

An Apprenticeship with ITEC North East Limited offers on the job learning—gaining knowledge, skills, qualifications and earning money, all at the same time.

Different levels of Apprenticeship are available—all leading to National Vocational Qualifications (NVQ's), Key Skills and in most cases a Technical Certificate. These standards have been developed by the Sector Skills Council e-skills.uk.

What are NVQ's They give you credit for what you do daily in your job, using your performance as the basis for assessment. This qualification offers flexibility in the choice of units for users in a wide range of work roles.

Key Skills You will be externally assessed, unless exempt with relevant GCSE/A level grades. If you're planning on entering higher education you can gain UCAS points for completed Key Skills.

Communication Demonstrates written and verbal skills.

Application of Number Demonstrates how to apply numeracy within a job role.

Technical Certificate The knowledge based element of an Apprenticeship which incorporates "off the job" learning and independent study to directly support the NVQ.

Apprenticeship ITQ Level 2 Equivalent to 5 grades A-C

To achieve an Apprenticeship (Level 2) a candidate must gain an agreed number of Unit Values which are awarded for the successful completion of units. 100 UV's for a Level 2 qualification + 30 additional enhancement points. At least 50% of the unit value of the optional units must be achieved at the level of the qualification—40 for Level 2.

Advanced Apprenticeship ITQ Level 3 Equivalent to 2 A Levels/1 Vocational A Level

To achieve an Advanced Apprenticeship (Level 3) a candidate must gain an agreed number of Unit Values which are awarded for the successful completion of units. 180 UV's for a Level 3 qualification. At least 50% of the unit value of the optional units must be achieved at the level of the qualification—75 for level 3.

ITQ (IT USERS) Unit Titles

Candidates have a flexible approach to their qualifications with the allocation of values for completed units. Unit values will be accumulated from a selection of mandatory and optional units to achieve the appropriate level qualification.

- Unit Titles: Make selective use of IT (Mandatory)
- Using IT systems
- Operate a computer
- IT trouble-shooting for users
- IT maintenance for users
- IT security for users
- Use IT to exchange information
- Internets and intranets
- E-mail
- Word Processing
- Spreadsheets
- Databases
- Websites
- IT artwork and images
- IT presentations
- Specialist or bespoke software
- Evaluate the impact of IT
- Sector specific unit

IT User Skills are used across all industries and almost all businesses rely on information technology (IT) in some form. IT is used to reach more customers, to offer better services, to reduce costs and to improve efficiency. Research shows that more than 90% of new jobs in the UK require the use of Information and Communication Technology, however many UK employers feel their staff do not have sufficiently developed IT Users Skills

Progression Routes / Career Opportunities

Whether working for a large organisation or a small local business, an Apprenticeship will develop skills which are in demand from administrators to senior management, from accountants to HR professionals. With over 20 million people in the UK using IT in their jobs, having proof of competence with an Apprenticeship will ensure employers appreciate your skills

For further information on this, or any of the other courses offered by ITEC North East, or to make an appointment for an interview call your local centre:

County Durham
01325 320052

Tyne & Wear
0191 490 4670

Tees Valley
01642 232550

We are an Equal Opportunities Employer