# LEVEL 2
# 16-18 Apprenticeship
# IT User

## COURSE OVERVIEW

This is a one year course and is aimed at 16-18 year olds. You will be employed whilst working towards a number of qualifications including an NVQ and Key Skills.

Units include Using IT systems, Operating a computer, IT trouble-shooting, IT maintenance for users, IT security for users, Internets and intranets, E-mail, Word processing, Spreadsheets, Databases, Websites, IT artwork and images, IT Presentations, Specialist or bespoke software.

## DELIVERY

Delivery of the qualifications will be at our dedicated IT Suite at Bolton Arena. This will be arranged on an individual basis with the employer and will be a combination of both day and block release.

## ASSESSMENT

Part of the ITQ qualification is assessed in the workplace on a portfolio completion and competence basis. The remaining parts are dependant upon the modules taken and are based around online tests and portfolio work.

## QUALIFICATIONS GAINED

**After completing this qualification you will gain:**

BCS Level 2 NVQ for IT Users (ITQ)

City & Guilds Level 1 Key Skills in Application of Number

City & Guilds Level 1 Key Skills in Communication

## PROGRESSION

This provides an excellent grounding for progression on to an Advanced Apprenticeship or employment in most sectors.

Where Can I Find More Information:To find out more about this qualification, contact us, ask your Connexions Personal Adviser or school/college careers staff.

## Contact Sports Coach Training Global www.sctglobal.com

The Sports Global qualifications department are dedicated to providing the very best in customer care. If you need guidance on any aspect of our programs, whether at an individual or organisational level, please contact us

For information on any aspect of our qualifications contact 01204 488157, e-mail info@sctglobal.com or visit our web site www.sctglobal.com

Sports Coach Training Global
Bolton Arena
Horwich
Bolton
BL6 6LB
T 01204 488157
F 01204 488149