

IT APPLICATION SPECIALIST (INTERMEDIATE LEVEL) -

Course Type: Intermediate Level (Level 2)

Course Outline: The IT Application Specialist framework comprises:
City & Guilds Level 2 Level 2 Diploma in IT User Skills (ITQ)
Employee Rights and Responsibilities
Functional Skills Level 1 English (GCSE grade E or above)
Functional Skills Level 1 in Mathematics (GCSE grade E or above)

Who is this apprenticeship suitable for?

Learners aged 16+

This framework 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 includes the creation and amendment of many types of formatted information including documents, diagrams, spreadsheets and presentations. It also includes maintaining simple websites, using the internet to find and exchange information and using social media to disseminate information.

An Intermediate Apprentice should be considered where the range of software applications is limited, or the activities to be carried out are mainly routine in nature. The flexible design of the ITQ allows for a particular application specialism e.g. in word processing or spreadsheets at Advanced level within an overall Intermediate framework. The addition of underpinning knowledge, personal learning and thinking skills and functional skills ensures the Apprentice can not only apply IT but is also literate, numerate and able to solve problems and work in teams as required.

Apprentices learn on the job and attend Appleby Training and Heritage Centre one day each week to improve their skills and knowledge and acquire the formal qualifications which are required to complete the framework.

Typically it takes between 12 and 18 months to complete this framework.

Suitable apprentices can progress to the Advanced Level Programme.

Course tutor: Sam Beattie