



APPRENTICESHIP IT USER

Are you keen on new technologies & want to work in this fast-moving sector? Start an IT User Apprenticeship with Uxbridge College and earn while you learn!

HOW APPRENTICESHIPS WORK



IT USER APPRENTICESHIP PROGRAMME

IT professionals serve customers in all types of business. They could be creating software or websites, helping companies set up new systems, or training people to use their IT facilities. IT apprentices will study software installation, communication skills and technical fault diagnosis, and gain an IT qualification from a recognised group.

Entry requirements	Levels offered	Qualification gained
<ul style="list-style-type: none"> 16 years or over GCSE English & maths or equivalent Basic skills assessment in literacy & numeracy. 	<p>Level 2 - Intermediate Apprenticeship (equivalent to five GCSE passes)</p> <hr/> <p>Level 3 - Advanced Apprenticeship (equivalent to two A Level passes).</p> <hr/> <p>Duration - Up to 2 years</p>	<ul style="list-style-type: none"> Competence Element Knowledge Element Functional Skills (English, maths & ICT). <hr/> <p>Exam Body - City & Guilds</p>

VIEW OUR VACANCIES TO APPLY

uxbridgecollege.ac.uk/apprenticeships



ALREADY WORKING?

Turn your job into an apprenticeship. Call us on 01895 853622 / 01895 853786 to get you started.

This factsheet is issued as a general guide and may be altered at any time, August 2016.

 01895 853622 / 01895 853786
 apprenticeships@uxbridgecollege.ac.uk
 www.uxbridgecollege.ac.uk/apprenticeships
 @UCApprenticeJob





SAMPLE UNITS YOU MAY STUDY

You will study knowledge based units that combines theory and performance. Sample units include:

Level 2:

- Improving productivity using IT
- Word processing, spreadsheet & presentation software
- Using email & the Internet
- Database software & desktop publishing software
- Using collaborative technologies.

Level 3:

- Word processing, spreadsheet & presentation software
- Using email & the Internet
- Data management software & bespoke software
- Computerised accounting software
- Project management software
- Using collaborative technologies.



CHOOSE UXBRIDGE COLLEGE



A TOP COLLEGE

in London for success rates.



THE LARGEST

college provider of apprenticeships in west London.



WE WORK

with many companies e.g. Barclays, British Airways, Royal Opera House & Sky.



91% OF APPRENTICES

secure employment at the end of their apprenticeship through Uxbridge College.



FREQUENTLY ASKED QUESTIONS (FAQs)

What extras will I get?

NUS Apprentice Extra Card -

To get discounts on shopping, visit

www.apprenticeextra.co.uk

Apprentice Oyster Card -

To get up to discounts on travel within London Borough, visit

<https://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/apprentice-oyster-photocard>

Do I already need to have a job?

You should be working a minimum of 30 hours per week in a job. If you are unemployed, view our vacancies to apply for a job: www.uxbridgecollege.ac.uk/apprenticeships

Can I start an apprenticeship after Year 11?

Yes, you can! Young people in England must stay in education or training until they turn 18. If you're looking for a different option after Year 11, an apprenticeship could be the answer for you!

How long does it take to complete an apprenticeship?

You can complete each apprenticeship within 2 years,

depending on your experience, competence and the company you are working in.

How much does it cost?

There is no cost for you to do an apprenticeship if you are 16-23 years old and you will be paid a wage.

How am I assessed?

Assessments are carried out in your workplace. Our assessor will come and assess you in your job role.

What's next after I complete my apprenticeship?

Further Study -

If you complete a Level 2 Apprenticeship, you may be able to progress onto Level 3. Apprentices that complete Level 3 may be able to go onto a Level 4 Higher Apprenticeship.

Career opportunities -

Applications specialist
Applications support
In team super user
Personal assistant
Social media/digital marketing technician
Web development technician.