



Hull Business Training Centre
Improving Futures

IT APPLICATION SPECIALIST

WHAT IS IT?

This Apprenticeship provides the apprentice with the competence, skills and knowledge to work effectively and efficiently with IT systems, communication and productivity tools and software applications.

This includes the creation and amendment of many types of formatted information including documents, diagrams, spreadsheets and presentations. It also includes maintaining simple websites, using the internet to find and exchange information and using social media to disseminate information.

On Intermediate Level Apprenticeship you could work as a Data Administrator, entering and editing data using software such as Customer Relationship Management; Accounts; Payroll and Stock control systems. You would also be producing routine reports from the data held.

Whereas on the Advanced Level Apprenticeship you could work as a Website manager, planning and contributing to designing websites; creating multimedia content for websites; and working with IT professionals to build new sites.

EXAMPLE JOB ROLES

Intermediate Level Apprenticeship

- IT Clerk
- Data Administrator
- Web Technician
- Digital Assistant

Advanced Level Apprenticeship

- IT Helpdesk Support
- IT Supervisor
- Website Manager



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