



DIGITAL APPLICATIONS SUPPORT

BUSINESS SKILLS

SCQF Level 6 Diploma in Digital Applications Support SCQF Level 6 PC Passport

Our Digital Applications Support Modern Apprenticeship combines access to relevant blended learning resources and on-the-job experience to develop your apprentice's ability to competently and confidently use digital applications in the workplace.

It gives learners the skills they need to understand and use a wide range of digital applications relevant to their job role in your business, whether it's Microsoft Office, database systems, finance systems, web systems or any other digital application.



WHAT CAN THE APPRENTICESHIPS COVER?

PC Passport
Office System User
Creative Business Skills
Web Fundamentals
Networking and Applications support
Graphic design and creation technologies
Website front end management and content creation technologies

PLUS CORE SKILLS IN:

Communication
Working with others
Problem solving
Information and Communication Technology
Numeracy

PLUS OPTIONAL TRAINING IN:

Plus, for the duration of your apprenticeship, access to our training library where you can enjoy many additional IT and Tech modules relevant to your role or interests.

PROGRAMME STRUCTURE:

Modern Apprenticeship

10 - 12 months duration including up to 4 weeks classroom training in the first 6 months and access to our online resources, including our e-learning platform.

We provide learners access to their self-paced and tutor led blended programmes. Assessor contact every 5 weeks, to support work-based learning, self-paced online content and assignments.

YOUR PROGRAMME CHOOSE YOUR PATHWAY

MANDATORY UNITS

- DEVELOPING PERSONAL AND TEAM EFFECTIVENESS USING IT
- HEALTH AND SAFETY IN IT AND TELECOMS
- UNDERSTANDING THE POTENTIAL OF IT
- DIGITAL INFORMATION MANAGEMENT
- DIGITAL COMMUNICATIONS
- DIGITAL NETWORK ENVIRONMENTS
- OPTIMISE IT SYSTEM PERFORMANCE

TYPICAL PATHWAYS

- OFFICE SUPPORT
- IT APPLICATION SUPPORT
- WEBSITE DEVELOPMENT AND PUBLISHING
- DATABASE DEVELOPMENT ADMINISTRATOR
- TECHNICAL SYSTEMS SUPPORT

CHOOSE YOUR OWN CLASSROOM AND WORKPLACE UNITS AND COURSES FROM

- NETWORKING AND APPLICATIONS SUPPORT
 - GRAPHIC DESIGN AND CREATION TECHNOLOGIES
 - WEB FUNDAMENTALS
 - EMAIL & SOCIAL MEDIA MARKETING
 - CREATIVE CONTENT SKILLS
 - PC PASSPORT
 - CREATIVE BUSINESS SKILLS
 - WEBSITE FRONT END MANAGEMENT AND CONTENT CREATION TECHNOLOGIES
- PLUS MANY MORE OPTIONS THAT CAN BE DISCUSSED WITH YOUR ACCOUNT MANAGER / ASSESSOR

LEADING TO:

- SQA DIPLOMA IN DIGITAL APPLICATIONS SUPPORT AT SCQF LEVEL 6
- SQA LEVEL 6 PC PASSPORT

WHAT'S NEXT?

- IT AND TELECOMS PROFESSIONAL
- IT SOFTWARE DEVELOPMENT
- DIGITAL MARKETING

TO START DEVELOPING THE DIGITAL APPLICATIONS SUPPORT TEAM YOUR BUSINESS NEEDS, GET IN TOUCH TODAY!

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OUTCOME MAP

Digital Applications Support – Six Outcomes on 10:2 Learning / Quality & Compliance Ratio – optional Month 5 classroom training

- Induction (Sign up)
- Week one readiness
- Post Induction Visit (ILP/Course planning)

MONTH 1

- Remote support visit
- 5 day Office Systems User course
- Embed Digital Comms
- IT Systems security
- Digital Information in the workplace

MONTH 2 MILESTONE 1, 2, 3

- Review visit
- Digital Comms
- Digital Information Management
- Digital Network Environments
- Optimising IT Systems
- IT Systems Security

MONTH 3

- Remote Support visit
- 5 day PC Passport course
- Health & Safety in the Workplace
- Understand the potential of IT in the workplace

MONTH 4 MILESTONE 4



- Remote support visit
- Core Skills
- Industry specific units

MONTH 8

- Review visit
- Core Skills

MONTH 7

- Remote support visit
- Developing personal and team effectiveness
- Using IT systems
- Data Modelling
- Bespoke or specialist software

MONTH 6 MILESTONE 6

- Review visit
- Website Software
- Web Development
- Imaging Software
- Video Software

MONTH 5 MILESTONE 5

OPTIONAL MONTH 5
5 days Web skills Fundamentals course
5 days Photoshop course



- Review visit
- Core Skills
- Industry specific units

MONTH 9



Quality Assurance Checks

MONTH 10



Achievement and certification

MONTH 11

Present Certificate
New programme (progression) induction

MONTH 12