



Apprenticeship & Advanced Apprenticeship for IT Users

What are Apprenticeships?

Apprenticeships have been designed to provide opportunities for people to develop a mix of practical and technical skills that support roles in an area of work. This programme covers a several roles in IT User sector.

An Apprenticeship is a great way to earn and learn, and for employers to discover skilled and talented employees.

Overview

IT user skills are fundamental skills for those in employment in all sectors, with around 77% of the UK's 27 millions strong workforce using IT as part of their day-to-day work.

Employers report that almost half of the vacancies they advertise specifically require IT user skills, rising to almost three quarters in London and those who report gaps in IT user skills say that this affects 37% of their workforce.

Starting salary (once qualified) range from £12,000 - £14,000 (Level 2) £15,000 - £18,000 (Level 3).

Example Job Roles as an Apprentice

- IT User Support
- IT Helpdesk

The way to do an Apprenticeship

Start in a full-time job, with an employer who will allow day release at College if required. The number of release hours will depend on the Apprenticeship.

Programme Requirements

There are no set entry requirements for the programme, but we have to make sure that the Apprentice has the potential to achieve the different elements that make up the Apprenticeship qualification, and that they are working at the right level in their job role.

It is a requirement to complete an initial assessment in English and Maths, and this may lead to taking some additional diagnostic assessments.

Time

An Apprenticeship programme will normally take between 6 months and 1 year to complete. An Advanced Apprenticeship takes approximately 18 months.

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Apprenticeship Framework

There are a number of elements to each Apprenticeship and this is called the framework:

- Competence based element (NVQ/QCF) Level 2 or 3
- Knowledge based element (Technical Certificate) Level 2 or 3
- This framework does not comprise a separate knowledge qualification
- The new QCF ITQ qualification has been designed to explicitly assess both competence skills and knowledge
- Skills element (Functional/Key Skills in Maths & English) Level 1 or 2
- Employers Rights & Responsibilities Workbook

Assessment

A portfolio of evidence, which will contain detailed assessment reports from the assessor/tutor.

There are external tests for the Skills based element.

Progression Routes

Advanced Apprenticeship

Already Employed?

Currently employed but not working towards qualifications?

Speak to your employer about converting to an Apprenticeship and ask them to contact us.

Unemployed?

Start college on an appropriate IT programme and then switch to an Apprenticeship once in employment in a relevant job within the sector.

For more information, please contact:

Email: apprenticeships@newcollege.ac.uk

Website: www.newcollege.ac.uk and www.fastforwardonline.net

Tel No: (01793) 732892

Visit www.apprenticeships.org.uk (National Apprenticeship Service)

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