

Apprenticeship IT Users NVQ Level 2 & 3

Awarding Body
City & Guilds

Course Details

To qualify for the Apprenticeship you must secure suitable employment in the area of IT. Level 2 and Level 3 qualifications are available depending on your previous qualifications and the level of IT work in which you are employed.

You will need a reasonably good standard of education. For Level 2 we would expect you to have GCSEs at grade C in Maths or IT, and for Level 3 you would have four GCSEs at grade C or above. This framework has been designed to enable you and your employer to work together on the delivery of an individual training programme which will ensure that the relevant occupational and industry specific skills are acquired.

The IT User apprenticeship Level 2 is made up of an NVQ (iTQ) at Level 2 and Functional Skills in communication and application of number at Level 1.

The Level 3 apprenticeship consists of an NVQ (iTQ) at Level 3, Functional Skills in communication and application of number at Level 2 and a Technical Certificate at Level 3. The iTQ covers a range of units including using IT applications, communication using IT, and using IT in the workplace.

A Course For

Those who are employed in the IT sector and who want to gain an industry-recognised qualification in using IT.

Entry Requirements

For Level 2 we would expect you to have GCSEs at grade C in Maths or IT, and for Level 3 you would have four GCSEs at grade C or above.

Assessment

You will produce a portfolio of evidence from your workplace to show your competence in using IT. For Level 3 you will also have to complete a technical certificate to demonstrate your knowledge and understanding of IT. You may also need to complete a portfolio of evidence and take examinations to achieve Functional Skills in Communication and Application of Number.

Learning Outcome

The successful Level 2 candidate will gain a Level 2 iTQ – an NVQ in Using IT. The successful Level 3 candidate will gain a Level 3 iTQ and a Technical Certificate. Successful candidates will also gain qualifications in Functional Skills.

Progression after Programme

The successful candidate will have a nationally recognised qualification in using IT in the workplace. The candidate could progress to further qualifications in IT, such as an Extended Diploma for IT Practitioners.

FACTFILE	
Attendance	Work Based
Duration	1 or 2 years depending on Level
Location	Corporation Road