

Aurelia News

Edition 3 June 2020

This Edition

Vicky Sherry-Garnett, our social distance office, CYP & Business Admin, Our Apprentice Bog, Kelseys Progression.

Aurelia's Newsletter Bio!

Each Newsletter will feature a staff member from Aurelia.

This month:

Vicky Sherry- Garnett



Hi!

My name is Vicky Sherry-Garnett and I am the Operations Manager for Aurelia Training Ltd.

I have worked at Aurelia for 14 years although I did leave for a short time to concentrate on nursing. I have worked in care for 28 years in various roles within health and social care settings. I have also previously worked in business administration and customer service. I have a passion for working in the care sector which has allowed me to develop skills which can be used in many different sectors. Not only do I enjoy delivering training but I also like to continue my own learning, most recently completing my Education and Training L 4.

During my time with Aurelia Training I have progressed from an Assessor/Trainer to become the Lead IQA and Operations Manager. My role is varied and I work with the trainers to ensure good planning and delivery of training, working with the examination boards to ensure we are meeting the correct standards and supporting the Quality Manager to ensure we continue to provide a high quality service. I deliver apprenticeships in Care, Management, Business Administration and Customer Service which gives me the opportunity to interact with and support learners, an aspect of my job that I enjoy very much. I particularly enjoy that no day is the same and I have a very varied role.

Look forward to seeing you soon.

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**

Useful Links - This months links are related to Learner Loan

Loan information - <https://www.gov.uk/advanced-learner-loan>

Loans how to register - <https://logon.slc.co.uk/cas/login>

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

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Company Update

Office - We have been rearranging our offices to comply with Social Distancing, with only a handful of staff in once a week to complete essential work for example printing resources. At present due to being in the Rugby club we are unable to open fully, so meet our new office.

To ensure that our learners at gateway are able to complete, we have an outside area where tests and professional discussions can be taken for End Point Assessment. This is so that we can invigilate exams and provide somewhere for professional discussions if needed by learners. Risk assessments are in place and full PPE provided for our staff and learners.

First exam was taken on the hottest day of the year! See below.



RETURN OF THE EPA EXAMS!

I have recently completed my Level 3 Lead Adult Care Worker. I attended the course one day a month and completed coursework on these days.

I found the course relevant to the position I hold as a family support worker and have learnt about legislation and how to work as a team leader amongst other things.

The instructors were extremely approachable & knowledgeable and made the learning fun.

I completed my exam under unusual conditions last week.....this took place under a gazebo outside of the rugby club, observing social distance and wearing PPE.

It was a nice warm day so was very pleasant and the good news was.....I passed!! I would just like to say a huge thanks to Vicky and her team for making this course so enjoyable and being excellent teachers. Becky



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Key Frameworks ending - Sign up now!

Closing date for sign ups 31st of July 2020

Don't miss out!!!

Last chance to sign up for the both courses

Complete them as an Apprenticeship or as a Diploma through the Advanced Learner Loan.

Business Administration L2 & Children and Young People's Workforce L3

The Level 3 **Children and Young People's Workforce** is a work-based qualification is aimed at learners who are working in childcare, social care learning development and support services.

It could lead to employment as a care worker, careers adviser, children's centre worker, education welfare officer, registered childminder, or youth and community worker.

During the course you will use evidence from your work setting and experience to complete questions and answer workbooks and participate in workshop discussions. You will gather witness testimony and complete reflective work to complete your evidence of the knowledge and understanding in your field.

Functional Skills - (Apprenticeship only)

Both qualifications include Maths, English & ICT.

These will be delivered over the 12 month programme. If you hold previous maths & English Qualifications these may exempt you!

The level 2 **Business Administration** apprenticeship is perfect for those who are starting to work in administration, who have not completed a qualification previously, or those who may have been out of education for a while and would like to gain an intermediate apprenticeship qualification before progressing to the new Level 3 Business Administrator Standard

The course runs for 12 months and in that time you will produce a portfolio of evidence to demonstrate your knowledge and understanding of business & administration duties as well as providing examples of your skills and experience. You will be observed a minimum of two times by your assessor/tutor, take part in recorded discussions and your manager or supervisor will give a witness statement giving examples of times they have observed you completing tasks.

The Business Administration Apprenticeship can be adapted to suit your experience and the organisation you are working with, you will cover the basics of an administration role, including communication, understanding employer organisations, principles of providing administrative service, document production and information management, managing your personal development and working with others.

We can tailor the course to meet your requirements these can include but are not restricted to,

Telephone use, mail handling, reception services, event organization, finance, pay roll health and safety, HR services/ recruitment, word processing, spreadsheet use, bespoke software, customer service, marketing, team leading and use of social media.

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Blogs, Videos and Learner progression.

In Mays Newsletter we did a piece on how we'd updated our website and social media.

Here is a look at what's new on our News & Blog page.

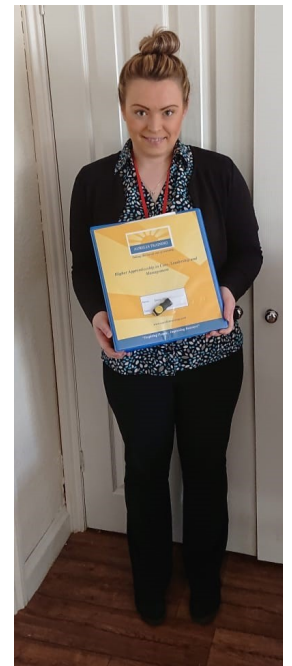
Kelsey is a current Learner on her L7 care award. Kelsey began care and her L2 Apprenticeship with us in 2014. Next we have our very own Apprentice, Aaron, who started Customer Service L2 with us in November 2019, Aaron will be blogging weekly to show his journey.

See below for a short snippet, you can read them fully on our website <https://www.aureliatraining.com/blog/>

Where you will also find Videos about our courses.

My name is Kelsey, my care work journey started in August 2014. I had no previous experience working in care, with elderly people or working with patients with dementia. I gained some knowledge and experience through in-house training before starting the Health and Social Care Apprenticeship level 2. I did this course with Aurelia Training with Vicky as my assessor. I found the course really good and relevant to my job role. It really helped me to gain further knowledge and experience working in the care sector. During and after this course my confidence in caring for elderly patients with dementia grew.

Just before I completed my Level 2 in 2017, an in-house job was advertised for a trainee management position. I mentioned this to Vicky in one of our sessions, I said I had not applied for it because I didn't feel I was capable. Vicky encouraged me to apply for this position and gave me the confidence to believe in myself that I could achieve what I wanted to. I then applied for the position and to my surprise I was given the opportunity following a couple of interviews and finding out what the job entailed. Myself and my manager then contacted Aurelia training (Vicky) to inform them and find out what courses I needed to do to further my career.



Hi

My name is Aaron, I am 19 and I am an apprentice at Aurelia Training, based in Coventry. To get straight into it, I am going to be blogging my perspective and experiences of being an apprentice, other useful information on apprenticeships and other areas too.

I had just finished my A levels, and got myself a solid set of unexpected C's, I honestly was not expecting to even pass. I had no clue on what to even do after this, with the summer holiday passing quick, I was pushed into searching for jobs or at least a way of making a living enough to enjoy money and pay my parents for accommodating me while transitioning from a child to an adult. I applied for this position at Aurelia as well as many other places looking for a source of both income and overall experience.

Just for fun!

On average, a 4-year-old child asks 437 questions a day

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