



Welsh Medium & Bilingual Apprenticeships in ICT and Business Administration

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The CADCentre (UK) Ltd is one of the leading training providers in Wales and England, delivering high quality apprenticeship frameworks.

Now being delivered in the language of your choice:

- Welsh
- English
- Bilingual



Aims of the scheme:

- To give organisations the choice to develop and enhance the ICT skills and knowledge of their workforce bilingually.
- To help organisations to develop a bilingual culture in the workplace by encouraging all employees to use the Welsh language in their working day to day activities and to be confident to communicate with their customers in English and Welsh.
- To help organisations motivate and develop a workforce which is bilingually multi skilled and can adapt to the challenges of the future.



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What is available

Full Apprenticeship Framework including the NVQ and Key Skills.

Developed by e-skills UK, Sector Skills Council for Business and Information Technology and CfA, Council for Administration.

Approved and certified by City & Guilds Awarding Body.

NVQ for IT Users (ITQ)

NVQ for IT Users (ITQ) is an established and nationally recognised qualification aimed at people using computers both inside and outside of the workplace. Because of its unique 'pick & mix' approach, you can choose units to suit your skills and job requirements.

The units cover a wide range of skills that include everyday applications such as word processing, spreadsheet software, using email and the internet.

NVQ in Business and Administration

The Business and Administration NVQ is designed for administrative staff and those aspiring to become administrators in all sectors of industry and commerce. Units range from handling mail and processing information to developing procedures and facilitating decision making.

Who is the scheme for

To qualify for funding individuals must be at least 16 years of age and be in full time employment working thirty hours or more per week.

The scheme is funded via the Welsh Assembly Government's Department for Children, Education, Lifelong Learning and Skills (DCELLS).

Visit us at our website: www.cadcentreuk.com

“The Bilingual Apprenticeships have given the Eisteddfod staff the chance to do an I.T course through the medium of Welsh. A great scheme proving very valuable.”

Peter Davies, Finance Officer
Eisteddfod

“We are pleased to be working in partnership with The CADCentre (UK) Ltd in providing learning opportunities for our employees in the medium of both Welsh and English. This is essential for a diverse service working in all communities through Mid & West Wales.”

Phil Crayford, Group Training Manager
Mid and West Wales Fire and Rescue Service

How to contact us

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