

IT APPLICATION SPECIALIST

LEVEL 2 & LEVEL 3

The **IT Application Specialist** qualifications are designed to support learners to understand the theory and application of ICT at work. There is a strong focus on explanation and problem solving in the workplace to allow learners to apply ICT skills in a variety of situations. Learners are able to build up credits and progress towards a range of other qualifications at their own pace.

WHAT DOES THE QUALIFICATION COVER?

The **Level 2** Diploma is a 12 month programme of 38 credits consisting of 17 credits from Mandatory units and a further minimum of 22 credits from the Optional units. 5 credits must be at Level 2 or above.

The **Level 3** Diploma is a 12 month programme of 39 credits consisting of 16 credits from Mandatory units and a further minimum of 22 credits from the Optional units. 5 credits must be at Level 3 or above.

Level 2 Mandatory units:

- Improving Productivity using IT (L2)
- Understanding the potential of IT (L2)
- Developing personal and team effectiveness using IT (L2)

Level 3 Mandatory units:

- Improving productivity using IT (L3)
- Understanding the potential of IT (L3)
- Developing personal and team effectiveness using IT (L3)

The **Optional units cover a comprehensive list of topics and applications such as:**

- Audio software
- Computerised Accounting Software
- Data Management Software
- IT security for users
- Using mobile IT devices
- Project Management Software
- Set up an IT system
- Word processing software
- Website software
- Internet safety for IT users
- 'Right first time'

DURATION

Typically 12 months.

MANDATORY QUALIFICATIONS

- Level 2: Level 1 in English and maths; Level 2 ICT (City and Guilds)
- Level 3: Level 2 in English, maths and ICT (City and Guilds)
- Level 2 Diploma in IT User Skills (OCR)
- Level 3 Diploma in IT User Skills (OCR)

HOW WILL IT BE DELIVERED?

The apprenticeship can be delivered in a classroom setting to a cohort of learners or on an individual 1-1 basis to meet the needs of the employer and learner. Our blended learning approach supports the inclusion of additional elements of learning relevant to the individuals job role and specific employer requirements



Training will be delivered in line with the agreed Commitment Statement and will include:

- A robust initial assessment covering English and maths.
- Monthly 1-1 meetings between the apprentice and the trainer
- Tri-partite meetings every 12 weeks between the employer, learner and trainer to review progress and review the 'off the job' training elements.
- Learner progress is recorded via our e-learning platform, which gives access to a broad range of online courses and materials.
- The employer can access the learners e-portfolio using their own log in to check on progress.

Once the learner has completed the appropriate functional skills and the employer, learner and trainer agree that the apprentice has reached the required standard in their knowledge, skills and experience, the learner will be put forward for their EPA.

To learn more about opportunities for full or part funded, high quality training for you and your staff, call 0845 223 2401, or e-mail us at info@steadfasttraining.co.uk

