



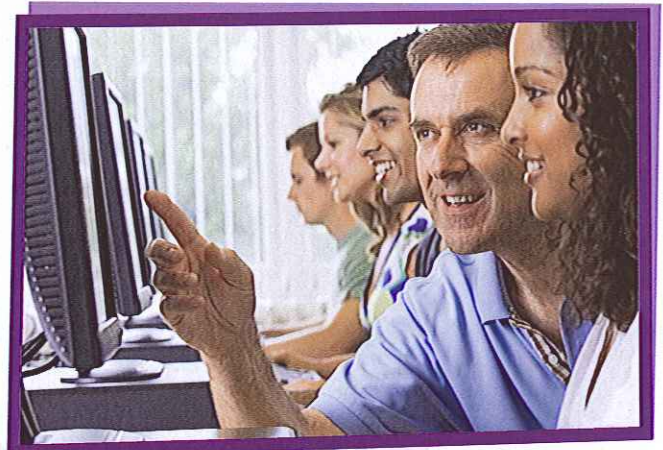
## IT Application Specialist

This Apprenticeship provides the apprentice with the competence, skills and knowledge to work effectively and efficiently with IT systems, communication and productivity tools and software applications.

This includes the creation and amendment of many types of formatted information including documents, diagrams, spreadsheets and presentations.

It also includes maintaining simple websites, using the internet to find and exchange information and using social media to disseminate information.

On Intermediate Level Apprenticeship you could work as a Data Administrator, entering and editing data using software such as Customer Relationship Management; Accounts; Payroll and Stock control systems. You would also be producing routine reports from the data held.



### Roles that may consider an IT Application Specialist apprenticeship are:-

#### Intermediate Level Apprenticeship

IT Clerk  
Data Administer  
Web Technician  
Digital Assistant