Dear Training Provider

The client/employer you are working with to deliver their apprenticeships has kindly agreed to pass this letter on to you to help them access additional funded learning materials for their apprentices.

They would like to provide their Apprentices with the 'Apprentice Journal Pack' produced by The Mentoring School, which the ESFA have confirmed (see attached) can be funded within the levy rules. The pack contains an A4 or A5 journal and two courses for the apprentice – *'Making the most of your apprenticeship'* and *'Being a good mentee'*.

The ESFA have confirmed that as a non-capital material for the use by the apprentice, it can be claimed as an additional expense under the funding rules and paid to us. This is in addition to any training costs already agreed or being claimed. Unfortunately, as we are a third party, the ESFA have also confirmed there is no mechanism for this to happen aside from the money being claimed by the Main Training Provider and then paid to us.

The process for providing your Apprentices with the Pack is for you to:

> 1. Confirm with the client/employer you are working with that they would like their Apprentices to receive the Pack and pay for it through the levy
>
> 2. Order the Packs from The Mentoring School using this link www.thementoringschool.com/apprenticeship-journal (bulk discounts are available)
>
> 3. Distribute the Packs to the Learners
>
> 4. Add the costs to your monthly data return against the Learners

I am therefore asking for your assistance to help your client by adding this to your monthly data return against their Learner(s)?

To reiterate this money is in addition to the funds you are already drawing. Please, if you have any queries, please contact me directly.

Yours sincerely

Richard Curtis

CEO
The Mentoring School

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P.S. Our official details for any purchase orders are The Root Of It Ltd, 3 Merridale Road, Southampton, SO19 7AB, Registered company 8477490 VAT number 190 7928 72.