

COURSES FOR ADULTS

Part-time, professional and short courses





Each year thousands of adults learn with CAVC. We offer a huge range of courses to develop your skills, progress your career or change it.

This pull-out guide includes a list of part-time, professional and short courses for adults. Courses are based across Cardiff and the Vale, with some courses run online and others in the evening – so you can learn from our expert teaching staff at home, around work or other commitments.

There's also funding available, so you could even learn and gain a professional qualification for free.

Using this guide



Free courses for employed adults who meet Personal Learning Account criteria
(see cavc.ac.uk/parttimefunding for criteria)



Free courses for employed and unemployed adults in receipt of specific benefits (incl. Universal Credit / Job Seekers Allowance / Personal Independence Payment / Employment and Support Allowance).



Higher Education courses.

Visit cave.ac.uk/uni to find out more.



Free courses for all.*

To find out more, visit: cavc.ac.uk/parttimefunding

*Some courses require registration / exam fees to be paid. This can be found on the course information for each course at cave.ac.ul

How to apply

Visit **cavc.ac.uk/coursesforadults** to find out more about a course and apply.

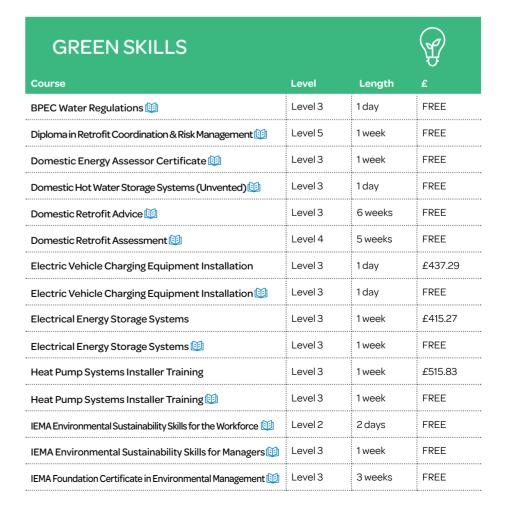
For advice on courses, funding and whether you could study for free, contact us. Call 02920 250 250 or speak to the team via \sim Live Chat at cavc.ac.uk



| AEROSPACE | | | W. |
|--|---------|----------|---------|
| Course | Level | Length | £ |
| Aeronautical Engineering – Mechanical Basic Hand Skills £ | Level 2 | 1 week | £61.70 |
| Aircraft Electrical Wiring Interconnection Systems (EWIS) \mathbf{f} | Level 1 | 1 week | £61.70 |
| Drones – Introduction to Flight Control \pounds | Level1 | 2 weeks | £54 |
| HNC Aeronautical Engineering | Level 4 | 34 weeks | £1,920 |
| HND Aeronautical Engineering | Level 5 | 34 weeks | £6,000 |
| Part66 B1.1 Licence Distance Learning (Immediate start available) 🎓 | Level 4 | Flexible | £494.78 |

| AUTOMOTIVE | | (| |
|--|---------------|----------|---------|
| Course | Level | Length | £ |
| AOOM 009 Welding | Level 2 | 1 day | £255 |
| AOM 230 Advanced Driver Assistance Systems | Level 2 | 1 week | £555 |
| ATA Light Vehicle Inspection | Level 3 | 1 week | £620 |
| ATA MET | Level 3 | 1 week | £950 |
| ATA MET Re-accreditation | Level 3 | 1 week | £600 |
| ATA Senior Paint | Level 3 | 1 week | £1,140 |
| ATA Senior Paint Re-accreditation | Level 3 | 1 week | £770 |
| ATA Senior Panel | Level3 | 1 week | £1,500 |
| ATA Senior Panel Re-accreditation | Level3 | 1 week | £650 |
| Automotive Refrigerant Handling | Level 3 | 1 day | £410.60 |
| Automotive Welding (Evenings) £ | Level 2 | 7 weeks | £129.40 |
| Electric/Hybrid Vehicle Awareness | Level1 | 1 week | £237 |
| HGV Licence C 🕮 | Level1 | 12 weeks | FREE |
| HGV Licence C & E ∰ | Level 2 | 14 weeks | FREE |
| Hybrid Vehicle Awareness | Level 3 | 1 week | £463 |
| Hybrid Vehicle Awareness – Advanced Accreditation | Level 4 | 1 week | £521.50 |
| IRTEC Inspection | Level 3 | 1 week | £451.30 |
| LGV Cat C1 Licence 🔯 | Level 2 | 10 weeks | FREE |
| MOT CPD Group A (Class 1 & 2) | Level 3 | 1 day | £116.50 |
| MOT CPD Group B Vehicles (class 3, 4, 5 & 7) | Level 3 | 1 day | £116.50 |
| MOT Manager | Level 3 | 1 week | £534.50 |
| MOT Tester – Class 4 & 7 | Level 3 | 1 week | £920 |
| Vehicle Body Repair and Refinishing (Introduction) £ | Entry Level 3 | 10 weeks | £60 |
| Vehicle Mechanics Introduction £ | Level1 | 15 weeks | £40 |

| BUILDING SERVICES | | | |
|--|-------------|----------|--------|
| Course | Level | Length | £ |
| BUILDING SERVICES, PLUMBING & TILING | | | |
| F-Gas & ODS Regulations (Cat 1) £ | Level 2 | 1 week | £959 |
| F-Gas & ODS Regulations (Cat 1) – Intensive £ | Level 2 | 1 week | £595 |
| Hydrocarbon Refrigeration, Air Con & Heat Pump System Installation, Servicing & Maintenance £ | Level 2 | 1 day | £259 |
| Introduction to Building Services (Plumbing & Electrical) £ | Level1 | 26 weeks | £40 |
| Wall & Floor Tiling – Beginner £ | Level1 | 6 weeks | £37.50 |
| Wall & Floor Tiling − Introduction £ | Level1 | 13 weeks | £40 |
| Wall & Floor Tiling – Taster £ | EntryLevel2 | 6 weeks | £37.50 |
| ELECTRICAL | | | |
| 18th Edition IET Wiring Regulations – Evening 🛍 | Level3 | Flexible | FREE |
| Basic Home Electrics – Beginner £ | Level1 | 6 weeks | £37.50 |
| Electrical Installation Inspection, Testing, Certification & Reporting – Award £ | Level 3 | 2 weeks | £836 |
| Electrical Installation Inspection, Testing, Certification & Reporting – Award 🗐 | Level 3 | 2 weeks | FREE |
| In-Service Inspections & Testing of Electrical Equipment (PAT) | Level 3 | 10 weeks | FREE |
| ENGINEERING | | | |
| Computer Aided Design £ | Level 2 | 17 weeks | £154 |
| HNC in Engineering 🎓 | Level 4 | 34 weeks | £1,920 |
| Introduction to Metal Inert Welding (MIG) £ | Level1 | 20 weeks | £420 |



| Course | Level | Length | £ |
|---|---------|----------|---------|
| IEMA Internal Environmental Management System (EMS) Auditor 🗐 | Level 3 | 1 week | FREE |
| IEMA Certificate in Environmental Management 🗐 | Level 5 | 1 week | FREE |
| NEBOSH Environmental Management 🛍 | Level 3 | 1 week | FREE |
| Solar Photovoltaic Systems | Level 3 | 1 week | £616.40 |
| Solar Photovoltaic Systems 🛍 | Level 3 | 1 week | FREE |
| Solar Thermal Domestic Hot Water Systems | Level 3 | 1 week | £616.40 |
| Solar Thermal Domestic Hot Water Systems 🗐 | Level 3 | 1 week | FREE |
| Sustainability and the Green Environment in Engineering £ | Level 2 | 10 weeks | £80 |

| BUSINESS | | | (0) |
|---|---------|----------|--------|
| Course | Level | Length | £ |
| ACCOUNTING | | | |
| AAT Advanced Certificate in Bookkeeping £ | Level 3 | 25 weeks | £665 |
| AAT Advanced Diploma in Accounting £ | Level 3 | 34 weeks | £1,260 |
| AAT Certificate in Accounting (Online and On Campus) £ | Level 2 | 33 weeks | £1,085 |
| AAT Diploma in Accounting (Online and On Campus) £ | Level 3 | 33 weeks | £1,260 |
| AAT Foundation Certificate in Accounting £ | Level 2 | 34 weeks | £1,085 |
| AAT Foundation Certificate in Bookkeeping £ | Level 2 | 15 weeks | £515 |
| AAT Professional Diploma in Accounting (Blended Learning) £ | Level 4 | 53 weeks | £1,975 |
| Bookkeeping – Award £ | Level 1 | 25 weeks | £150 |
| Computerised Accounts £ | Level 2 | 8 weeks | £90 |
| Payroll £ | Level 1 | 25 weeks | £160 |
| BUSINESS, LAW AND MARKETING | | | |
| Business Administration $oldsymbol{\pounds}$ | Level 4 | 52 weeks | £375 |
| CIM – Certificate in Professional Marketing 🗐 | Level 4 | 31 weeks | FREE |
| NALP Certificate in Paralegal Practice £ | Level3 | 34 weeks | £690 |
| HUMAN RESOURCES | | | |
| CIPD Associate Diploma in Organisational Learning and Development £ | Level 5 | 38 weeks | £2,700 |
| CIPD Associate Diploma in People Management £ | Level 5 | 38 weeks | £2,700 |
| CIPD Certificate in People Practice £ | Level 3 | 31 weeks | £1,400 |
| LEADERSHIP & MANAGEMENT | | | |
| ILM Level 2 Award in Leadership and Team Skills £ | Level 2 | 3 weeks | £655 |
| ILM Level 3 Award – Effective Coaching £ | Level3 | 7 weeks | £1,095 |
| ILM Level 3 Award – The Aspiring Leader £ | Level3 | 5 weeks | £765 |
| ILM Level 3 Award – The Change Champion £ | Level3 | 5 weeks | £730 |
| ILM Level 3 Award – The Performance Manager £ | Level3 | 5 weeks | £730 |
| ILM Level 3 Award – The Support Service Manager £ | Level 3 | 5 weeks | £730 |

| LEADERSHIP & MANAGEMENT | | | |
|--|---------|----------|--------|
| ILM Level 5 Award – The Change Leader £ | Level 5 | 7 weeks | £830 |
| ILM Level 5 Award – The Developing Leader £ | Level 5 | 7 weeks | £830 |
| ILM Level 5 Award – The Effective Leader £ | Level 5 | 7 weeks | £830 |
| ILM Level 5 Award – The Strategic Leader £ | Level 5 | 7 weeks | £830 |
| ILM Level 5 Certificate in Effective Coaching and Mentoring £ | Level 5 | 6 weeks | £1,135 |
| ILM Level 7 Certificate in Executive Coaching and Mentoring £ | Level 7 | 32 weeks | £1,795 |

| PROJECT MANAGEMENT | | | |
|--|---------|----------|------|
| Agile Project Management Foundation 🗐 | Level 3 | 3 days | FREE |
| Agile Project Management Practitioner 🛍 | Level 3 | 2 days | FREE |
| Lean Six Sigma Black Belt 🗐 | Level 5 | 1 week | FREE |
| Lean Six Sigma Green Belt 🗐 | Level 3 | 1 week | FREE |
| Lean Six Sigma Master Black Belt (MBB) 🛍 | Level 6 | 2 weeks | FREE |
| Lean Six Sigma Yellow Belt 🗐 | Level 2 | 1 week | FREE |
| Preparing for Leadership and Management in Health and Social Care 🗐 | Level 4 | 39 weeks | FREE |
| PRINCE2 Agile® Foundation 🗐 | Level 3 | 3 days | FREE |
| PRINCE2 Agile® Practitioner 🗐 | Level 3 | 2 days | FREE |
| PRINCE2® Foundation 🗐 | Level 3 | 3 days | FREE |
| PRINCE2® Practitioner 🗐 | Level 3 | 2 days | FREE |
| SCRUM Master 🗐 | Level 3 | 1 week | FREE |

| CATERING & HOSPITALITY | | | |
|---------------------------------------|---------|----------|------|
| Course | Level | Length | £ |
| Award in Food Safety £ | Level 2 | 1 day | £49 |
| Barista £ | Level 2 | 5 weeks | £100 |
| Hospitality – Sector Skills Academy 😉 | Level 2 | 12 weeks | FREE |

| COMPUTING & IT | | ı | Į. |
|---|---------|----------|------|
| Course | Level | Length | £ |
| AWS Certified Cloud Practitioner & AWS Solutions Architect (Associate) | Level 3 | 2 weeks | FREE |
| AWS Certified Security Speciality Training Course 🗐 | Level 3 | 1 week | FREE |
| AWS Certified Solutions Architect (Associate) 🗐 | Level 3 | 1 week | FREE |
| AWS Certified Solutions Architect (Professional) 🗐 | Level 3 | 1 week | FREE |
| C++ Programming £ | Level 2 | 14 weeks | £40 |
| CCNA Training (Cisco Certified Network Associate) 🗐 | Level 3 | 1 week | FREE |
| CompTIA A+® Certification 🛍 | Level 3 | 1 week | FREE |
| CompTIA CASP+® Certification 🔯 | Level 3 | 1 week | FREE |

- Extended Certificate £

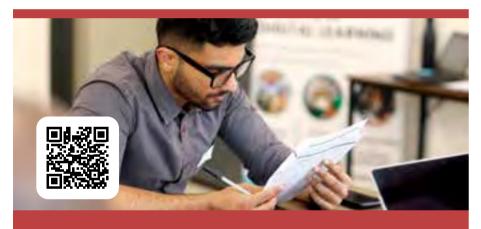
HNC in Civil Engineering

HNC in Quantity Surveying

CSCS Green Labourer's Card training £

HNC in Construction Management

| Course | Level | Length | £ |
|---|---------|----------|--------|
| CompTIA Cloud + 🗐 | Level 3 | 1 week | FREE |
| CompTIA CySA+ Certification | Level 3 | 1 week | FREE |
| CompTIA Network + 🗐 | Level 3 | 1 week | FREE |
| CompTia Security + 🗐 | Level 3 | 20 weeks | FREE |
| CompTIA Security+ Training 🗐 | Level 3 | 20 weeks | FREE |
| CompTIA Server + 🗐 | Level 3 | 1 week | FREE |
| Database with SQL £ | Level 2 | 7 weeks | £40 |
| Diploma in Web Application Development 🗐 🕏 | Level 5 | 48 weeks | FREE |
| EC-Council Certified Ethical Hacker (CEH) 🎓 | Level 3 | 1 week | FREE |
| HND in Computing 🎓 | Level 5 | 30 weeks | £2,560 |
| Introduction to Cyber Security £ | Level 2 | 4 weeks | £40 |
| ITIL® 4 Foundation 🗐 | Level 3 | 2 days | FREE |
| Python Programming £ | Level 2 | 14 weeks | £40 |
| Spreadsheet Techniques £ | Level 2 | 7 weeks | £40 |
| Website Development £ | Level 2 | 8 weeks | £40 |



Fast-track training programmes for adults

Are you eager to dive into a career in a highdemand sector with huge opportunities for employment and growth?

Our Bootcamps and short courses are designed to kickstart your career and cover a range of exciting sectors, from the Creative Industries to Advanced Manufacturing, Net Zero and Sustainability to Digital. Fully funded by Cardiff Capital Region and the UK Government, our intensive Bootcamps and short courses are open to all – whether you're a career-returner, just left education, or an experienced professional looking to change careers.





Courses and information correct at time of print. All information is subject to change and courses subject to availability. For the most up-to-date and full information, visit: cavc.ac.uk

CONSTRUCTION Course Level Length BRICKWORK, CARPENTRY, PLASTERING & PAINTING & DECORATING £40 Bricklaying £ Level 1 10 weeks £40 Carpentry - Do it Yourself £ Level 1 10 weeks £40 Painting & Decorating £ Level 1 10 weeks Plastering £ Level 1 10 weeks £40 CONSTRUCTION CAD in Construction - 2D Computer Aided Design £ Level 2 15 weeks £80 CITB SMSTS Refresher Training Course Level 4 1 week TBC Level 4 1 week FREE CITB SMSTS Training Course CITB SSSTS Refresher Training Course Level 3 1 day TBC Level 3 1 week CITB SSSTS Training Course 🗐 Construction & Built Environment Level 3 30 weeks £99

Level 1

Level 4

Level 4

Level 4

1 week

30 weeks

30 weeks

30 weeks

£56.20

£1,920

£1.920

£1,920

| CREATIVE | | | |
|------------------------------------|---------|----------|------|
| Course | Level | Length | £ |
| 3D Printing for Small Businesses £ | Level 3 | 10 weeks | £55 |
| Acting for Confidence £ | Level 3 | 10 weeks | £50 |
| Advanced Adobe After Effects | Level 4 | 1 week | £660 |
| Advanced Adobe Photoshop | Level 4 | 1 week | £660 |
| Advanced Adobe Premier Pro | Level 4 | 1 week | £660 |
| Art, Craft and Design £ | Level 2 | 10 weeks | £55 |
| Ceramics £ | Level1 | 5 weeks | £55 |
| Digital Photography £ | Level 2 | 15 weeks | £15 |
| Documentary Photography £ | Level 2 | 10 weeks | £55 |
| Drawing and Illustration £ | Level 3 | 10 weeks | £55 |
| Introduction to CAD/CAM £ | Level3 | 10 weeks | £75 |

For details, visit: cavc.ac.uk/ccrskills

HAIR, BEAUTY & COMPLEMENTARY THERAPIES



| Course | Level | Length | £ |
|---|---------|----------|------|
| Access to Aesthetics £ | Level3 | 10 weeks | £342 |
| Barbering £ | Level 2 | 24 weeks | £467 |
| Certificate in Assessing Vocational Achievement within the Hair & Beauty Sector ${\bf \pounds}$ | Level 3 | 34 weeks | £315 |
| Cosmetic Make-Up £ | Level 2 | 15 weeks | £340 |
| Nail Technology £ | Level 3 | 30 weeks | £309 |
| Non Medical Aesthetics £ | Level 4 | 30 weeks | £420 |
| Sports Massage £ | Level 3 | 30 weeks | £306 |
| Sports Massage £ | Level 4 | 30 weeks | £323 |
| VTCT Certificate in IPL (Laser for skin rejuvenation and hair removal) £ | Level 4 | 10 weeks | £356 |
| VTCT Diploma in Reflexology £ | Level 3 | 30 weeks | £309 |

| HEALTH & SAFETY | | Į | |
|---------------------------------------|---------|---------|--------|
| Course | Level | Length | £ |
| Emergency First Aid | Level 2 | 1 day | £81.50 |
| NEBOSH National General Certificate 🗐 | Leval 3 | 3 weeks | FREE |

| HEALTH & SOCIAL CARE | | - - | |
|---|---------|----------|--------|
| Course | Level | Length | £ |
| Access to Nursing & Midwifery £ | Level 3 | 68 weeks | £240 |
| AWIF Principles & Values Unit £ | Level1 | 1 week | £50 |
| Certificate in Counselling Skills £ | Level 2 | 32 weeks | £805 |
| Certificate in Counselling Studies | Level 3 | 32 weeks | £870 |
| Counselling Taster £ | Level1 | 5 weeks | £30 |
| Diploma in Psychotherapeutic Counselling £ | Level 5 | 30 weeks | £1,700 |
| Introduction to Counselling £ | Level1 | 10 weeks | £145 |
| Pre Access to Care ₤ | Level 2 | 32 weeks | £215 |
| Pre Access to Nursing, Social Work and Primary Education £ | Level 2 | 32 weeks | £215 |
| Preparing for Leadership and Management in Children's Care, Play, Learning and Development 🕮 | Level 4 | 39 weeks | FREE |
| RCN Health Care Connect 😊 | Level 3 | 21 weeks | FREE |
| Safeguarding for Young People £ | Level1 | 1 week | £45 |

SPORT & FITNESS



| Course | Level | Length | £ |
|----------------------|---------|----------|------|
| Fitness Instructor £ | Level 2 | 12 weeks | £200 |
| Personal Trainer £ | Level 3 | 12 weeks | £250 |

| TEACHING ACADEMY | | | | |
|---|---------|----------|---------|--|
| Course | Level | Length | | |
| Assisting at Forest Schools £ | Level 2 | 15 weeks | £137.50 | |
| CELTA (Certificate in teaching English to speakers of other languages) | Level 5 | 5 weeks | £1,640 | |
| Education and Training £ | Level 3 | 2 weeks | £404 | |
| Introduction to Forest Schools £ | Level1 | 10 weeks | £93.50 | |
| Professional Certificate (ProfCE) in Post Compulsory Education and Training (PcET) | Level 5 | 60 weeks | £2,700 | |
| Professional Graduate Certificate (PgCE) Post Compulsory Education and Training (PcET) 🎏 | Level 6 | 60 weeks | £2,700 | |
| Supporting Teaching & Learning in Schools £ | Level 2 | 34 weeks | £698.50 | |
| Supporting Teaching & Learning in Schools £ | Level 3 | 34 weeks | £846.50 | |



FREE Adult Basic Education courses

Develop your essential English, Maths or Digital skills on a part-time course with CAVC. 10-week courses to boost your skills and confidence for life or work. Start in September.



Find out more and apply: cavc.ac.uk/abe

Study an Access Course and fast-track to university

You can study over 1 or 2 years, with a wide range of courses starting in September and more throughout the year.

Scan here for more information:



A LEVELS / GCSEs



| ALLVELS/GCSLS | | <u> </u> | | |
|--|---------|----------|------|--|
| Course | Level | Length | £ | |
| ACCESS | | | | |
| Access to Applied Computing (Information & Computer Systems, Software Development & Computer Design) 😊 | Level 3 | 42 weeks | FREE | |
| Access to Biosciences (Biology, Biochemistry & Chemistry) 🙂 | Level 3 | 42 weeks | FREE | |
| Access to Biosciences (Biology, Biochemistry & Chemistry) £ | Level3 | 68 weeks | £195 | |
| Access to Early Years Teaching 🙂 | Level 3 | 42 weeks | FREE | |
| Access to Engineering (Maths, Physics & Engineering) | Level 3 | 42 weeks | FREE | |
| Access to Further Study 🙂 | Level 2 | 44 weeks | FREE | |
| Access to Further Study £ | Level 2 | 64 weeks | £41 | |
| Access to Further Study ESOL 🙂 | Level 2 | 43 weeks | FREE | |
| Access to Health Sciences (Biology, Chemistry & Health Care) 🙂 | Level 2 | 44 weeks | FREE | |
| Access to Health Sciences € | Level3 | 68 weeks | £195 | |
| Access to Higher Education Diploma Policing (Criminology, Sociology, Law and Policing) 🙂 | Level 2 | 44 weeks | FREE | |
| Access to Humanities (Literature, History & Sociology) 🙂 | Level 3 | 42 weeks | FREE | |
| Access to Nursing & Midwifery 🙂 | Level3 | 42 weeks | FREE | |
| Access to Nursing & Midwifery £ | Level 3 | 68 weeks | £240 | |
| Access to Social Sciences (Psychology, Law & Sociology) 🙂 | Level 3 | 42 weeks | FREE | |
| Access to Social Work 🙂 | Level 2 | 44 weeks | FREE | |
| Pre Access to Care £ | Level 2 | 32 weeks | £215 | |
| Pre Access to Nursing, Social Work and Primary Education £ | Level 2 | 32 weeks | £215 | |

| ALEVELS | | | |
|-----------------------|---------|----------|------|
| Biology – A2 £ | Level 3 | 35 weeks | £573 |
| Biology – AS £ | Level 3 | 35 weeks | £573 |
| Chemistry – A2 £ | Level 3 | 35 weeks | £573 |
| Chemistry – AS £ | Level 3 | 35 weeks | £573 |
| History of Art – AL £ | Level 3 | 35 weeks | £708 |

| ALEVELS | | | |
|---------------------------|---------|----------|------|
| Mathematics – A2 £ | Level 3 | 35 weeks | £573 |
| Mathematics − AS £ | Level 3 | 35 weeks | £573 |
| Photography – AS £ | Level3 | 35 weeks | £573 |
| Spanish – AS £ | Level 3 | 35 weeks | £573 |

| GCSEs | | | |
|---------------------------|---------|----------|------|
| Astronomy – GCSE £ | Level 2 | 35 weeks | £450 |
| Biology – GCSE £ | Level 2 | 35 weeks | £450 |
| English Language – GCSE £ | Level 2 | 35 weeks | £450 |
| French – GCSE £ | Level 2 | 35 weeks | £450 |
| German – GCSE £ | Level 2 | 35 weeks | £450 |
| Italian – GCSE £ | Level 2 | 35 weeks | £450 |
| Mathematics – GCSE £ | Level 2 | 35 weeks | £450 |
| Spanish – GCSE £ | Level 2 | 35 weeks | £450 |
| Welsh – GCSE £ | Level 2 | 35 weeks | £450 |

| LANGUAGES | | | |
|--|--------|---------------|-----|
| Introduction to French – Speaking £ | Level1 | 15 weeks | £15 |
| Introduction to German – Speaking £ | Level1 | 15 weeks | £15 |
| Introduction to Italian – Speaking £ | Level1 | 15 weeks | £15 |
| Introduction to Spanish – Speaking £ | Level1 | 15 weeks | £15 |
| Welsh: Using Conversation Skills in Everyday Situations $oldsymbol{\pounds}$ | Level1 | Entry Level 3 | £15 |



University Courses at Cardiff and Vale College

Expert tuition.
Fantastic facilities.
Great support.

Browse our wide range of courses, learn about the support available to you and apply today: cavc.ac.uk/uni

