Apprenticeships

DERBY college

Apprenticeships in
Computer Science and Information Technology

Shaping the future

The number of IT apprentices is soaring. Firms large and small are fast forwarding their plans by harnessing the skills, enthusiasm and energy of the 'born digital' generation.

How we can help

You can make the most of IT apprenticeships with the help of Derby College. We have a wealth of expertise in recruiting and training apprentices for vital IT roles across all sectors.

We work closely with employers to help them build a motivated, skilled and loyal team, to take full advantage of innovative technologies, and to find exciting new ways to engage with customers.

Benefits for the employer

Apprentices can deliver real returns to your bottom line, filling your skills gaps while boosting your firm's efficiency and competitiveness.

As your apprenticeship training partner, Derby College will help you to:

• Grow your team while keeping staff costs down
• Free up senior staff to do what they do best
• Introduce fresh dynamism, thinking and ideas
• Increase productivity and improve performance
• Keep pace with new technologies
• Ensure training is flexible to suit your working schedules.

With an apprentice, you'll be harnessing fresh new talent, investing in the right skills and nurturing the managers of tomorrow. Apprentices are widely regarded as eager, reliable and loyal to their company.

Recruiting an apprentice is easy and cost-effective. Derby College will even find the right person to fit in perfectly with your team.

Benefits for the apprentice

As an IT apprentice, you'll gain the skills to pursue a rewarding career in a fast-paced profession covering anything from software, database and website development to cyber security and digital social media.

You will:

• Earn while you're learning, with paid holidays
• Work for a real employer in a real job with training
• Gain a recognised qualification respected worldwide
• Enjoy excellent progression opportunities.

Most industries today rely on information and communication technology to do business effectively. The number of IT apprenticeship vacancies has risen by a quarter in recent years and that trend is set to continue. It means you'll find plenty of scope to build a career – often based on the skills you already use every day!

The Derby College difference

We have a strong track record in running high-quality ICT courses covering IT applications, software development and network management and security.

IT apprentices training at Derby College will:

• Be inspired by industry-experienced teaching staff who have great contacts in the sector
• Learn from a team which includes specialists in maths, accounts and business – bringing an extra dimension to learning
• Benefit from our strong links with leading employers and organisations such as risual Limited, Microsoft's UK Country Partner of The Year for 2015
• Develop skills in our dedicated facilities featuring industry-standard equipment
• Gain broader horizons – through 'real-world' projects, site visits, competitions and guest talks
• Have the chance to move on to higher level and management programmes.

DID YOU KNOW?

92%

of employers are very or fairly satisfied with using IT apprenticeships to fill their vacancies

Source: e-skills UK

DID YOU KNOW?

96%

of IT apprentice employers say they are beneficial to their business

Source: e-skills UK

DID YOU KNOW?

13,370 IT APPRENTICE STARTS 2007-10

32,490 IT APPRENTICE STARTS 2010-13

Source: e-skills UK

"As a company, we are committed to the apprenticeship programme. risual apprenticeships target talented and entrepreneurial people who can develop and progress, fuelling the next generation of growth for the industry. Apprentices have been a huge success for our business, providing genuine opportunity and career prospects – with many examples of how an apprentice has progressed through our organisation."

Rich Proud
Co-founder of risual Limited

Course summary

If you're from the 'born digital' generation, this course matches your existing skills and knowledge with businesses which are keen to improve their online presence. You'll boost your employability and develop your digital media skills for use in a business context.

Entry requirements

You need GCSE English and Maths at grades A-D. You will have an interview prior to your enrolment and you will be required to sit an initial English and maths diagnostic assessment and a skillscan. Your assessor will carry these out at your workplace. In addition to good literacy and numeracy skills, you will need to be well motivated and self-disciplined.

Course content

Learning is based around relevant business modules, mainly completed online. Throughout, you will work with your employer to understand their brand and develop their digital marketing strategy.

The course is made up of a number of elements which include:

- Level 2 Diploma in IT User Skills
- Social Networking for Business
- Functional Maths and English at Level 1 and ICT at Level 2
- Employment Rights and Responsibilities

Course work – in the form of business tasks – and assessments, including two projects, are completed via e-learning and e-portfolio.

You will have access to the Digital Youth Academy social media community networking site, so you can connect and share your experiences with other apprentices across the country.

How will I be assessed?

A dedicated mentor and assessor will support and guide you towards the qualification, with assessment taking place both on and off the job. Coursework, in the form of work-based tasks, is completed via e-learning and e-portfolio, and an assigned assessor will maintain regular contact through site visits. Training in Employment Rights and Responsibilities and Functional Skills will be delivered via a flexible approach, depending on your experience.

Are there any additional costs or is specialist equipment required?

All materials will be provided by Derby College.

What can I do after the course?

Further study
You could progress to a Level 3 IT Application Specialist course, job role permitting, or further apprenticeships in areas such as Customer Service, Administration or Team Leading at Level 2.

Careers
This qualification could lead to employment in relevant careers such as:

- Internet Marketing
- Internet Promotions
- Digital Marketing
- Social Digital Media
- Public Relations and Marketing

Sam Mount
Sam boosts hotel's social media profile

Apprentice Sam Mount is helping Derby's magnificent Cathedral Quarter Hotel to improve its social media presence. He is one of three apprentices recruited by the hotel across its operations in a new partnership with Derby College.

One of the city's top boutique establishments, the Cathedral Quarter Hotel is a business focused on customer experience, and values its social media credibility highly. Sam's work plays an important role in communicating and engaging with customers as well as building the hotel brand through creative platforms.

His typical day as an apprentice involves managing the hotel's Twitter feed, updating the website and using his computing skills to help colleagues who have IT queries. He attends Derby College on day release every two months as he works towards a Level 2 NVQ.

"

While the social side of university life appealed to me, I wasn't convinced that I wanted to study for three years, especially when there was no guarantee of a job at the end of it.

I'd always been interested in both the software and hardware aspects of computer technology – and had even helped my dad build a computer – so when I saw the social media opportunity on the national apprenticeship website, I decided to give it a go.

"

risual Microsoft Academy set to boost employability skills

Derby College has teamed up with Microsoft's UK Country Partner of The Year 2015 – risual Limited – to open a new academy for ICT learners which will address a growing shortage of digital skills and bridge the gap between industry and education.

The academy provides an exciting high-tech environment for IT learners and offers Microsoft qualifications College-wide to ensure even more young people can improve their digital literacy and enhance their employability.

Rich Proud, Co-founder at risual Limited, which operates nationally from its headquarters in Stafford, comments: "risual are excited to be working in partnership with Derby College to offer fantastic opportunities to learners and apprentices in the Derby area and to provide a highly skilled workforce for employers.

"By partnering with Derby College, risual education gives local employers the assurance that their apprenticeships will be delivered by an academic expert as well as an industry expert, maximising the opportunity to succeed."

Alun Rogers, Co-founder at risual, adds: "risual will be working with Local Enterprise Partnerships (LEPs) to extend the academy offer to one college in each LEP region, tackling the digital skills shortage head on."

Advanced Apprenticeship for IT, Software, Web and Telecoms Professionals (risual Microsoft Academy)

Number of years: **1**

Location: **Workplace and Joseph Wright Campus**

Course summary
This qualification will prepare you for careers in the IT and telecoms sector and is suitable for anyone who has decided that they wish to enter a specific area of work within the industry.

You will develop a range of skills, techniques and personal attributes essential for successful performance in your working life. You'll also gain a nationally recognised vocationally specific qualification for employment in the IT sector or for progression to university.

Entry requirements
You need GCSE English and Maths at grades A-C. You will have an interview prior to your enrolment and will be required to sit an initial English and maths diagnostic assessment and a skillscan. Your assessor will carry these out at your workplace. In addition to good literacy and numeracy skills, you will need to be well motivated and self-disciplined.

Course content
The programme comprises a mix of competence and knowledge based units such as:

- Develop Own Effectiveness and Professionalism
- Customer Care in ICT
- Technical Fault Diagnosis
- Security of ICT Systems

How will I be assessed?
Your assessor will support and guide you as you work towards the qualification, with assessment taking place both on and off the job. Training in Employment Rights and Responsibilities and Functional Skills will be delivered via a flexible approach, depending on your experience. You will also be assessed while you attend classes in College.

Are there any additional costs or is specialist equipment required?
All materials will be provided by Derby College.

What can I do after the course?

Further study
At Level 3 you could progress to to higher education vocational qualifications such as the Pearson BTEC Level 4 HNC Diploma in Computing and Systems Development. At Level 4 you could progress to higher education vocational qualifications such as the Pearson BTEC Level 5 HND Diploma in Computing and Systems Development.

Careers
This qualification could lead to employment in relevant posts such as:

- Business Analyst
- Computer Hardware Engineer
- Computer Service Technician
- Internet/Web Professional
- IT Product Developer
- IT Technical Sales Specialist
- IT Trainer
- Telecommunications Technician

Intermediate Apprenticeship for IT Application Specialist

Number of years: **1**

Location: **Workplace**

Course summary

On this apprenticeship, you'll develop your skills in using advanced IT application software to create documents, presentations, spreadsheets and diagrams; in maintaining simple websites; in finding and exchanging information via the Internet; and in harnessing social media.

Entry requirements

You need GCSE English and Maths at grades A-D. You will have an interview prior to your enrolment and you will be required to sit an initial English and maths diagnostic assessment and a skillscan. Your assessor will carry these out at your workplace. In addition to good literacy and numeracy skills, you will need to be well motivated and self-disciplined.

Course content

You can choose to take 38 credits from a broad variety of options relevant to your job. These will be discussed in detail with your assessor. Mandatory units are:

- Improving Productivity Using ICT
- Understanding the Potential of IT
- Developing Personal and Team Effectiveness Using IT
- Microsoft Windows 7, Configuring (70-680)
- Microsoft Windows 7, Enterprise Desktop Technician (70-685)
- Computer Systems
- Information Systems

You are also required to complete Functional Skills – English Level 1, Maths Level 1 and ICT Level 2 – plus Employment Rights and Responsibilities.

How will I be assessed?

Your assessor will support and guide you as you work towards the qualification, with assessment taking place both on and off the job. Training in Employment Rights and Responsibilities and Functional Skills will be delivered via a flexible approach, depending on your experience.

Are there any additional costs or is specialist equipment required?

All materials will be provided by Derby College.

What can I do after the course?

Further study
You could progress to the Level 3 IT Application Specialist programme, job role permitting, or further apprenticeships in fields such as Customer Service, Administration or Team Leading at Level 2.

Careers
This qualification could lead to employment in relevant posts such as:

- Data Entry Clerk
- Administrative Officer
- Payroll Administrator
- Personal Assistant
- Receptionist/Secretary

Advanced Apprenticeship for IT Application Specialist

Number of years: **1**

Location: **Workplace**

Course summary

This course covers more advanced computing/IT skills for a broad spectrum of job roles. With technology becoming ever more powerful and complex, it enables you to keep pace with latest developments, use IT extensively at work and contribute to the efficient running of your organisation.

Entry requirements

You need GCSE grades A-C in English and Maths. You will have an interview prior to your enrolment on this course and you will be required to sit an initial English and maths diagnostic assessment and skillscan. Your assessor will carry these out at your workplace.

In addition to having good literacy and numeracy skills, you will need to be well motivated and self-disciplined.

Course content

You will choose to take 39 credits from a broad variety of unit options relevant to your job. These will be discussed in detail with your assessor. Mandatory units are:

- Improving Productivity Using IT Skills
- Understanding the Potential of IT
- Developing Personal and Team Effectiveness Using IT

You are also required to complete Functional Skills – English Level 2, Maths Level 2 and ICT Level 2 – plus Employment Rights and Responsibilities.

How will I be assessed?

Your assessor will support and guide you as you work towards the qualification, with assessment taking place both on and off the job. Training in Employment Rights and Responsibilities and Functional Skills will be delivered via a flexible approach, depending on your experience.

Are there any additional costs or is specialist equipment required?

No

What can I do after the course?

Further study
You can develop your portfolio of qualifications further by progressing to another course at a higher level such as a Foundation Degree, HNC or HND. Job role permitting, you may also consider further apprenticeships in areas such as Administration, Customer Service or Team Leading.

Careers
This qualification could lead to more senior positions in relevant areas such as:

- Data Entry
- Administration
- Payroll Administration
- Secretarial, Receptionist and Personal Assistant roles

Apprenticeships fact file

Whether you're an employer looking to upskill your workforce or an individual considering an apprenticeship, Derby College will support you all the way. We deliver apprenticeships in over 40 industrial sectors.

What are apprenticeships?

They are work-based training programmes designed to give young people valuable work experience while earning a wage. Apprentices gain the job-specific skills they need to carry out their role competently and to meet the needs of their employer. They work alongside experienced staff to gain relevant skills on the job and attend College – usually for one day a week – working towards a recognised qualification and improving their Functional Skills.

Who are they for?

They are open to anyone over the age of 16 not already in full-time education – whether just leaving school, starting a fresh career or moving into a different role that requires new skills. Employers can use them to train new and existing employees alike.

How are they developed?

Apprenticeships are designed by the Sector Skills Councils, working with employers to develop course content that is relevant and up to date. The National Apprenticeship Service helps to fund the training.

How long do they take?

Our Intermediate Apprenticeships last 13-25 months and Advanced Apprenticeships last 12-48 months.

Where do they take place?

It is up to the employer. Most or all of the training is on the job in the workplace at times to suit the organisation. Most Derby College apprenticeships include a day a week of College-based learning.

What qualifications do they lead to?

Our apprentices gain a Level 2 or 3 NVQ, Functional Skills, and a Technical Certificate which shows they have industry-recognised skills.

What are Functional Skills?

All apprentices must develop Functional Skills that support them in their job, including Communication and Application of Number. They may also take other Functional Skills such as ICT, Working with Others and Problem Solving. Depending on the apprentice's existing qualifications and experience, they could be exempt from some of these.

What are the apprenticeship levels?

1. Intermediate Apprenticeships (equivalent to five good GCSE passes). The apprentices work towards work-based learning qualifications such as an NVQ Level 2, Functional Skills and, in some cases, a relevant knowledge-based qualification.

2. Advanced Apprenticeships (equivalent to two A-level passes). Advanced apprentices work towards work-based learning qualifications such as an NVQ Level 3, Functional Skills and, in most cases, a relevant knowledge-based certificate. To start this programme, apprentices should ideally have five GCSEs (grade C or above) or have completed an Intermediate Apprenticeship.

3. Higher Apprenticeships. Higher apprentices work towards work-based learning qualifications such as an NVQ Level 4 and, in some cases, a qualification like a Foundation Degree.

What does the College contribute?

A dedicated College representative works closely with employers to:

- help them decide which apprenticeship is right for them
- explain how apprenticeships might help them and if funding is available
- agree a training plan with the apprentice
- help recruit an apprentice or support existing staff into apprenticeships
- manage the training and evaluation to nationally recognised quality standards.

What does an employer contribute?

As well as a minimum of 30 hours a week employment, the employer must give the apprentice clear terms and conditions of employment and an induction into their role. Derby College can give advice on such issues. Employers are also responsible for paying apprentices' wages, based on the National Minimum Training Allowance.

Is there help with funding?

Funding towards training is available from the National Apprenticeship Service. The contribution varies depending on the sector and the age of the candidate. If the apprentice is aged 16–18 years old, the employer will receive 100% of the training cost; if they are 19-24 years old, they will receive up to 50%; if they are 25 years old or over, any contribution depends on the employer's sector and area. Employers may also be eligible for the National Age Grant of £1,500.

Is there help with recruitment?

Derby College offers a free recruitment service matching the right candidate with the right apprenticeship vacancy. For vacancies daily, see **www.derby-college.ac.uk/apprenticeships**

How do I find out more?

Call **0800 028 0289** or visit **www.derby-college.ac.uk**

Employers can also request our detailed guide to apprenticeships. See **www.derby-college.ac.uk/apprenticeships-employers**

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Derby
DE24 8JE

The Roundhouse Johnson Building
Locomotive Way
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Derby
DE24 8PU

The Roundhouse Hudson Building
Locomotive Way
Pride Park
Derby
DE24 8PU

Joseph Wright Campus
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DE1 3PA

Broomfield Hall Campus
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