



HIRE A COMPUTING APPRENTICE

Equip your staff with the latest skills and technologies to help you run your business smoothly and efficiently.



HOW APPRENTICESHIPS WORK

- You offer a young person a role to support your business paying minimum wage of £3.50*
- The role combines of employment and training leading to a nationally recognised qualification
- Their training takes place at your workplace and at the College
- The employee is required to work a minimum of **30 hours** per week including any college attendance.



BENEFITS FOR YOUR BUSINESS

- Recruit new staff or train existing employees in a cost effective way
- Improve your recruitment policy, resulting in higher staff retention and loyalty
- Build a qualified workforce with specialist skills to suit your present and future business needs.
- Work with the largest College provider of apprenticeships in west London with over 50 years of experience.



APPRENTICESHIP REFORMS

With the introduction of the government's Apprenticeship Reforms, talk to us about how we can help you plan your recruitment. To find out more, call **01895 853780** or visit our website at www.uxbridgecollege.ac.uk/employers.



APPRENTICESHIP PROGRAMME

Levels of Apprenticeships	Pathways	Qualifications gained
<p>Level 2 - Intermediate Apprenticeship (equivalent to five GCSE passes).</p> <hr/> <p>Level 3 - Advanced Apprenticeship (equivalent to two A Level passes).</p>	<ul style="list-style-type: none"> IT User ICT Professional (IT Web, Software & Telecoms) 	<ul style="list-style-type: none"> Competence Element Knowledge Element Functional Skills Employment Rights and Responsibilities (except for IT user qualification.)

*All pricing information correct at time of publication, March 2017.

CAN YOU OFFER A ROLE? FIND OUT MORE:

- 01895 853780**
- employerservices@uxbridgecollege.ac.uk**
- www.uxbridgecollege.ac.uk/employers**
- UC_Employers**





LEVEL 2 INTERMEDIATE APPRENTICESHIPS

IT USER

Competence Element

Mandatory Units

- Improving productivity using IT.

Optional Units

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

Knowledge Element

Mandatory Units

- Understand the potential of IT
- Develop personal and team effectiveness using IT.

ICT PROFESSIONAL (IT WEB, SOFTWARE & TELECOMS)

Competence Element

Mandatory Units

- Develop own effectiveness and professionalism
- Health and safety in ICT.

Optional Units

- Customer care, technical advice and guidance
- Security of ICT systems & remote support
- Software installation & upgrade
- CompTIA A+ essentials.

Knowledge Element

Optional Units

- CompTIA A+ essentials
- Maintaining and testing ICT equipment & systems
- IT fault diagnosis and remedy & IT technical support
- Networking principles

JOB ROLES

- Office Support or Administrator
- Personal, Accounts or Teaching Assistant
- Website Technician or Designer.

JOB ROLES

- Helpdesk Professional
- Support Technician
- Website Administrator
- Field Operations (line installer & repairer).

LEVEL 3 ADVANCED APPRENTICESHIPS

IT USER

Competence Element

Mandatory Units

- Improving productivity using IT.

Optional Units

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

Knowledge Element

Mandatory Units

- Understand the potential of IT
- Develop personal and team effectiveness using IT.

ICT PROFESSIONAL (IT WEB, SOFTWARE & TELECOMS)

Competence Element

Mandatory Units

- Develop own effectiveness and professionalism
- Health and safety in ICT.

Optional Units

- Working with ICT hardware and equipment
- Technical fault diagnosis
- Security of ICT systems & remote support
- Quality management of ICT products and services.

Knowledge Element

Optional Units

- CompTIA Network+
- CISCO IT essentials Part 2 & CISCO discovery
- IT consulting skills & technical support
- Requirements analysis and system specifications.

JOB ROLES

- Office Support or Administrator
- Personal, Accounts or Teaching Assistant
- Website Technician or Designer.

JOB ROLES

- Software/ Web/ Analyst Developer
- Desktop Support/ Network Engineer
- Network Planner/ Database Administrator
- Software Tester/ IT Security Analyst
- Network/Telecoms/ IT Service/ IT Project Manager

COMMON MODULES FOR BOTH APPRENTICESHIPS

Employment Rights and Responsibilities (except for IT User Qualification)

- Rights and responsibilities of workers (including equal opportunities legislation)
- Organisation, disciplines and representative structures of the industries concerned
- Impact on the sector of public law and policies.

Functional Skills

- Application of Number – Level 1 or 2
- Communication – Level 1 or 2
- Information Communication Technology – Level 1 or 2.