

**APPRENTICESHIPS**

**A GUIDE FOR LEARNERS**

**ITEC**

**DIGITAL**



UNDEB EWROPEAIDD  
EUROPEAN UNION



Llywodraeth Cymru  
Welsh Government

**Cronfa Gymdeithasol Ewrop**  
**European Social Fund**

# WHAT IS AN APPRENTICESHIP?

Apprenticeships in Wales are open to anyone over the age of 16. You are employed from day one and your learning while your earning. You will gain hands-on work experience, learn new skills and gain a nationally recognised qualifications.

As an apprentice you'll:

- You get the opportunity to gain knowledge of how the industry work
- Your existing skills, knowledge are recognised and may help you gain your qualification quicker
- You will be supported by your employer and by Swansea ITeC
- Get time to study (usually one day every 2 weeks)
- Boost your earning potential
- Get full support, whatever your individual needs
- You will also be able to progress onto further learning at a higher level
- You are employed from the first day of your apprenticeship and will have a contract of employment the same as any other employee

# FRAMEWORKS

- IT User Design & Graphics Level 2 & 3
- IT User ECDL Level 2 & 3
- IT User Social Media & Marketing Level 2 & 3
- IT Practitioner Level 2, 3 & 4
- Software & Web Development Level 2, 3 & 4
- Social Media Level 3
- Digital Marketing Level 3 & 4



# LETS GET STARTED

Before you get started we need to collect some evidence from you. Here is what we need:

- National insurance number
- Passport
- Drivers licence
- GCSE results
- Any other certificates you have
- Recent banks statement

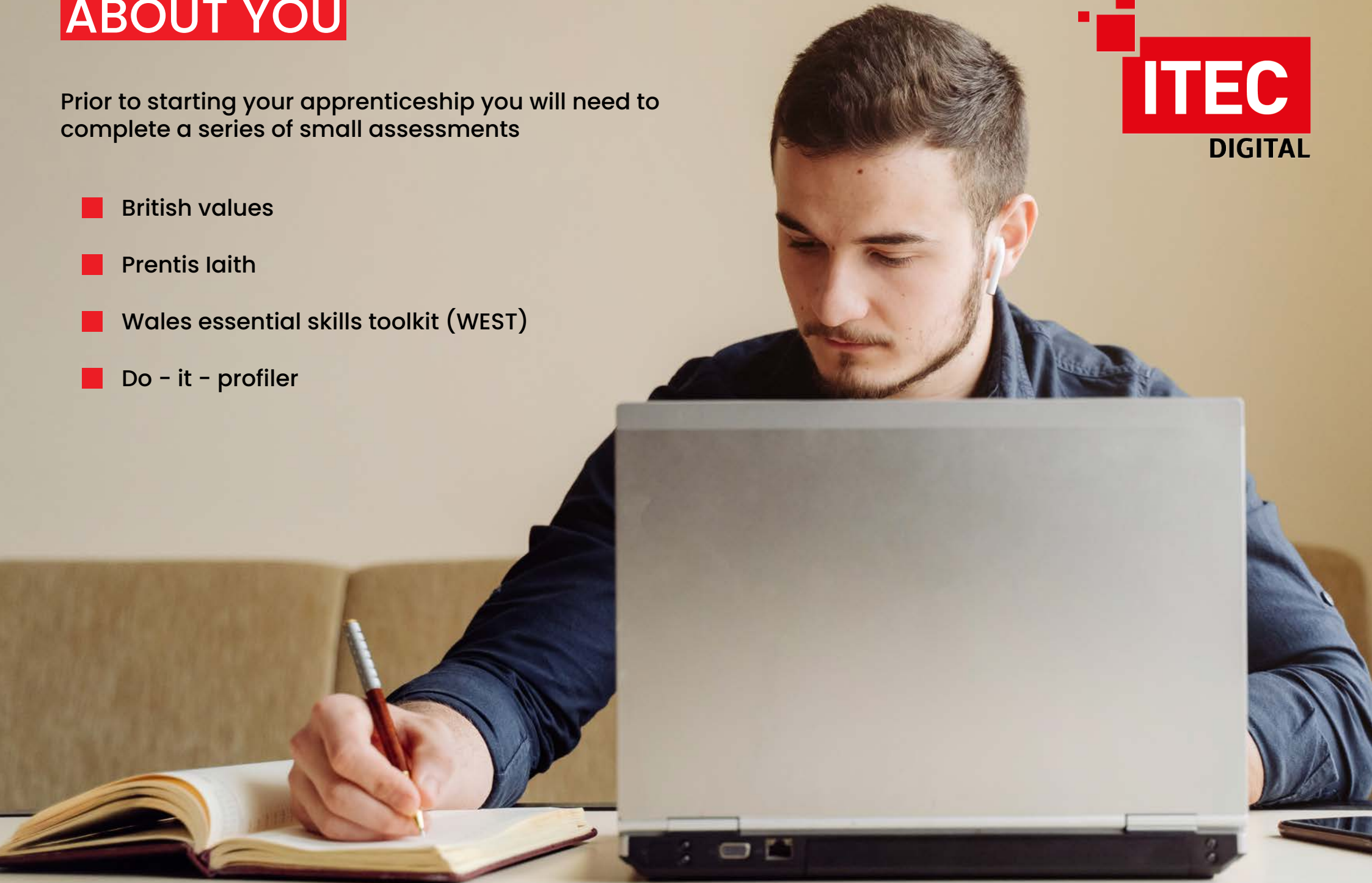


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# ABOUT YOU

Prior to starting your apprenticeship you will need to complete a series of small assessments

- British values
- Prentis Iaith
- Wales essential skills toolkit (WEST)
- Do - it - profiler



# ALMOST THERE

Time for you induction. Before you start your employment you will need to have an induction with ITeC

During the induction you will complete the following:

- Introduction to ITeC Digital Training
- Learning agreement
- Policies and procedures
- Tour of the premises
- Health and safety
- Additional information
- Induction paperwork



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