

NDGTA

STUDENT HANDBOOK

2026-2027

NDGTA
Lakeside Court
Llantarnam Park
Way, 5a, Cwmbran
NP44 3XS

PHONE:
(01633) 833 940

EMAIL:
info@ndgta.com


NDGTA
Newport & District Group Training Association



WELCOME

From Michael Lewis, our Managing Director

Welcome to Newport & District Group Training Association (NDGTA).

We are thrilled to have you join our esteemed training programme. NDGTA was established in response to the Industrial Training Act of 1964, born out of a collective vision by engineering companies in the Newport area.

Their goal was simple yet profound: to create a shared training resource that could meet the evolving demands of the engineering industry. While much has changed over the years, our mission remains steadfast —to deliver exceptional engineering training that empowers individuals to achieve their fullest potential.

At NDGTA, we take immense pride in the achievements of our apprentices and the lasting impact they've made in the engineering field. By joining us, you become part of a community dedicatedto fostering growth, resilience, and excellence.

Throughout your journey, we aim to provide experiences that will challenge and inspire you, helping you to develop not only technical expertise but also key personal qualities such as professionalism, responsibility, and adaptability.

Our commitment is to create an environment where learning thrives. Here, you'll find the freedom to experiment, the encouragement to learn from mistakes, and the support to grow stronger with every challenge.

Success, however, is a partnership—while we will equip you with the tools and guidance needed to excel, your progress ultimately depends on your dedication, discipline, and determination. Meeting deadlines, maintaining high standards, and continually striving for improvement will be essential in your journey.

This handbook has been designed as a valuable resource to guide you throughout your studies at NDGTA. It outlines our expectations, the support you can rely on from us, and the standards required to achieve success. We strongly encourage you to familiarise yourself with its contents and keep it accessible for future reference.

Your sponsoring companies have entrusted you with this remarkable opportunity, and together, we are committed to helping you achieve your goals. Make the most of this experience, rise to every challenge, and leave a legacy that makes us all proud.

COLLEGE DAYS

And Term Dates

The College Day

The college day for all learners starts at 8.00 a.m. prompt. This means that you need to be at your place of work at 8:00 a.m. ready to commence activities. (Note if the activity requires you to wear personal protective equipment, you need to be 'kitted up' by that time).

Throughout the day there are organised break periods. These include a break in the morning and afternoon and a lunch break.These break times are subject to variation depending upon the activities you will be undertaking.

The day will finish at 15.50 p.m. Monday to Thursday and 12.00 noon on Friday.

Seeking Additional Support

From time to time, learners may require additional help and support (for example to complete and assignment or extra tuition, or re-doing a practical exercise).

NDGTA will do all that it can to provide the support you need. In order to arrange support please speak to the tutors directly or more formally contact a member of staff who will make the necessary arrangements.

Please note that due to timetabling constraints this support may be arranged during lunch breaks, before classes start in the mornings or after classes in the evenings.

Timekeeping

Learners are required to clock in using the electronic system upon arrival at the training centre and clock out at the end of the day. If you are unable to clock in or out on the electronic system you must report to reception so a record can be made and measures taken to rectify the situation.

The reason you are required to use the clocking system is that an attendance report will be sent to your company's HR Department/Line Manager on



Term Dates for 2026 - 2027

SUMMER BREAK ENDS

INDUCTION WEEK
7th September - 11th September 2026

Term Time
14th September - 23th October 2026

Half Term
26th October - 30th October 2026

Term Time
2nd November - 18th December 2026

Christmas Break
21st December - 1st January 2027

Term Time
4th January - 5th February 2027

Half Term
8th February - 12th February 2027

Term Time
15th February - 19th March 2027

Easter Break
23rd March - 2nd April 2027

Term Time
5th April - 28th May 2027

Half Term
31st May - 4th June 2027

Term Time
7th June - 16th July 2027

SUMMER BREAK ENDS

a weekly basis. Should you leave site for whatever reason during the college day you must clock-out and clock-in on your return. This will help us to account for everyone in the event of an emergency situation and NDGTA needs to be evacuated.

Learners who have appointments outside of NDGTA during the college day will, where possible, be required to provide evidence. This will help us communicate reasons for absence to your companies.

Learners must notify their employer and reception on 01633 833940 by 9:00 a.m. on the day of absence if they are unable to attend college, giving a reason for their non-attendance. These absences will be recording on weekly attendance report.

Holidays

Holidays are not permitted during term time. Your holiday entitlement is given under the terms-and-conditions provided by your company. Plan ahead and arrange to book your holidays in accordance with your terms-and-conditions, but please avoid term times.

Extensions will not be granted to students so you can take a holiday and failure to submit could result in failing your qualification.

You must appreciate that this is the very time when NDGTA needs you to complete assignments and project work.

We have had instances where some learners haven't gained the grades they expected and in the worse cases some learners have had to repeat the year.

NDGTA follow torfaen term times as found on the link below:

School Term And Holiday Dates

CODE OF CONDUCT

at NDGTA

Behavioural Codes of Conduct



Respect

Learners are expected to be polite and respectful to tutors, other learners, our neighbours and visitors at all times. Learners are expected to respect the building and the equipment and should any intentional damage made then the learner will be expected to make good the damage.



Use of Mobile Phones

Mobile phones are not to be used in workshops or classrooms unless permitted by the tutor for college purposes only, for instance, to take photos for NVQ purposes. Mobile phones can only be used during designated breaktimes in the canteen or outside the building.



Food and Drink

NO food or drink allowed in class at any time. NO chewing gum is allowed on site. Learners are respectfully requested to dispose of waste in the designated bins with plastic bottles and metal cans being deposited in the respective recycling bins.

The canteen is the designated area for eating and drinking, NDGTA have provided self service facilities including cutlery, toaster, microwaves, fridges and a sink for students to use. It is expected that the student cleans whatever they have used that day.



Unprofessional Conduct

Learners are not expected to behave in a manner that may bring themselves or their companies into disrepute

Dress Code



NDGTA's Rules

Learners are required to adhere to the following dress code rules:

1. PPE to be worn when working in workshop/lab areas.
2. Some of our partner companies require their apprentices to wear company uniform. Please discuss with your line manager if this is the case. All clothing must be appropriate for the workplace and appropriate for the activities of the day.



Sanctions

Any student who contravenes our codes of conduct rules will be requested to comply with them. Should a learner persist flouting these rules, then they may be asked to leave site and their company shall be informed.



Health & Safety

on site

NDGTA's Responsibilities

NDGTA understands its duties under the HASAWA 1974 to provide a safe place of work, safe systems of work, good access and egress, and safe plant and equipment and in this regard we have taken great care to provide an environment where learners feel safe and is conducive to learning. We have undertaken risk assessments and using a hierarchy of control taken measures to eliminate or minimise risks. We manage health and safety by means of audits, inspections, the reporting of accidents/incidents and holding monthly meetings to address issues that arise.

Learner Responsibilities

Learners must take reasonable care not to put themselves or other students at risk by their actions or omissions. Learners must adhere to any and all Health & Safety rules and procedures whilst in the college and work with college staff to help maintain a safe working environment. Learners will have the opportunity to share their views with management in the form of learner representatives, where management will meet with the learner representatives on a routine basis to discuss any student concerns.

Specific Requirements

Workshop Safety Procedures

Tutors will provide advice on specific safety procedures associated with the particular workshop in which you are required to undertake your activities.

Fire Procedure

Fire exits are clearly marked around the college. The fire assembly point is indicated by the green 'Fire Assembly Point' sign and is situated at the front of the building, on the grassed area across the road. Upon hearing the audible alarm learners are required to exit the building immediately via the nearest fire exit and congregate at the fire assembly point.

Accident Procedure

Learners are required to report any accident or near miss that takes place whilst at the college. The accident book is kept in Reception. Dangerous Occurrence forms are kept in the H&S rack opposite in the main corridor opposite the main toilets. Once you have completed a Dangerous Occurrence form please hand it to the head of center who is the Health and Safety Co-ordinator for NDGTA. There are several staff members that are first aiders, the current first aiders can be seen on the timetable board next to the clock in machine. Learners who have questions or concerns regarding their Health & Safety whilst at the college, please raise with your tutor in the first instance.



SAFEGUARDING

at NDGTA



Abuse

Bullying in any form will not be tolerated both in and out of college. This torment affects a learner's mental capacity to learn. NDGTA's aim is to create an environment in which learners can wholeheartedly apply their mental efforts on developing themselves.We want you help us to root out this sort of behaviour: if you are having to bare the brunt of this kind of behaviour or you are aware of, or witness this kind of behaviour being perpetrated on/by others, please report it to a member of staff.

Radicalisation

NDGTA's staff have all undertaken specific training in Prevent – a programme designed to help promote awareness of the dangers of radicalisation. If you feel you are subject to an individual(s) who displays radical or extremist views, then we are asking that you work collectively with us to report what you know to a member of our staff. Reporting on any instances is you being responsible and doing your bit to keep you and your peers safe.

We will seek to safeguard all learners by:

- Asking them to help us create and maintain a safe working environment by encouraging them to speak out on issues, listening to what they have to say and respecting their respective views.
- Adopting safeguarding guidelines through procedures and a code of conduct for staff.
- Recruiting staff in line with our recruitment policy, which includes safeguarding considerations such as DBS checks and EWC.
- Sharing information, where appropriate, about concerns with agencies that can assist us in having to deal with the situation, and involving learners, their parents/carers and their employers.
- Any learner wishing to raise issues or concerns regarding their own or another learner's welfare should speak to an NDGTA member of staff in the first instance, or alternatively contact the Feel safe team at CAVC on 029 2025 0420.

NDGTA's Values

and the Key Themes That Shape Them

Equality & Diversity

At NDGTA, we are committed to providing the highest standard of engineering training to every learner, regardless of their background, gender, ethnicity, sexual orientation, or age. For us, equality means ensuring that all learners are treated fairly and provided with equal opportunities to succeed.

Diversity, on the other hand, is about valuing and celebrating the unique differences that each individual brings to our community.

To help guide our efforts to achieve equality and diversity in what we do, we strive:

- to create an environment that celebrates and promotes equality and diversity for all.
- to build a learning community where all people are treated with respect.
- to encourage staff and learners to work together to overcome all forms of unfairness.
- to include meet the individual needs of everyone that makes up our community

Everyone in this college has a responsibility to behave in a manner, which is fair and respectful of others'
needs.

ESDGC: An Introduction to Education for Sustainable Development and Global Citizenship.

ESDGC covers important issues that are occurring in the World today. As engineers it's important that we have due regard for the finite resources that the planet provides for us. We should all embrace the ethos of sustainability when we design, construct, use, and dispose of equipment and materials that we use in engineering.

The influence of man on the planet is directly impacting on the melting of the polar ice-caps, global warming, climate change, etc. As an engineering learner you will need to adopt the mantra of reduce, recycle, reuse in all that you do. At NDGTA we will encourage you to develop instinctive, innovative thoughts about resource depletion and the choices and decisions you make to help preserve our natural environment for example by recycling of waste.

To help kick start your thought processes on recycling, we would greatly appreciate it if you could segregate your waste plastic and metal cans into the requisite bins in the canteen.

Through your apprenticeship, we aim to develop you so that you will be able to take you place as a global citizen with your own opinions and beliefs so that so are able to make an active contribution to society. We will do this by asking you to give presentations, partake in debates, undertake self-study and we will encourage you to work in the community.

Welsh Language & Culture

NDGTA is committed to the Welsh Language and Welsh Culture. Although NDGTA does not have its own capability to deliver courses in the medium of Welsh, should you wish to take units of your qualification in Welsh, we will do all that we can to use the wider resources of the CAVC network to meet your needs.

LITERACY

Marking Scheme

What is the literacy marking scheme?

All tutors mark you work and provide feedback on your literacy skills either by making direct comment about the issue of by using a standard coded mark scheme.When tutors mark your work, any errors they find are circled and a comment made or coded mark is written in the margin.

Why is it used?

Error analysis marking encourages you to notice errors and to self-correct them.It is a highly effective way of learning. It is expected therefore that when assignments are handed back to you, you take note of the tutor's comment and correct the error before you re-submit. If the tutor uses the standard coded system, then he/she will use the following symbols to help you improve the accuracy of your written work.

SYMBOL	MEANS	EXAMPLE
Sp	Spelling mistake	*"Training center"* Sp - should be spelt "training centre".
C	Capital letter	*"Cardiff is the capital city of wales"* C - Wales should have a capital "W".
P	Punctuation	*"An apprenticesassignment was marked"* P - an apostrophe required.
SS	Sentence Structure	*"His essay needs check"* SS - Should read "His essay needs to be checked."
WW	Wrong word used	*"She walked passed me earlier"* WW - should be "past".
R	Repetition (of word, phrase or idea)	*"NDGTA is not open at all over Christmas and it will not be open on Christmas day"* R - There is no need for the second part of the sentence as the first part has enough explanation.
T	Tense	*"I goes to the Learning and Skills Centre and I borrowed a book"* T - Should be... *"I went to the Learning and Skills Centre and I borrowed a book."*
//	Start new paragraph	Change of focus in text.
^	Word missing	*"The exam well, I think I passed"* ^ - Should be... *"The exam went well, I think I passed."*
✓	Well written section	No correction needed.
✓✓	Very well written section	No correction needed.

Please remember, it is your responsibility to correct your work before making a resubmission.

Your NVQ

National Vocational Qualification

Overview

National Vocational Qualifications (NVQs) are work-based qualifications achieved by you gathering evidence of the skills you've obtained during your apprenticeship. These skills (and the associated background knowledge) are then assessed against a set of standards (units assessment routes) chosen for you by your company. To achieve the qualification at the required level, candidates will work towards NVQ units that reflect their job role and must prove their ability (competence) to carry job tasks to the required standard.

Assessments – Whilst completing your NVQ qualification you will be allocated an Assessor who will be on hand to discuss, agree and identify all relevant assessment opportunities to demonstrate that you are competent in the range of different activities required.

How will you be assessed?



1. Assessment in the workplace by a qualified assessor.
2. Assessments, evidence and write ups are put into my portfolio of evidence.
3. All evidence is checked to make sure it meets the standards of the awarding body.



Progress reviews

To check that you are getting the most out of your chosen learning programme it is important that we monitor your progress at regular intervals. Progress reviews are undertaken to monitor the progress being made in your learning programme and to agree/record targets towards the successful completion of your programme.

These reviews will take place in your workplace and fully involve your employer, as well as your Training Coordinator/Assessor.

How will you pass your NVQ Qualification?

When your Assessor is satisfied that you have collected all the evidence for your portfolio he/she will pass it to the college's / training provider Internal Verifier. (IQA)

What is Internal Verification?

An Internal Verifier (IV) is a qualified and experienced assessor.

Internal Verification is when your portfolio and assignments are checked by a person who is not your Assessor or Tutor.

The standard of your work is checked to make sure that your Assessor/Tutor has assessed your work fairly.

External Verification

An Independent Verifier from an Awarding Body carries out an External Verification.

They check that all assessments have been completed from an awarding organisation correctly and fairly and that the Internal Verifier has checked that the portfolios are up to standard.

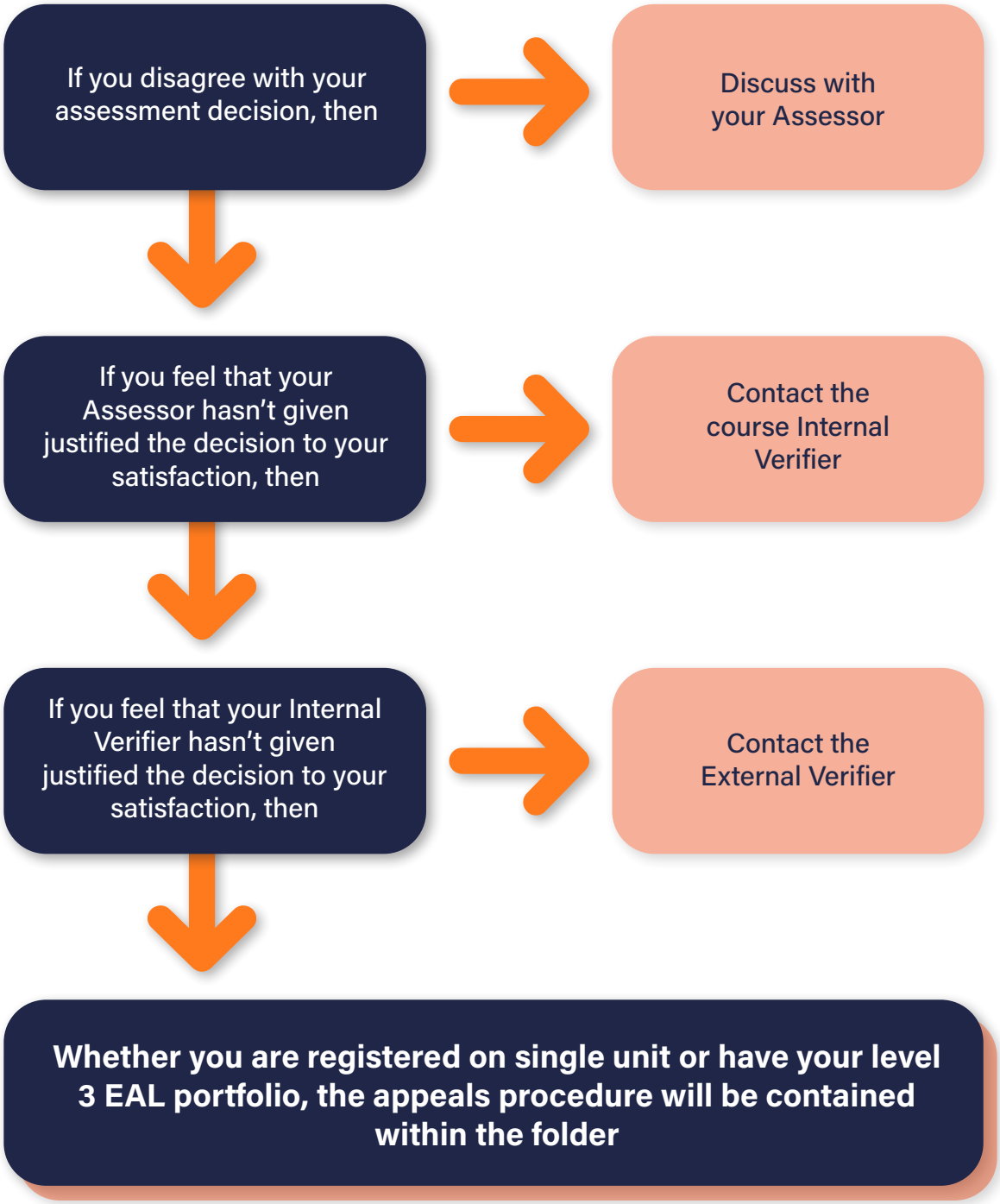
Your NVQ

National Vocational Qualification

What if you feel that you have not been assessed fairly by your Assessor?

If you are in dispute about your evidence and assessments, you have a right to appeal to the Assessor against their assessment decision. In order to do this, you must follow the 'Appeals procedure.'

Appeals procedure



Your BTEC

Qualification

Overview of the Qualification

BTEC qualifications are work related and designed to accommodate the needs of employers as well as allowing progression to Higher Education. BTECs provide a more practical, real-world approach to learning alongside a theoretical background.

Courses comprise of individual units and are student centred, learning through investigation and activeinvolvement. Students have a great deal of responsibility for their own learning.

Units are taught through 'learning outcomes' and each assignment will concentrate on testing and extending knowledge and understanding. Tutors will act as learning resources, offering advice & Guidance.

How will I be assessed?

BTECs are assessed through both exams and assignment work. Students will be informed at the start of each unit if it will be an examinable unit or if it will be assessed through assignments.

The exams will take place in May. Students will study real life, work based case studies and complete projects and assignments, which contribute to achieving the non-exam-based units.

The assignments, project and exams you complete will form the basis of your individual unit results, which may be graded as a **Pass, a Merit or a Distinction.**



Assessment Procedure

- Students are required to hand in individual assignments by the specific deadline (usually two weeks from hand out) set and tutors will mark the assignment within three weeks of submission deadline.
- Students are required to put their assignments through Turnitin. The report Turnitin produces must be printed off and attached to the assignment before the assignment is officially handed in and signed in at reception.
- Harvard Referencing must be used if you are using quotations.
- Upon submission the similarity score must show no blocks of uncited text taken from another source and no AI must be present.
- Only students who are able to provide evidence of extenuating circumstances e.g. a Doctor's certificate, will be allowed any additional time to
- complete an assignment. This must be agreed prior to the assignment deadline.

NDGTA will inform the relevant HR or Line Manager contact within the company of any apprentice who does not hand in assignments by the set deadline.

Students have the right to appeal against a grading decision made by the Assessor.

An Apprenticeship

Framework

What is and Apprenticeship Framework?

An Apprenticeship Framework is the overall goal for the apprentice. It is a certificate that recognises the vocational, academic and essential skills wales you've gained whilst undertaking your apprenticeship. When you embark on an apprenticeship you are registered onto a
framework. The achievement of the framework is an acknowledgement that the apprenticeship has been successfully completed.

A framework has gone by guises over the years – i.e. "your papers" or indentures – it is what companies recognise as a properly trained, skilled individual who has the knowledge and expertise to make a difference in their work environment.



Parking

at NDGTA



Neighbours

As you will see, there are numerous signs informing you where not to park on site. If you do so you run the risk of receiving a fine.

We have to work alongside our neighbours and would ask you to be respectful and not to cause any issues between us.

Students are encouraged to car share where possible and park as far up the ramp as possible.

Do no block our neighbour's entrances or park in their designated spaces.

Parking Risk

It should be noted that NDGTA is not responsible for any damage incurred whilst parking or any fines that you might receive.

You park at your own risk.


NDGTA
LEARNING
INSPIRE
GROW
BUILD
INNOVATE
CREATE
LEAD
DISCOVER