

Advanced Apprenticeship in Information Technology

This is the nationally recognised learning framework for experienced users who wish to develop their IT skills.

The programme develops and recognises a range of skills in using common IT hardware and software – providing a foundation for personal development and career progression.

Learners complete a ‘framework’ of individual elements in order to achieve their Apprenticeship.

- Programme duration: 52 weeks
- Vocational Skills are assessed through observation, short answer questions and workplace evidence
- Functional Skills are assessed through either paper-based or on-screen tests
- Apprentices are supported with a range of flexible learning resources and workshops

Framework element	Duration
Functional Skills in English, Mathematics and ICT Level 2*	Week 1–18
BTEC Level 3 Diploma in IT User Skills	Week 19–52
Personal Learning and Thinking Skills	Week 19–52
Employment Rights and Responsibilities	Week 19–52

**Learners will be exempt from the equivalent Functional Skills qualification if they have achieved:*

GCSE in Maths or English (with enhanced functional content) at grade C or above at any time prior to starting the Apprenticeship

GCSE grade B/C or A-Level or AS-Level grade B/C/D/E in Maths or English before September 2012 and within 5 years of starting the Apprenticeship

GCSE grade A or A or A-Level or AS-Level grade A in Maths or English at any time prior to starting the Apprenticeship.*

Highlights

- Develops and recognises advanced IT skills
- Structured onsite induction session for all learners
- Full support materials provided
- Regular in-company assessments and reviews
- 90–120 minutes per week study & preparation time
- Must have employed status – at least 30 hours per week
- Funding available through the Skills Funding Agency – *subject to individual eligibility*

Award, Certificate & Diploma in IT User Skills

The BTEC Level 3 Award, Certificate and Diploma in IT User Skills develop IT skills and provide valuable recognition for expert IT users and practitioners.

The qualifications are based on recognised occupational standards and are jointly certificated by Best Practice and Edexcel – the leading Awarding Body for vocational qualifications.

- Assessed through observation, discussion, testimony, workplace evidence and written questions
- Supported by e.learning and optional in-company workshops
- Learners complete sufficient units to achieve the required number of credits

	Level 3 Award	Level 3 Certificate	Level 3 Diploma
Course duration	2 – 3 months	3 – 6 months	6 – 9 months
Total credits required	12 credits	25 credits	39 credits
No. of units (typical)	3	6	10
Bring forward from Level 2	4 credits maximum	10 credits max	17 credits max

Level 3

Mandatory unit (<i>Certificate & Diploma only</i>)	
<ul style="list-style-type: none"> ■ Improving productivity using IT (5) 	
Group B – Optional units	
<ul style="list-style-type: none"> ■ Set up an IT system (5) 	<ul style="list-style-type: none"> ■ Computerised accounting software (4)
<ul style="list-style-type: none"> ■ Optimise IT system performance (5) 	<ul style="list-style-type: none"> ■ Database software (5)
<ul style="list-style-type: none"> ■ IT security for users (3) 	<ul style="list-style-type: none"> ■ Data management software (4)
<ul style="list-style-type: none"> ■ Using the internet (5) 	<ul style="list-style-type: none"> ■ Presentation software (6)
<ul style="list-style-type: none"> ■ Using collaborative technologies (6) 	<ul style="list-style-type: none"> ■ Project management software (5)
<ul style="list-style-type: none"> ■ Using email (3) 	<ul style="list-style-type: none"> ■ Spreadsheet software (6)
<ul style="list-style-type: none"> ■ Bespoke software (4) 	<ul style="list-style-type: none"> ■ Website software (5)
<ul style="list-style-type: none"> ■ Specialist software (4) 	<ul style="list-style-type: none"> ■ Word processing software (6)
Group C – Additional mandatory units for Apprenticeship learners	
<ul style="list-style-type: none"> ■ Understanding the potential of IT (8) 	<ul style="list-style-type: none"> ■ Developing personal and team effectiveness using IT (4)

Highlights

- Based on recognised occupational standards
- 60 – 90 minutes per week study & preparation time
- Assessed in the workplace by experienced assessors