EXECUTIVE
EDUCATION

IT Professional Competence
Level 2

Benefits

We are delighted to introduce you to the groundbreaking all age Information Technology Professional Competence Apprenticeship Programme, a unique opportunity designed to elevate your organisation and team's IT skills. This programme, offered in partnership with Springvale Employment and Learning, Lear Training Associates, and Core Impact, is not only fully funded for eligible individuals but also comes with a significant incentive for your organisation.

Exclusive Benefits for Your Organisation:

- **Financial Incentive:** Receive £800 for every team leader who successfully completes the programme. This incentive is designed to support your investment in developing the IT skills within your team.

- **Enhanced IT Skills:** Develop outstanding IT skills within your teams, developing a culture that embraces technological innovation and efficiency. Equip IT professionals with the skills needed to harness cutting-edge solutions, such as automation and artificial intelligence, ensuring they can design, implement, and optimise robust IT workflows for organisational success.

- **Continuous Professional Development:** Team leaders will gain insights from industry experts, expand their professional network, and access ongoing support through peer networking.

Why Choose Us?

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At the heart of our IT Professional Competence Apprenticeship Programme is a unique partnership that brings together a wide spectrum of expertise from Springvale Employment and Learning, Lear Training Associates, and Core Impact.

Combining industry-specific insights, cutting-edge educational practices, and real-world business acumen ensures that learners receive a well-rounded education that is both theoretically sound and practically applicable.

The diverse expertise of our tutors and guest speakers provides learners with a broad perspective on digital transformation, preparing them to tackle complex challenges in their organisations effectively.

Workshops

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■ **Workshop Series:** Nine workshops will be delivered on a one per month basis, providing ample time for thorough assessment and reflective work. Throughout the programme, learners will be exposed to the ethical and responsible application of AI across a series of workflows, ensuring they understand both its potential and its limitations. These workshops are supported by online learning models that cover key elements of the mandatory units within the qualification. Upon successful completion of the programme, learners will achieve two IT-related qualifications, equipping them with both the technical skills and the ethical framework essential for today's digital landscape.

ChatGPT and Copilot: AI for Business
This session explores the practical applications of AI-powered tools like ChatGPT and Copilot in a business context. Participants gain insight into how these technologies can automate routine tasks, enhance communication, and support decision-making. The workshop provides a hands-on approach to integrating AI into everyday business processes, demonstrating strategic methods to improve organisational productivity.

Desktop Publishing Mastery: Canva, Adobe Express, and Office Suite: Participants develop comprehensive skills in desktop publishing by working with leading tools such as Canva, Adobe Express, and the Office Suite. The workshop combines practical design techniques with AI-enhanced features that streamline workflows, improve layout and formatting, and help produce high-quality digital media presentations. It offers hands-on experience that prepares apprentices to integrate these tools effectively in professional settings.

Excel Workshop Series: Working with Data Efficiently
Designed to provide a solid grounding in Excel, this workshop focuses on building efficient workbooks, constructing effective formulae, and utilising condition-based functions to extract and analyse data. It equips participants with the skills necessary to manage and interpret data, forming a strong foundation for more advanced data analysis techniques in IT environments.

Workshops

Cyber Security Essentials: This workshop addresses the critical issues of cyber security by examining the risks associated with everyday technology use. It covers strategies for safeguarding information during routine activities and transactions, discusses preventive measures against account and data compromises, and provides guidance on responding effectively to data breaches.

Criteria to Enrol

To be eligible for the IT Professional Competence Apprenticeship Programme, applicants must meet the following criteria:

Employment Status: Be an employee working at least 21 hours per week with no existing IT qualification at level 2 or above.
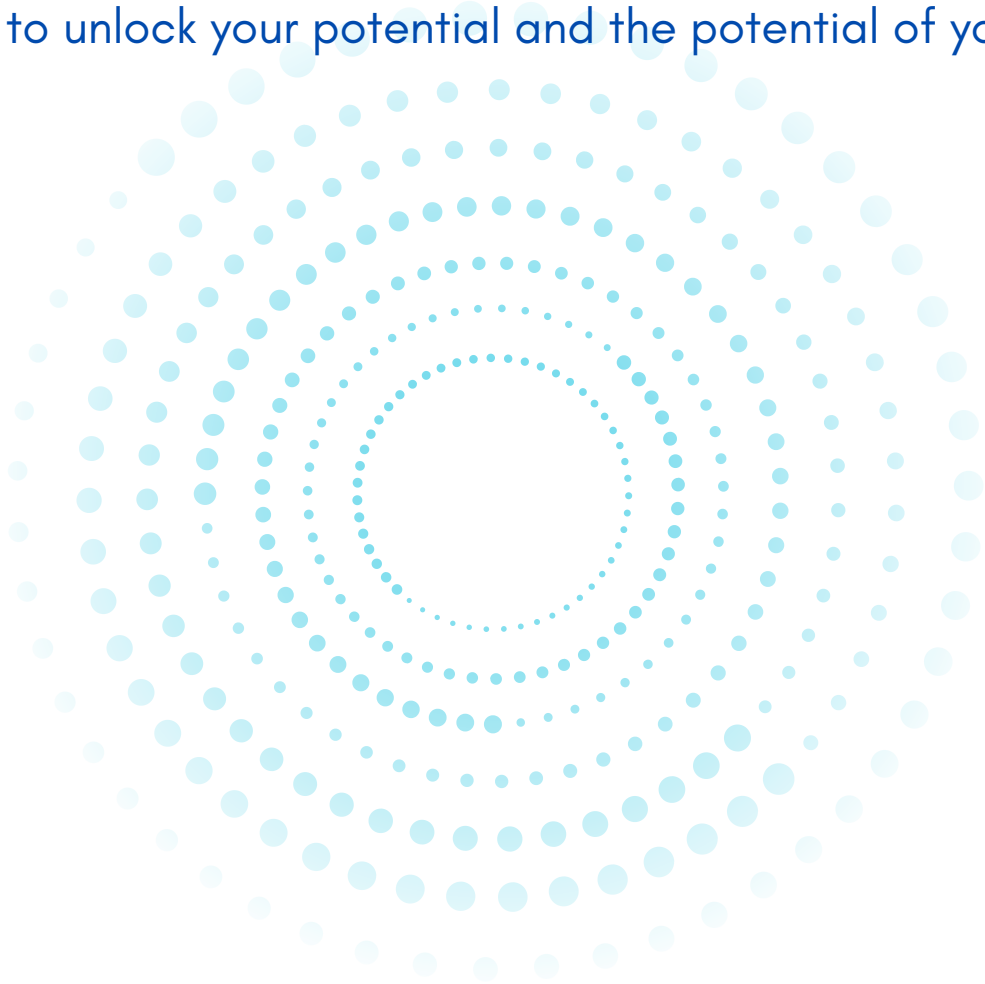
Educational Requirements: Possess GCSEs at grade D or above in Maths, English, and ICT or complete the equivalent level 1 essential skills in subjects not achieved (funded as part of the programme).

Skills Assessment: Applicants will undergo a short skills assessment at a level determined by the provider to directly enrol employees in the programme.

EXECUTIVE EDUCATION

Enrol now to unlock your potential and the potential of your team!

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