

Aurelia News

Edition 1 April 2020

Welcome to Aurelias 1st Newsletter

Each month will include, news and updates about Aurelia, government changes, policies and general info. Along with a Staff bio and course focus so you can get to know us and see what we deliver. Also we have a Just for fun section – go on have a go!

Aurelia's Newsletter Bio!

Each Newsletter will feature a staff member from Aurelia.
To start us off, we have our **Managing Director Bob Harknett!**



I founded Aurelia Training Ltd in 2005. Prior to that I was the Head of the Learning & Behaviour Support Service at Coventry Local Education Authority.

Having worked in secondary education for many years, primarily focusing on children with emotional and behavioural difficulties I have a real passion for education.

Aurelia Training has evolved over the years to focus on apprenticeships. Working with employers to help support and develop their workforce to make a difference is one of the most rewarding aspects of managing a training organisation. I am fortunate to be leading a team of passionate and accomplished individuals, focusing on the Management, Recruitment, Health and Social Care, Education and Retail sectors.

Aurelia provides excellence in teaching, learning and assessment and in the last 15 years I am proud that we have always been graded Good at inspection by Ofsted.

My skills include coaching, recruitment, sales and all aspects of management. I am a qualified Verifier and have a Strategic Management qualification Level 7.

Next Month we welcome Gina Smith - Quality Manager/Designated Safeguarding Lead

Company Update

Aurelia Staff – The past year has seen some changes within the Aurelia Family, We have said goodbye to a few staff but have welcomed 2 new team members.

We are pleased to welcome Aaron, who accepted the position of Customer Service Apprentice within our Admin Team.

Naomi who delivers Recruitment, Business Admin and Customer Service.

Lockdown – This is a challenging time for all of us, but here at Aurelia we are adapting our delivery methods to our learners by meeting guidelines around online delivery, facetimeing, emails, and phones calls. Please contact your trainer for any information.

We are still able to work with learners who have been furloughed. We are still speaking with employers and signing learners up, along with speaking to new employers.

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Wellbeing – Debs Wilson is taking the lead on Wellbeing and is updating our facebook page constantly with good vibes and support for anyone who has liked the page or follows us.

If you need any advice or support please send us a message via facebook or to dw@aureliatraining.com

<https://www.actionforhappiness.org/calendars> - monthly active coping calendars

ACTIVE COPING CALENDAR: APRIL 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
"Everything can be taken from us but one thing: the freedom to choose our attitude in any given set of circumstances" ~ Viktor Frankl			1 Make a plan to help you keep calm and stay in contact	2 Enjoy washing your hands. Remember all they do for you!	3 Write down ten things you feel grateful for in life and why	4 Stay hydrated, eat healthy food and boost your immune system
5 Get active. Even if you're stuck indoors, move & stretch	6 Contact a neighbour or friend and offer to help them	7 Share what you are feeling and be willing to ask for help	8 Take five minutes to sit still and breathe. Repeat regularly	9 Call a loved one to catch up and really listen to them	10 Get good sleep. No screens before bed or when waking up	11 Notice five things that are beautiful in the world around you
12 Immerse yourself in a new book, TV show or podcast	13 Respond positively to everyone you interact with	14 Play a game that you enjoyed when you were younger	15 Make some progress on a project that matters to you	16 Rediscover your favourite music that really lifts your spirits	17 Learn something new or do something creative	18 Find a fun way to do an extra 15 minutes of physical activity
19 Do three acts of kindness to help others, however small	20 Make time for self-care. Do something kind for yourself	21 Send a letter or message to someone you can't be with	22 Find positive stories in the news and share these with others	23 Have a tech-free day. Stop scrolling and turn off the news	24 Put your worries into perspective and try to let them go	25 Look for the good in others and notice their strengths
26 Take a small step towards an important goal	27 Thank three people you're grateful to and tell them why	28 Make a plan to meet up with others again later in the year	29 Connect with nature. Breathe and notice life continuing	30 Remember that all feelings and situations pass in time		

ACTION FOR HAPPINESS

30 actions to look after ourselves and each other as we face this global crisis together

www.actionforhappiness.org

Keep Calm · Stay Wise · Be Kind

Safeguarding – Although we may not be delivering workshops Safeguarding our learners and the wider community it a key part of our role at Aurelia. As a training provider we have a duty of care towards all of our learners and appreciate that many are in roles working with vulnerable adults and children.

If you have any concerns about yourself or those you work with and are unclear about what you should do contact:

Gina Smith – Designated Safeguarding Lead, Aurelia Training Ltd. I will be able to offer advice or refer your concern to the relevant agency. You can contact me by email : gs@aureliatraining.com or telephone: 07384214574/01926511855.

The current crisis can make people more vulnerable than usual – please be aware and use the reporting lines available to you, either through your workplace or myself.

Stay safe

Useful Links - This months links are from the recruitment sector.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/recruitment-consultant/>

<https://www.rec-irp.uk.com/career-development/recruitment-apprenticeships/apprentices>

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Funding update

Levy - Most of you who qualify will now hopefully be set up on the Digital Apprenticeship Service. If your organisation has a pay bill of £3 million or more a year you will now be paying into the Apprenticeship Levy which you can use to pay for your Apprenticeship training. If you exceed your Levy amount that month you will have to pay an employer contribution.

Levy Transfer – This is when an employer with unspent money in their levy pot can agree a transfer of funds to a non-Levy payer. We are able to offer advice on this and the process should you think you are eligible

Levy Reserved – From January this year small employers can reserve funding through the Levy pot,. At present employers can reserve up to 3 apprenticeships. The levy pot will cover 95% of the Negotiated price up to the maximum cap band so the employer will have to pay 5% contributions for each learner. For example, a Care Apprenticeship at £3000 generates a contribution of £150 per learner.

Loans - Those who choose not to do the Apprenticeship programme or are not eligible for apprenticeship funding, may be able to access an Advanced Learner Loan. These are available for Level 3, Level 4 and Level 5 qualifications through the Student Loans Company if you are over 19. There is no upfront payment and repayment starts when you earn over £25,000 a year. To complete the course you must be volunteering or employed in a relatable job role to gain evidence and complete observed practice.

For more information on any of the above please contact gs@aureliatraining.com or vsg@aureliatraining.com



Team Leader

Business Administration

Recruitment

Logistics

Children and Young Peoples Workforce

Management

Health & Social Care

Specialist Support for Teaching & Learning in Schools

Customer Service

Early Years

Courses

- We deliver courses across a variety of sectors in Levels 2/3/5.
- We offer Apprenticeships which are a minimum of 12 months on programme with a further 3 month window for End Point Assessment.
- Loans can be completed in a little as 6 months if in an experienced role and you are able to commit time required, more usually 9-12 months
- We also offer bespoke courses for a set price or set numbers.
- Learners can also self fund

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Course Spotlight

Level 2—Recruitment Resourcer

This is made up of 3 qualifications:

Certificate in Recruitment Resourcing Level 2 NVQ,

Certificate in Recruitment Resourcing Level 2

Recruitment Resourcing Level 2 Standard.

This qualification is ideal for people in a resourcing role or compliance/admin role but wanting to move into sales. The course covers the recruitment cycle, researching candidates, assessing candidates, compliance, contributing to the recruitment plan and building candidate relationships.

This course is delivered over 15 months through workshops designed to ensure limited homework and is currently available remotely. To suit all learning styles. One to one support as well as group learning will help you to network with other recruitment professionals whilst developing your knowledge and skills in Recruitment.

During your first 12 months you will work towards achieving 2 of the recruitment qualifications and Functional Skills, Maths and English. We spend the last 3 months preparing for and completing End Point Assessment for the standard. Once you have completed your end point assessment you will be given a final grade and then can progress to the Level 3 Recruitment Consultant to develop your career opportunities further.

First up with have Recruitment L2 & L3.



Level 3 - Recruitment Consultant

Again this is made up of three Qualifications,

Diploma in Recruitment Level 3,

Certificate in Recruitment Practice Level 3,

Recruitment Consultant Level 3 Standard.

This is an ideal qualification for new and established recruitment consultants and resourcers wanting to move onto the next stage of their career.

The course covers, 360-degree recruitment cycle, identifying clients needs and meeting them, attracting candidates, matching and presenting candidates to clients, compliance procedures, legal and ethical considerations of recruitment and sales and negotiating skills.

Delivered through workshops (at present remotely) you are able to network, share ideas, gain an insight into how others tackle issues, share best practice and make new contacts. We cover hints and tips to improve sales technique as well as knowledge about the industry and ways to succeed in your chosen career.

Functional Skills - Both qualifications include Maths & English. These will be delivered over the 12 month programme. If you hold previous maths & English Qualifications these may exempt you!

End Point Assessment (EPA) - We spend the last 3 months preparing for and completing EPA for both awards

Rec L2 - This is a showcase which is produced to meet a set brief and a professional discussion with an assessor from the exam board. They will ask questions to demonstrate your skills and knowledge by asking you to provide examples of work you have completed over the previous year.

Rec L3 - This is a 5 week written project designed to test the knowledge, skills and behaviours you will have gained. Once you have completed the project and received a grade for this then there is a one hour professional discussion with an examiner. You will be asked to give real life examples from your work.

You will be supported throughout this process by an experienced trainer with a proven record of success.

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£1000 Incentive for Training 16-18 year olds

If you recruit, or already employ, a 16-18 year old, and they undertake an Apprenticeship, you will receive an incentive payments of £1000.

The payment is split in to 2 instalments of £500. The first is received 3 months after the start of the course and the remaining payment of £500 after 12 months.

Testimonial - Kirk from Euro Pool System - Team Leader L3

Vicky and the team were fantastic and really helped me to learn and complete the course. They appreciate discussion and it never felt like I was in a class room, which for me is a good thing.

There was a lot they had to take over from the previous provider, but the team seemed to be really organised and quickly got me back on track so I could complete the course.

I worked mostly with Craig throughout the training and he was great – very personable, encouraging, supportive and made the sessions fun and informative.

The entire team at Coventry were really helpful and supportive throughout the whole training process and I'm very grateful for everything you guys have done to get me through the course.

The EPA was nerving, but happy to say I've passed, so a well-deserved THANK YOU goes out to the team at Aurelia !

LEARNER UPDATE!! Certificates –

After speaking to our Awarding Bodies they have informed us that they are not printing certificates at the present time. They are looking at ways to send electronic copies and will inform us when they are available.

If you are awaiting a certificate and need it for work please email Vicky vsg@aureliatraining.com The Apprenticeship Certificates for England who produce the apprenticeship certificate are sending out confirmation of achievement by email. We will forward to you on receipt. When printed certificates become available we will send them out with your portfolio.

Just for fun!

Maths - Find the median of these numbers.



44.76 43.61 43.05 43.87 44.15 44.36



The answer and more Just for Fun can be found on Twitter - @Aurelia Training

How to contact us!!

Phone: Office: 01926 511855—during current lockdown please contact either:

Operations Manager—Vicky Sherry-Garnett –07912516782

Quality Manager—Gina Smith—07384214574

Email – info@aureliatraining.com

Website - www.aureliatraining.com



<https://www.facebook.com/Aurelia-Training-339381249413113>



[@AureliaTraining](https://twitter.com/AureliaTraining)

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