

I.T. User



Other Qualifications Available

Early Years & Child Care
Children & Young People

I.T. User

Customer Service
Management
Team Leading
Facilities Management
Cleaning & Support Services
Retail
Business Administration
Health & Social Care
Supporting Teaching & Learning in Schools
Road Passenger Vehicle
Transport & Driver Training
Warehousing
Housing & Accommodation

Level 2 Diploma
Min 38 Credits
Mandatory 4 credits at Level 2

Level 3 Diploma
Min 39 Credits
Mandatory 5 credits at Level 3

Key Skills
Communication Level 1
Application of Number Level 1

Key Skills
Communication Level 2
Application of Number Level 2

Employment Rights & Responsibilities (ERR)

Personal, Learning & Thinking Skills (PLTS)

Independent Enquiry
Reflective Learning
Self-Managing

Creative Thinking
Team Working
Effective Participating

Unit	Title	Level 2	Level 3
X01	Improving productivity using IT	4	5
X02	IT user fundamentals	3	-
X03	Setting up an IT System	4	5
X04	Optimise IT System performance	4	5
X05	Security for IT users	2	3
X06	IT communication fundamentals	2	-
X07	Using the Internet	4	5
X08	Using email	3	3
X09	Using collaborative technologies	4	6
X10	Using mobile IT devices	2	-
X11	Personal information management software	3	-
X12	IT software fundamentals	3	-
X13	Audio software	3	4
X14	Video software	3	4
X15	Bespoke software	3	4
X16	Specialist software	3	4
X17	Computer accounting software	3	5
X18	Data management software	3	4
X19	Database software	4	6
X20	Design Software	4	5
X21	Imaging software	4	5
X22	Desktop publishing software	4	5
X23	Drawing and planning software	3	4
X24	Multimedia software	4	6
X25	Presentation software	4	6
X26	Project management software	4	5
X27	Spreadsheet software	4	6
X28	Website software	4	5
X29	Word processing software	4	6

Why IT User Apprenticeships can benefit your business?

Apprenticeships offer employers a highly cost-effective route to recruiting and training the next generation of employees - while apprentices get the balance of skills, knowledge and workplace experience they need to become competent IT professionals.

- Wage costs compare well to other recruitment routes - apprentices are paid a minimum of £95 per week.
- Apprenticeships are likely to generate loyalty to your company among your trainees.
- Young apprentices bring an innate understanding of technology to your organisation.
- Your apprentices will gain a deep understanding of your organisational culture early on in their career.

Why you should offer Apprenticeships?

e-skills UK research has shown that making the most of IT, particularly by smaller firms, could boost the UK economy by an additional £50 billion over the next five to seven years.

Exploiting the full potential of technology can propel a business forward, saving time and money, boosting productivity and opening up new markets and opportunities.

For Your Peace of Mind

This apprenticeship programme has been developed by e-Skills and is delivered by Beneast Training.

e-skills uk **Beneast Training**

e-skills UK is making sure Britain is getting the technology skills it needs to succeed. As the Sector Skills Council for Business and Information Technology, we work on behalf of employers to develop the software, internet, computer gaming, IT services and business change expertise necessary to thrive in today's global digital economy.

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