

Intermediate Apprenticeship - IT Application Specialist

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

This Apprenticeship programme is designed for new entrants to roles in which they will be working with IT systems and software. The framework offers a wide range of optional units that the apprentice can study to match their particular organisational and job role requirements.

Available at Levels 2 and 3, the framework is suitable for those whose main job role is to use IT applications in support of colleagues or customers in any sector or industry. This can include:

- Providing support and assistance to colleagues to make effective use of available IT systems and software developing
- Testing and implementing solutions to improve workplace productivity through the use of IT using the advanced features of IT
- Application Software in the creation and amendment of many types of formatted information including documents, diagrams, spreadsheets and presentations
- Maintaining simple websites, using the internet to find and exchange information and using social media to disseminate information

Job Roles

- IT Clerk
Applying a range of IT systems and software to support an organisation's customers, people and processes. This will generally involve applications such as word processing, spreadsheets, presentation software and internet/email.
- 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.

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- Digital Assistant
Using social media applications to disseminate information and engage with potential users of the organisations products or services.
- Customer Relationship Management
- Accounts
- Payroll and Stock control systems
- You would also be producing routine reports from the data held

<p>Qualifications</p>	<p>The Apprenticeship framework programme consists of the following elements:</p> <ul style="list-style-type: none"> • Level 2 Diploma in IT User Skills (ITQ) • Functional Skills • Personal Learning and Thinking Skills (PLTS) • Improve Employability • Employment Rights and Responsibilities (ERR) • To gain sound understanding of the employers policy and their responsibility within them.
<p>Units covered</p>	<ul style="list-style-type: none"> • OCR Level 2 Diploma in IT User Skills (ITQ) (QCF) • You will complete a supporting qualification to ensure you have the required knowledge to work in your chosen sector. For this part of your programme you will complete a number of assignments. • This Intermediate Apprenticeship requires a minimum of 38 from the ITQ combined qualification of which: <ul style="list-style-type: none"> • 28 are Competence • 10 are Knowledge <p>Of the 38 credits, 16 credits must come from the mandatory units and a minimum of 22 credits from the optional units.</p> <p>Learners must complete the following mandatory units:</p> <ul style="list-style-type: none"> • Improving productivity using IT (4 credits) • Understanding the potential of IT (8 credits) • Developing personal and team effectiveness using IT (4 credits)
	<p>Learners can then choose from the following optional units:</p> <ul style="list-style-type: none"> • Bespoke software (2, 3 or 4 credits dependent on level) • Computerised Accounting software (2, 3 or 5 credits dependent on level) • Data Management software (2, 3 or 4 credits dependent on level) • Database software (3, 4 or 6 credits) • Design software (3, 4 or 5 credits dependent on level) • Desktop Publishing software (3, 4 or 5 credits dependent on level) • Drawing and Planning software (2, 3 or 4 credits dependent on level) • Imaging software (3, 4 or 5 credits dependent on level) • Internet Safety for IT Users (3 credits) • IT Security to users (1, 2 or 3 credits dependent on level) • Multimedia software (3, 4 or 6 credits dependent on level) • Optimise IT system performance (2, 4 or 5 credits dependent on level)

Options (continued)	<ul style="list-style-type: none"> • Personal information software (2 credits) • Presentation software (3, 4 or 6 credits dependent on level) • Project management software (3,4 or 5 credits) • Set up an IT System (3, 4 or 5 credits) • Specialist software (2, 3 or 4 credits dependent on level) • Spreadsheet software (3, 4 or 6 credits dependent on level) • Using a computer keyboard (1 credit) • Using collaborative technologies (3, 4 or 6 credits) • Using email (2 or 3 credits dependent on level) • Using the Internet (3, 4 or 5 credits dependent on level) • Website software (3, 4 or 5 credits dependent on level) • Word processing software (2, 3 or 6 credits dependent on level) • Using a computer (1 credit)
Functional Skills	<p>If you do not hold the relevant GCSE grades in maths English and IT, you will complete a total of three functional skills which will be assessed in the workplace and you may be required to take an exam depending on your current qualifications in:</p> <p>English Level 2</p> <p>Maths Level 2</p> <p>IT Level 2</p>
Employment Rights and Responsibilities	<ul style="list-style-type: none"> • Every employee is required have an understanding of their rights and responsibilities • Workbook/ Coursework
Entry requirements	<p>There are no specific qualifications required for entry on to the apprenticeship framework.</p> <p>The majority of IT Application Specialist Apprenticeship roles require:</p> <ul style="list-style-type: none"> • Individuals to be pro-active • Fast learners • Individuals who are able to work independently or as part of a team
Who is it for?	<p>Applicants will be expected to have good literacy and numeracy skills on which this apprenticeship will build, be willing to work as part of a team and have a strong work ethic</p>
Cost	<p>Aged 16-18 Fully funded</p> <p>Aged 19 and over Buckinghamshire Adult Learning require employers to make a contribution towards the cost for all learners aged 19 years and over, embarking on an Apprenticeship or Advanced Apprenticeship programme. For more information please contact us on 01296 383470.</p>
Duration	<p>12-15 months</p>
Start date	<p>Available throughout the year</p>
Assessment method	<p>Work Based Evidence</p>
Personal qualities	<p>Ability to work on their own between sessions to practice and complete homework and exam questions</p>
Further progression	<p>Intermediate apprentices, with support and opportunities in the workplace, can progress on to the Level 3 Advanced Apprenticeship in IT Application Specialist</p>