

# Aurelia News

Autumn 2021 Edition

## GOOD NEWS!!!

### £3000 Apprentice Incentive Extension

The recent £3000 incentive for newly employed apprentices has been extended into 2022. The incentive is available for any new apprentice that starts working for your company between the 1st October 2021 and 31st January 2022 and can be applied for once applications open in January 2022.

There is another £1000 available for apprentices aged 16-18 or 19-24 year olds who have an EHC plan.

**You can still claim the £3000 incentive for new employees who began their employment between 1st April to 30th September 2021, if they sign up for an apprenticeship before 30th November 2021.**

For assistance claiming the incentive please use the link <https://youtu.be/RUg0AVLLAHQ>

or contact us at [admin@aueliatraining.com](mailto:admin@aueliatraining.com)

Companies with under 50 employees do not have to pay the 5% contribution usually in place, if they employ a 16-18 year old or 19-24 year old with a EHC plan.

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- Aarons Blog

### Contact US

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[www.aueliatraining.com](http://www.aueliatraining.com)

# Levy Transfers

The Levy is a fund into which the government requires all employers above a certain size pay a percentage of their income to fund apprenticeship training for their company. Some large companies are unable to spend the full amount. In this case they are allowed to transfer funds without a charge, to a smaller company without a Levy pot or another company who's Levy has run out. This is called a Levy transfer and is arranged through the Levy Transfer Site.

## Levy Transfer site.

This is open to any business, whether you have used your Levy or you have been paying 5 % contribution through DAS for up to 10 apprentices. If you have apprentices waiting to start or are looking at providing apprenticeships you can apply for a transfer. The government have created a site to facilitate this, where Levy businesses can advertise the amount of funding they have spare and what they would be willing to spend it on.

## Warwickshire County Council Small Business Levy Programme

Warwickshire County Council have set up a small business apprenticeship levy programme, this allows Warwickshire County Council to share part of its apprenticeship levy funds to invest in businesses and residents who would benefit from funding to support their staff development.

### Key areas of interest are

Advanced Manufacturing	Childcare
Health & Social Care	Hospitality
Travel & Tourism	Rail

If you are interested or would like further information please use the following link:

[Small Business Apprenticeship Levy Programme – Warwickshire Skills Hub](#)

**£1,000 incentive for employers to invest  
in apprenticeships**

Warwickshire County Council are also offering a £1000 incentive to all micro or small businesses who have staff that have completed an apprenticeship within the last 3 years and would like the opportunity to do another. The business can apply for up to 5 fully funded apprenticeships delivered by a training provider of their choice.

Follow this link for more information:

[WARWICKSHIRE MEANS BUSINESS -](#)

## Coventry City Council's Apprenticeship Levy Transfer

**Coventry City Council are  
making the same offer to  
small local businesses, other  
businesses outside of the city  
may apply if they are eligible**

**Please follow the link below  
for more information**

**[https://www.coventry.gov.uk/  
info/1284/  
su-  
port\\_for\\_new\\_and\\_existing\\_b  
usinesses/3001/  
skills\\_support\\_for\\_smes/2](https://www.coventry.gov.uk/info/1284/su-port_for_new_and_existing_businesses/3001/skills_support_for_smes/2)**

# Recruiting an Apprentice

## Small to medium-Sized Enterprise (SME)

Are you a business with 49 members of staff or less? If so you are classed as an SME and if you recruit or put an apprentice forward who is 16-18 yrs old or they are 19-24 and have an EHC plan, you do not have to pay towards their apprenticeship. Training is provided fully funded.

## Ways to recruit an apprentice.

We work with several companies who either wish to upskill their current employees and others who recruit apprentices for new roles. If you are looking to recruit an apprentice there is a system you can use for free to advertise the role. The service is called Recruit an Apprentice. This is available through your Digital Apprenticeship Service Account, under Adverts. See guidance at <https://www.gov.uk/guidance/creating-an-apprenticeship-advert>

## Advanced Learner Loans

An alternative funding route for learners unable to complete an apprenticeship is through the advanced learner loan. The learner applies for a loan from Student Finance England. The loan covers the cost of training and is repayable by instalments once the learner earns over £27,295 pa. As this is a student loan it will not impact directly on credit ratings and is cancelled after 30 years. The application process is on-line, further information is available from [admin@aueliatraining.com](mailto:admin@aueliatraining.com)

Details about the different courses are available are on our website and we are happy to visit and talk to anyone interested if helpful. We deliver training using a blended learning approach providing face to face workshops, virtual workshops, learning platform and remote induction that has the flexibility to meet individual employer and learners needs.

## Adverts

One of our newest employers who we are delivering apprenticeships to is Evercare

**We're Different.  
We Care.**

Ever Care goes above and beyond any other care provider by employing only the most compassionate and highly qualified carers who meet our stringent quality and safety standards.

Ever Care is CQC registered and regulated to provide a range of in-home care which enhances quality of life and nurtures independence.

**Give us a call to speak to our friendly team.**

**GET IN TOUCH**

**HEAD OFFICE**

024 76 22 13 44  
07305 049 306  
4 The Cable Yard  
CV1 4HA

[www.ever-care.co.uk](http://www.ever-care.co.uk)  
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**Your Homecare, Your Choice**



Domiciliary Care | Specialised Care | Personal Care



Ever Care staff are fully trained to specialise in the care of:

- Dementia / Alzheimer's
- Parkinson's
- Autism
- Mental Health & Physical Health Conditions

Our experienced and diverse carers are able to offer care in a range of languages, these include;

- English
- Punjabi
- Hindi
- Portuguese

All carers understand the importance of cultural beliefs.

We offer companionship, home help, live-in care, and everything in-between; no matter how simple or complex the requirements.

You can be safe in the knowledge that your loved ones are cared for in their own homes, by trained, qualified, and caring professionals.

Are you compassionate and caring? Are you looking for a role which develops you and rewards going above and beyond? Speak to us today to learn more about becoming a carer!



Ever Active encourages clients to engage in physical activity in their own homes.



Ever Active is available at no additional cost to our clients.

Activity plans are tailored and created by our dedicated physical & mental health specialist.

Light physical activity is known to improve quality of life and mental health, in cases of; obesity, diabetes, and many other illnesses.

Our clients have seen significant improvement in their mental and physical wellbeing since engaging with Ever Active.



# Courses

## Teaching Assistant L3 Apprenticeship

**Suitable for:** New and existing Teaching Assistants working in primary and secondary schools or colleges to support children and young people with their education.

**Includes:** Specialist Support for Teaching and Learning Level 3 – Functional Skills Maths and English Level 2 with the option to include Education and Training Level 3.

## Learning Mentor L3 Apprenticeship

**Suitable for:** Support staff working with young people over the age of 16 and adults in a mentoring and/or coaching role

**Includes:** Award in Safeguarding Children and Vulnerable Adults L2, Functional Skills Maths and English L2. Optional inclusion of Education and Training L3/L4, Understanding the principles and practices of assessment L3/L4

## Assessor Coach L4 Apprenticeship

**Suitable for:** those teaching young people and adults completing vocational training or staff training – must be teaching those over the age of 16

**Includes:** Award in Safeguarding Children and Vulnerable Adults L2, Functional Skills Maths and English L2. Optional inclusion of Education and Training L3/L4, Understanding the principles and practices of assessment L3/L4

## Customer Services L2 Apprenticeship

**Suitable for:** any one in a customer facing role – for example receptionist

**Includes:** Customer Services L2 Diploma Functional skills Maths and English L1

## Business Administration L3 Apprenticeship

**Suitable for:** anyone in a senior administrative role – must have some level of responsibility

**Includes:** Business Administration L3 Diploma, Functional Skills English and Maths L2

## Community Sports and Health Officer L3 Apprenticeship

**Suitable for:** Sports based community work – anyone working with afterschool clubs or other community based activities to support school and the local community

**Includes:** Functional Skills Maths and English L2

## 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**

**For more information on any course, how to apply for an apprenticeship, loan or help with the incentive or Digital Apprenticeship Account please contact us:**

**Tel - 01926 511855**

**Email - [admin@areliatraining.com](mailto:admin@areliatraining.com)**

# Congratulations

**Congratulations to Elaine Wood for completing Team Leading/Supervisor Standard L3 Apprenticeship. Pictured with her Assessor Craig Burns**

**Elaine Wood – Pertemps Meriden**

From starting the course, the trainers at Aurelia have been outstanding. We started off with group face to face which gave us all the chance to work together and learn from each other from our various experiences within the business.



Covid then hit which put all this on hold, I personally wanted to carry on with the course and had the support of the trainers to do this. They sent the course work for each module which I completed and emailed back, they reviewed and pointed me in the right direction if I didn't understand. I have learnt a lot about management styles, handling people, people's perceptions, my own strengths and weakness. I have gained more experience in doing power point presentations and how to write more comprehensive reports, all of this will help me in my future career progression. During the whole course the trainers have been very supportive via email, phones and teams calls which has enabled me to complete the course and achieve a distinction

**Kind Regards,  
Elaine Wood ACICM  
Network Ventures Credit Control Team Leader**



## **Vicky & Gina's Big Swim**

Over the last year Vicky and Gina have been collecting medals for swimming. In the great outdoors at Spot on Wake Lake and in the slightly warmer local pools. They raised money for Aspire, helping people with spinal cord injury live independent lives, by swimming 22 miles in a virtual channel swim. They also successfully swam the distance to climb Mount Kilimanjaro, in an attempt to swim 60 miles before Gina's 60th birthday. Finally they supported the Shakespeare Hospice in Stratford Upon Avon by completing a one mile open water swim event in September, just a little chilly. Open water is on hold until the Summer having tried April 2021 and almost getting frostbite.





## Finishing my EPA, what comes next?

Having finally finished my EPA I am hoping, in this blog, to give an overview of this conclusion and what the next steps are moving onwards.

I got 100% in my EPA overall, which is obviously great! But it didn't come without some final hard work. I was a little confused about what a showcase is. I understood and found the actual content straight forward, but a lot of the EPA showcase is about how you convey the information you have learnt. I had to resubmit after first misinterpreting this principle, writing my presentation as if I was actually presenting what I had learnt, and making sure I covered all of the standards in detail. I needed to presume the person reading the showcase did not know anything about the customer service. This seems like it wouldn't be significant, but honestly it is the difference between my initial failure and 100%. Hoping that anyone taking their EPA will find this useful and take note of this.

Finishing the EPA was a great feeling of accomplishment and makes all of the effort put in worth it. But of course you must immediately think about your next steps once completing, whether that is using the qualification you achieved, or choosing another award to begin. For me I chose the best path was to begin another course immediately, as I want to build up the best repertoire of achievements and qualifications I can. I chose to do a business admin level 3 course as a suitable step up, well valued and will teach me more about how organisation practices including my own of course. From the first session I can immediately tell that the Business admin course is vastly different from the Customer Service course. Business Admin Level 3 instantly strikes me as being more information based, more content to memorise, whereas Customer Service Level 2 is focused on your ability to interpret people and communicate, which can often be something you can do somewhat naturally.

Moving forward I hope to learn many new skills and gain a greater understanding of the business world. Each course is vastly different and helps to home in on different elements of what makes you a good employee, and the EPA assessment is the ultimate way of showing that you have taken on board all you have been taught, as long as you understand what the assessment is asking for, which hopefully I have brought to light in this blog.



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## Congratulations

Our apprentice Aaron joined us in November 2019 months before lockdown hit. Aaron has now successfully completed his Customer Service L2 Apprenticeship, see his blog above for how he thought his EPA went, how he feels now he has passed and is about to start his Business Admin Apprenticeship. Aaron is now a full time permanent member of the team at Aurelia Training Ltd.

Funded by



Advanced Learner Loan

