



## ITQ Apprenticeships Level 2 and Level 3

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

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

In this modern digital age the need for ICT skills is a huge requirement by employers. Use of Microsoft office products such as Excel, Word, Powerpoint, Social Media and Publisher are used by employers all across the UK.

Level 2 provides the perfect start for those wishing to learn more about technology or gain confidence in their skills before taking further qualifications. Designed to provide basic skills across a range of IT including the standard office type applications, but also design and imaging software, audio and video software, using mobile IT devices, as well as the practical use of Internet and e-mail.

Level 3 this programme will be suitable for learners who already have a high standard of IT skills across a range of different software applications and may have completed ITQ Level 2 or an equivalent qualification. Learners at this level would be required to work independently and be able to research and provide a solution to a project. Problem solving and writing an in-depth report will be a major requirement of this qualification.



### Roles that may be considered for an ITQ Apprenticeship are

IT Clerk  
Data Administrator  
Web Technician  
Digital Assistant

**Please note that this is one of the few work based qualifications which does not require you to be in this role currently as it is assignment based.**