particular area relating to Work Based Learning, Placements and Employability. It might be that a successful recruitment drive has resulted in a number of new team members who need to be “on the same page”, or that you are advancing the strategic direction of Employability, Work Based Learning or Placements within your institution and need professional development in a key area for your teams. It may also be an ideal opportunity to bring your team back together after such a lengthy period of remote working. We can tailor courses to suit your needs; this might be through combining two workshops from ASET’s existing extensive workshop portfolio. [See full details.](#)

#### Online Bespoke Workshop Costs

##### ASET member institutions

Fees for online bespoke sessions are £100 per delegate (with a minimum fee of £1000 per session).

##### Non-member institutions

Fees for online bespoke sessions are £200 per delegate (with a minimum fee of £2000 per session).

If you would like to talk about ideas for a bespoke workshop to suit a specific requirement at your institution, contact Debbie at the ASET Office [aset@asetonline.org](mailto:aset@asetonline.org).

### ASET on Research

*If you are interested in research relating to placements, then this may be of interest to you:*

We know many of our members have been carrying out **research relating to Placements, Work based Learning and Employability**, and there are many who would be interested to hear more about their work.

With this in mind, we are looking for **recent research** undertaken by members and are providing an opportunity for you to share this with colleagues from the wider ASET Community. To raise the profile of research for our members, ASET is offering members a chance to **be featured within the ASET Members’ e-Bulletin** under a new section titled Research Spotlight:

#### Research Spotlight **NEW**

This is an opportunity for you to share or showcase your research with other ASET members. We are interested to hear about recent research which may include examples of articles, recent publications, chapters in books, or specific projects. **Contributions are invited under any Placement, Work based learning, or Employability related topic.** Submit your item to be included in the **Research Spotlight**, accompanied with a mini profile, abstract and link to the work to [aset@asetonline.org](mailto:aset@asetonline.org) by 1<sup>st</sup> of each month, in order to be featured in the next month’s issue.

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### ASET Practice and Research Network (PRN) Online event

We are pleased to announce the **call for research contributions** for the **Practice and Research Networking** online event to be held **Wednesday 10<sup>th</sup> March 2-4pm**

This event will be **Free of Charge to ASET members**, and **ALL** are welcome, you do not need to be presenting research to attend.

This is an opportunity for members to share their research with others, and will take the form of a **Research Showcase** (similar to the #ASET Connect session) where a pre-planned number of participants will deliver **5 minute presentations** with follow up discussions.

**Contributions are invited under any Placement, Work based learning, or Employability related topic.**

#### Research Showcase: 3 slides, 5 minutes

Using only **three** slides of PowerPoint, you will have **five** minutes to take us on a fast-paced, informative and entertaining journey through your recent research. This is an ideal beginning for first-time presenters, and a challenge for the experienced.

Sharing your research can sound daunting, but it can be satisfying to create and to deliver, and brilliant for your continuing professional development.

**Remember:** members are looking for practical take-home ideas, tools and messages to help them in their day-to-day practice. It is all about coming away with those **#ASETTopTips**.



If wish to share your research, submit your Research Showcase **abstract** and accompanying **PowerPoint slides** using the [Research Showcase Submission Form](#) to [aset@asetonline.org](mailto:aset@asetonline.org) by 1<sup>st</sup> March 2021.

### ASET Bursaries 2021

Are you thinking about your own research? Do you have a project in mind? Why not apply for an ASET Bursary? ASET will pay £2400 for up to 300 hours work undertaken by a student over the summer of 2021.

To ensure successful completion of the project, ASET will only consider applications for projects that can be undertaken **ONLINE**. Students will be required to present project outcomes at the 2021 Annual ASET event.

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### [The Summer Project Bursary](#)


For a **current undergraduate** to carry out a project examining an aspect of your institutional practice, or exploration of a new initiative, with the goal of sharing with the ASET community.

### [The Student Research Bursary](#)



**2020 Student Research Bursary**  
For small-scale research into Work Based and Placement Learning

We are pleased to announce our 2020 Student Research Bursary, inviting proposals from colleagues to fund a **current student or recent graduate** to carry out a clearly defined piece of small-scale research designed to grow the body of research into work based and placement learning. The work must be feasible within the timescales but may be used to fund a feasibility study, or early part of a larger project. Suitable research projects might be:



**2021 Summer Project Bursary**  
For small-scale projects on work based and placement learning

We are pleased to announce our 2021 Summer Project Bursary, inviting proposals from members to fund a **current undergraduate** to carry out a project examining an aspect of your institutional practice, or exploration of a new initiative with the goal of sharing the learning with the ASET community. To ensure successful completion of the project, ASET will only consider applications for projects that could be undertaken ONLINE.

For a **current student or recent graduate** to carry out a clearly defined piece of small scale research designed to grow the body of research into work-based and placement learning.

All applications must be received via the [2021 ASET Bursary Application form](#) and emailed to the ASET Office by the deadline: **9am 26th February 2021**.

### **ASET Development Bursaries**

ASET Development Bursaries offer support to staff at ASET member institutions. They are small bursaries intended to provide opportunities for learning from experience which are inclusive, and widen access to people whom might otherwise face financial barriers to engaging in opportunities to progress their careers and develop their professional networks.

#### **Event Support Bursary (up to £150)**

To support staff wishing to attend an ASET conference or staff development event. This bursary is **for delegates who incur additional costs for attending due to requirements for childcare, social care, or other matters related to a protected characteristic such as a disability**. We encourage members to apply should they require additional support in order to attend **online staff development events**. The bursary is not to be used to offset normal costs paid by delegates' employers (delegate fees, travel expenses). To apply for this bursary download [Event Support Bursary application form](#) and email to ASET Office.

#### **Work Shadowing Bursary (up to £150)**

*Like everyone, we are hoping face to face events will begin again in 2021. We encourage members' to plan and apply for this bursary in anticipation of a return to normal activities at some point during the year.*

For staff wishing to spend a day work shadowing another individual from an ASET member institution. The bursary is to pay for travel costs, with a requirement to submit a 400 word reflection on the learning which may be published in the ASET e-Bulletin. Recipients will also be invited to submit a Poster for the ASET Conference. To apply for this bursary download [Work Shadowing Bursary application form](#) and email to ASET Office.



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### How to apply

*Applications for bursaries are to be made using the relevant application form. Claims will be limited to one claim per trip and two claims per person per academic year, and will be paid directly to the claimant. All applications will be assessed by a panel consisting of no fewer than 2 individuals made up from the salaried staff and ASET Executive. Applications for either bursary will be accepted on a rolling basis until the available money is used up.*

### #ASETConnect Proceedings

Formal Proceedings from our 2 day online event in September have now been published.

#ASETConnect - [Proceedings of the 2020, Placement and Employability, Professionals' Online event](#)

### ASET Members discuss.. **NEW**

As a new feature in your ASET members' e-Bulletin, we invite ASET Members to share their work based learning practice, new projects, and innovative ideas. We particularly welcome discussion blogs from specialised placement areas and encourage the development of networks within our wider ASET Community. If you would like to contribute, please contact the office with an outline of the area that you plan to discuss and we will work with you to schedule your contribution for the year ahead.

Our opening feature is from:

**Steven Osborne, Employability Co-ordinator/Principal Lecturer,**  
*Cardiff Metropolitan University* sharing details of his exciting new ERASMUS+ funded project



#### **Developing Sport Managers across Europe – ERASMUS+ Funded Project**

The sport and active leisure sector is a labour-intensive and important economic sector in the UK and across the European Union, with a share in the national economies which is comparable to agriculture, forestry and fishing combined (European Commission 2018). The innovation potential in the sport and physical activity sector also has significant spill-over effects enhancing advantages that can support the development of other niche sectors (e.g. tourism, insurance, legal and consultancy). The sector is recognised for its positive social and economic influence and has become an intensive policy focus for governments often with dual aims of increasing participation—and subsequently the health of citizens—in parallel with maximising high-level achievements in professional and international sport. The sector like many others has faced significant disruption during the Covid-19 pandemic, but remains central to post-Covid recovery plans with the England Chief Medical Officer Professor Chris Whitty publicly highlighting the crucial role the sector will play in supporting the ongoing health of citizens in the UK.

This increasing political exposure naturally has resulted in a focus on sport and physical activity organisations, and the people who run them. Recent European funded reviews have highlighted that when using the

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statistically narrow NACE occupational codes linked to sport (e.g. Coach, Fitness Instructor) the professional workforce across Europe is estimated to be in excess of 1.7 million increasing 19.2% since 2011; with the UK accounting for 25% of this employment (ESSA-Sport, 2020). These recent industry reviews have drawn the attention of policy makers and academics to a number of key workforce planning issues that may impact on its long-term sustainability. It is accepted that the sector will need to respond to the pervasive trends affecting all industries including; anticipating skill needs, adaptability of workplace settings, and becoming resilient to global trends such as automation. However, there are also industry specific issues relating to contract types, demographic profiles of the workforce and high levels of self-employment. One area of focus is centred on the sector's managerial workforce which is growing older. It is anticipated that the next ten years will see a disruptive phase of natural turnover with the sector losing 25%-30% of the existing managerial workforce. Losing these experienced and knowledgeable managers en masse has the potential to destabilise many organisations and negatively impact on the influence of this important sector.

In response Cardiff Metropolitan University has recently been successful in securing €360,000 of ERAMSUS+ Sport funding to lead a multinational coalition of sport management scholars and international sport agencies to explore the development of employability frameworks and toolkits that will support the development of future and existing sport managers. The '**Developing Sport Managers Across Europe**' project aims to build educational resources based on field research, stakeholder engagement and expert cross disciplinary input. The project is using a broad definition of employability to identify solutions that can be utilised in Higher Education and other forms of training provision and has highlighted work integrated, work-based and placement learning as having a significant contribution to the outcomes of this work. ASET and WACE have been approached to influence from the start of the project in January 2021. The project will aim to promote a collegiate and collaborative leadership approach with proposals to link the networks and academic communities. It is hoped this will result in sharing of best practice and initiate further research insights that will benefit both academic communities beyond the two year project lifecycle.

If you would like any further information about the project please contact the project coordinator **Steven Osborne** – [sosborne@cardiffmet.ac.uk](mailto:sosborne@cardiffmet.ac.uk)

### References

ESSA-Sport (2020). European Report on Skills Need Identification: Situations, Trends, Perspectives and Priorities for the Sport and Physical Activity Sector. Retrieved Online: [https://www.essa-sport.eu/library/resources/european\\_report/](https://www.essa-sport.eu/library/resources/european_report/) Accessed on November 2020. European Observatoire for Sport Employment (EOSE).

European Commission (2018). Study on the economic impact of sport through sport satellite accounts. Retrieved Online <https://publications.europa.eu/en/publication-detail/-/publication/865ef44c-5ca1-11e8-ab41-01aa75ed71a1/language-en/format-PDF/source-71256399> : Accessed February 2019.

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### 2020/21 ASET Event Vouchers

Have you ordered your ASET Event Vouchers yet? Vouchers have a face value of £125 and can be purchased individually or in multiples of £125 through the ASET Office. Vouchers are valid for use within the academic year for delegate places at:

- **ASET Staff Development Workshops**
- **ASET Insights**
- **other ASET events**

To purchase your ASET Event Vouchers contact the ASET Office:

[aset@asetonline.org](mailto:aset@asetonline.org)

### CPD Corner

**Nicola Bullivant-Parrish, Learning and Development Advisor, ASET**

As 2020 draws to a close and I look back at the programme of staff development events, I have a strong sense of achievement to have delivered, alongside the Trustees and Advocates, one of the most comprehensive programme of events ever. I am particularly pleased to have supported members' CPD in a year when work itself has been a challenge for so many.



Key to our programme this year have been new workshops including Enhancing Engagement in Student Sessions, a particular highlight for me, and the series of highly relevant, bitesize ASET Insight sessions led by our Trustees. All these events were developed through listening to members' CPD needs and, with your help, we will continue to do so. You can help us to help you by taking 5min to complete your ASET Members' survey here <https://asetonline.onlinesurveys.ac.uk/aset-members-survey-202021>

2020 has required us all to embrace new tools and techniques to navigate this new world of online delivery.

**Here are some of the things I've learnt this year:**

**CPD is Vital** - simply put, CPD cannot go on hold whilst we're busy doing the other (1078 and counting!) things we need to complete. It's a form of self-care.

**You cannot simply flip 'Face-to-Face learning' to 'Online learning'** – but you can transfer it, carefully, with attention, thought and due consideration for an online experience.

**The power of human connection is crucial** – alongside the staff development events programme ASET has enhanced connections with and between members, through more frequent Regional Hubs, which have become a professional lifeline for so many of you. It has been inspiring to observe the passion and perseverance of our members to support their students and their colleagues in the ASET Community

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**2020 has not been the year of '20/20 vision'** - but I am so proud to be part of an organisation that pulled together, at pace, to bring members ongoing and seamless support in testing times. We know for sure that **ASET is Agile**

**TTT (Test The Tech)** - but be prepared for it to go wrong anyway so that you can revert to Plan B

**Have a Plan B** - See above

**We Survived Home Schooling** - but we're in no rush to do it again or regularly, thank you. I take my hat off to members and colleagues taking part in staff development events whilst also juggling small children, supervising school projects etc. etc.....

**Working Remotely** - for many this was extraordinary, and fraught with challenge at the start, but we've learnt a great deal about how to work effectively from home, and maybe there's no going back for some

**We're All in it Together But...** - Yes, we're all dealing with a worldwide pandemic and we are all in this historical moment, and yet our own lived experiences are unique to us. I hope, that in some way, being able to provide some continuity for members, to enable you to set some time aside for your CPD, has brought some normality to your working week, and supported you to better support your students

And so to 2021. We are incredibly excited to bring you an even fuller programme of Staff Development events in the New Year, and I look forward to welcoming you at an event soon. The details for all workshops and ASET Insights are available on the ASET website [here](#), and you can [book online](#) at any time.

Until next year

*Nicola*

## ASET Resources

Don't forget we are here to support you. Make the most of your membership:

Join us on **LinkedIn** – The Placement and Employability Professionals Group 1200 + members and growing daily. Request to join here <https://www.linkedin.com/groups/1929302/>



Follow us **Twitter** @ASETOnline

Use your **ASET Good Practice Guides**

[ASET Good Practice Guide for Work based and Placement Learning in Higher Education](#) and [TOOLKIT ASET Good Practice Guide for Health and Safety for Student Placements](#)  
[ASET Good Practice Guide for Supporting Students with Disabilities on Placement](#) and [TOOLKIT ASET Good Practice Guide to Successful Work Based Learning for Apprenticeships in Higher Education](#)

**#ASETConnect** – [Day 1](#) and [Day 2](#) and [#ASETConnect Proceedings](#)

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### Know about the **ASET Viewpoints**

- 1 - [Paid and Unpaid Placements](#)
- 2 - [The Benefits of Placement](#)
- 3 - [HEA Recognition](#)
- 4 - [Alumni Mentoring](#)
- 5 - [The Consumer Rights Act and the Competition and Markets Authority](#)
- 6 - [Making Effective Placement Visits](#)
- 7 - [Insurance and visas for International Placements](#)
- 8 - [Student Engagement](#)
- 9 - [Student Resilience](#)
- 10 - [Degree Apprenticeships](#)
- 11 - [Troubleshooting for Placements – Everyday Troubleshooting](#)
- 12 - [Troubleshooting for Placements – Crisis Management](#)
- 13 - [The impact of budget cuts and steps to mitigate](#)
- 14 - [Making the most of technology to adapt to changes in work and placement opportunities](#)

### **And Finally**

The next ASET members' e-Bulletin will be issued in January.

Please forward your news/copy to [aset@asetonline.org](mailto:aset@asetonline.org) by Friday 15<sup>th</sup> January.

**In the meantime ..... Stay well and stay safe.**

**Debbie Siva-Jothy**  
[aset@asetonline.org](mailto:aset@asetonline.org)  
[www.asetonline.org](http://www.asetonline.org)



***Best Wishes for the Festive Season  
from the ASET Trustees and Staff Team***

*The ASET Office will close on Thursday 17<sup>th</sup> December and re-open on Monday 11<sup>th</sup> January.  
Please contact us by email during this period and we will respond as soon as possible in the New Year.*



# ASET e-Bulletin