



# LEVEL 2 DIPLOMA IT APPRENTICESHIP

## Why consider Apprenticeships?

The IT Apprenticeship framework provides the apprentice with the competence, skills and knowledge to work effectively and efficiently with IT systems, communication and productivity tools and software applications.

## Why not get upskilled for your career?

- Taught by tutors with industrial experience
- Develop technical skills
- Learn the skills you need on industry standard software

## Course content

You will build a portfolio of your work which will include practical application use of software in the development of projects, direct observations including witness testimonies, written and oral questions.

The Level 2 Diploma in IT User Skills includes mandatory topics that you will learn about such as Improving Productivity, Understanding the Potential of IT and Developing Personal and Team Effectiveness Using IT. There are many more specialist units that be tailored to meet your employers requirements covering areas such as:

- Mobile IT Devices
- IT Security
- Data Management
- A range of Software Applications such as databases, audio, visual and website development.

## How our programme works

- Delivered over 12 months
- Training to be provided at college and in the workplace
- Practical on the job training in addition to technical knowledge developed at college
- College delivery includes Maths and English Functional Skills, employment skills and theory lessons

## Possible Job Roles

- **IT Clerk** | Applying a range of IT systems and software to support an organisation's customers, people and processes.
- **Website Technician** | Updating existing websites with supplied content. Creating simple media content (audio, video, graphics, text) for existing websites.
- **Data Administrator** | Entering and editing data using software such as: Customer Relationship Management; Accounts; Payroll and Stock control. Producing routine reports from the data held.
- **Digital Assistant** | Using social media applications to disseminate information and engage with potential users of the organisations products or services.

## FOR FURTHER INFORMATION CONTACT

### Business Development Team

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