

# Apprenticeship in Information Technology

This is the nationally recognised learning framework for those 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 qualifications 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 1* | Week 1–18  |
| BTEC Level 2 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 E 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 essential IT skills
- Structured onsite induction session for all learners
- Full support materials provided
- Assessed in the workplace by experienced assessors
- Must have employed status – at least 30 hours per week
- Funding available through the Skills Funding Agency – *subject to individual eligibility*

## Progression

Successful learners may progress to an Advanced Apprenticeship on completion of the programme.

# Award, Certificate & Diploma in IT User Skills

The BTEC Level 2 Award, Certificate and Diploma in IT User Skills develop skills and provide valuable recognition for experienced IT users.

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 worksheets
- Supported by e.learning and optional in-company workshops
- Learners complete sufficient units to achieve the required number of credits

|                        | Level 2 Award | Level 2 Certificate | Level 2 Diploma |
|------------------------|---------------|---------------------|-----------------|
| Course duration        | 2 – 3 months  | 3 – 6 months        | 6 – 9 months    |
| Total credits required | 10 credits    | 16 credits          | 38 credits      |
| No. of units (typical) | 4             | 6                   | 12              |

## Level 2

| Mandatory unit   |   |
|--|---|
| ■ Improving productivity using IT (4)                            |   |
| Group B – Optional units   |   |
| ■ IT user fundamentals (3)                                       | ■ Bespoke software (3)                                    |
| ■ Set up an IT system (4)  | ■ Specialist software (3)                                 |
| ■ Optimise IT system performance (4)                             | ■ Computerised accounting software (3)                    |
| ■ IT security for users (2)                                      | ■ Database software (4)                                   |
| ■ IT communication fundamentals (2)                              | ■ Presentation software (4)                               |
| ■ Using the internet (4)   | ■ Project management software (4)                         |
| ■ Using mobile IT devices (2)                                    | ■ Spreadsheet software (4)                                |
| ■ Using email (3)  | ■ Website software (4)                                    |
| ■ Personal information management software (2)                   | ■ Word processing software (4)                            |
| ■ IT software fundamentals (3)                                   |   |
| Group C – Additional mandatory units for Apprenticeship learners |   |
| ■ Understanding the potential of IT (8)                          | ■ 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

### Progression

Candidates may progress to a Level 3 Certificate or Diploma for IT Users.