

## FULLY FUNDED APPRENTICESHIP OPPORTUNITIES FOR EXISTING STAFF

Please find below details of awareness sessions that will be held from January to March to give existing staff education and training opportunities. All 15 qualifications are fully funded by the Welsh Assembly so there is no cost implications for the organisation. The courses which are on offer are listed below:

- [ILM Team Leading Level 2](#)
- [ILM Management Level 3](#)
- [ILM Management Level 5](#)
- [Business Administration Level 2](#)
- [Business Administration Level 3](#)
- [Customer Service Level 2](#)
- [Customer Service Level 3](#)
- [Healthcare Support Services Level 2](#)
- [Healthcare Support Services Level 3](#)
- [Health & Social Care Level 2](#)
- [Health & Social Care Level 3](#)
- [Clinical Healthcare Support Level 2](#)
- [Clinical Healthcare Support Level 3](#)
- [IT Users Level 2](#)
- [IT Users Level 3](#)

UHW – Cochrane Building, 2 <sup>nd</sup> Floor, Training Rooms	UHL – Academic Centre	Other
Wednesday 16 <sup>th</sup> January 2019 9.15 – 10.00 10.00 – 10.45	Friday 25 <sup>th</sup> January 2019 14.15 – 15.00 15.00 – 15.45	Tuesday 22 <sup>nd</sup> January 2019 Cardiff Royal Infirmary Boardroom A 10.00 – 10.45
Tuesday 12 <sup>th</sup> February 2019 11.15 – 12.00 12.00 – 12.45		
Wednesday 13 <sup>th</sup> March 2019 9.15 – 10.00 10.00 – 10.45	Wednesday 20 <sup>th</sup> March 2019 9.15 – 10.00 10.00 – 10.45	

I would be grateful if you could circulate this widely within your areas and encourage staff to attend if this is appropriate for their development. After attending and following a discussion with their Line Manager, if they wish to sign up for a qualification, they will need to complete an [application form](#) and send this back to [Emma.Bendle@wales.nhs.uk](mailto:Emma.Bendle@wales.nhs.uk). The course provider will then be in touch to arrange enrolment in the workplace.

Before sending in an application form, staff must have had a PADR in the last 12 months which has been centrally recorded in ESR and they must be fully compliant with all 13 modules of the mandatory training.

So that we have an idea of numbers for these sessions if staff are interested, please ask them to confirm their attendance to [Emma.Bendle@wales.nhs.uk](mailto:Emma.Bendle@wales.nhs.uk). Please note there is no obligation to sign up if they attend the awareness session and decide not to proceed.

If you would like further information please contact Emma Bendle on 02920 744337 or at [Apprenticeshipacademy.cav@wales.nhs.uk](mailto:Apprenticeshipacademy.cav@wales.nhs.uk).