Digital Skills - IT User Traineeships

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19+ Programme example

Work Placement	
Exploring the possibility of using the following for gathering work placement evidence:	(3791) Profile of Achievement

Work Preparation Training – Employability Skills	
(5546-02) Level 2 Award in Employability Skills (601/3632/7)	60 TQT
Or	
(5546-03) Level 2 Extended Award in Employability Skills (601/3630/3)	100 TQT

Maths and English	
(4748) Functional Skills in Mathematics (603/4649/8) (4748) Functional Skills English (603/4647/4)	66 TQT per subject
Or	
(3847) Maths and English Skills – single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
Or	
(4692) ESOL Skills for Life - Award in Reading (602/4198/0) Or - Award in Writing (601/4199/5) Or - Award in Speaking & Listening (601/4200/5)	110-120 TQT per Award

Digital Vocational Taster	
(4249-01) Entry Level Award for IT Users (Start IT – iTQ) (Entry 3) (500/5886/1)	60 TQT
(4249-01) Entry Level Certificate for IT Users (Start IT – iTQ) (Entry 3) (500/6100/8)	130 TQT
Or	
(7574-01) Level 1 Award for IT Users (iTQ) (500/6805/2) (7574-01) Level 1 Certificate for IT Users (iTQ) (500/6759/X)	90 TQT 130 TQT
Or	
(7574-02) Level 2 Award for IT Users (iTQ) (500/6706/0) (7574-02) Level 2 Certificate for IT Users (iTQ) (500/6724/2)	100 TQT 160 TQT

16-19 Programme example

Work Placement	
Exploring the possibility of using the following for gathering work placement evidence:	(3791) Profile of Achievement

Work Preparation Training – Employability Skills	
(5546-02) Level 1 Award in Employability Skills (601/3629/7)	60 TQT
Or	
(5546-02) Level 2 Award in Employability Skills (601/3632/7)	60 TQT

Maths and English	
(4748) Functional Skills in Mathematics (603/4649/8) (4748) Functional Skills English (603/4647/4)	66 TQT per subject
Or	
(3847) Maths and English Skills – single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
Or	
(4692) ESOL Skills for Life - Award in Reading (602/4198/0) Or - Award in Writing (601/4199/5) Or - Award in Speaking & Listening (601/4200/5)	110-120 TQT per Award

Digital Vocational Taster	
(5220-20) Level 2 Technical Award in Digital Technologies (601/7242/3)	160 TQT

Additional Digital Skills (units)	
Level 1 and Level 2 IT User units (7574): Information management, Email, IT security, Using the internet, Databases, Spreadsheets, Desktop publishing, Collaborative technologies	10-40 TQT per unit

Learn more at **cityandguilds.com/traineeships**

Traineeship Funding Examples
IT User

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Example 1 (19+ Funding)

Programme Area	Funding Elements
Traineeship Core Element (work preparation and work placement)	£1500
English Functional Skills	£724
Maths Functional Skills	£724
Optional Vocational Element – Example (7574-01) Level 1 Certificate for IT Users (iTQ) (500/6759/X)	£724
Addition Digital Skills – IT User Units	£50 - £168 per unit
Total Potential Funding	**£3,672 (plus any additional IT user units selected)**

N.B. for Adult Education Budget (AEB) funded Traineeships, Education and Skills Funding Agency (ESFA) may apply a job outcome payment, depending on the type of programme being delivered. More information on this can be found in the ESFA Funding Rates and Formula Guidance HERE

*During 2020-21, there is a £1000 employer incentive for each trainee taken on, up to a maximum of 10 trainees per employer.

Example 2 (16-19 Funding)

16 to 19-year-old Traineeships are funded via the 16 -19 funding formula method. Funding amounts will depend on the number of hours the programme contains, when agreed between the provider, employer and learner.

Band	Planned hours		National funding rate per student
5	540+ hours	16 and 17 year olds, student aged 18 and over with high needs	£4,188
4a	450+ hours	Students aged 18 and over who are not high needs	£3,455
4b	450 to 539 hours	16 and 17 year olds, Students aged 18 and over with high needs	£3,455
3	360 to 449 hours		£2,827
2	280 to 359 hours		£2,234
1	Up to 279 hours		£4,188 per full time equivalent (FTE)

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Digital Skills - IT Professional Traineeships

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19+ Programme example

Work Placement

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Or	
(4692) ESOL Skills for Life - Award in Reading (602/4198/0) Or - Award in Writing (601/4199/5) Or - Award in Speaking & Listening (601/4200/5)	110-120 TQT per Award

Digital Vocational Taster

(7276-11) Level 1 Award in ICT Systems Support - PC Maintenance (501/1174/7)	90 TQT
Or	
(3667-02) Level 2 Award in Communications Cabling (500/8616/9) - Fibre Optic Cabling in an Internal Environment - Fibre Optic Cabling in an External Environment - Copper Cabling in an Internal Environment	90 TQT per Award (by subject)

Additional Digital Skills (units)

Level 1 and Level 2 IT User units (7574): Information management, Email, IT security, Using the internet, Databases, Spreadsheets, Desktop publishing, Collaborative technologies	10-40 TQT per unit

16-19 Programme example

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IT Professional

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