

Aurelia News

Spring 2021 Edition

This Edition

Debs Wilson, Early Years and Community Sports & Health Officer Apprenticeships, Blogs, Updates, Ofsted & Exam Board inspections.

Thank you all who read and share our newsletters. Moving forward newsletters will be published seasonally. We will continue to update Social Media with Course info, News and any updates as they happen.

Aurelia's Newsletter Bio!

Debs Wilson

My name is Debs Wilson and I have had an association with Aurelia since 2009.

Back then I was working within the youth justice sector covering all aspects of safeguarding, behaviour management and youth work activities. The focus of this work was to prevent re-offending by doing focussed work and building positive relationships with young people within a secure setting. Aurelia were asked to develop a qualification for the staff that was specific to the youth justice sector and I was approached to form part of a staff team to work with them to develop

and train on it in order to become an in-house assessor.

This was to prove an extremely useful and fruitful exercise! I was able to build a relationship with the staff team at Aurelia and learn how to put a qualification together in order to meet the standards required of the exam board as well as understanding how to coach, mentor and support different learners. Due to the care and safeguarding parameters in the various areas of my work role I was able to transfer these skills to different sectors and when it came time for me to move on to a new challenge I kept in touch with the Aurelia team.

I started working with them as an assessor in 2013 and joined the team full time at the start of 2018 and have very much enjoyed continuing in the role of assessor/trainer and progressing with qualifying in the IV role. The people that I meet through delivery of Health and Social Care and Childcare qualifications contribute to the enjoyment of my job and I look forward to continuing the challenges of developing our training and delivery methods in the future.

Little did I know when starting off my career from art college into visual merchandising and then on through quality inspection and logistics that I would end up as a trainer/assessor/verifier. It just goes to show that any training opportunity is a valuable one as you never know where it may take you!

Safeguarding and Wellbeing

As always we are still looking out for our learners, please stay safe at this difficult time.

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**.

Please remember in these changing times to be conscious of safety and appropriate behaviour when engaging in video conferencing. We will always contact you through our work emails

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

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Early Years Apprenticeships

Early Years Practitioner L2

This is a 12 month course for people who work and interact directly with children on a day to day basis, this can be in day care, children centres, pre schools as well as other establishments. It is for people who are working under guidance or supervision of a early years educator, teacher or a suitably qualified professional. During the course you will be supporting the planning and delivery of activities, purposeful plan opportunities and educational programmes within the ethos of the setting they are working in. You will also be ensuring within your role and responsibilities child protection, health and safety, working with families and other professionals, communication and record keeping as well as professional development.

As part of the course you will complete a Level 2 Diploma for Early Years Practitioner.



Early Years Educator L3

This is a 18 month course for those in job roles such as nursery nurse, childminders and work in settings like children centres, pre schools, day care etc.

You will be working on your own or supervising others to deliver the Early Years Foundation Stage (EYFS) set by the government on the learning, development and care of children birth-5 years old.

You will be ensuring young children learn and develop while staying healthy and safe. Some of the areas that you will be required to cover are:

- Planning and supervising child initiated and adult led activities based around the needs and interactions of individual children.
- Supporting children to develop numeracy and language skills through games and play.
- Taking responsibility to help ensure children feel safe and secure.
- Providing individual learning experience to meet observed needs.
- Work in partnership with colleagues, parents, carers and other professionals to meet care needs.

As part of the course you will complete a Level 3 Diploma for Early Years Educators.

To complete the Early Years Educator Apprenticeship you will also need to have a Level 3 Paediatric First Aid Qualification or complete as part of your programme.

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!

End Point Assessment (EPA) - To complete your apprenticeship you will be required to pass EPA. Throughout the course, the learner will work towards the knowledge, skills and behaviours outlined in the Apprenticeship standard. The EPA comprises of an hour long examination and an hour and a half professional discussion-completed with the EPA organisation assessors. The trainer will support the learner throughout the course to be ready for EPA, by offering opportunities to practice the skills required.

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Company Update

Aptem, Our New Onboarding & E-Portfolio System

In November 2020 Aurelia moved to an online system, which now enables us to induct and deliver learning remotely. This is partly in response to the current need to be able to deliver training remotely, however it will continue to be a tool that we will use going forward to provide flexibility and a blended learning approach. We intend to continue face to face training and can still provide hard copies of portfolios, if preferred. Aptem will enable us to support our learners by providing resources, marking & feedback in real time and another point of contact to tutors for learners and their employers. Employers and learners will also be able to see documentation and sign remotely, speeding up the process for enrolment and induction. They will also have the opportunity to review progress remotely at times suitable to themselves and contribute to feedback. Aptem is a tool to enhance our current delivery model not replace it.

Examination Board Visits

External verification visits by the awarding bodies we work with are part of our quality cycle. We have recently successfully completed visits for the current period. Thank you to all the staff and learners who have been part of this.

Elite Training

We are pleased to be working with Elite Training who are our End Point Assessment Organisation for Community Sports & Health Officer L3.



Ofsted Interim Inspection

As you may be aware Ofsted have completed a number of inspections with a view to understand better how education has been impacted by Covid 19 pandemic. As part of this investigation an Ofsted team visited us in November. We would like to thank the learners and employers who were involved for their time and their positive comments.

A link to the report is available on our website and though not a graded inspection, feedback was very positive.



Well done to our Tortoise and Hare:

Gina and Vicky successfully completed their Channel swim in the original time scale. They raised £380 for Aspire — a charity supporting people affected by spinal cord injury. They are both looking forward to getting back in the water.

Advanced Learner Loans

Advanced learner loans are available for individuals aged 19 or above to undertake approved qualifications at levels 3 to 6, at an approved provider in England. Advanced learner loans give individuals access to financial support for tuition costs similar to that available in higher education and are administered by Student Finance England. You must be 19+, and lived in UK for at least 3 yrs. The minimum loan amount is £300, Course available through Aurelia are listed below, you will need an information letter from ourselves to register and apply online at <https://logon.slc.co.uk/cas/login>.

Lead Adult Care L3
Lead Adult Care L4
Lead Adult Care L5

Early Years Educator L3
Teaching Assistant L3
Education and Training L3 & 4
Customer Service Specialist L3

Team Leader L3
Recruitment Specialist L3
Business Administrator L3

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Looking Forward

As we approach the end of lockdown, we will be in contact with all Managers to plan face to face delivery with learners where this is possible. We will continue with blended learning where agreed with both managers and learners.

Due to adjustments set by the exam boards to mitigate for lockdown, some courses are now required to have expert witness testimonies rather than observations. This requires us to obtain a copy of the witnesses CV. All other courses where stated will require observations to be completed face to face or remotely.

For those approaching their EPA we are following Ofqual guidance until the end of August 2021. We will be in touch with managers and learners to discuss and arrange dates where applicable.

New Staff Recruitment Incentive

Currently there is an incentive payment for employers who employ new apprentices between August 1st 2020 and 31st March 2021. These apprentices **must be** newly recruited to your company between these dates and have started their apprenticeship after the 1st September 2020. The incentive payment is £2000 paid to the employer for any recruit aged 16-24 and £1500 for those over the age of 25. Please use the following link for more information: <https://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice>

From April the 1st 2021 the incentive has been extended and changed to a payment of £3000 for any newly recruited employee after the 1st April to start their apprenticeship before the 30th September 21. This time there is no age limit. Please use the following link for more information: [Employer cash incentives double to £3,000 adult apprentices \(fewweek.co.uk\)](#)

Have you spent your Levy?

If you have unspent Levy or would like advice on ways to spend your remaining Levy please do let us know.

Apprenticeships we currently Offer

Assessors Coach L4
Community Sport & Health Officer L3
Business Administrator L3
Recruitment L2 & L3
Team Leader L3

Adult Care L2
Lead Adult Care L3
Leader in Care L4
Leader in Care L5
Early Years Practitioner L2

Early Years Educator L3
Teaching Assistant L3
Customer Service L2 & L3
Operations Management L5

Potential Eligibility changes from Aug 1st 2020

At the moment the current rules for Non EEA residents, are that they must have lived in the EEA for at least 3 years prior to starting their apprenticeship. From August there is a possibility that all non UK residents must have been in the UK 3 yrs prior to December 2020 to be eligible for funding.

We will post a further update in our Summer Edition.

Short courses

As lockdown has begun to ease we have had more enquiries around accredited and non accredited short courses. We are able to deliver these courses Face to Face or Via Zoom or Teams, over 1-3 days dependent on numbers of learners and course.

If you would be interested in finding out more about the bespoke training we offer please get in touch with our Operations Manager Vicky at VSG@aureliatraining.com or on 07912516782.

Digital Apprenticeship Service for all Employers

From April 2021 all employers will need to have a Digital Apprenticeship Service Account to be able to fund an apprenticeship. Employers without a levy can have up to 10 staff on an apprenticeship at any time but would need to pay a 5% contribution per learner.

We have included a few links below to help you get started. Please contact us for further advice and guidance.

<https://accounts.manage-apprenticeships.service.gov.uk/service/index?> To set up your account.

<https://youtu.be/4jcUqiStyA4> Video on how to use the funds.

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Blogs & Testimonials

Learner Testimonial - Operations Management. Richard Bourne - Regional Manager - Pertemps

"I have recently completed my NVQ level 5 ILM in Operations Management with the help and support of the Aurelia team. 2020 has been an extremely challenging year to study, however, Aurelia have supported me and helped me to achieve an excellent grade. Throughout the course the team have offered advice and guidance with my coursework and clear timescales and goals for me to work towards. The course has helped me personally to develop new skills and add to my knowledge, giving me new ideas I can use to manage my operations. The course has enabled me to implement new ideas into my operations and develop new working processes."

We'd like to congratulate Richard and wish him all the best in the future.

Aarons Blog

As you may know Aaron is our Customer Service L2 Apprentice. He joined Aurelia in November 2019 and is now preparing for his EPA. This is a snippet of a Blog he has written on the workplace environment, please follow this link to continue reading <https://www.aureliatraining.com/blog/post/13436/aarons-blog/>

What is a Good Workplace Environment?

Everyone has a different interpretation of what is a good and healthy workplace environment, but in this blog I will be discussing my personal, but also some more legislative factors that make up a safe and welcoming workplace or office environment.

Let us start off with some obvious ones. It is of course always important that every workspace is safe, especially from a health and safety standpoint. In every workplace there should be the correct health and safety regulation in place to ensure that every member of staff or visitor is at no risk while on the premises. Examples of this can be the correct fire safety equipment, such as tested alarms and a near by fire extinguisher or other repellent method. Another example is a lack of trip hazards, these are easy to remove and can cause serious damage to anyone who trips.

Other factors that affect the quality of a workplace. It is always important ensure that you are looking after you mental health at work, because stress and pressure can cause negative effects. In light of this, I believe that there should be at least one peer or even professional who you can talk to about any mental health issues you are facing, to make sure they do not go unaddressed.

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Just for fun!

**Babies and Toddlers can laugh up to 300 times
a day! :)**

