

Advanced Apprenticeship in Information Technology

This is the nationally recognised learning framework for experienced users who wish to develop their IT skills.

The programme develops and recognises a range of skills in using common IT hardware and software – providing a foundation for personal development and career progression.

Learners complete a ‘framework’ of individual elements in order to achieve their Apprenticeship.

- Programme duration: 52 weeks
- Skills are assessed in the workplace through observation, personal statements, work-based project and workplace documentation.
- Apprentices are supported with a range of flexible learning resources and workshops

Framework element	Duration
Level 3 Diploma in IT User Skills	Week 1–52
Key Skills in Communication Level 2*	Week 1–36
Key Skills in Application of Number Level 2*	Week 1–36
Key Skills in ICT Level 2*	Week 1–36
Employment Rights and Responsibilities (ERR)	Week 1–28
Personal Learning and Thinking Skills (PLTS)	Week 1–52

Learners must complete all required outcomes in order to complete the Apprenticeship.

**Learners who have achieved GCSE grades A* to C in English and/or Maths are exempt from the Key Skills qualifications.*

Highlights

- Develops and recognises advanced IT skills
- Structured onsite induction session for all learners
- Full support materials provided
- Regular in-company assessments and reviews
- Learners must have employed status
- Funding available through the Skills Funding Agency – *subject to individual eligibility*