

Apprenticeships in...

IT User (ITQ)

Apprenticeships in ITQ are work-based qualifications which cover the core areas of Information Technology, including the basic use of IT, operating IT, creating software, installing software and other products, supporting users and information systems development. The different levels available mean that these qualifications are suitable for those with extensive experience as well as those applying IT use in the workplace for the first time.

Apprenticeships (A)

The Apprenticeship is for you if you operate a variety of IT systems within your job and have limited previous experience of IT within the workplace.

During your training you will have the opportunity to learn, develop and practice the skills required to make an effective contribution to using IT in the business environment.

The Apprenticeship is made up of the following:

E-Skills Induction Workbook

Covers your Employment Responsibilities and Rights within your IT role.

NVQ IT User (ITQ)

The NVQ is extremely flexible in structure. The mandatory unit covers operating a computer. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role. Optional Units Include; Troubleshooting, Maintenance, Security, Websites, and

How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace and will visit you either on a weekly basis to deliver half day sessions or fortnightly for full day sessions. You will build a portfolio of evidence to show your competence against the NVQ requirements.

How can I enrol onto an Apprenticeship in ITQ?

However, if you not currently employed then ring us on 01773 747377 to obtain an application form and to arrange an interview (at a location convenient to you). Once you have discussed your training and career requirements with us, we will put you forward for any interviews, which match your criteria.

We deliver the training at no cost to you and your organisation if you are aged below 25. If you are aged over 25, please call us on 01773 747377 about our commercial training rates or other funding opportunities.

Imaging. You can also choose from the more usual word-processing, spreadsheets and database units.

Each optional unit has a value based on whether it is a Level 1, 2 or 3 unit. For a level 2 NVQ qualifications you may select some high value level 3 units because of your strengths. These units could be used again if you progress onto an Advanced Apprenticeship. Similarly you select some level 1 unit in your weaker developmental areas

Key Skills

You will need to achieve Key Skills in order to function effectively as a member of your team and organisation.

The Key Skills you need to achieve are:

- Level 1 Application of Number
- Level 1 Communication

