

IT Users

Level 3 Diploma

This diploma follows on from the Level 2 IT Users Diploma. It gives the opportunity to continue to develop the skills and techniques that are essential whilst working in job roles such as an IT Application Helpdesk Assistant, an IT Supervisor, a Website Manager or an IT Application Officer.

The apprenticeship is work-based and online, so learners will not have to leave the workplace and can fit study around their day job.

There are a set of mandatory units and a selection of optional units to choose from, the optional units listed below are only a selection, there is a wide choice available. We'll help you put together the right combination to fit the job you're doing and the way you want to develop your career.

Mandatory units

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

Optional units

- IT User Fundamentals
- Set up an IT System
- Optimise IT System Performance
- IT Security for Users
- IT Communication Fundamentals
- Using the Internet
- Using Mobile IT Devices
- Using Email
- Personal Information Management Software
- Using Collaborative Technologies
- IT Software Fundamentals
- Audio Software
- Video Software
- Bespoke Software
- Specialist Software
- Computerised Accounting Software
- Database Software
- Data Management Software
- Design Software
- Imaging Software
- Drawing and Planning Software
- Desktop Publishing Software
- Multimedia Software
- Presentation Software
- Project Management Software
- Spreadsheet Software
- Website Software
- Word Processing Software
- Internet Safety for IT Users
- Using a Computer Keyboard

Call us for more information:
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