

Apprenticeship in IT User

ENTRY LEVEL: 2

DURATION: APPROX. 6 - 12 MONTHS



building better lives



Introduction

This practical, work-based course will develop your skills and provide you with qualifications related to your job.

This course is ideal for...

anyone currently employed in a responsible administration role who wants to develop their performance through hands-on training.

Course outline

- Level 2 Diploma in IT User
- Level 1 Functional Skills in Maths
- Level 1 Functional Skills in English

Every IT User unit you complete is worth a number of points. To achieve your Apprenticeship you need to earn a total of 130 points.

To achieve the Level 2 Diploma, candidates need to gain a minimum of 38 credits in total.

How will I learn?

You'll learn through your day to day work and on-the-job training with flexible, one to one support. You will be assessed on your ability to carry out your responsibilities at work.

What skills and knowledge will I develop?

- Using computers
- Computer systems, procedures and legislation
- Improved literacy
- Improved numeracy

Why choose this course?

This flexible course is tailored to your individual needs. It allows you to develop your competence, confidence and self-esteem. You will also improve your knowledge and understanding of your job role and build sound foundations for a successful career.

You will gain a relevant nationally recognised qualification.

Will I need any special equipment?

No. However if you choose to create an electronic portfolio you will need access to a computer and the internet.

How do I apply?

For more information about courses please contact Alison on 01484 434800

or visit www.cmsvoc.co.uk or email courses@cmsvoc.co.uk