

Name of Course:

IT Application Specialist Apprenticeship

Awarding body:

City & Guilds

Qualification:

Level 2 IT User Apprenticeship



### What is an Apprenticeship?

For learners Apprenticeships offer an opportunity to gain practical on-the-job experience and a chance to earn as they train. For employers they create the skilled, professional and highly motivated workforce that will give them the competitive edge.

### What does the Level 2 IT User Apprenticeship cover?

Some people are directly involved within the IT sector, developing software and designing websites etc, others use IT as part of their daily routine to run their business. As nearly all types of job roles rely on the use of IT and with a fast moving sector an IT user apprenticeship will help the learner go far.

As there is no specific job as an IT User, we allow you to add a specific sector unit (ie a unit from any other NVQ/QCF product) to help the apprentice for their chosen career. So, this is a flexible and highly versatile additional qualification. To achieve an IT User apprenticeship at Level 2 the following components are completed:

- The Level 2 Diploma for IT users (ITQ QCF)
- The Key Skills Application of Number at level 1 and Communication at level 1 (or Functional Skills at Level 2 in English and Maths)
- Employment rights and responsibilities workbook

### What is the Level 2 Diploma for IT Users?

The Level 2 Diploma in IT User Skills (ITQ) (QCF) aims to recognise skills and ability to apply a range of IT user skills and knowledge required to operate effectively in today's ever-changing world of technology.

There is an extensive range of units on offer and you can identify the most appropriate units and skill levels to meet your needs plus a range of units from other qualifications can be imported into the planned structure for the qualification.

### What are Key or Functional Skills?

Key/functional skills are a range of essential generic skills that underpin success in education, employment, lifelong learning and personal development. They are practical, applied skills relevant both to young people and to adult learners. The majority of learners work towards the key skill qualifications in Communication and Application of Number.

## What is the Employment Rights and Responsibilities component?

ERR is a compulsory part of all Apprenticeship programmes to show that the Apprentice has had a full induction to the company or training programme, and are aware of those right and responsibilities that are essential in the workplace. Apprentices may be in the first job or be experienced in their role or industry, but this does not affect their ability to cover the knowledge required.

## How do I start?

If you have decided that IT User Apprenticeship is for make an appointment at your nearest Pathfinder Centre to meet with a member of staff who will work closely with you to design a programme that best meets your individual needs. This will start with an analysis of your skills and work activities or long term aims regarding employment or your personal interests.

## Is there a cost?

Funding may be available to support employees and employers with an apprenticeship

## How is the learning delivered?

You may work from either manuals and/or over the Internet and the learning material is designed for you to work at your own pace as well as one to one support in the workplace. Each part of the package is structured to take you through each procedure step by step. You will get plenty of 'hands-on' experience and practice material to prepare you for achievement of each unit. You could also be observed in the workplace carrying out activities related to your learning. There is a mandatory unit for the IT Users Diploma along with individual unit activity for the designed programme. Expect to work closely with your course tutor who will support you.

## How is learning assessed?

There are several ways of assessing/achieving the individual components. These include prior achievement of contributing qualifications, taking set assessments or exams, assignments, workplace observation and projects. This is not an exhaustive list and the chosen method will depend on individual circumstances. The Key Skills component is assessed by both a formal test and a portfolio of evidence which could be linked to the sector specific NVQ unit to produce evidence for both. The NVQ unit will include observation of performance in a real work environment as well as evidencing the knowledge requirements for the chosen unit.

## How long will the course take?

This depends entirely on you, your employer and how much time you are able to devote to your study. You set your own deadlines through discussion and review with your programme tutor. You can normally expect to spend a minimum of one year completing an apprenticeship programme but it could be shorter/longer depending on how hard you work!

## What are the entry requirements?

There are no formal entry requirements or prior knowledge needed for this course. If you haven't used a computer before you will be able to access additional activities to prepare you to move onto the Level 2 Diploma in IT User Skills. You have to be 16+, in employment or starting work. Further questions and answers are supported on the National Apprenticeships Website at: <http://www.apprenticeships.org.uk/Be-An-Apprentice.aspx>

## Where can you get further information?

Contact Lorna Lacey, Training Manager, on 07989 398016

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