

Apprenticeship in Information Technology

This is the nationally recognised learning framework for those 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 qualifications in order to achieve their Apprenticeship.

- Programme duration: 20–26 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 2 Diploma for IT Users	Week 1–26
Key Skills in Communication Level 1*	Week 1–20
Key Skills in Application of Number Level 1*	Week 1–20
Key Skills in ICT Level 1*	Week 1–20
Employment Rights and Responsibilities (ERR)	Week 1–20
Personal Learning and Thinking Skills (PLTS)	Week 1–26

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 essential IT skills
- Structured onsite induction session for all learners
- Full support materials provided
- Assessed in the workplace by experienced assessors
- Must have employed status – at least 30 hours per week
- Funding available through the Skills Funding Agency – *subject to individual eligibility*

Progression

Successful learners may progress to an Advanced Apprenticeship on completion of the programme.