50 AMAZING APPRENTICESHIPS
SUPPORT ACTIVITIES

aelp
Association of Employment and Learning Providers

GEN. HEALTHY MINDS
FOREWORD...

The recent coronavirus crisis is a world-changing event that has seen the education sector come together in a new and brilliant way. The majority of the workforce in England has moved to a ‘working-from-home’ model, and the way that we support the learning, development and personal wellbeing of apprentices has also had to change.

We have efficiently and effectively adapted our practices as best we can to suit our new working and learning environments and we are all starting to get used to our ‘new normal’. Those working in the sector should be praised and thanked for the brilliant way that they have quickly mobilised e-learning and remote support to ensure that thousands of apprentices and other learners can continue their studies.

Through the series of Wellbeing Webinars created by Amazing Apprenticeships, AELP and Gen. Healthy Minds, we have connected a community of like-minded HR Professionals and educational practitioners who have one common cause... to try to support the mental health and wellbeing of the apprentices that they care for so that they can continue to thrive on their apprenticeship programmes, reach successful completion and feel confident to think about their future progression. All of the webinars are available to watch completely free of charge at www.amazingapprenticeships.com/wellbeing.

This booklet contains a range of ideas to support you as individuals, your apprentices and the colleagues that you work with. Many of the fantastic and creative ideas have been contributed by individuals that have participated in the wellbeing series and we thank them for taking the time to share these ideas with us.

Thank you for taking the time to download this booklet, we hope you find it useful.

Anna Morrison CBE
Director, Amazing Apprenticeships

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LOOKING AFTER YOU

1 WATCH THE RECORDINGS OF THE WELLBEING WEBINARS

Amazing Apprenticeships, in partnership with Gen. Healthy Minds and the Association of Employment and Learning Providers (AELP) have recorded 5 x 1 hour Wellbeing Webinars to support providers and employers who are supporting their apprentices.

The topics cover
- Intro webinar
- Making working from home, work for you
- Mindset and resilience
- Stress management
- Physical wellbeing

Visit: www.amazingapprenticeships.com/wellbeing

This idea has been contributed by: Amazing Apps, Gen. Healthy Minds and AELP. Thank you!

2 DOWNLOAD THE ACCOMPANYING SUMMARY SHEETS

To support the webinar series (see above), accompanying activity sheets have also been created covering the main points.

Visit: www.amazingapprenticeships.com/wellbeing

This idea has been contributed by: Amazing Apps, Gen. Healthy Minds and AELP. Thank you!
I think baking, making healthy snacks at the start of the week can help you keep to a healthy balanced diet even on your tea breaks. Also baking and cooking is a great skill to work on during self-isolation. BBC Good Food has lots of great recipes:

**Banana Loaf**
140g butter
140g of caster sugar (could also use protein powder)
2 Large eggs
140g self-raising flower
1 tsp baking powder
2 very ripe Bananas

**Homemade Choc Granola**
2 x 250ml cups of mixed seeds
70g hazlenuts
100g oats
2 tablespoons of raw cacao powder or hot choc powder
1 teaspoon ground cinnamon
70g virgin oil
2-3 tablespoons of maple syrup
Mix all together and place on baking tray 10 mins take out stir and further 5-10 mins.

**Protein yogurt**
Greek yogurt 150g
20g protein powder mix
Add 10 g peanut butter sliced banana or blueberries
Mix yogurt and powder together until fully together add toppings and enjoy

**Overnight Oats**
Oats, protein powder any flavour, almond or oat milk 120ml roughly, any frozen fruit.
Pop in the fridge overnight and enjoy for breakfast.

**Homemade Teriyaki Sauce** to add to chicken or salmon with rice and veg
4 Tablespoons of soy sauce
2 teaspoons sesame oil
2 teaspoons of honey
½ garlic clove crushed
1 teaspoon finely grated ginger
½ spring onion, finely chopped
Celtic salt and ground pepper

This idea has been contributed by:
Harriet Dodsworth of Form the Future.
Thank you!
You know the old saying “clear desk, clear mind”? The same is true of your computer and your life online. Use this opportunity to simplify and streamline your digital life, and help yourself feel calmer and more in control in the process – the perfect antidote for all the things you can’t control at the moment.

Tidy up your desktop, rationalise personal and shared folders, reply to any long-outstanding emails, and delete anything you won’t need going forward.

This idea has been found anonymously on the internet

With a little bit more time on our hands, this is an opportunity to reach out to some of those people that you perhaps haven’t gotten around to speaking to for a long time. We all have lists of people we wished we’d spoken to but hadn’t found the time.

Use your lunch or break to drop them a quick message or call if you have more time. It’s a positive reason to ensure we take a break from work, but also to get in touch with someone outside of the workplace and catch up with friends.

This idea has been found anonymously on the internet

Air BnB are offering ‘online experiences’ where different hosts are scheduling unique activities whilst using it as a way to connect people from across the world.

Some of the favourites...
- Meet the Dogs of Chernobyl
- Irish Dancing Masterclass
- Make colourful healthy pasta
- Cello Meditation Concert
- Make the perfect Chinese steamed bun

More information can be found here: www.airbnb.co.uk/s/experiences/online
IDEAS TO SUPPORT YOUR APPRENTICES

7 BIG LUNCH TABLE

At Invotra, we have a big lunch table where not only is lunch had, but board and card games are a common sight. As a young company that employs a lot of apprentices, this is a wonderful way of bringing newcomers into the fold and connecting with others and vice versa.

We have brought our lunch table and made it ‘virtual’ via our company intranet. Anyone can join in, as the importance of taking your lunch break is especially important right now.

Board games and card games have become video versions!

This idea has been contributed by:
Alison Galvin of Invotra
Thank you!

8 COVID CHALLENGES

We have set up two new groups on our intranet called ‘Covid Challenges’ - an open forum to talk about issues and concerns, and ‘Lockdown Fitness Challenge’ - a group encouraging a group encouraging physical activity and creative ideas on how to go about that.

This idea has been contributed by:
Alison Galvin of Invotra
Thank you!

9 IAG FOR APPRENTICES IN SECTORS FACING BIGGEST CHALLENGES

We have launched a new IAG programme on our Virtual Learning Environment which is owned and updated by one of our central support team to ensure all apprentices have up-to-date information regarding all the challenges and opportunities they are now facing regarding employment and finance.

We review this on a daily basis and update our apprentices as and when required.

This idea has been contributed by:
Andrea Dodd of Performance Learning Group.
Thank you!
10 MY 2020 COVID-19 TIME CAPSULE

Encourage apprentices to fill in the pages of this lovely 11-page time capsule by adding photos, a journal, newspaper clippings and special memories to record this moment in time.

The booklet also encourages apprentices to record their feelings, think about their community, record special events, write a letter to themselves and interview their parents/carers.


This idea has been found anonymously on the internet

11 CHECK UP: HOW ARE YOU FEELING?

Apprentices and other young people may find it hard to explain that their emotions and wellbeing will change throughout the day, and from day to day. Consider using social media messaging to keep in touch with your apprentices and let them know you’re thinking about them and their wellbeing.

This idea has been found anonymously on the internet

12 LEARN A NEW SKILL

Encourage apprentices to think about learning and developing a new skill - perhaps in something completely unrelated to their apprenticeship, but a great life skill.

For example:
• Can you recite the NATO Phonetics Alphabet? Alpha, Bravo, Charlie...
• Can you say hello in 5 different languages?
• Do you know how to fold like Marie Kondo?

This idea has been found anonymously on the internet

13 GREEN YOUR HOME

Greenpeace has released a guide on ‘30 ways to green your home’. It covers everything from being more mindful about kitchen scraps, making origami boxes out of old newspapers and even planting your own avocado tree.

To view the article, please visit:
www.greenpeace.org.uk/news/30-ways-to-green-your-home-on-lockdown/
**14 TAKE THE RECYCLING QUIZ**

Challenge your apprentices to take the Recycling quiz to see what can be recycled in the home. Can anyone score 20 out of 20?

To access the quiz, please visit: https://amazingapprenticeships.com/earth-day/

This idea has been contributed by: Amazing Apprenticeships
Thank you!

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**15 FIKA BREAKS**

Encourage your apprentices to take a ‘Fika break’ which is Swedish for a relaxing coffee and cake break. Fika is more than just taking a break though, it is an important part of Swedish culture and is very much about making time for your friends and colleagues to share a drink and a little something to eat. You cannot have a ‘Fika break’ on your own at your desk – it is important to take time to socialise, to take a pause, to refresh your brain and strengthen relationships.

This idea has been contributed by:
The Apprenticeship Team at West Suffolk College. Thank you!

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**16 REFLECTION PROJECT**

We have set a small project for the apprentices to reflect on what skills they have learnt over this challenging period, including obstacles that they have come across, and ways they have overcome these. The project includes weekly reflections where they have challenged their thought processes within the obstacles that they have come across.

This idea has been contributed by:
The Apprenticeship Team at West Suffolk College. Thank you!
I use sparkle moments in my classroom, using brightly coloured star cards that my students write on, identifying moments that have sparkled in their teaching during the week.

I have continued to do this even though we are learning remotely. I make sure that I contact my students each week to highlight their ongoing ‘sparkle moments’ whilst they work remotely with their learners, and to make sure they know that I recognise that they are trying really hard. It boosts their motivation and it’s good for them to know that some of our old traditions from the classroom are still continuing remotely.

This idea has been contributed by:
Elaine Battams of Barnfield College
Thank you!

Our apprentices are expected to spend 20 minutes a day journaling as part of a collection of 20% off-the-job.

Journaling generally involves the practice of keeping a diary or journal that explores thoughts and feelings surrounding the events of your life. It works well as a stress management and self-exploration tool.

There are lots of different templates and ideas available on the internet free of charge.

This idea has been found anonymously on the internet

Ask your apprentices to find a pot (it can be a washed-out jar, tin, a shoe box or anything else appropriate) and ask them to put write a note of what they are grateful for each day. Fold them up and put them in the pot and when things are back to normal, it will be a lovely way to reflect on this time.

This idea has been contributed by:
Jane Redgrave, a Functional Skills Co-ordinator and Learner Liaison.
Thank you!
**20. USE KAHOOT QUIZZES TO KEEP LEARNERS ENGAGED**

Keep apprentices and staff engaged and have some fun with platforms like Kahoot for knowledge quizzes.

This idea has been contributed by:
Bob Watmore of York City Council
Thank you!

**21. STAIR-CLimb CHALLENGE – MISSION POSSIBLE!**

Challenge your group of apprentices to achieve an incredible team victory by climbing one of the most famous mountains or buildings in the world – but on their stairs at home.

Split this challenge across your apprentice group and see if collectively you can make it to the top (and back down again!)

www.nhsggc.org.uk/media/213470/haw_challenge_stair_climb.pdf

This idea has been found through NHS Greater Glasgow and Clyde

**22. HAVE A THEMED MOVIE NIGHT**

Encourage your apprentices to choose a topic, a director, a country, an actor...there are millions of possibilities. Once you’re agreed on a film, all watch it on a given evening and then set a discussion up the following day to chat about it. What was great about it? Did anything surprise you? Did you learn anything new? Has it changed the way you think about something?

This idea has been found anonymously on the internet

**23. FIND AND FOLLOW A NEW INTERESTING BLOG**

Blogs are a great way to learn about new topics. Ask your apprentices to choose a topic they like, do a little bit of research and find the perfect one for them. Set them a challenge to highlight what they think is good about the blog that they have found and ask them to write a short review, so that they can share it with their fellow apprentices.

This idea has been found anonymously on the internet
Help your apprentices to think about how to make the most of the situation by agreeing some goals and setting a deadline for their completion with you. Just knowing that someone is going to ask you about your progress can be hugely motivating.

Some ideas are:
1. Plan out your day or week ahead of time
2. Plan your meals for the upcoming week
3. Make backups of everything
4. Sort out your mailbox
5. Sort out your photos
6. Update your CV
7. Update your bucket list
8. Organize your bills and paperwork
9. Clear space on your phone
10. Create email templates for personal and professional email

Some of the world’s best galleries, museums, world heritage sites and natural landscapes now offer virtual tours, from the Grand Canyon to the Louvre, and Machu Picchu to downtown Tokyo.

Set apprentices (and/or colleagues!) the task of each ‘visiting’ somewhere they haven’t been before. Then book in a video call where they can tell each other about where they chose, why, and what they saw there.

Boost your general knowledge by registering with Memrise. This is a site that will build your general knowledge, help your Chess game and so much more!

Learn a new language for free, and have fun doing it. Register for Duolingo via the website or app (you can download it from the App Store or Google Play), and start learning Spanish, French, German, Arabic, Latin, or any number of other languages now.
**APPRENTICE BINGO!**

Ask your apprentices to draw out a bingo card (templates can be found on the internet), and to select any numbers that they wish from 1 – 100, used once, to populate their card.

Arrange for all of your apprentices to meet online at a certain time and bring their bingo cards with them. The assessor / tutor can use a random number generator such as this [http://numbergenerator.org/randomnumbergenerator/1-100](http://numbergenerator.org/randomnumbergenerator/1-100) to ‘call’ out the numbers.

As an added challenge for the tutor / assessor….see if they can learn all of the famous bingo calls. [https://www.winkbingo.com/the-bingo-game/bingo-calls](https://www.winkbingo.com/the-bingo-game/bingo-calls)

This idea has been found anonymously on the internet

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**LEARN TO CODE**

Ever thought about learning basic coding? There are free online courses which will guide you through the basics. Two sites that we have found that offer this are General Assembly Dash and Codeacademy.

This idea has been found anonymously on the internet

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**ADAPT HOW YOU COMMUNICATE WITH YOUR APPRENTICES**

I have adapted the way I work with apprentices and they have loved it. For example, I set up group emails for them, share work from home tips and have changed the reflective diary to capture learning their new skills.

The group contact has definitely helped the apprentices. They have taken on board the working from home tips and they are learning how to reflect on this challenging situation and seeing the positives in it (and recording this).

This idea has been contributed by: Kerry Conway of Essex County Council. Thank you!

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**INTRODUCE THE ‘PRINCIPAL OF +1’ THEORY**

George Anderson covers this topic brilliantly in masterclass 4 where he explains that often, when trying to improve something, such as our diet, we strive for perfection (a 10) and we look for what might move us from ‘not doing very well’ (by our own standards) to perfection. This isn’t conducive to consistency. Rather than striving for moving from a 3 to a 10, let’s look at making progress towards the 10 and move from a 3 to a 4. “Progress, not perfection”

[View this section of the masterclass webinar (see 19m25s – 22m34s)](https://register.gotowebinar.com/recording/7907252626486481678)
Following the webinar that took place on Monday 30th March 2020, it was suggested that apprentices have a buddy system, which I found a great idea.

Our Senior Functional Skills Manager (Lois Hall) has produced a guide to support staff working from home. To support this Lois has paired the Functional Skills team to adopt a buddy system to support one another whilst working from home. This will help with wellbeing and sharing best practice, as some staff members are working remotely for the first time.

As a small training provider, it was important and crucial to us to plan ahead of the Covid-19 lockdown. Before we went into lockdown, we completely overhauled our delivery model to undertake activities 100% remotely. We developed processes with a 3-pronged approach to balance out quality, compliance and business operations in order to ensure our apprentices remained engaged, supported and still make the best progress possible in these unprecedented circumstances. With this in mind, we set up daily morning and afternoon Zoom calls for the team and for directors only, which help ensure that any issues that arose that day or the previous day could be dealt with immediately and also to keep every member of the team engaged.

This idea has been contributed by:
Sue Tucker of Pearson Education TQ
Thank you!

This idea has been contributed by:
Andrea Dodd of Performance Learning Group
Thank you!
We sent a feedback survey to all staff this week to see how people were coping with working from home and being in lockdown to highlight any areas of concern. This is especially important for our apprentices as not only are they learning about the business, but they are also getting up to speed on their apprenticeships.

This idea has been contributed by: Alison Galvin of Invotra
Thank you!

Each day, send your team a daily puzzle, this could be sudoku, a crossword, a wordsearch etc. They have to try and complete the puzzle within a set amount of time e.g. 15 minutes. This allows the team to take a break from working from the screen, whilst still keeping the mind active. The team does not have to complete it all at the same time, but they have to prove at the end of the day to their line manager that they did take 15 minutes out from their screen work to try the puzzle.

This idea has been found anonymously on the internet

We held our first virtual ‘Pub Quiz’. Teams of tables were created with each table collaborating together via a chat group. Winning team members each received a £25 ‘contactless’ fast food delivery of their choice. As we have 4 new apprentices who have joined us in the last 3 weeks, this was a great fun way of letting them see everyone’s fun side.

This idea has been contributed by: Alison Galvin of Invotra
Thank you!
The idea of your team sitting in front of their webcams with their eyes shut each morning might be a strange one, but there’s masses of evidence for the benefits of mindfulness meditation. Just 10 minutes of mindfulness meditation a day can massively reduce feelings of stress, anxiety and depression, and improve focus, job satisfaction, and feelings of compassion and gratitude – all benefits everyone could use at the moment.

Find a guided 10-minute-a-day programme (the Headspace app has great free sessions), mute yourselves and just listen to the instructions. Doing it together each morning will keep you all accountable, and you can have a chat at the end of week one to see how everyone’s finding it.

This idea has been found anonymously on the internet.

Our team are supporting each other by holding a Friday afternoon virtual ‘team beer and catch up’. It’s a great way to relax at the end of the week while catching up with the rest of the team, as we don’t always have the opportunity to engage with all our colleagues during the week.

This idea has been contributed by: Jane Purday of the University of Hertfordshire. Thank you!

Youthforce hold a ‘daily huddle’ which is a conference Zoom call. All staff members share their top 3 priorities for the day. This really helps the smooth running of the business as many our staff are remote workers: it keeps everyone in touch with what is going on within the business areas.

It has also triggered discussions around support or contact from other stakeholders in the apprentice’s journey, meaning that all staff members are aware of what is being relayed to the employers and the apprentices.

During the current difficult times, where more and more people are working remotely, we have shared and encouraged our apprentices and employers to adopt this activity to support the apprentices in managing their day. It also keeps them focused and on track of what they need to complete.

Due to the current environment we have also considered introducing a personal priority. What does the individual want to achieve on a personal level, for example, healthier snacks, less caffeine, more exercise?

This idea has been contributed by: Carla Stuthridge of Youth Force. Thank you!
**FIZZY FRIDAY**

Set up a Friday meet up with the group where individuals can get together (online) to have a chat and talk about their week. Depending on the ages / preferences of your colleagues, the drinks may need to be soft drinks!

This idea has been found anonymously on the internet

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**THE STAY AT HOME INN**

We deliver many apprenticeship schemes nationally with staff remote working. This activity is more for the team than our learners. Although healthy and happy tutors I am sure has an impact on interactions with our apprentices.

It’s an opportunity to just catch up and unwind before the weekend. Working remotely can be lonely and even more so at this time. ‘The Stay at Home Inn’ name is just a bit of fun. Basically every Friday 4-4.40pm we get together via Zoom for a team catch up.

**This is how the invite reads to the team:**

Every Friday at 4pm, for 40mins the Apprenticeships and Skills ‘Stay at Home Inn’ opens for business. Join the team for a weekly wind-down and some friendly chat and wellbeing banter.

Be sure to bring a brew or a beer. Fancy dress, children and pets are optional.

See you there!

This idea has been contributed by:
Lee Price of Myerscough College. Thank you!

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**SHARE YOUR ‘SONG A DAY’**

As a team, complete the 30-day song challenge and share your recommendations with each other on your daily catch up calls.

Across the 30 days you will be challenged to think of a song that:
- makes you happy
- you think everybody should listen to
- you remember from your childhood

A link to the list can be found here:
https://www.pinterest.co.uk/pin/401735229250881946/

This idea has been found anonymously on the internet
Staff recognition and reward is one of the most important motivating factors for employees. Just because we are on lockdown, this doesn’t need to stop. Find ways to ensure that staff receive encouragement and praise.

For example:
• A personal email or phonecall from the CEO to tell them they’re doing well
• Employee of the week recognition scheme
• A personal treat (a voucher to enjoy after lockdown)

This idea has been found anonymously on the internet

It’s natural that colleagues may start to suffer from a lack of motivation over the coming weeks and months. Knowing what really does ‘motivate you’ personally can be the key to unlocking greater productivity, enthusiasm for work and overall positivity towards tasks and challenges.

For example:
1. Challenge colleagues to find a motivational quote that they feel the biggest connection to.
2. Take this a step further, by asking colleagues to write their own motivational quote that could be shared with their team.

This idea has been found anonymously on the internet

Personality quizzes are good fun, but can also help individuals to reflect on themselves and other team members to play to their strengths.

The Buzz Quiz is a well known personality quiz used widely in schools, but can also be useful for working teams too.

To access the quiz, please visit https://icould.com/buzz-quiz/

This idea has been found anonymously on the internet
ENCOURAGE APPRENTICES TO CREATE A PERSONAL DEVELOPMENT RESOURCE DATABASE

I have challenged our apprentices to design a Google-Sheet that can be used as a library catalogue of web resources. This will be contributed to and used by the entire workforce for remote-work-based upskilling.

We explored together what characteristics would be relevant: the different levels of knowledge that can be accessed (short introduction through to in depth technology exploration), durations (10-minute video through to multi-week university course), searchable key words and other aspects.

The tool will be available to both the employee and business. This will allow useful home working and for targeted upskilling. It can be used when the range of normal tasks that could be done at home without access to engineering and manufacturing physical resources work tasks have been addressed.

The business will have a long-term useful resource database available for personal development in the future. This will be employee driven providing a route for experts to share and develop their knowledge based.

This idea has been contributed by:
Tim Durrant of EFFECT Photonics Ltd
Thank you!

ASK APPRENTICES TO FIND RESOURCES THAT THEY ENJOY WATCHING

I set an activity last week for my apprentices to all research and find one online resource linked to their programme (for me, I set them the task of short graduation haircut, but you could use any relevant topic). I asked them to focus on finding a resource that they enjoyed viewing and for them to share it with us this week.

If every apprentice did this, imagine the amount of brilliant resources we could gather each week!

This idea has been contributed by:
Shavaun Enright of Milton Keynes College
Thank you!
ADAPTING YOUR SAMPLING ACTIVITY

Quality processes have been adapted to make allowances for the move to 100% online delivery. Enhanced sampling activity is also being undertaken in order to ensure continuous quality improvement, a process at the centre of what we do.

We believe in sharing best practice across the delivery team and this forms a standard agenda item on our daily calls so our team can gain ideas from each other and discuss new and innovative ways of facilitating teaching and learning remotely.

This idea has been contributed by:
Andrea Dodd of Performance Learning Group
Thank you!

WHAT WENT WELL / EVEN BETTER IF...?

The current crisis has propelled individuals across the globe into new ways of working and communicating. No-one was prepared for the impact that a global pandemic would have on our daily working relationships, workload, living conditions and anxiety levels.

Companies and their employees have really ‘stepped up’ to the challenge, working creatively to ensure that apprentices remain focussed, motivated and committed to completing their apprenticeship programmes.

Use this time to carry out an activity to reflect on ‘What Went Well’ (the three w’s)
For example:
Did your online learning platform mean that staff and learners could quickly adapt?
Did you quickly introduce new ways of communicating effectively?
Then also reflect on ‘Even Better If’ (EBI)
What could have prepared you better? As an individual? A tutor? A team member?
Is there anything that could be changed when we return to our ‘new normal’?
Is a greater emphasis on resilience and growth mindset with your learners needed?
Write everything down, keep it somewhere safe and be ready to bring your ideas back to your organisation when the time is right.

This idea has been found anonymously on the internet
Lots of people set New Year’s Resolutions, but it might be a good idea to think about setting some goals for life after lockdown. Help your apprentices to visualise the personal and professional goals that they want to achieve.

The visualisation activity:
Get a big sheet of paper and start by focussing on a date in the future (it could be 1 year from now, 2 years from now etc.). Ask yourself the following questions:
1. Describe your physical surroundings in as much detail as possible. Where are you working? Where do you live? Where do you spend your free time?
2. Describe the people surrounding you – at work and in your personal life. Who are they?
3. What is the atmosphere at work and in your personal life? How do you contribute to that atmosphere?
4. What are you most proud of?
5. What is your favourite way to spend your downtime?
6. Do you have any regrets? Explain.
7. What would you have done differently to get here?

Turn it into a picture
Once your apprentice is clear about what they want their future to look like, encourage them to find imagery that represents these thoughts and to create a ‘Vision Board’.

It could include personal challenges like going on a holiday, moving house etc. but it could also include quotes, pictures and anything else that represents their future.

This idea has been found anonymously on the internet