



Cardiff and Vale College  
Coleg Caerdydd a'r Fro

# YOUR GUIDE TO APPRENTICESHIPS

at CAVC



[www.cavc.ac.uk](http://www.cavc.ac.uk)

# WHAT IS AN APPRENTICESHIP?

## APPRENTICESHIPS ARE QUITE SIMPLY A WAY TO EARN WHILE YOU LEARN.

If you're passionate about working in a particular career area or have an ideal job in mind, an Apprenticeship is a great place to start.

Get qualified through working and training while earning a salary. As an Apprentice you will need to be employed in the area you want to work in and at the same time will develop your job-specific skills through a combination of on the job learning and college-based training.

As part of your time at work you will develop your professional skills each week, learning from experienced colleagues and hands-on experience in the workplace. Whilst at College, your tutors, who are experts in their field, will provide you with all the necessary training for your sector and you will work towards a nationally recognised qualification. Your employer lets you attend college typically for one to three days per week to gain your required qualifications for that job. It's the perfect combination!



## DIFFERENT LEVELS OF APPRENTICESHIPS

Whatever your level there are different apprenticeship frameworks to suit everyone. Whether you've just left school, you're a graduate or are already employed we can help you find the right starting point.

### Foundation Apprenticeship

Equivalent to five good GCSE passes.

Apprentices work towards knowledge and competence based qualifications at Level 2 (such as an NVQ Level 2) together with Essential Skills.

### Apprenticeship

Equivalent to two A-level passes.

Apprentices work towards knowledge and competence based qualifications at Level 3 (such as an NVQ Level 3) together with Essential Skills.

### Higher Apprenticeship

Equivalent to a HNC/HND or Foundation Degree level and above.

Apprentices work towards knowledge and competence based qualifications at Level 4/5 (such as an NVQ Level 4 or above) together with Essential Skills.



Former Hairdressing Apprentice Connor Marks trained in both Hairdressing and Barbering through the Apprenticeships route. His Apprenticeship at CAVC helped him achieve his personal goal of becoming his own boss and he opened his own salon in 2016, even taking on his own apprentice.

“

I wouldn't have got here without all of the help I received from the College. You don't realise how lucky you are to get a free education – you can do anything with a college like Cardiff and Vale College. Someone gave me this opportunity to be an Apprentice and take it from there and now I'm very willing to take on students as Apprentices and give them a chance of their own.

**Connor Marks**

Former Hairdressing and Barbering Apprentice

Whilst undertaking his Apprenticeship training at College, former Level 3 Apprentice in Vehicle Refinishing Adam Litchfield won the Gold Medal at the WorldSkills UK competition in 2015, making him the best auto refinishing student in the whole of the UK that year.

“

I was at the College for about four years and everyone has helped me through my Apprenticeship and they've put me forward for competitions that I never thought I'd get involved in. To win the Gold Medal with the support of my tutors was great. The facilities at College are great. You've got everything you need, all the top tools. Everything is the same as what we use at work so it's perfect for training. Ever since I was at school I've always wanted to run my own business and be my own boss, and the College is really helping me to achieve that.

**Adam Litchfield**

Former Automotive Apprentice



# WHY TRAIN WITH CARDIFF AND VALE COLLEGE?

We train **over 2000 Apprentices** each year across 40 different sectors.

**LARGEST**  
Cardiff and Vale College is one of the **largest colleges** in Wales.

## EXPERT STAFF

Our staff are **subject specialists** and **industry experts**. Tutors bring with them a wealth of experience from many occupations and professions.



## AWARD WINNING APPRENTICESHIPS

We are award winning - with the College winning an **AOC Beacon Award** for being the top college in the UK for delivery and promotion of our apprenticeships.\*



## FANTASTIC FACILITIES

We train people in state-of-the-art industry-specific facilities across Cardiff and the Vale of Glamorgan, including our new **£45m City Centre Campus** in Cardiff. See all our sites at [www.cavc.ac.uk/sites](http://www.cavc.ac.uk/sites)



## RESULTS

Our student success rates are among the highest in the sector with **87% of apprentices** achieving their main qualification.\*



# CAVC APPRENTICESHIPS PROGRAMMES

At CAVC we offer a wealth of different apprenticeship training programmes across a range of sectors. There's something for everyone. These include:

- |   |   |
|---|---|
| Accounting                                | Health and Social Care                                |
| Aeronautical Engineering                  | Hospitality and Catering - Professional Cookery Route |
| Barbering                                 | Live Events and Promotion                             |
| Hairdressing                              | Painting and Decorating                               |
| Bus and Coach Engineering and Maintenance | Plant and Machine Maintenance                         |
| Vehicle Body and Paint                    | Plastering  |
| Vehicle Maintenance and Repair            | Plumbing and Heating                                  |
| Business Administration                   | Refrigeration and Air Conditioning                    |
| Customer Service                          | Technical Theatre                                     |
| Children's Care, Learning and Development | Trowel Occupations                                    |
| Creative and Digital Media                | Welding / Plating / Pipefitting                       |
| Electrotechnical                          | Wood Occupations                                      |
| Engineering Maintenance                   |   |

For more information about the programmes on offer at CAVC, please contact our Apprenticeships Team on **01446 748 212** / email [apprenticeships@cavc.ac.uk](mailto:apprenticeships@cavc.ac.uk)

# HOW TO APPLY FOR AN APPRENTICESHIP?

## STEP 1

**Find an employer** - Careers Wales publishes Apprenticeship vacancies online via the **Apprenticeship Matching Service** where you can search vacancies across Wales. Cardiff and Vale College works with many employers each year to offer Apprenticeships. Visit [www.careerswales.com](http://www.careerswales.com) for the latest vacancies.

Apprenticeship vacancies are sometimes advertised in the job sections of newspapers or you could also approach an employer directly.

If you're already employed, then we can offer advice and guidance to both you and your employer about the process of arranging an apprenticeship programme for you.

## STEP 3

**The agreement** - You, your employer and the College will agree an apprenticeship programme of learning.

## STEP 2

**Get in touch with us** - Contact our Apprenticeships team to discuss if you are eligible for an Apprenticeship programme. Call **01446 748212** or email [apprenticeships@cavc.ac.uk](mailto:apprenticeships@cavc.ac.uk) to apply for a CAVC Apprenticeship run at a Cardiff and Vale College sites.

You will be required to undertake a literacy, numeracy and digital literacy initial assessment and an interview ahead of step 3.

## STEP 4

**Sign up and enrol at CAVC** - Complete the process by enrolling onto your apprenticeship training programme and you're all set.

## WHAT ARE THE ENTRY REQUIREMENTS FOR STARTING AN APPRENTICESHIP?

Anyone who is over 16, living in Wales and not in full-time education can apply for an Apprenticeship. You will need to gain employment in the sector you wish to work in before applying to Cardiff and Vale College for your training (see page 6 for details on finding an employer for your apprenticeship). You will also need to undertake an initial assessment in numeracy, literacy and digital literacy.

If you're already employed, then we can work with you and your employer to arrange an apprenticeship programme suitable for you.

## WHAT ARE THE BENEFITS OF AN APPRENTICESHIP?

- ✓ Earn a salary while you train
- ✓ Get paid holidays
- ✓ Receive expert training
- ✓ Gain nationally recognised qualifications
- ✓ Develop job-specific skills for your career
- ✓ Start your career straight from the word go
- ✓ Get lots of support from your employer, college tutors and your training coordinator and assessors.



Cardiff and Vale College leads the Quality Skills Alliance (QSA) – a consortium of work based learning providers across Wales working together to develop excellence in apprenticeships.

[www.qualityskillsalliance.co.uk](http://www.qualityskillsalliance.co.uk)

Quality Skills Alliance  
Gynghrair Ansawdd Sgiliau



## FIND OUT MORE

For more information or if you have any questions visit [www.cavc.ac.uk/apprenticeships](http://www.cavc.ac.uk/apprenticeships) or contact the Apprenticeships Team on **01446 748 212** / email [apprenticeships@cavc.ac.uk](mailto:apprenticeships@cavc.ac.uk)



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Apprenticeships**