

Bragd

The Art of Apprenticeships

T: 01173 258 676

www.bragd.co.uk

DIPLOMA IN IT USER SKILLS

If you need to use and support other people to use a wide range of digital applications from Microsoft Office 365 to multimedia, from databases to intranet sites, then this is the programme for you.

As part of your programme, we will:

- Create you a tailored and individual learning plan
- Provide one-to-one mentoring from a dedicated member of the Bragd team
- Offer a blended learning approach which can include virtual or face-to-face workshops, guided learning and 24/7 access to our e-portfolio system
- Use trainers and assessors who are from the real world. They've been there, done that and got the t-shirt.



LEVEL 2

Directed learning, 1-2-1 virtual sessions and on-the-job tasks and activities develop real world skills - all supported by our IT and tech' mentors.



12 MONTHS

This qualification usually takes around 12 months to complete including certification by City & Guilds.



12 MODULES

Twelve knowledge and performance modules specifically selected to meet each individual candidates needs and wants ensuring a fit-for- purpose programme for everyone.

Call Bragd now on 01173 258 676 or visit www.bragd.com for more information.

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This programme is ideal for those that troubleshoot routine IT issues and use or help others to use a wide range of software including office managers, database administrators, IT help desk staff and even website developers.

You can also be awarded additional credits and certification to improve your competence in using vendor specific software.

MORE INFORMATION

This programme will develop the knowledge skills and confidence needed to both use and provide 'expert' help to other people in a wide range of software including Office 365, multimedia packages and digital collaboration tools.

YOU WILL COMPLETE

1. Twelve bite-sized modules teaching theory and practical applications through a combination of online learning and virtual or practical classroom workshops.
2. A work-focused project to give you the chance to apply what you have learnt straight into your real work context - with full support from our team of course
3. A portfolio showcasing how you've implemented and demonstrated the skills you've learnt in real work projects
4. Activities specially designed to achieve the three essential skills needed to acquire funding in Wales.

These essential skills are communication, application of numbers and digital literacy.

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THE CORE MODULES INCLUDED IN THIS PROGRAMME ARE:

- How to work effectively with a range of Office 365 applications
- Understanding digital information management and security
- Using digital collaboration tools
- understanding networks and IT systems
- Using graphic design and creative software
- The principals and practice of website and intranet design and maintainance.

Our success rates talk for themselves but talk is cheap. It's the doing that counts and we can do.

Contact the Bragd team by emailing hello@bragd.co.uk or by calling 01173 258 676 to find out more.

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