

Summer Update

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With Summer almost over and the new ESFA contract year started we are looking at giving out information, updated forms and showing you a few courses we offer.

How can we help you?

Do you have new staff you would like training for?

Would you like to upskill existing staff?

What Apprenticeship could they do?

Do you require short accredited and non accredited courses?

Contact Bob on 01926 511 855 or at BH@aureliatraining.com for further advice and guidance.



FUNCTIONAL SKILLS

MATHS RIDDLE

Functional skills is a requirement of every apprenticeship.

English and Math's at L1 or L2.

They are delivered along the apprenticeship and have designated tutors.

You may be exempt from Functional Skills if you have suitable qualifications and we can advise you on this.

Some learners feel uneasy when they hear Maths & English and this can be for a variety of reasons.

Such as a bad experience, difficulty studying etc
Our tutors will make it fun and easy to learn.

Hey Diddle Diddle,

The **MEDIAN'S** the middle

You add and divide for the
MEAN

The **MODE** is the one that
appears the most

And the **RANGE** is the difference
between.

Topic of the month

Our new page on our website [Monthly Features | Aurelia Training Ltd](#)

Every month our Functional Skills Tutor Julie, will be create a "pick" of the month.

This will be an event which will tie in with learners and our apprenticeships.

This will contain a few facts, links and a little activity you could use with your team.

We will upload the pdf on to our website (link above) and add other interesting fact or activities, like the riddle above.

Activity Calendar

Your year ahead with suggestions & ideas for celebrating cultures from around the world
[2022 Activity Calendar \(dignityincare.org.uk\)](#)

CONGRATULATIONS

A big Congratulations to Carole Stoddart Pictured right with her manager Carmen Hall from Network Harrow.

Carole Signed up for her L2 Care Apprenticeship in December 2020, Carole was new to the Care sector after working in hospitality. Although being new to the sector and working during the pandemic Carole has successfully achieved her apprenticeship. We look forward to working with her in the future to help her achieve her Care L3.



Progression

We have so many progression routes, through every sector.

An example for the Care sector could be

Adult Care L2 — Lead Adult Care Worker L3—Lead Practitioner in Adult Care L4—Leader in Care L5

Another example is

Recruitment L2– Recruitment L3—Teamleading L3— Operations Manager L5

Other sectors may have progression from L2-L3 then a L5 in a slightly different award.

For questions on progression for you or your team please contact Vicky on vsg@aureliatraining.com or on 01926 511855

FUNDING

Employers!

A few things to remember when signing up a current or new staff member for an apprenticeship.

1. An apprentice must have a contract of employment to cover the duration of their apprenticeship. Remember if they work less than **30 hrs** a week, the duration of the apprenticeship **must** be extended.
2. An apprentice can only be on the apprenticeship wage from the day they start the apprenticeship and only for the first year of their apprenticeship they must move on to the national minimum wage. They must not be on the apprenticeship wage prior to starting an apprenticeship
3. The Apprentice must be declared through the companies PAYE scheme.
4. If the apprentice withdraws but continues to work for your company they must be placed on the national minimum wage.

Digital Apprenticeship Service

Non Levy Employers—All accounts have been reset and since the 1st June 2022 you can reserve funding for a further 10 apprentices.

If you are an SME with a 16-18 yr old wanting to do an apprenticeship then there is no 5% contribution.

To create a Digital Apprenticeship account please follow this link

[Create an account to manage apprenticeships - Manage apprentices \(manage-apprenticeships.service.gov.uk\)](https://manage-apprenticeships.service.gov.uk) **we can also walk you through this and help if you would like us to.**

Transfers

There is the option of asking a larger Levy payer for a transfer. This is at no charge and no 5% contribution and will be on a case by case basis.

We have a number of companies we currently work with who offer a transfer to employers who meet their criteria.

Recruit an Apprentice

All employers now have access to the Recruit an Apprentice service

<https://www.gov.uk/recruit-apprentice> **this is a free service that you can update and monitor directly.**

We can also assist and help with this as we will speak to you about this when we do our reviews or catch up.

Aurelia Update!

With each funding year comes multiple changes.

Over the next month we will be in contact with each company to complete and update forms as needed.

**For any questions on this please email
admin@ aureliatraining.com or phone 01926 511855**

Apprenticeships

About Us!

Aurelia Training has been delivering apprenticeships since 2005, we deliver a wide variety of Standards and Levels. We have a family of well educated and supportive staff. Most staff can deliver multiple apprenticeships and we have a designated team who deliver Functional Skills.

We work with large, national employers, medium and small employers both, locally and nationwide across England.

If you can't see an apprenticeship you are interested on the next page please contact us.

We also offer bespoke and tailored short courses and Advanced Learner loans

Healthcare Cleaning Operative L2

Healthcare and hygiene environments that require specific attention to infection control, safety and sanitation for the health and wellbeing of service users. This includes a range of both public and private sector environments that require high levels of cleanliness to avoid the growth of bacteria and the spread of diseases and viruses. The Healthcare Cleaning Operative may also work in establishments that require cleaning to a healthcare standard to prevent adverse effects on the health of high-risk service users.

Learning Mentor L3

The Learning Mentor takes place in all parts of Education and Training and staff development contexts. Learning Mentors support all ages and all levels of new staff to develop within their work role, this could be from apprentices, trainees to new recruits. The Learning Mentor will have a dual role using own sector specific experiences together with generic skills to guide and support learners. They will give practical, technical and/or pastoral support and guidance to assist learners to gain new skills, knowledge, and behaviours.

Supply Chain Warehouse Operative L2

Warehouse Operatives work in a variety of warehouse environments. Work activities include taking deliveries, checking for damaged/missing items, storing goods, moving stock by various methods, picking/packing orders, loading goods for dispatch, maintaining stock records and documentation, and cleaning. They are required to safely use a range of equipment, machinery and vehicles, as relevant to their role and setting. This could include mechanical racking systems, materials handling equipment (MHE) or fork lift trucks.

Advanced Learner Loans

An Advanced Learner Loan can be taken by anyone as long as you meet the following criteria and are working or volunteering in the sector.

We offer a variety of courses!

- You must be 19+
- You must have lived in the UK for at least 3 yrs
- Minimum amount you can take out is £300
- Levels 3-6
- you must be working or volunteering in the sector
- interest starts once the final instalment has been made to us.
- Repayment starts when you earn over £27,295 - It doesn't affect your credit score

For further information check out our website [Loans | Aurelia Training Ltd \(rocketspark.co.uk\)](https://www.rocketspark.co.uk) or contact Bob below.

If you would like more details on any of the above courses please contact us on

01926511855 or BH@aureliatraining.com



AURELIA TRAINING

WHAT WE OFFER

Care

Levels 2, 3*, 4*, 5*

Business Admin

Levels 2 & 3*

Customer Service

Levels 2 & 3*

Community Sports & Health Officer

Levels 2 & 3

Learning Mentor

Level 3

Assessor Coach

Level 4

Recruitment

Levels 2 & 3*

Operations Manager

Level 5

Team Leader/Supervisor

Level 3*

Teaching Assistant

Level 3*

Healthcare Cleaning Operative

Level 2

Textile Care Operative

Level 2

Courses with a * suitable for advanced Learner Loan.

Aurelia Training Ltd are based in Coventry and have been an established training provider since 2005.

We offer a blended approach for all our apprentices across England including remote delivery.

Ofsted Grade 2 and RoAPT registered.

Knowledgeable and friendly staff

Employer led training.

APPRENTICESHIPS BESPOKE TRAINING SHORT COURSES LOANS

For more information on any course, how to apply for an apprenticeship, loan or to discuss courses please contact:

Bob Harknett

 **07768741266**

 **bh@aureliatraining.com**