

# Advanced Apprenticeship in IT Application Specialist

The IT Application Specialist Advanced Level Apprenticeship builds on your existing IT skills to help you become an 'expert' user and is for those who use a computer on a daily basis. It will improve computer skills, update knowledge and competence to use new versions of Microsoft Office and teach users new software packages. There are a wide range of job roles that would benefit from these courses including: administrators, designers, stock controllers, IT helpdesk assistants and managers. For this Level 3 programme emphasis is placed on improving the use of technology to improve efficiency.

## Job Roles

IT Application helpdesk support • IT Supervisor • Website manager • IT Application Officer

<p><b>Qualifications</b></p>	<p>The Apprenticeship framework programme consists of two elements:</p> <ul style="list-style-type: none"> <li>• Level 3 Diploma in IT User Skills (ITQ)</li> <li>• Functional Skills</li> </ul> <p>The Qualifications and Credit Framework (QCF) is the new framework for recognising accredited qualification in England, Wales and Northern Ireland. It is a flexible credit-based qualifications framework that enables qualifications to be tailored to meet individual requirements.</p> <p>On completion of the two elements above you will be accredited with an Advanced Apprenticeship Certificate.</p>
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Funded by



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## Units covered

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

Learners must complete a minimum of 39 Credits:

- 17 credits from Mandatory Units
- A minimum of 22 credits from Optional Units
- A minimum of 5 credits must be achieved at Level 3

#### 3 Mandatory Units

Learners must complete the following mandatory units:

- Improving Productivity Using IT (5 Credits)
- Understanding the Potential of IT (8 Credits)
- Developing Personal and Team Effectiveness Using IT (4 Credits)

From the optional units, learners must achieve a minimum of 22 credits

#### A Minimum of 22 Credits from Optional Units:

- IT User Fundamentals (3 Credits)
- Set up an IT System (4 Credits)
- Optimise IT System Performance (4 Credits)
- IT Security for Users (2 Credits)
- IT Communication Fundamentals (2 Credits)
- Using the Internet (4 Credits)
- Using Email (3 Credits)
- Using Collaborative Technologies (4 Credits)
- Using Mobile IT Devices (2 Credits)
- Personal Information Management Software (2 Credits)
- IT Software Fundamentals (3 Credits)
- Audio Software (3 Credits)
- Video Software (3 Credits)
- Bespoke Software (3 Credits)
- Specialist Software (3 Credits)
- Computerised Accounting Software (3 Credits)
- Data Management Software (3 Credits)
- Database Software (4 Credits)
- Design Software (4 Credits)
- Imaging Software (4 Credits)
- Desktop Publishing Software (4 Credits)
- Drawing and Planning Software (3 Credits)
- Multimedia Software (4 Credits)
- Presentation Software (4 Credits)
- Project Management Software (4 Credits)
- Spreadsheet Software (4 Credits)
- Website Software (4 Credits)
- Word Processing Software (4 Credits)
- Understand the Potential of IT (8 Credits)
- Developing Personal and Team Effectiveness using IT (4 Credits)
- Using a Computer Keyboard (1 Credit)
- Internet Safety for IT Users (3 Credits)
- 3D Drawing and Planning Software (4 Credits)
- 3D Design Software (4 Credits)
- 3D Animation Software (4 Credits)

<b>Functional Skills Maths Level 2 Functional Skills English 2 Functional Skills ICT Level 2</b>	<p>If you do not hold the relevant GCSE grades in Maths, English and ICT, you will complete a total of three functional skills which will be assessed in the workplace and you may be required to attend taught sessions depending on your current qualifications in:</p> <ul style="list-style-type: none"> <li>• English Level 2</li> <li>• Maths Level 2</li> <li>• ICT Level 2</li> </ul>
<b>Additional elements</b>	<p>You will also achieve Personal Learning and Thinking skills which will be embedded into the qualifications above.</p> <p>Every employee is required have an understanding of their rights and responsibilities.</p>
<b>Entry requirements</b>	<p>No previous experience is required but applicants must be employed in a related job role for at least 30 hours/week.</p>
<b>Who is it for?</b>	<p>There are a wide range of job roles that would benefit from these courses including: administrators, designers, stock controllers, IT helpdesk assistants and managers.</p>
<b>Cost</b>	<p><b>Aged 16-18</b></p> <p>Fully funded</p> <p><b>Aged 19 and over</b></p> <p>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>
<b>Duration</b>	<p>12 months</p>
<b>Start date</b>	<p>Available throughout the year</p>
<b>Assessment method</b>	<ul style="list-style-type: none"> <li>• Work Based Evidence</li> <li>• Written assignments</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work on their own between sessions to practice and complete homework and exam questions</li> <li>• To be able to work under exam conditions</li> <li>• Attention to detail and methodical approach</li> </ul>
<b>Further progression</b>	<p>Having completed the Level 3 Advanced Apprenticeship, an apprentice can progress to further vocational study in their chosen sector, for example, to take a Foundation Degree. They may also progress to Further or Higher Education to take an HNC or HND programme.</p>