



Level 2 IT User

Pathway 1

**Administration & Data Management
Foundation Apprenticeship**

APPRENTICESHIP

Our apprentices are our future workforce, Managers, Directors, apprentices are key to our economy and prosperous future.

Apprentices gain valuable skills and knowledge to support businesses across Wales. Their training is tailored to the employer business needs therefore, making a direct positive impact for the business.

As Managing Director of ITeC Digital Training, I speak to employers and apprentices daily and I am always amazed with the positive impact apprentices provide for businesses. Having worked within the Work Based Learning Sector for over 36 years, it is great to obtain feedback from previous apprentices and to find out how their careers have progressed, especially within the IT sector. Some become Managers or business owners and recruit their very own apprentices!

Helen Necrews

Managing Director, ITeC Digital Training



WHY CHOOSE US

“We at ITeC Digital Training are here to provide a unique environment to foster lifelong learning, innovation and inspire the next generation of IT/ Digital workforce.

To support businesses and their employees with the necessary skills and knowledge to work within our digital world we all now live in”.

- We are a well-established training company with over 36 years experience.
- With our personal touch, we will guide you through the step-by-step process of recruiting an apprentices.
- We only specialise in IT apprenticeship programmes, so have the necessary skills and knowledge to support your business needs.
- We have a passion for all things Digital



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WHO IS IT FOR

The framework includes a balance of content in technical, business and interpersonal areas, designed to ensure apprentices have an appropriate set of IT skills to operate in their specific chosen job role.

Task undertaken will vary depending on the sector in which they are employed. Tasks may include producing documents, preparing notes, organising and co-ordinating events and meeting, developing and delivering presentations, providing reception services, using office equipment, setting up and maintaining filing systems, using a variety of software packages, updating information and managing projects.



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RELEVANT ROLES

- Office Assistant
- Junior Secretary
- Personal Assistant
- Data Manager
- Accounts Assistant

SKILLS REQUIRED

- Oral Communication skills and IT skills, including Microsoft Office
- Technical and Practical skills
- Strong communication skills
- Administration skills

QUALIFICATION GAINED

- Level 2 Diploma in IT User Skills (QFC)
- Essential Skills Qualifications (Application of Number, Communication and Digital Literacy)

DURATION OF FRAMEWORK

- 14 Months

TYPICAL UNITS

- Improving Productivity using IT
- Word Processing
- Specialist/Bespoke Software
- Spreadsheet
- Using Email/Internet
- Presentations



EMPLOYERS INCENTIVE

Recently Welsh Government announced that they would be extending the Employer Incentive Scheme until the 28th February 2022. This initiative is a key part of the Welsh Government's covid commitment to support businesses and workers in recovering from the impact of the coronavirus.

CRITERIA

- The £4,000 incentive will be available to businesses that are employing an apprentice aged 16 - 24 for at least 30 hours per week.
- Businesses could also receive £2,000 for each new apprentice aged 16 - 24 they employ for less than 30 hours a week.
- Businesses can access £2,000 for each new apprentice aged 25+ they hire on a 30 hour or more contract, and a £1,000 incentive for apprentices working less than 30 hours.

CONTACT US



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Welsh Government

Cronfa Gymdeithasol Ewrop
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