

## Apprenticeship in Information Technology

This is an intermediate qualification for learners who wish to or who are already working with Information Technology. This scheme is funded by the Skills Funding Agency\*.

The IT intermediate Apprenticeship Framework consists of a City and Guilds Level 2 Diploma for IT Users and Functional Skills in English, Maths and ICT.



All training is delivered in the work place, at convenient times tailored to your organisation's needs. Training is flexible but learners and employers are required to commit to a minimum of 3 hours every month.

To register your interest, or find out more, call freephone **0808 2000 129** or email your contact details to [enquiries@cadcentreuk.com](mailto:enquiries@cadcentreuk.com)

## **Apprenticeship IT:**

This framework meets the needs of learners who are already employed in an IT user role. The framework provides learners with a cohesive suite of qualifications that will enable them to develop a solid understanding of how to work and communicate in any business environment. The framework will help learners to generate the required knowledge alongside practical skills to ensure reliable standards of competence and skills that are relevant and specific to the organisation. The framework includes two components (A) Diploma for IT Users and (B) Functional Skills

### **(A) Level 2 Diploma for IT Users**

This qualification gives the learner the opportunity to develop a broad skill set that will facilitate progression in the workplace and/or onto further learning. This qualification includes Mandatory and Optional units.

#### **Mandatory Units (16 Credits)**

Unit 201 – Improve Productivity Using IT

Unit 234 – Understanding the Potential of IT

Unit 235 – Developing Personal and Team Effectiveness

#### **Optional Units - a minimum of 13 credits will be gained from the following:**

Unit 206 – IT Communication Fundamentals (2 Credits)

Unit 207 – Using the Internet (4 Credits)

Unit 208 – Using Email (3 Credits)

Unit 225 – Presentation Software (4 Credits)

Unit 329 – Spreadsheet Software (4 Credits)

Unit 329 – Word Processing Software (6 Credits)

*(Further units are available for assessment please speak to your assessor for further information)*

### **(B) Functional Skills (9 Credits)**

These skills have an important role to play in helping learners increase their employability skills and complete their learning program effectively.

#### **ICT Level 2**

You will need to know how to:

- Gather information from 4 different sources to produce 2 documents
- Demonstrate the use email to communicate these documents

#### **English Level 1**

You will need to know how to:

- Discuss
- Give a short talk
- Read and summarise
- Write documents

#### **Maths Level 1**

You will need to know how to:

- Interpret information
- Carry out calculations
- Interpret results and present your findings

**\*Subject to meeting eligibility criteria and government funding availability**