

## Traineeship & Level 1 FAQs for new learners

### What time should I arrive at college?

Each group has allocated start times, check with your tutor what group you are in. Please make every effort to arrive within your time slot.

### What do I need to bring to college?

You will need to bring:

- Pen and notepad
- A drink (bottles only, no cans)
- Laptop (if you have one)

Cardiff City FC Foundation accepts no liability for loss or damage, so it is your responsibility to ensure that you store any items securely. We will provide laptops if needed but they will be stored on site.

### Who do I contact if I am running late?

You should contact your tutor via phone or email:

#### **Aneurin Britton – Data and Quality Administrator**

Email: [Aneurin.Britton@cardiffcityfc.org.uk](mailto:Aneurin.Britton@cardiffcityfc.org.uk) Mobile: 07572231702

#### **Danielle Harris – BTEC Level 1 Tutor**

Email: [Danielle.Winch@cardiffcityfc.org.uk](mailto:Danielle.Winch@cardiffcityfc.org.uk) Mobile: 07572231667

### How do I enrol onto my course?

Learners need to apply for our course through your local Careers Wales office and asked to be referred to our programme. Once they have completed the forms, you will then be interviewed by one of the Traineeship team. Once you have been accepted onto the course you will come into House of Sport and meeting the Traineeship team to go through the induction process.

### How do I apply for financial support?

On the Traineeship programme, you are paid a training allowance:

- Engagement learners get paid up to £30 a week
- Level 1 learners get paid up to £50 a week



### How do I apply for travel support?

Learners on the Traineeship get paid travel allowances alongside their training allowance. Each learner must pay the first £1 a day towards their travel but can claim the rest of their travel back. Learners need to keep their travel tickets and hand them into their tutors weekly for this to be paid onto their training allowance each week.

#### Cardiff City FC Community Foundation Limited

Registered Office: The Pod, Capital Retail Park, Leckwith Road, Canton, Cardiff, CF11 8EG

t: 02920 23 12 12 e: info@cardiffcityfc.org.uk

 Cardiff-City-FC-Foundation  @CCFC\_Foundation  JustGiving: CardiffCityFCFoundation

Charity Number: 01128443 | Company Number: 06799376. Company Incorporated in England & Wales.

