

# AURELIA TRAINING

## NEWSLETTER

Summer Sale

Welcome/ Congrats

Digital Apprenticeship  
Account

Transfer Success

Onboarding Changes

Social Media Links

Feature Course

### SAFEGUARDING REMINDER

We have recently been made aware that one of our learners had a phone call from someone stating they were completing a survey on behalf of the Department of Education. They asked the learner questions about their course that included sharing personal information, such as payroll information.

1. Record the telephone number, date&time.
2. Ask caller to identify themselves by giving name, dept they represent within the DfE & a contact number.
3. Provide no personal data at all.
4. We can only advise for you not to discuss anything or share your personal information but this is your choice.

Please contact our Safeguarding office Gina Smith on 01926 967116 or at [gs@aureliatraining.com](mailto:gs@aureliatraining.com) with any concerns

A BIG WELCOME  
TO GILL, VICKY  
AND GEMMA  
WHO HAVE  
JOINED US PART  
TIME

CONGRATULATIONS  
TO DAVID WHO IS  
OUR NEW DEPUTY  
OPERATIONS  
MANAGER

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

For any information about apprenticeships, loans, bespoke training DAS account or anything featured in this newsletter please contact

Vicky or Ali

 01926 511855

 [admin@aureliatraining.com](mailto:admin@aureliatraining.com)

# AURELIA TRAINING

## SUMMER OFFERS

**Care Level 3**

**Care Level 4**

**Care Level 5**

**Business Admin Level 3**

**Customer Service Level 3**

**Early Years Educator Level 3**

**Management Level 3**

**Education & Training Level 4**

**Managers & Leaders Level 5**

APPLY NOW FOR ONE OF  
OUR COURSES THROUGH  
AN ADVANCED LEARNER  
LOAN

LEVEL 3 £ 600

LEVEL 4 £ 800

LEVEL 5 £ 1000

(prices have been reduced by over 50%)

**UPSKILL IN A CURRENT OR NEW ROLE AS AN EMPLOYEE OR VOLUNTEER**  
**LIMITED SPACES - RESERVE BY 18TH AUG - APPLY BY 25TH AUG**  
**START SEPT - 2 MONTHLY WORKSHOPS - 9 MONTH COURSE**

**Sign any employee up to an apprenticeship and we will  
throw in the Functional Skills ICT Level 2 qualification or  
the Administering Medication Cert Level 2 for those in the  
care sector.**

**Act now!**

**Apprenticeships we offer**

**Care Level 2,3,4,5**

**Early Years Educator Level 3**

**Learning Mentor Level 3**

**Teaching Assistant Level 3**

**Assessor Coach Level 4**

**Team Leader Level 3**

**Operations Manager Level 5**

**Recruitment Level 2 & 3**

**Business Admin Level 3**

**Customer Service Level 2 & 3**

# AURELIA TRAINING

## DIGITAL APPRENTICESHIP SERVICE

### Important information

**The way you log into your Digital Apprenticeship Account has now changed.**

- Employers must use the same email address that is registered to their apprenticeship service account when creating, or signing in to, GOV.UK One Login
- Security codes are now used for 2 factor authentication to provide additional security around their account
- To begin with, employers will only be able to sign into a few services, such as apprenticeships. As more services join, it will ultimately allow employers to access any government service using the same email address and password

**Non Levy employers are no longer restricted to reserving funds for up to 10 apprentices through their Digital Apprenticeship Account. You can reserve as many as you like**

**Step - by - Step for Gov login.  
Click on the link (on the DAS login)  
Enter email  
Enter code sent to email  
Create password  
Enter mobile number  
Enter code sent to mobile  
Log in**

### SKILLS FOR CARE - WORKFORCE DEVELOPMENT FUND

**You can claim up to £2,000 per learner per funding year through the Workforce Development Fund. You can claim funding for the same learner in multiple funding years, to support their personal development and career progression.**

**<https://www.skillsforcare.org.uk/Funding/Workforce-Development-Fund/Workforce-Development-Fund.aspx>**

# AURELIA TRAINING

## LEVY TRANSFER SUCCESS STORIES

**Over the past few years we have had a number of successful Levy transfers from 2 main companies to some of our smaller employers . Especially charity organisations within the care sector. Our most recent Levy transfer was for one of our longest employers People In Action for 20 Care Level 2 apprenticeships**

We have worked with Aurelia Training since 2008  
Over this time Aurelia training have provided a variety of Apprenticeships and bespoke training.  
Over the past few months, we looked at giving all staff who currently held at least a Level 2 diploma in Care a pay rise, with the option for those without the level 2 to put themselves forward for the Level 2 Apprenticeship.  
As you can imagine we had a high number of staff interested. I approached Aurelia to see what my options were in signing up approx. 20 staff on to the Care L2 apprenticeship as soon as possible, as we would ideally need them in a number of groups at different starting points due to the volume.  
After a call with the team at Aurelia, they suggested looking at a possible Levy Transfer from a nationwide Levy company, where we could then look at starting them all at the same time, as it was hard to decide who deserved to be put on the course first.  
Within a few days Aurelia had confirmed the Levy Transfer and we were booking in dates for an all-day induction/start of the apprenticeship.  
We split them in to 3 groups over 2 days and as expected all the staff who attended were keen and ready to go.

**Tracy Lammas - Training Coordinator**

**02476 643776**

**<https://people-in-action.com/>**



# AURELIA TRAINING

## APPRENTICESHIPS WE OFFER

CARE LEVEL 2, 3, 4, 5

BUSINESS ADMIN LEVEL 3

CUSTOMER SERVICE  
LEVEL 2&3

EARLY YEARS EDUCATOR  
LEVEL 2&3

LEARNING MENTOR  
LEVEL 4

ASSESSOR COACH  
LEVEL 4

RECRUITMENT  
LEVEL 2, 3,

TEAM LEADER LEVEL 3

OPERATIONS MANAGER  
LEVEL 5

TEACHING ASSISTANT  
LEVEL 3

HEALTHCARE CLEANING  
OPERATIVE LEVEL 2

TEXTILE CARE OPERATIVE  
LEVEL 2

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.

RoAPT registered.

Knowledgeable and friendly staff

Employer led training.

APPRENTICESHIPS  
BESPOKE TRAINING  
SHORT COURSES  
LOANS

## APTEM

Is our current onboarding/eportfolio system, we are aware that it is sending out emails regarding overdue workshops, meetings etc.

We are in the process of moving to a new system by the end of the year so please ignore the messages and contact your tutor if you are unsure.

# AURELIA TRAINING

## ADDITIONAL

### **Team Leader Level 3 Apprenticeship**

The Team Leader/Supervisor Level 3 includes a Diploma level 3 for managers and is suitable for people who perform a role that can support, manage and develop team members, manage projects, plan and monitor workloads and resources. They can take responsibility for delivering operational plans, resolving problems, and building relationships

**Diploma For Managers:** There are 12 mandatory units these include: Principles of Leadership, Principles of managing operations and budgets, Principles of managing people, Principles of communication and relationship management, Principles of project management, Understanding personal effectiveness as a manager, Leading and developing people, Managing individuals and a team to achieve results, Managing operations and budgets, Communicating and building relationships with others, Managing projects, Managing personal effectiveness in a management role

**Functional skills English and Math's** – If the learner does not have English and Math's Qualifications GCSE or equivalent at grade C & above, then to complete the course they will work with a qualified functional skills tutor to complete the qualifications required.

**End Point Assessment** - During the course, the learner will be working towards the knowledge, skills and behaviours to go to gateway. Once the Diploma and functional skills have been achieved and the employer feels that the learner is ready then End Point Assessment can take place. This involves the examination board assessor marking a presentation with questions and answers and a professional discussion based on a portfolio of evidence that the learner has compiled during the course.

### **SOCIAL MEDIA**

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

 <https://www.instagram.com/aureliatrainingLtd>

 <https://www.twitter.com/AureliaTraining>

 <https://www.linkedin.com/company/aurelia-training-ltd>