



INFORMATION TECHNOLOGY

LEVEL 2 INTERMEDIATE APPRENTICESHIP

Entry Requirements

There are no mandatory entry requirements for Intermediate apprentices although A-D GCSE English, Maths and ICT is recommended along with an interest in working in IT.

Qualifications to be completed

- Level 2 Diploma in IT User Skills (ITQ) (QCF)
- Level 1 Functional Skills English
- Level 1 Functional Skills Maths
- Level 2 Functional Skills ICT
- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills

Length of programme

12 months

Mandatory modules

- Improving Productivity Using IT
- Understanding the Potential of IT
- Developing Personal and Team Effectiveness Using IT

Example optional modules

There are over 50 optional modules and which you choose will depend on your job role. The most commonly chosen options are:

- Set up an IT System
- Optimise IT System Performance
- IT Security for Users
- Using the Internet
- Using Email

Day-to-day activities

Tasks may include using a range of IT systems and software. Tasks may include setting up computers, troubleshooting problems and/or use of office software such as word processing, and spreadsheets.

Assessment

Apprentices will be required to produce evidence using e-portfolio software. A Skills Coach will visit once a month to observe apprentices. Functional Skills are tested units which need to be taken.

Potential future job roles

- IT Clerk
- Digital Assistant
- Website Technician
- Data Administrator

**To find out more call 0300 111 8030,
email skills@entrust-ed.co.uk or visit
www.entrustskills.co.uk**