



# Vocational Education Cardiff

Sport, Leisure and Development

2023-2024

Fantastic opportunities for young people



# Introduction

Our Vocational Education Cardiff and Stepping Stones programmes offer fantastic opportunities for young people aged 11 – 16 to gain practical skills and hands on work experience needed to progress in a range of exciting vocational subjects.

## Vocational Education Cardiff programme - BTEC

The Vocational Education Cardiff BTEC accredited courses are open to young people aged 14 – 16.

The courses will equip students with the work experience needed to progress in their chosen subject which can lead onto further education, apprenticeship schemes, traineeships and a rewarding career.

Our structured programme offers accredited courses in Music and Video Technology, Mechanics and Engineering, Animal Care, Health Fitness and Nutrition, Land Based Studies and Entry into Public Services.

Courses are flexible and are based at different venues across the city such as Cardiff International White Water Centre, Off-road Motorcycle centre, Cardiff Riding School and many more.

Take a look at the exciting Vocational Education courses available in this brochure.

## Stepping Stones programme

Our Stepping Stones programme offers young people aged 11-13 an insight into vocational training and on completion, can lead on to a more in-depth Vocational course from age 14.

Sessions are held one day a week at a number of different venues across the city for the duration of the school year. The programme also covers literacy and numeracy, life skills / PSE workshops as well as a vocational subject of the student's choice.

For further information, please contact Mark Thomas on 029 2233 0270 / 078 1454 4244 or email [VocationalEducation@Cardiff.gov.uk](mailto:VocationalEducation@Cardiff.gov.uk)



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# Stepping Stones programme

for KS3 (Years 7, 8 and 9) and young people aged 11-13

Our Stepping Stones programme offers young people aged 11-13 an insight into vocational training and on completion can lead on to a more in-depth vocational course from age 14 or KS4 (year 10 and 11).

Sessions are held one day a week at a number of different venues across the city for the duration of the school year. The programme also covers literacy and numeracy, life skills / PSE workshops as well as a vocational subject of the student's choice.

For further information about the Stepping Stones programme, please contact Mark Thomas on 02922 330270 / 07814 544244 or email [VocationalEducation@Cardiff.gov.uk](mailto:VocationalEducation@Cardiff.gov.uk)





Sessions are held one day a week  
at a number of different venues  
across the city for the duration of  
the school year



# Music and Video Technology

BTEC

The world of media and production is exciting and dynamic! On this course, you will work with the people from Ministry of Life and explore the Creative Media industry and related specialist sectors such as video, audio, event management and digital photography.

This course will give you a sound knowledge of all aspects of producing messages for media broadcast with the use of industry-standard equipment in our state-of-the-art workshops and studios.

Students will have access to a fully equipped learning resource centre at East Moors Youth Centre.

## Topics covered

- Create a storyboard
- Create a television advert
- Shoot a short film
- Create an interactive presentation
- Enhance your English and Maths ability
- Gain self-confidence and the knowledge to apply for jobs in the sector
- Understand and develop the skills and qualities necessary to work in this industry

## How is the course assessed?

Assessed by practical assignments and coursework

## Where is the course held?

Cardiff Music School, Market House, Market Rd, Cardiff. CF5 1QE

## What can the course lead to?

On successful completion of this course you may be able to progress to a Level 2 course, an apprenticeship or employment.

## Course entry requirements

For KS4 Year 10 and 11 and young people aged 14-16.

No formal entry requirements necessary but candidates should have a clear interest in the subject area.





This course will give you a sound knowledge of all aspects of producing messages for media broadcast with the use of industry-standard equipment in our state-of-the-art workshops and studios.



# Mechanics and Engineering

## BTEC

In addition to learning bike mechanical maintenance and riding techniques within an accredited training programme, the physical activity involved in taking part in regular Motorsports sessions within the natural environment has been proven as an effective method to stimulate learning. This helps to develop social and team building skills, which in turn impacts on future employability opportunities.

The aim of the motorsports and engineering programme, which is a community based off road bike project is to provide a safe and controlled environment for young people to learn and develop new skills. Students will have access to a fully equipped off road bike centre.

### Topics covered

- Motorcycle maintenance
- Motorcycle riding
- Practical groundwork
- Physical exercise
- Social skills
- Numeracy and literacy
- Personal development
- Gain self-confidence and the knowledge to apply for jobs in the sector
- Understand and develop the skills and qualities necessary to work in this industry

### How is the course assessed?

Assessed by practical assignments and coursework.

### Where is the course held?

Off-road Motorcycle centre, just off Roverway, Tremorfa, Cardiff

### What can the course lead to?

On successful completion of this course you may be able to progress to a Level 2 course, an apprenticeship or employment.

### Course entry requirements

For KS4 Year 10 and 11 and young people aged 14 – 16.

No formal entry requirements necessary but candidates should have a clear interest in the subject area.







The aim of the motorsports and engineering programme is to provide a safe and controlled environment for young people to learn and develop new skills



# Animal Care programme

BTEC

Cardiff Riding School offer a broad range of qualifications in relation to horse and pony care and stable management.

The course will take place at Cardiff Riding School (CRS) where all staff are fully qualified and accredited. The school is situated in the heart of the city, while maintaining a semi-rural setting. The majority of sessions at CRS will be practical and interactive but learners are not required to have any previous experience with horses.

## Topics covered

- Learn to care for horses and ponies
- Learn basic horse management techniques
- Perform daily checks on horses for health conditions
- Improve organisational skills by planning events
- Build friendships
- Develop team work and leadership skills
- Improve time management skills
- Opportunities to ride horses

## How is the course assessed?

Assessed through assignments and coursework.

## Where is the course held?

Cardiff Riding School, Pontcanna Fields, Fields Park Road, Pontcanna, Cardiff, CF5 2AX

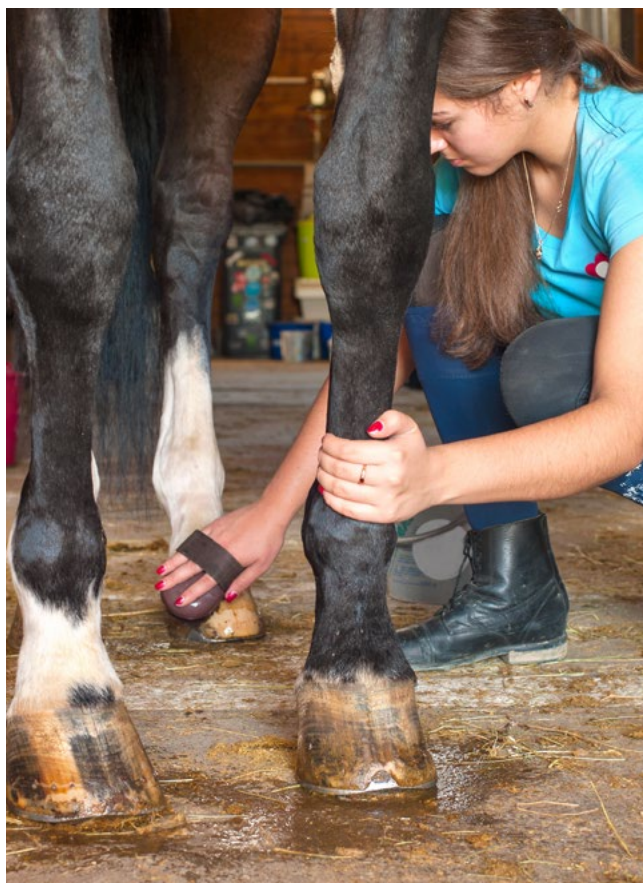
## What will this lead to?

On successful completion of this course you may be able to progress to a Level 2 course, an apprenticeship or employment.

## Course entry requirements

For KS4 Year 10 and 11 and young people aged 14 – 16.

No formal entry requirements necessary but candidates should have a clear interest in the subject area.







Cardiff Riding School offer a broad range of qualifications in relation to horse and pony care and stable management.

# Health, Fitness and Nutrition

## BTEC

The Health, Fitness and Nutrition course targets students who have an interest in the sports industry by giving them an insight to the benefits of a Healthy lifestyle. The course is both practical and classroom based but can be adapted to all learning capabilities.

We look to identify the individual's eating patterns and exercise routines within everyday life with a view of giving them alternatives which could change their lives. The things learnt can not only be used by the individual but will be able to be adapted for all members of the family. At the end of the course the students will not only be competent within the gym environment but also acquire an ACU qualification which will allow them access to the gym without supervision to continue the good things learnt. Students will have access to the fully equipped Gym and leisure centre at Channel View Centre.

### Topics covered

- Understanding the importance of a healthy lifestyle
- Nutrition
- Understanding how fitness and exercise can affect lifestyle
- Understanding the barriers to a healthy lifestyle
- Understanding own diet and fitness requirements
- Cardio vascular and Aerobic Training
- Resistance Training
- Muscle Groups
- Gym Etiquette
- Health and Safety
- Warm up and cool down exercises

### How is the course assessed?

Assessed by practical assignments and coursework.

### Where is the course held?

Channel View Centre, Jim Driscoll Way, Grangetown, Cardiff, CF11 7HB

### What will this lead to?

On successful completion of this course you may be able to progress to a Level 2 course, an apprenticeship or employment.

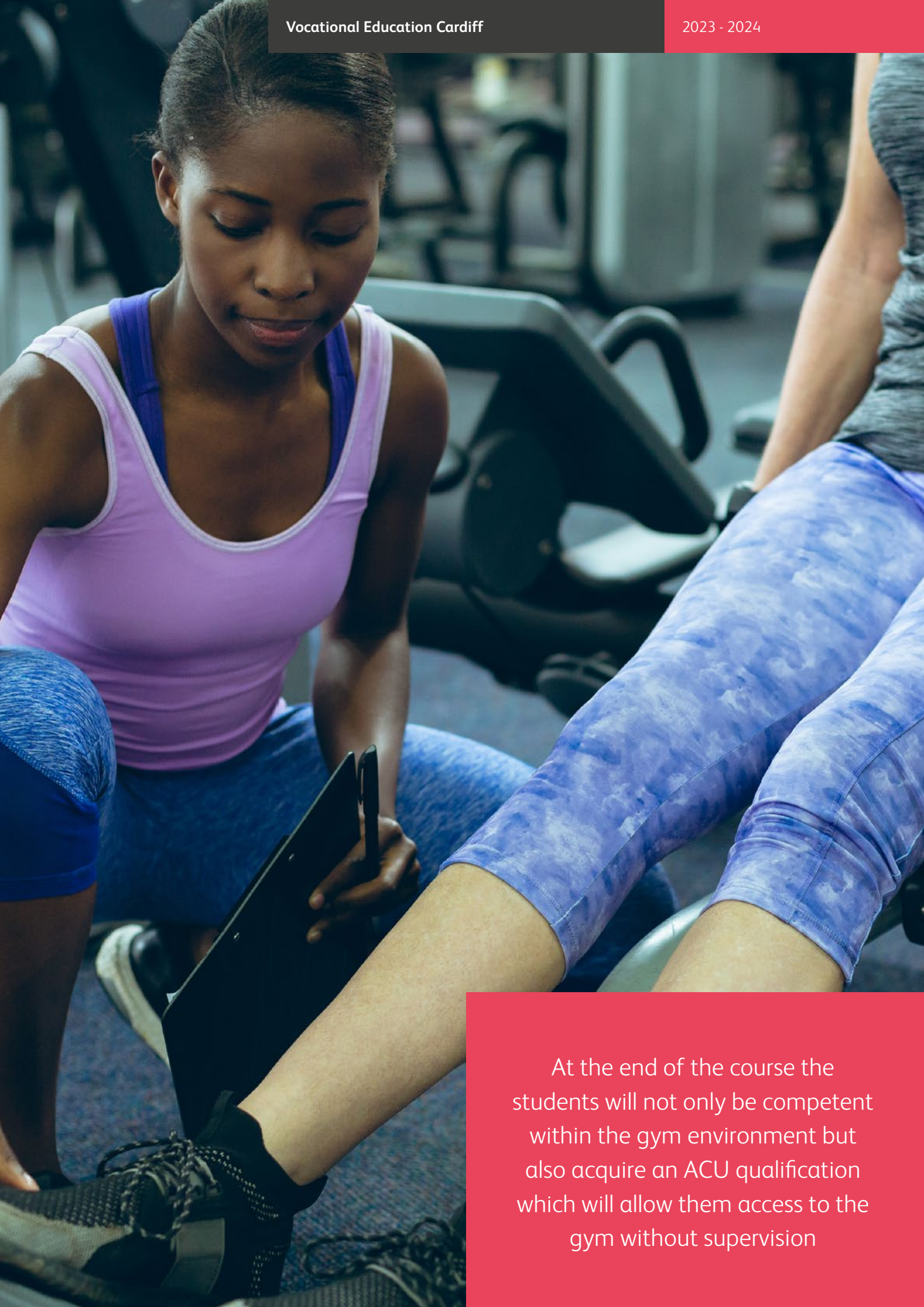
### Course entry requirements

For KS4 Year 10 and 11 and young people aged 14 – 16.

No formal entry requirements necessary but candidates should have a clear interest in the subject area.







At the end of the course the students will not only be competent within the gym environment but also acquire an ACU qualification which will allow them access to the gym without supervision



# Land Based Studies

## BTEC

This course is ideal for anyone who has an interest in gaining practical skills and developing knowledge in horticulture, arboriculture, land, wildlife and fisheries.

This course involves classroom-based and practical work with 'hands on' experience with Cardiff Council's Community Rangers in a variety of land-based settings. The units which cover the range of practical skills and knowledge required to work in the land and environment industries.

### Topics covered

- Working safely and working in a team
- Maintaining equipment
- Lawn care
- Planting and establishing plants
- Tree planting and aftercare
- Fish and the aquatic environment

### How is the course assessed?

Assessed by practical assignments and coursework.

### Where is the course held?

Cardiff parks and Fforest farm with the Community Rangers.

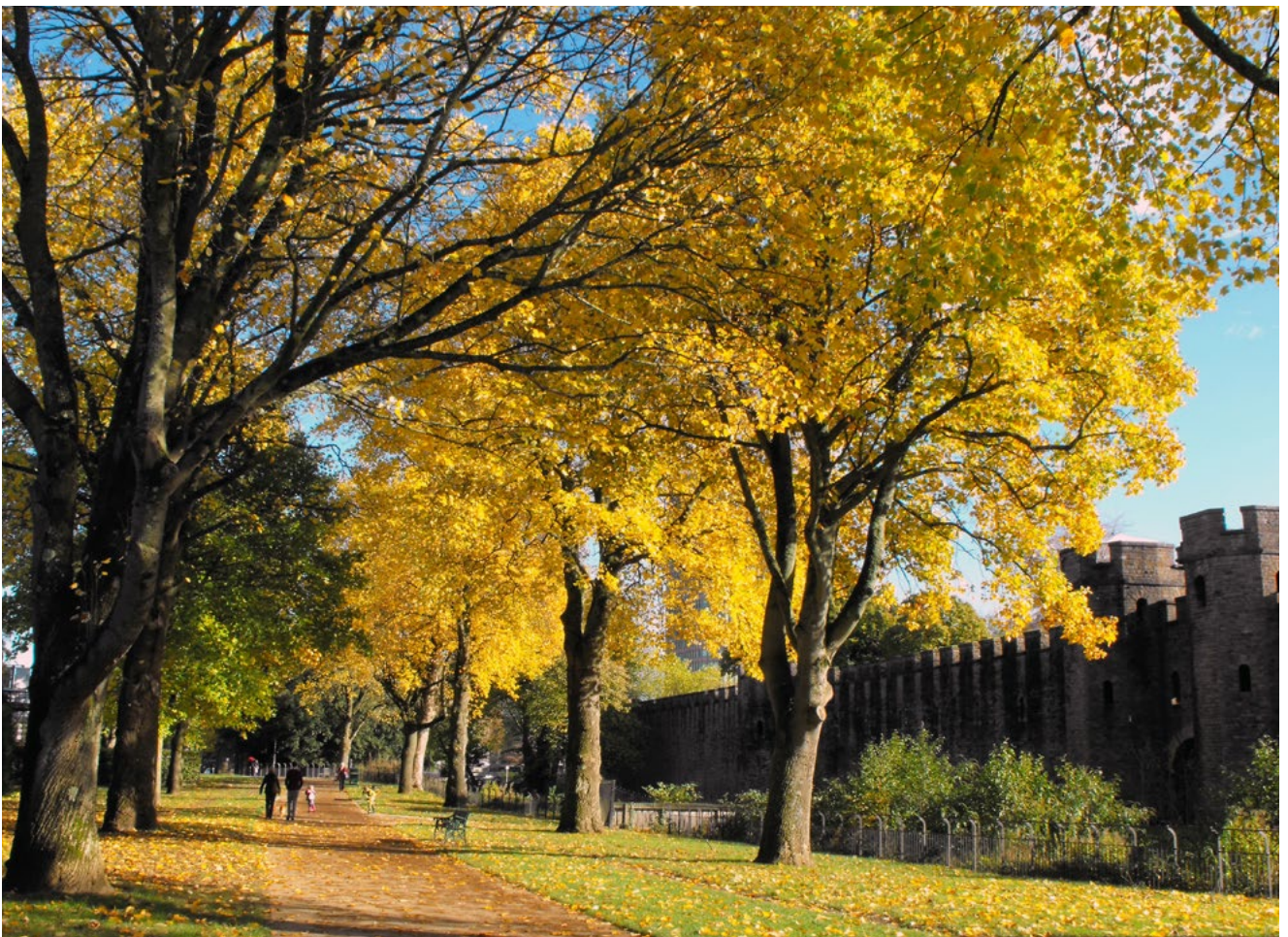
### Course entry requirements

For KS4 Year 10 and 11 and young people aged 14 – 16.

No formal entry requirements necessary but candidates should have a clear interest in the subject area.

### What will this lead to?

On successful completion of this course you may be able to progress to a Level 2 course, an apprenticeship or employment.







This course involves classroom-based and practical work with 'hands on' experience with Cardiff Council's Community Rangers in a variety of land-based settings.



# Entry into Public Services

## BTEC

This course is a good introduction to the work of the uniformed public services. It is suitable for anyone interested in a career in the public services such as the armed forces, fire service, police force, prison service and Customs and Excise.

You should have and be prepared to develop a good level of physical fitness, teamwork, communication skills and enjoy participating in sport and outdoor pursuits. Students will have full access to the facilities on site.

### Topics covered

- working safely and working in a team
- health and fitness for entry to services
- map reading
- personal skills for public service and leadership
- practical teamwork
- public service incidents
- an introduction to expedition skills

### How is the course assessed?

Assessed by practical assignments and coursework.

### Where is the course held?

Cardiff International White Water, Watkiss Way, Cardiff Bay, CF11 0SY

[www.ciww.com](http://www.ciww.com)

### What will this lead to?

On successful completion of this course you may be able to progress to a Level 2 course, an apprenticeship or employment.

### Course entry requirements

For KS4 Year 10 and 11 and young people aged 14 – 16.

No formal requirements necessary but candidates should have a clear interest in the subject area.







You should have and be prepared to develop a good level of physical fitness, teamwork, communication skills and enjoy participating in sport and outdoor pursuits.

# Vocational Education - Cardiff Privacy Policy

This privacy policy will explain how Vocational education Cardiff uses the personal data we collect from you when you use [www.cardiff.gov.uk/vocationaleducation](http://www.cardiff.gov.uk/vocationaleducation) or you use our service to participate in our activities. Vocational education Cardiff is part of Cardiff Council, who is the Data Controller for the purposes of the data collected. All personal data is processed in accordance with the UK GDPR and Data Protection Act 2018.

## Topics:

- What data do we collect and why?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

## What data do we collect?

Vocational education Cardiff collects the following data:

- Personal identification information Name, email address, phone number, medical information
- Parental consent
- Additional learning needs and support
- Free School meal entitlement
- Daily attendance
- Qualifications

This is collected for the purpose of supporting tutors delivering our programs. Data Protection Law describes the legal basis for our processing of your data as necessary for the performance of a public task under the Education Act 1996.

## How do we collect your data?

You directly provide Vocational education Cardiff with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.
- School referral form

Vocational Education Cardiff may also receive your data indirectly from the following sources:

- Referring school or agency

## How will we use your data?

Vocational education Cardiff collects your data so that we can:

- Process your order and manage your account.
- Email you with student progress and achievements.
- Monitor student progress
- Daily attendance reporting

If you agree, Vocational education Cardiff will share your data with our partner companies so that they may offer you their products and services – should you wish to withdraw your consent you would need to contact those companies directly.

We will be sharing daily attendance and student progress with schools.

## How do we store your data?

Vocational education Cardiff securely stores your data at AWS DynamoDB database all Data transfer is TLS encryption. All data transfer is logged.

Vocational Education Cardiff will keep your referral form, attendance and course attainment for 12 months. Once this time period has expired, we will delete your data by removing the data from our database – In the event of a learner having an accident whilst on roll, consent forms will be kept for 6 years.

## What are your data protection rights?

Vocational education Cardiff would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Vocational Education Cardiff for copies of your personal data.

**The right to rectification** – You have the right to request that Vocational Education Cardiff correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Vocational Education Cardiff erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Vocational Education Cardiff restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Vocational Education Cardiff processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Vocational Education Cardiff transfer the data that we have collected to another organization, or directly to you, under certain conditions.



If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

DataProtection@ardiff.gov.uk

Call us at:02920 877900

Or write to us:

Vocational Education Cardiff,  
Cardiff Harbour Authority,  
Queen Alexandra House,  
Cargo Road,  
Cardiff Bay,  
CF10 4LY

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org)

## How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

## What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

**Functionality** – Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of firstparty and third-party cookies are used.

**Advertising** – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on 12/our website.

## How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## Privacy policies of other websites

The Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 12 January 2023.

## How to contact us

If you have any questions about Vocational Education Cardiff privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us via email at [dataprotection@cardiff.gov.uk](mailto:dataprotection@cardiff.gov.uk) or by post:

Data Protection Officer  
Information Governance Team  
County Hall  
Atlantic Wharf  
Cardiff  
CF10 4UW

## How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Vocational Education Cardiff has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office via their website: <https://ico.org.uk/concerns/getting/> or by calling 0303 123 1113.

## Further information

### How to apply

Please contact Mark Thomas to request a Student Referral Form.

Student Referral forms are to be completed by primary school teaching staff, SENCO coordinators or social workers.

The course coordinator will confirm places following assessment of suitability from referral applications.

### Contact details

Mark Thomas

Office: 029 2233 0270

Mobile: 078 1454 4244

Email: [VocationalEducation@Cardiff.gov.uk](mailto:VocationalEducation@Cardiff.gov.uk)

Website: [www.cardiff.gov.uk/vocacionaleducation](http://www.cardiff.gov.uk/vocacionaleducation)

Cardiff Council, Cardiff Harbour Authority, Queen Alexandra House, Cargo Road, Cardiff Bay, CF10 4LY

### COVID-19

The programme adheres to the latest Government COVID guidelines. For further information, please visit [www.gov.wales/coronavirus](http://www.gov.wales/coronavirus)

### Disclaimer:

Cardiff Council will endeavour to deliver courses in accordance with the descriptions set out in this prospectus.

Cardiff Council reserves the right to make variations to the contents or methods of delivery of courses, to discontinue courses and to merge or combine course if such action is reasonably considered to be necessary. Cardiff Council reserves the right at its discretion at any time and for any reason to make changes to the services offered set out in this prospectus without prior notice including, but not limited to the following:

- To withdraw the offer of a course which fails to recruit the minimum number of students required by regulation
- To make changes to programmes and courses for reasons including meeting technological or academic developments for students

