



# Fact Sheet

## IT Application Specialist Apprenticeships

### About the Industry

IT covers a whole spectrum of career opportunities across virtually every sector. Several industries are specifically related to information technology, including computer hardware, software, electronics, semiconductors, internet, telecom equipment, e-commerce and computer services.

### Types of Jobs

- IT clerk
- Digital assistant
- Website technician
- Data administrator

### Progression Opportunities

- IT application helpdesk support
- IT supervisor
- Website manager
- IT application officer

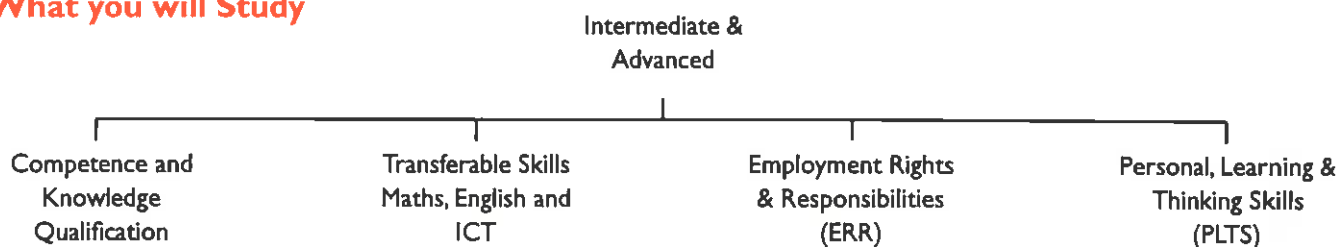
### Can I Keep Developing?

Intermediate Apprentices, with support and opportunities in the workplace will progress onto an Advanced Apprenticeship.

### Course Entry Requirements

There are no specific entry requirements other than meeting the Apprenticeship eligibility conditions.

### What you will Study



### IT User Level 2 Intermediate Apprenticeship

Total minimum credit value for this pathway is 53 credits

The knowledge based elements of this qualification form part of the overall units.

### IT User Level 3 Advanced Apprenticeship

Total minimum credit value for this pathway is 54 credits

The knowledge based elements of this qualification are part of the mandatory units.

### Transferable Skills

Maths, English and ICT contributes 15 Credits.

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### Level 2 Diploma in IT User Skills (ITQ) Optional and Mandatory Units

To achieve this qualification you will need to complete all of the mandatory units and a selection of optional units to a total value of 38 Credits. We will confirm the optional unit selection with you and your employer during your programme Information Advice and Guidance Induction.

#### Mandatory Units - 16 credits

For the Mandatory Units see units labelled "M2"

#### Optional Units

For the Optional Units see units highlighted in column labelled "Level 2"

### Level 3 Diploma in IT User Skills (ITQ)

To achieve this qualification you will need to complete all of the mandatory units and a selection of optional units to a total value of 39 Credits. We will confirm the optional unit selection with you and your employer during your programme Information Advice and Guidance Induction.

#### Mandatory Units - 17 credits

For the Optional Units see units highlighted in column labelled "M3"

#### Optional Units

For the Optional Units see the table, right.

	Level 1	Level 2	Level 3
Improving productivity using IT	x	M2	M3
IT user fundamentals			x
Set up an IT system			
Optimise IT system performance			
IT security for users			
IT communication fundamentals			x
Using the internet			
Using mobile IT devices			x
Using email			
Personal information management software			x
Using collaborative technologies			
IT software fundamentals			x
Audio software			
Bespoke software			
Specialist software			
Computerised accounting software			
Database software			
Data management software			
Design software			
Imaging software			
Drawing and planning software			
Desktop publishing software			
Multimedia software			
Presentation software			
Project management software			
Spreadsheet software			
Website software			
Word processing software			
Internet safety for IT users		x	x
Understanding the potential of IT	x	M2	M3
Developing personal and team effectiveness using IT	x	M2	M3

#### Key

Unit not available	x	Optional Unit	Mandatory Unit L2	M2	Mandatory Unit L3	M3
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