

A Welsh version of this document is available



Cardiff and Vale College
Coleg Caerdydd a'r Fro

YOUR GUIDE TO APPRENTICESHIPS

at CAVC



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 through 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.	





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I know from studying at the College and applying the skills I've learnt in my job I improve each day. I'm even going to compete at World Skills for vehicle body painting.

Cory Maher

Level 3 Vehicle Refinishing Apprentice

“

As soon as I knew there was a link to come here I was excited, and the school link programme provided me with an opportunity to see what it would be like to study here. The College gives you a lot of information on why you need to get your NVQ, and get an apprenticeship to get into full-time employment.

Jake Fuller

Carpentry and Bench Joinery Apprentice



“

I decided to get into plumbing because I wanted to earn good money and I needed a career; so I decided on a trade. I do think you get valuable experience on the course which you can apply to your onsite work. The highlight of my time at college has been getting a job.

Emma Ford

Plumbing Level 3 Apprentice



WHY TRAIN WITH CARDIFF AND VALE COLLEGE?

We train **over 2000 Apprentices** each year across 42 different sectors.

LARGEST

ACT and ALS joined the CAVC Group and we became the **largest provider of apprenticeships and training programmes** for the Welsh Government.

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



RESULTS

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



CAVC APPRENTICESHIP 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

Aeronautical Engineering

Barbering

Hairdressing

Bus and Coach Engineering and Maintenance

Vehicle Body and Paint

Vehicle Maintenance and Repair

Business Administration

Customer Service

Children's Care, Learning and Development

Creative and Digital Media

Electrotechnical

Engineering Maintenance

Health and Social Care

Hospitality and Catering - Professional Cookery Route

IT Professional

Live Events and Promotion

Painting and Decorating

Plant and Machine Maintenance

Plastering

Plumbing and Heating

Refrigeration and Air Conditioning

Technical Theatre

Telecomms

Trowel Occupations

Welding / Plating / Pipefitting

Wood Occupations

For more information about the programmes on offer at CAVC, please contact our Apprenticeships Team on **01446 748 212** / email 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 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 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 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 3

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

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

Quality Skills Alliance
Cynghrair Ansawdd Sgiliau



FIND OUT MORE

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



Our Apprenticeship programmes are part financed by the European Social Fund through the Welsh Government.



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Apprenticeships**