



BIIAB Level 3 Diploma in IT User Skills

(IT Apprenticeship)

IT skills are essential in today's competitive market place with an increased reliance on these functions to develop with the pace of change. The programmes are designed for those working in a role using IT and want to develop or gain new IT skills. Studies are applicable across industry sectors and provide valuable skills in support of the modern working business.

What does it comprise of?

To achieve the level 3 diploma the candidate will need to complete units to gain a minimum of 39 credits.

The IT user qualification provides flexible training through the study of 3 mandatory and a combination of optional units. The level of a qualification is determined by the level of the mandatory unit. Each unit carries a point value.

Mandatory Units		
Unit Titles	Credit	Level
Improving Productivity Using IT	5	3
Understanding the Potential of IT	8	3
Developing Personal and Team Effectiveness Using IT	4	3

Optional Units		
Audio Software	2	1
Audio Software	3	2
Audio Software	4	3
Bespoke Software	2	1
Bespoke Software	3	2
Bespoke Software	4	3
Computerised Accounting Software	2	1
Computerised Accounting Software	3	2
Computerised Accounting Software	5	3
Data Management Software	2	1
Data Management Software	3	2
Data Management Software	4	3
Database Software	3	1
Database Software	4	2
Database Software	6	3
Design Software	3	1
Design Software	4	2
Design Software	5	3
Desktop Publishing Software	3	1
Desktop Publishing Software	4	2
Desktop Publishing Software	5	3
Drawing and Planning Software	2	1
Drawing and Planning Software	3	2
Drawing and Planning Software	4	3
Imaging Software	3	1
Imaging Software	4	2
Imaging Software	5	3

IT Communication Fundamentals	2	1
IT Communication Fundamentals	2	2
IT Security for Users	1	1
IT Security for Users	2	2
IT Security for Users	3	3
IT Software Fundamentals	3	1
IT Software Fundamentals	3	2
IT User Fundamentals	3	1
IT User Fundamentals	3	2
Multimedia Software	3	1
Multimedia Software	4	2
Multimedia Software	6	3
Optimise IT System Performance	2	1
Optimise IT System Performance	4	2
Optimise IT System Performance	5	3
Personal Information Management Software	2	1
Personal Information Management Software	2	2
Presentation Software	3	1
Presentation Software	4	2
Presentation Software	6	3
Project Management Software	3	1
Project Management Software	4	2
Project Management Software	5	3
Setting up an IT System	3	1
Setting up an IT System	4	2
Setting up an IT System	5	3
Specialist Software	2	1
Specialist Software	3	2
Specialist Software	4	3
Spreadsheet Software	3	1
Spreadsheet Software	4	2
Spreadsheet Software	6	3
Using Collaborative Technologies	3	1
Using Collaborative Technologies	4	2
Using Collaborative Technologies	6	3
Using Email	2	1
Using Email	3	2
Using Email	3	3
Using Mobile IT Devices	2	1
Using Mobile IT Devices	2	2
Using the Internet	3	1
Using the Internet	4	2
Using the Internet	5	3
Website Software	3	1
Website Software	4	2
Website Software	5	3
Word Processing Software	3	1
Word Processing Software	4	2
Word Processing Software	6	3

Assessment

To complete the Apprenticeship in IT user Skills learners must complete the following components:

- Level 3 NVQ Diploma in IT User Skills
- Functional Skills: English Level 2, Math's Level 2 and IT Level 2
- Personal Learning and Thinking Styles
- Employment Rights and Responsibilities

How long will it take?

There are no fixed periods for completion, however depending on experience most participants complete within 12 to 18 months

How to participate

Our centre will provide you with advice on how to access the programme, methods of delivery and eligibility for funding.

**For more information please call:
Smart Training & Recruitment**

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