

INFORMATION TECHNOLOGY

LEVEL 3 ADVANCED APPRENTICESHIP

Entry Requirements

Advanced Apprentices will have GCSE or Functional Skill Maths English, an ICT qualification, experience of working in an IT role and/or a Level 2 qualification in IT applications.

Qualifications to be completed

- Level 3 Diploma in IT User Skills (ITQ) (QCF)
- Level 2 Functional Skills English
- Level 2 Functional Skills Maths
- Level 2 Functional Skills ICT
- Employment Rights and Responsibilities
- Personal Learning and Thinking Skills

Length of programme

12-18 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 planning and contributing to websites, preparing presentations and other learning resources, supervising IT operators, setting up and using advanced application software features, managing enquiries, quotations and orders, and creating and reporting management information.

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 Application Help Desk Support
- IT Supervisor
- Website Manager
- IT Application Officer

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