

An 18 – 24 month programme which includes day release in our training centre and structured on-the-job training provided by the employer.

WHO THE QUALIFICATION IS FOR?

This qualification would be appropriate to anyone aged 16 – 24 with an interest in the using computer software applications in business and is seeking, or already has employment with local companies.

ENTRY REQUIREMENTS

Applicants should have completed an apprenticeship in IT (Using) or have achieved GCSE A* - C in ICT. Acceptance onto the programme will be subject to successfully completing an initial assessment.

WORK PLACEMENT / EMPLOYMENT

We will help you secure a suitable position with a local employer who will support you throughout your apprenticeship and pay you a wage. This will be negotiated with your employer at the start of your apprenticeship but will be a minimum of £95 per week.

ASSESSMENT

This will be through a combination of observation of performance, evidence collected in the workplace, assignments, projects and written tests.

PROGRESSION

Candidates who complete this qualification can progress onto an NVQ Level 4 or undertake a Foundation Degree in IT.

HOW DO I APPLY?

If you are interested then contact our Recruitment Officer at RWP who will discuss the programme with you and answer any questions you may have. Alternatively, you can visit our web site www.rwp.co.uk for more information or to register on-line.

PROGRAMME CONTENT

OCR Level 3 NVQ for IT Users

1 Mandatory Unit

Make selective use of IT

Optional Units

Operate a computer
E-mail

Word processing software
Spreadsheet software
Database software
and more...

Plus

Key Skills and ERR Workbook

Communication Level 2
Application of Number Level 2
Employment Rights and Responsibilities

Plus

OCR Level 3 Certificate for IT Users (CLAIT Advanced)

3 Mandatory Units

Understanding IT
Creating IT Solutions for Other Users
Managing IT Resources

1 out of 6 Optional Units

Advanced Document Production
Advanced Databases
Advanced Spreadsheets
Advanced Web Pages
Advanced Computer Art
Advanced Presentation Graphics
Word Processing (Microsoft Office Specialist Word Expert)
Spreadsheets (Microsoft Office Specialist Excel Expert)