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.

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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