

A 13 – 15 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 an interest in IT and a good understanding of various software applications. 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 Advanced Apprenticeship in IT (Using).

### 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](http://www.rwp.co.uk) for more information or to register on-line.

### PROGRAMME CONTENT

#### OCR Level 2 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

Presentation Software

and more...

##### Plus Enhancement Units

*See list above*

### Plus

#### Key Skills and ERR Workbook

Communication Level 1

Application of Number Level 1

Employment Rights and Responsibilities

### RWP TRAINING LIMITED

Chertsey House, Chertsey Hill, London Road, Carlisle, CA1 2QX  
Tel: 01228 593446 Fax: 01228 593447 E-mail: [admin@rwp.co.uk](mailto:admin@rwp.co.uk)