

FOUNDATION APPRENTICESHIP IN IT USER SKILLS



This foundation level qualification is aimed at candidates who use a range of office application software in their job roles.

The IT Users Foundation Apprenticeship Framework consists of an Agored Cymru Level 2 Diploma in IT Users Skills, Essential Communication Skills, Essential Application of Number Skills and Essential Digital Literacy Skills.

Training is delivered in the workplace at convenient times and tailored to your organisation's needs. There will be elements of study required outside of scheduled visits. The CADcentre will provide workshops to support your training progress.

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FOUNDATION APPRENTICESHIP IN IT USER SKILLS

The IT User Skills framework aims to provide the candidates with the skills, knowledge and competence to work with IT systems and software in a range of job roles and sectors. The framework consists of two components:

L2 DIPLOMA IN IT USER SKILLS

This qualification gives the candidate the opportunity to develop a broad skill set that will facilitate progression in the workplace and/or onto further training. In order to achieve this qualification, candidates must complete all mandatory units and 22 credits from the optional units.

MANDATORY

- Improve Productivity Using IT
- Understanding the Potential of IT
- Developing Personal and Team Effectiveness

OPTIONAL*

- Using the Internet (4 credits)
- Using Email (3 credits)
- Desktop Publishing Software (4 credits)
- Presentation Software (4 credits)
- Spreadsheet Software (4 credits)
- Word Processing Software (4 credits)
- Design Software (4 credits)
- Imaging Software (4 credits)

*Further units are available for assessment

ESW ESSENTIAL SKILLS WALES

Essential skills are an important part of your qualification and aim to develop your literacy, numeracy and digital awareness. These skills are highly valued by employers.

Essential Communication Skills

Aims at developing and demonstrating skills in:

- Speaking and Listening
- Reading
- Writing

To achieve the Essential Communication Skills qualification, candidates are required to demonstrate their skills through both a controlled task and confirmatory test.

Essential Digital Literacy Skills

Aims at developing and demonstrating skills in:

- Digital Responsibility
- Digital Productivity
- Digital Information Literacy
- Digital Collaboration
- Digital Creativity
- Digital Learning

To achieve the Essential Digital Literacy Skills qualification, candidates are required to demonstrate their skills through both a controlled task and structured discussion.

Essential Application of Number Skills

Aims at developing and demonstrating skills in:

- Understanding Numerical Data
- Carrying out Calculations
- Interpreting and Presenting Results and findings

To achieve the Essential Application of Number Skills qualification, candidates are required to demonstrate their skills through both a controlled task and confirmatory test.