



Eligibility

An Apprenticeship is a great opportunity for staff to train in a new role or progress within the company. To become an Apprentice before applying you must have the following:

- Be employed for 30 hrs (if less please discuss)
- Have been resident within the European Economic Area for a minimum of 3 years prior to starting the apprenticeship.
- Have a National Insurance number.
- Have Identification such as Birth certificate, driving licence, passport etc.
- You should not be receiving any other government funding or doing another apprenticeship.

If you are not sure about any of the above, then please ask.

Digital Apprenticeship Service

All funding is issued through the Digital Apprenticeship Service. Whether you are a Levy or Non-Levy Employer.

To create a DAS account follow this link <https://accounts.manageapprenticeships.service.gov.uk/service/index>
To open your account, you will need your company accounts office reference number and employer PAYE scheme reference.

Add Aurelia Training as a provider and edit the permissions, this will allow us to add the apprentice's details saving you time. All will you need to do is check the information and Negotiated Price and confirm.

Levy employers – you will be able to allocate and monitor your Levy funds from here. Once set up you can then add learners to your account.

Non-Levy employers – also use this system but for reserving funds and allocating providers. In this case the Employer will be required to pay a 5% contribution to the provider. This is recorded on your account and the provider will issue an invoice.

For further information please visit our website or contact us below.

Levy Transfer

Some large Levy paying employers can transfer a proportion of their funds over to non-Levy employers.

You will be required to apply directly to the Levy employer and set up of a Digital Apprenticeship Service Account as detailed above.

The Levy Employer will allocate negotiated funds to your account and will have the final approval once learners are added. In this case no 5% contribution is required.

Many local councils and companies still have funds available ask us for further information and links.

For further information about the delivery of this award please contact
Aurelia Training on: 07768741266
or Email: info@aureliatraining.com