



**Delivering skills  
for your business**

# EMPLOYERS GUIDE TO APPRENTICESHIPS

Level 3 Construction Apprenticeship -  
Architectural Joinery



# WELCOME

**This apprenticeship is designed for learners in employment within a Bench Joiner role with a desire to gain nationally industry recognised qualifications to develop their careers.**

The assessment teams at Cambria for Business work closely with companies, managers, departments and individuals to tailor assessments to suit the specific operation and employee's job role.

## **Welsh Government requirements for funding of apprenticeship**

Prior to the apprenticeship sign up, a Health and Safety enquiry will be made to your company to confirm that statutory Health and Safety policies are in place. We will monitor the Health and Safety of your apprentice regularly throughout their training program. The review will be discussed with employers and there is the requirement for employers to comment on the progress of apprentices. These reviews are designed to record and target the progress on all elements of the apprenticeship frameworks.

## **Target Setting**

During each apprentice review, the work-based learning practitioner (WBLP) will confirm agreed targets with the apprentice and employer for what should be achieved by their next visit. It will also give the WBLP time to review and feedback on any assessment work that has been presented and plan further assessments for the future.



## What work-based qualifications will be suitable for my apprentice?

Enquiries will be made into the nature of the apprenticeship and, if required, a visit will be made to the premises in order to understand the work the apprentice will be undertaking. Qualifications and pathways should be selected that will fit the apprenticeship requirements and accurately reflect the learner's job role so that they can demonstrate their competence.

## Can my apprentice do more training during their apprenticeship?

Of course, but we advise that it is proportionate so that the apprentice is able to complete their existing apprenticeship requirements.

## What makes a good apprentice?

A person who is self-motivated, engaged, hardworking and willing to learn.

## Support from Training Provider

Apprentices will receive ongoing support from college staff, alongside specific one to one guidance and support from their work-based Assessor.

## What support do I need to give my apprentice?

Apprentices need to receive encouragement and participation from their employer throughout the training and review process. This will ensure that the apprentice will get the opportunity to work in various areas with different colleagues to further enhance their learning experience. This relationship with all parties will support the apprentice in a structured career pathway. It is important that your apprentice is given time and support to meet training deadlines, is involved in meetings and decisions that affect their work and training, and is generally encouraged to get involved in all aspects of their working life. It is also important that employers provide the opportunity for the appropriate types of workplace tasks, so an individual can develop their skills and meet the workplace competence requirements.



# WELSH APPRENTICESHIP FRAMEWORK IN CONSTRUCTION - ARCHITECTURAL JOINERY

**Deeside: MY10265**  
**Bersham Road: MY10273**  
**Duration: 36 months**

Construction qualifications across Wales have changed. If you would like more information on these changes please visit [www.skillsforwales.wales](http://www.skillsforwales.wales).

The most noticeable changes to the apprenticeship frameworks is that apprenticeships are now only available at a level 3 framework, assessment structure and employer involvement in confirming their apprentices are at the required skill level for assessment.

## Entry requirements

- ▶ Employed for a minimum of 16 hours per week in your trade specific role.
- ▶ GCSE A-D or Level 1 ESWs (English or First language Welsh, Maths and a technical subject, for example science, design technology or a level 1 trade certificate).

## What is included in an apprenticeship framework?

- ▶ 1 Day a week training and development at either our Deeside or Bersham Road site.
- ▶ Ongoing support from work-based learning practitioners (WBLP) in the workplace.
- ▶ Essential skills development in application of number, communication and digital skills in construction.

## Teaching, assessment and employer involvement

This CORE qualification - Teaching on this qualification will be focused on earlier in the apprenticeship programme and will be assessed through an onscreen exam, a practical project and guided discussion with learners achieving a pass, merit or distinction.

Learners that have previously completed a relevant Level 2 qualification may be exempt from undertaking the CORE qualification.

Level 3 - You will be taught both theory and practical skills throughout your apprenticeship in college and there is the requirement that skills development continues in the workplace with the employer.

Learners are required to complete a site diary of the work that they are completing in the workplace on a weekly basis which has to be submitted to the WBLP monthly. This is a mandatory requirement of the qualification which must be done to achieve a final pass.

Employers must complete an employer confirmation guide to confirm that apprentices are demonstrating that they are working to current industry standards on a regular basis. Where gaps are identified in the range of work there may be a requirement for employers to either arrange work to cover the gap or place apprentices with another company to gain experience with the required skills/ workplace tasks or assessments.

## Assessments which will be graded as pass, merit or distinction:

- ▶ 2 on screen assessments.
- ▶ Practical project which is designed to assess the competence of learners and has to be planned and agreed between the WBLP, learner and employer.
- ▶ End point external professional discussion.

## Range of Work

- ▶ Setting out
- ▶ manufacturing and finishing of bespoke joinery items such as door, frames, staircases and units
- ▶ Set up and use of both fixed and transportable joinery machinery

More details can be found in the employer confirmation guide. Where ranges of work can not be achieved, employers are responsible to evidence work placement agreements.

## Enrolment process

Initial enquiries to be made through the Cambria for Business team on 0300 30 30 006 or email [employers@cambria.ac.uk](mailto:employers@cambria.ac.uk)

WBLP will confirm the range of work scan to ensure suitability of the course.

During enrolment process there will be the requirement to supply evidence of employment, proof of age, proof of address and eligibility to work in the UK.

Confirmation of allocated place on the course.

Employer is to attend either in person or virtually one of the information sessions.