

IT User Apprentice or Advanced Apprentice

The NVQ for IT Users is for anyone who wants to demonstrate their intermediate or advanced IT skills. You don't need any prior qualifications.

You don't need to have a job involving IT skills to take the qualification - you can base it around the IT skills you use in your daily life.

Progression

This qualification has been designed to develop the skills, knowledge and understanding required to enable progression to and from qualifications along the vertical and horizontal planes in the Qualifications and Credit Framework and the NQF.

For example, a candidate achieving an OCR Level 2 ITQ Diploma in IT User Skills may widen their specialist skills and undertake the OCR Level 2 Certificate for IT Practitioners or Level 3 Certificate for IT Professionals which could include vendor specialist units.

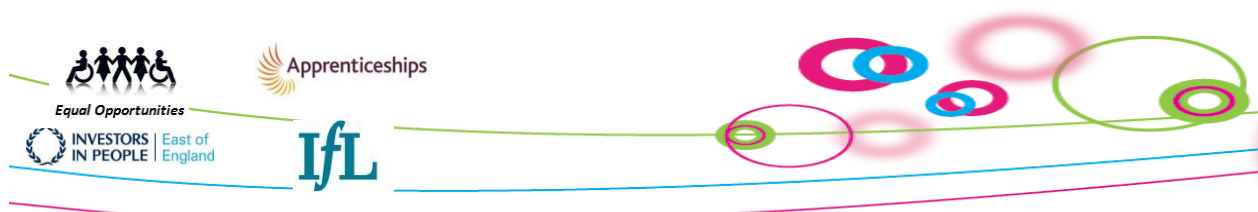
Equally, a candidate who has achieved a qualification such as New CLAIT or CLAiT Plus is in an ideal position to build on the skills and knowledge when undertaking this qualification.

Apprenticeship Framework

There are a number of elements to each Apprenticeship and this is called the framework. Each Apprenticeship framework has three main strands:

- Competence based element
- Knowledge element
- Skills element

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job.



IT User Framework requirements approved by E-Skills Apprentice

Competence Based	ITQ qualification		
QCF Credit Value	38		
Guided Learning Hours	280-285	Time Frame: 12 months	
Assessment Methods	E-assessment Portfolio of Evidence Practical Demonstration / Assignment Task-based controlled assessment		
For a full qualification a candidate needs 38 credits. The qualification is made up of a mandatory unit, optional units and exempt units.			
There is one mandatory unit at level 1: Improving productivity using IT			
Within the optional units candidates must achieve at least 34 credits			

Advanced Apprentice

Competence Based	ITQ qualification		
QCF Credit Value	39		
Guided Learning Hours	300-320	Time Frame: 14 months	
Assessment Methods	E-assessment Portfolio of Evidence Practical Demonstration / Assignment Task-based controlled assessment		
For a full qualification a candidate needs 39 credits.			
There is one mandatory unit at level 3: Improving productivity using IT			
Within the optional units candidates must achieve at least 34 credits			

Transferable Skills

Functional Skills	App	Adv App	Guided Learning Hours	Assessment Methods
Maths	1	2	45	Exam
English	1	2	45	Exam
Or				
Key Skills				
Application of Number	1	2		Portfolio & Multi Choice Test
Communication	1	2		Portfolio & Multi Choice Test

Employment Rights and Responsibilities	E-skills UK Employment Rights and Responsibilities workbook
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For further information or an application form call UK Training & Development on: 01442 230130 or email marketing@uktd.co.uk Or apply online at www.uktd.co.uk

