

# IT Application Specialist Apprenticeship

## Course Summary

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.

The course will cover the following areas:

- Improving productivity using IT
- Understanding the potential of IT
- Developing personal and team effectiveness using IT

You will then choose from a wide selection of optional units from topics such as:

- Using collaborative technologies
- Using mobile IT devices
- Personal information management software
- Using the internet
- Using email
- Database software
- Design software
- Imaging software
- Desktop publishing software
- Drawing and planning software
- Multimedia software
- Presentation software
- Spreadsheet software
- Word processing software

\*Plus many more optional units.

## Functional Skills

Maths, English & ICT Level 1 and 2.

## ERR and PLTS

The candidate will learn about Employment Rights and Responsibilities and apply Personal Learning and Thinking Skills throughout their Apprenticeship.

## Length of Course

An Apprenticeship at Level 2 will take around 12 months to complete. The Advanced Apprenticeship at Level 3, around 18 months.

## Attendance

The Apprentice will attend college one day per month gaining training and knowledge to support the qualification. The rest of the qualification will be delivered in the workplace with the assessor visiting once every 4-6 weeks. If Functional Skills are required, weekly attendance will be required.

## How Much Will it Cost

The Apprenticeship is fully funded so we won't charge you anything. The only cost to you is the employment of the Apprentice – therefore paying their wage and associated costs.

We have grants available to support the recruitment of an Apprentice aged 16-24 of £1500 subject to eligibility checks.

## Progression Routes

We offer courses from Level 2 right through to Management qualifications at Level 7, supporting candidates through their professional development.

## Facilities

Based in our state of the art FutureSkills centre in MediaCityUK, we have fantastic facilities to support our Apprenticeship provision. We will provide the Apprentice with access to IT facilities including: use of software such as full suite of office software, electronic portfolio access, 24 hour remote on-line access to email account and learning resources, internet access, learning resources on Moodle.

## Recruitment

We will work with you to determine your requirements and provide full recruitment services - advertising through the National Apprenticeship Service, Indeed jobs website, social media and the college website. Our team of dedicated recruitment co-ordinators will assess, screen and interview potential Apprentices before we send them over to you for interview, saving you time and money in recruiting the right candidate.

## Endorsements

We work with a wide range of businesses from small businesses through to large companies such as Royal Bank of Scotland and ITV.

***“Apprenticeships are a real opportunity to home-grow future talent. We have opted to work with Salford City College as it shares our commitment to developing young people. Trinity offers a comprehensive and flexible package, from the recruitment stage through to adopting a bespoke approach to the qualification element of the NVQ, as well as giving full support to enable learning and help our candidates reach their potential.”***

Marsha Witter, Talent Scheme Manager, ITV

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