

Aurelia News

Edition 4 July 2020

This Edition

Alison Brierley, Funding Changes, Management Apprenticeships at L3/L5, Working from Home.

Aurelia's Newsletter Bio!

Each Newsletter will feature a staff member from Aurelia.

This month: **Alison Brierley**



Hi I'm Ali,

I am the Data Manager at Aurelia Training. I have worked at Aurelia for over 11 years, starting as an Administrative Assistant, progressing over the years to Office Manager before I took maternity leave. I returned 3 years ago but changed my focus to supporting the Operations Director with data management, eventually becoming the Data Manager at the start of 2020.

It is my role to manage the funding routes for the training we provide. Helping employers and learners understand the funding available and navigate government systems in place to access apprenticeship and loan funding. It is my responsibility to ensure that funding is accessed appropriately and administration meets funding rules.

Recently I have helped to revamp and update the company website and contribute to our growing social media presence, on Facebook, Twitter and LinkedIn.

Since being at Aurelia I have continued to develop my knowledge and skills achieving Business Admin L3, Management L3 and Advice & Guidance L4.

Stay Safe Ali



Welcome to
Julie Fretter
Our new functional
Skills tutor

Safeguarding and Wellbeing

As always we are still looking out for our learners, Please stay safe.

Gina Smith our Designated Safeguarding Lead will be able to offer advice or refer any concern to the relevant agency. Contact: gs@aureliatraining.com or call : **07384214574**.

Debs Wilson is looking after you're wellbeing, If you need any advice or support please send us a message via Facebook or to dw@aureliatraining.com

Funded by



Advanced Learner Loan



Funding Update

Great news for all employers

**95% government funding available & up to £2000 in employer incentives
for new apprenticeships and loans.**

Non Levy Employers

Funding through the Digital Apprenticeship Service.

From the **15th July 2020**, Apprentices available to be funded through the Digital Apprenticeship Service has increased from **3 to 10**.

This means you are now able to put more staff on a 95% funded apprenticeship.

The remaining 5% is paid directly to the provider.

Digital Apprenticeship Service

To be able to reserve the above funds you will need to set up an account on the Digital Apprenticeship Service. Once created you will be able to add your chosen Training Provider and agree training for up to 10 apprentices.

Employer Incentives

If you hire a new apprentice between 1st Aug 2020 and 31st Jan 2021 who starts their apprenticeship after the **1st Sept 2020**, you could receive up to £2000 incentive per apprentice.

£2000 for 16– 24 yr olds
£1500 for 25 and over.

This is paid in **2 instalments** as long as the apprentice is still in learning.

1st payment at 90 days and the 2nd at 365 days.

The apprentice must

1. Be a new employee
2. Have a contract dated between the above dates.
3. Must not have been hired 6 months prior to the contract start date.

There is No limit as to how many apprentices you take on or the amount of times you claim.

Useful Links - This months links are related to Funding

How to set up a Digital Apprenticeship Account

<https://accounts.manage-apprenticeships.service.gov.uk/service/index?>

How to reserve funding

<https://youtu.be/4jcUqiStyA4>

Guide For Employers

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/900197/Apprenticeship_funding_for_employers_who_do_not_pay_the_apprenticeship_levy_from_January_2020.pdf

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

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Management Apprenticeship Standards! We currently deliver:

Team Leader/Management L3, Operations Manager L5 and Leader in Adult Care L5.

The **Team Leader/Supervisor Level 3** standard is for anyone in a role that supports, manages and develops team members. You will be managing projects, planning and monitoring workloads and resources. You might also take responsibility for delivering operational plans, resolving problems, and building relationships.

As part of the Apprenticeship Standard, we work with you to complete a BTEC Level 3 Diploma for Managers, a validated qualification from Pearson's. The portfolio evidence you will create is used as evidence for the Standard. It will provide you with the knowledge, skills and behaviours to complete your apprenticeship.

The **Leader in Adult Care** is a 18 month apprenticeship. This is for anyone who has responsibility for managing community or residential based services. You will have responsibility for ensuring your service is safe, effective, caring and responsive. You may be the registered manager of a service or unit or a deputy or assistant manager.

During the course you will need to complete a Level 5 Diploma in Leadership and Management for Adult Care. The diploma consists of units including Communication, Governance and Regulatory Processes. Managing a partnership approach and safeguarding. In total there are 11 mandatory units as well as optional units that you can choose for the area that you work in. Knowledge, skills and behaviours are embedded in the course ready to complete the standard. End point assessment for this course involves an hour long observation followed by a professional discussion by the examination board.

The **Operations/ Departmental Manager Apprenticeship** is a 30 month course. Anyone working in Private, Public or Voluntary sector could complete this apprenticeship. You will be someone who is managing teams or a project and achieving operational or departmental goals and objectives. You will be accountable to a more senior manager or company owner. Titles of the job you may have vary but the knowledge, skills and behaviours will be the same.

As part of the apprenticeship we offer completing the BTEC Diploma for Managers and Leaders Level 5. This covers knowledge units that will link to the standard such as managing projects, financial and resource management, managing own performance as well as managing teams.

The End Point Assessment consists of competency based interview, presentation of work based project with Q&A, a Professional discussion relating to CPD and a multiple choice exam.

Functional Skills - All qualifications include Maths, English. These will be delivered over the course of the programme.

If you hold previous maths & English Qualifications these may exempt you!

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Tips for Working at Home

At present more of us are working from home, but is our working environment we set up correctly?

Have you got the best posture? I bet most of you reading this, will find yourself moving around to get comfortable, which is best? The dining table, the sofa or even the bed.

These will all be fine short term, but, think how you feel after an hour or more. What stress are putting on you body?

The NHS has a useful link <https://www.nhs.uk/live-well/healthy-body/how-to-sit-correctly/>



There are lots of links and illustrations showing you the best posture for long periods of working .

In the office you have your desk all set up but at home this isn't always possible.

There are a few points to look for to make sure you minimise the impact on your body. A good set up isn't always possible at home, due to space and affordability.

Where possible try to choose a chair that supports your lower back, you can get chair supports which move from chair to chair instead.

The top of your monitor should be at eye level. This can be tricky when using a laptop as you can't separate the monitor and keyboard. Maybe place an incline under the laptop so it angles your keyboard and raises the screen.

Try to sit with your feet flat on the floor or again you could order a foot rest, some can be moved back and forth so you can move your feet to keep circulation.

Keep frequently used objects close so you aren't over stretching and switch hands or use a handset if you are on the phone frequently.

And remember to take a break as often as possible to stand and stretch.

There are lots of tips and ideas on the internet and your HR may hold a working space diagram or policy.

Look after yourself and stay safe.