



## Digital Applications Support Level 6 Modern Apprenticeship

Work-based  
Training Solutions

Recognised Industry  
Qualification

Dedicated Apprentice  
Recruitment Service

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## Benefits to Modern Apprentices

- Earn while you learn
- Industry recognised qualification
- Flexible vendor training
- Support and guidance throughout
- Enhanced career opportunities

## Benefits to Employers

- Modern Apprentice recruitment service
- Complimentary Apprenticeship consultation
- Dedicated Account Manager and Training Consultant
- Staff development and retention
- Tailored training solutions

## Why Choose GP Strategies?

- Leading IT and digital training provider in the UK
- Effective delivery Scotland and UK wide
- 20 years' experience of delivering IT and digital qualifications
- 7000+ Apprentices supported in 2017-18
- SQA, Microsoft, Cisco, CompTIA and Investors in Young People accredited

These are just a few reasons how your organisation can benefit from a Digital Applications Modern Apprenticeship through GP Strategies.

## The Role of a Digital Applications Modern Apprentice

This programme is perfect for individuals who are starting their career in business or looking to enhance their digital skillset. We currently support candidates in roles including Digital Administrator, Office Support, Junior Data Analyst, L&D Assistant, AV Technician and more.

Alongside their full-time role, candidates work through the work-based diploma in Digital Application Support SCQF Level 6 over the course of 12 months.

## Example Apprentice Journey

In monthly stages

- 1 Induction and Initial Assessment
- 2 Personal and Team Effectiveness and Health and Safety in IT
- 3 Digital Communications
- 4 Digital Information Management
- 5 \*ILT 5 Day Digital Skills Course: Understanding the Potential of IT, Digital Network Environments, Optimise IT System Performance, Using Collaborative Technologies, IT System Security
- 6 Bespoke Software
- 7 Multimedia Software
- 8 Document Design
- 9 \*ILT PC Passport: Word Processing, Presentations, Spreadsheets
- 10 Enhancement Unit: Customer Care
- 11 Setting Up an IT System
- 12 Final Review and Completion

\*ILT = Instructor Led Training



## Off the Job Training

Alongside core work-based training, digital applications Apprentices also gain access to a 5-day course delivered by one of our leading Digital Trainers.

### 5 Days Digital Skills Course

On this course, candidates will develop their knowledge in key areas such as setting up an IT system, digital networks, system security, optimising system performance, understanding the potential of IT and collaborative technologies.

### PC Passport

Candidates will spend 4 intermittent days developing their skillset with focus on word processing, spreadsheets and presentations and will achieve the standalone PC Passport qualification awarded by SQA.

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## On the Job Training

Whilst Apprentices are carrying out their day to day role, they will be observed by a dedicated Training Consultant, who will offer support and guidance to enhance their knowledge.

### Personal Effectiveness

This unit will allow the candidate to develop their own personal and professional skills while learning how to work effectively as part of a team to enhance organisational effectiveness.

### Health & Safety

This unit will ensure the candidate complies with relevant health and safety procedures within the workplace.

### Customer Care

This unit will allow the candidate to build a solid understanding of the importance of customer care and develop professional customer relationships.

*These are just some of the topics that Apprentices will be working towards. Your Training Consultant will support putting in place an individual programme for your business.*

# Supplied by our Partner Organisations

## e-Portfolio

e-Track is our flexible learner management tool for Employers, Apprentices and Training Providers to track progress, share learning resources and review ongoing achievement remotely and in real time.

You will have access to group and individual progress updates and direct support from our Training Consultants throughout the Apprentice journey.

## Professional and Vendor Qualification

GP Strategies is an approved Apprenticeship provider with Skills Development Scotland and SQA, as well as a recognised Microsoft and Cisco learning partner. As part of this Apprenticeship, GP Strategies will provide Microsoft certified training. Additional vendor accreditation opportunities are available on request.



Silver  
Microsoft Partner



# What Happens Next?

## 1 Initial Meeting

- Monthly visits with Training Consultant and continuous support via phone, email and skype
- Initial meeting with Account Manager
- Establish customer requirement
- Identify most suitable solution
- Resourcing (If applicable)

## 2 Set Up

- Complete formal agreements
- Candidate induction and Initial assessment
- Awarding body registration

## 3 Programme Commencement

- Initial assessor appointment
- e-portfolio provided
- Initial action plan

## 4 Support and Feedback

- Regular meetings with Assessor, combining face to face, phone, skype and email
- 13 week formal review with manager, candidate and Training Consultant
- Regular contact with Account Manager

## 5 Review and Evaluation

- Final review with manager, candidate and Training Consultant
- Online evaluation for both manager and candidate

## 6 Celebrate Success

- Completion certificates sent to candidate

Start learning with GP Strategies Modern Apprenticeships and contact us today

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GP Strategies Apprenticeships – committed to equality and valuing diversity



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