

## IT User - Level 2

This intermediate level 2 Apprenticeship in IT User Skills is designed for those with little or no experience in computing for the underpinning knowledge that could aid progress to further education or employment. It provides you with a basic level skills and knowledge that could lead to further education in IT or related areas, as well as underpinning other educational sectors. It can offer those moving into their first job roles the confidence to work effectively with ICT and deal with tasks that are straightforward or routine.

### Components

**Level 2 Diploma in IT User Skills** - This is designed to build on the knowledge and skills learned in a related Level 1 qualification. These qualifications develop the workplace-related skills and knowledge a learner needs to progress in their chosen area of employment. A Diploma contains more credits than an award or a certificate and often has a longer duration. Diplomas often involve practical training and work experience.

**Functional Skill English, Maths and ICT** - This support develops learners practical skills and are designed to help learners gain the most out of work, education and everyday life. There's a strong focus on explanation and problem-solving, with a choice of paper assessment or on-screen, on-demand assessment.

### To be eligible for Apprenticeship funding, learners must:

- Not currently be studying other state funded qualifications
- Have a contract of employment
- Have resided in the European Union for the last 3 years

Candidates with degree level qualifications that were previously ineligible for an Apprenticeship are now eligible under the new funding rules.

### Employer benefits

Our experience and expertise can help employers make real improvements to their businesses, by:

- Reducing training and recruitment costs
- Increasing productivity
- Developing a skilled, motivated and qualified workforce
- Improving customer satisfaction
- Receiving financial return on investment

## Learner benefits

An Apprenticeship offers learners a practical alternative to university and a fast route into a career of their choice; or gives existing employees a chance to develop and improve on their skills.

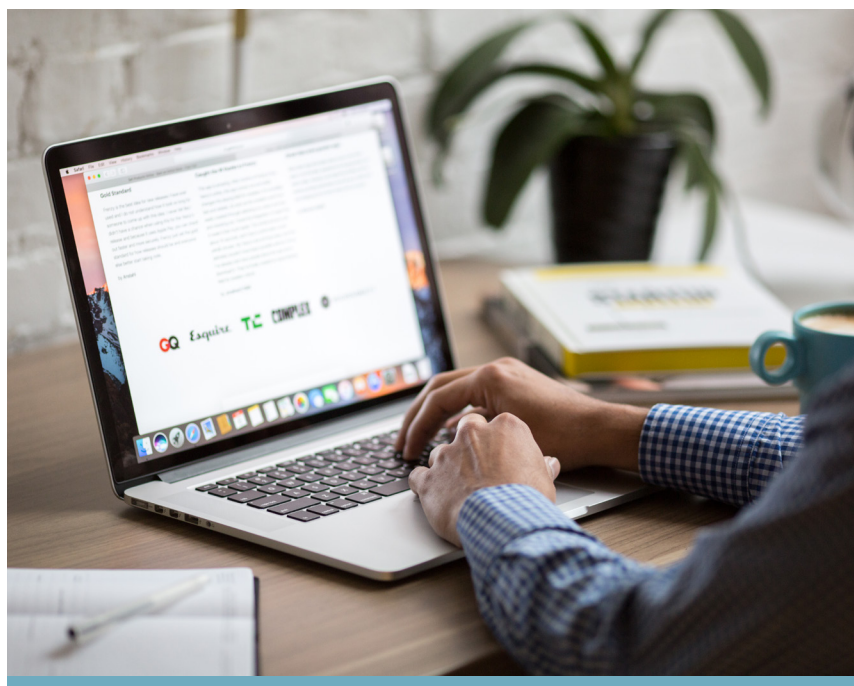
They can benefit from:

- Not paying tuition fees
- Gaining knowledge of how a chosen industry works and working on skill gaps
- Taking advantage of high quality training and support from an employer
- Gaining nationally recognised qualifications
- Learning at a pace suited to their individual needs, with the support of a mentor

## What's covered?

Designed to improve your productivity within your role. Your course is made up of a number of modules and workshops which may include but are not limited to:

- Improving productivity using IT
- Understanding the potential of IT
- Developing personal & team effectiveness using IT
- IT communication fundamentals
- Using collaborative technologies
- Using email, the internet, mobile IT devices
- Presentation software
- Spreadsheet software
- Word processing software
- Specialist software



## Benefits to training with Tess?

- Incredible trainers with industry specific knowledge and an ability to inspire
- Amazing 90% overall success rate in our courses
- OneFile - award winning learning platform that brings training and assessment together
- BKSb - the UK's most popular online Functional Skills and GCSE Solution. A diagnostic and tailoring tool that increases the learner experience and chances of success
- Learning & Development Style Workshops

The Tess Group  
28 Queensbridge  
Northampton  
NN4 7BF

01604 210500  
thetessgroup.com

