



# CeeMac Projects (UK) Ltd



## 3<sup>rd</sup> Sector IT User Programme

**FUNDED**

**>lsc**



**Train to  
Gain**  
Training Provider

# Programme Overview

City & Guilds IT User programmes will be delivered within the workplace, supported by optional use of CeeMac online and distance learning materials. Level 2 and 3 programmes available.

## **INDIVIDUAL PROGRAMME OF WORK BASED DEVELOPMENT AND ASSESSMENT**

Monthly Tutor visits to deliver individual programme of development, review progress and plan ongoing actions to support achievement of qualification. Access to online and distance learning.

On demand learner support.



**A Level 2 qualification is completed in 6 – 9 months and a Level 3 in 9 – 12 months.**

**Level 2 programmes are aimed at all staff while Level 3 programmes are suited to experienced and more senior staff members.**

Programme induction will consist of:

- Assessment of individual vocational competencies and areas for development
- Action Planning, including on programme support, delivery timetable and structuring of qualification in line with individual needs
- Health & Safety Awareness raising and certification
- Equality & Diversity awareness raising and certification
- Environmental awareness raising and certification

Individuals will then enter a tailored programme of development, supported by online/distance learning options. On demand support is provided throughout programme participation.

On successful completion of the programme, individuals will achieve a City & Guilds accredited IT User qualification.

# City & Guilds Level 2 IT User Qualification Structure

To achieve the City & Guilds Level 2 IT User qualification, candidates must complete a minimum of 100 Unit Values (UV), made of one mandatory and selected optional units.

During induction, an experienced CeeMac tutor will support individual candidates in structuring their programme of work based development and assessment, selecting mandatory and optional units from the groups below:

## Mandatory Unit

Reference	Title	Unit Value
2A	Make selective use of IT	25

## Optional Units

Reference	Title	Unit Value
2B	Operate a computer	20
2C	IT maintenance for users	15
2D	IT trouble-shooting for users	15
2E	IT security for users	15
2F	Artwork and imaging software	20
2G	Internet and intranets	15
2H	E-mail	15
2I	Word processing software	20
2J	Spreadsheet software	20
2K	Database software	20
2L	Website software	20
2M	Presentation software	20
2N	Specialist or bespoke software	20
2O	Evaluate the impact of IT	15
2P	Use IT systems	15
2Q	Use IT to exchange information	15
2R	Sector specific unit	20

# City & Guilds Level 3 IT User Qualification Structure

To achieve the City & Guilds Level 3 IT User qualification, candidates must complete a minimum of 180 Unit Values (UV), made of one mandatory and selected optional units.

During induction, an experienced CeeMac tutor will support individual candidates in structuring their programme of work based development and assessment, selecting mandatory and optional units from the groups below:

## Mandatory Unit

Reference	Title	Unit Value
3A	Make selective use of IT	35

## Optional Units

Reference	Title	Unit Value
3B	Operate a computer	30
3C	IT maintenance for users	25
3D	IT trouble-shooting for users	25
3E	IT security for users	25
3F	Artwork and imaging software	35
3G	Internet and intranets	25
3H	E-mail	25
3I	Word processing software	30
3J	Spreadsheet software	35
3K	Database software	35
3L	Website software	35
3M	Presentation software	30
3N	Specialist or bespoke software	30
3O	Evaluate the impact of IT	25
3P	Use IT systems	25
3Q	Use IT to exchange information	25
3R	Sector specific unit	30

# Getting Started

## Employer commitments

Your employer will need to complete a brief organisational needs analysis, helping to ensure that the training selected will support its objectives and have a positive impact. An employer eligibility form will be completed and we will ask a senior manager and individuals line managers to confirm that they will support employees and volunteers on programme.

## Employee/Volunteer commitments

Individuals will be undertaking a programme of development and assessment lasting 6 – 9 months for a level 2 programme / 9 – 12 months for a level 3 programme. We will conduct an initial ½ day session to complete enrollment and induction. This will be followed by attendance at 2 x 1 day workshops and a programme of work based development and assessment requiring a commitment of a few hours per month 1:1 with a tutor and additional time for completion of distance learning, work based projects and portfolio development. It is important to note that all programmes require development of a written evidence portfolio and that individual levels of ability and support needs will need to be taken into consideration.

## Application process

Individuals should fully complete an application form and return this by e mail/post/fax. It is important that all questions are answered , you detail any previous qualification levels and that you fully express any needs you might have relating to additional support as a result of disabilities, learning difficulties or literacy/numeracy skills.

## Application processing

We will acknowledge receipt of your application. We will then process this, check eligibility and confirm the outcome of your application. A date will then be confirmed with you for initial induction, assessment and action planning.

## Timeline

It typically takes a week to process your application and a further 2 weeks to allocate your tutor and set up induction. Some programmes are workshop based and will require you to submit your application by a set deadline and attend a pre scheduled induction and programme of activity. Applications can often be considered after stated deadlines but the published schedule of activity may change.

**PLEASE CALL 0800 195 8799 OR E MAIL [info@cee-mac.com](mailto:info@cee-mac.com) IF YOU HAVE ANY QUESTIONS**

