Digital Skills - IT User Traineeships

19+ Programme example

Work Placement		Work Placem
Exploring the possibility of using the following for gathering work placement evidence:	(3791) Profile of Achievement	Exploring the possibil placement evidence:
Work Preparation Training – Employability S	Skills	Work Prepara
(5546-02) Level 2 Award in Employability Skills (601/3632/7)	60 TQT	(5546-02) Level 1 Awa
Or		Or
(5546-03) Level 2 Extended Award in Employability Skills (601/3630/3)	100 TQT	(5546-02) Level 2 Awa
Maths and English		Maths and Er
(4748) Functional Skills in Mathematics (603/4649/8) (4748) Functional Skills English (603/4647/4)	66 TQT per subject	(4748) Functional Skills (4748) Functional Skills
Or		Or
(3847) Maths and English Skills – single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award	(3847) Maths and Eng
Or		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	(4692) ESOL Skills for I Or - Award in Writing Or - Award in Speakin
Digital Vocational Taster		Digital Vocat
(4249-01) Entry Level Award for IT Users (Start IT – iTQ) (Entry 3) (500/5886/1)	60 TQT	(5220-20) Level 2 Tech
(4249-01) Entry Level Certificate for IT Users (Start IT – iTQ) (Entry 3) (500/6100/8)	130 TQT	Additional Di
Or		Level 1 and Level 2 IT
(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	IT security, Using the i publishing, Collabora
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

nent

pility of using the following for gathering

ration Training – Employ

vard in Employability Skills (601/3629/7)

vard in Employability Skills (601/3632/7)

inglish

ills in Mathematics (603/4649/8) ills English (603/4647/4)

glish Skills – single unit or 'themed' Awar

r Life - Award in Reading (602/4198/0) g (601/4199/5) king & Listening (601/4200/5)

tional Taster

chnical Award in Digital Technologies (60

igital Skills (units)

T User units (7574): Information managem e internet, Databases, Spreadsheets, De rative technologies



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work	(3791) Profile of Achievement	
ability Ski	lls	
	60 TQT	
	60 TQT	
	66 TQT per subject	
rds	20 TQT for single units 60 TQT per Award	
	110-120 TQT per Award	
)1/7242/3)	160 TQT	
nent, Email, sktop	10-40 TQT per unit	

Traineeship Funding Examples IT User

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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National funding
rate per student

Digital Skills - IT Professional Traineeships

19+ Programme example

Work Placement		Work Placement
Exploring the possibility of using the following for gathering work placement evidence:	(3791) Profile of Achievement	Exploring the possibility of using the follo placement evidence:
Work Preparation Training – Employability S	Skills	Work Preparation Trainin
(5546-02) Level 2 Award in Employability Skills (601/3632/7)	60 TQT	(5546-02) Level 1 Award in Employability S
Or		Or
(5546-03) Level 2 Extended Award in Employability Skills (601/3630/3)	100 TQT	(5546-02) Level 2 Award in Employability S
Maths and English		Maths and English
(4748) Functional Skills in Mathematics (603/4649/8) (4748) Functional Skills English (603/4647/4)	66 TQT per subject	(4748) Functional Skills in Mathematics (60 (4748) Functional Skills English (603/4647/4
Or		Or
(3847) Maths and English Skills – single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award	(3847) Maths and English Skills – single un
Or		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	(4692) ESOL Skills for Life - Award in Read Or - Award in Writing (601/4199/5) Or - Award in Speaking & Listening (601/4
Digital Vocational Taster		Digital Vocational Taster
(7276-11) Level 1 Award in ICT Systems Support - PC Maintenance (501/1174/7)	90 TQT	(5220-20) Level 2 Technical Award in Digit
Or		
(3667-02) Level 2 Award in Communications Cabling (500/8616/9)		Additional Digital Skills (u
 Fibre Optic Cabling in an External Environment Fibre Optic Cabling in an External Environment Copper Cabling in an Internal Environment 	90 TQT per Award (by subject)	Level 1 and Level 2 IT User units (7574): Inf IT security, Using the internet, Databases, publishing, Collaborative technologies
	90 TQT per Award (by subject)	IT security

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

llowing for gathering

ng – Employ

y Skills (601/3629/7)

y Skills (601/3632/7)

603/4649/8) 7/4)

unit or 'themed' Awa

ading (602/4198/0) /4200/5)

gital Technologies (60

(units)

nformation managem es, Spreadsheets, Des



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work	(3791) Profile of Achievement	
ability Ski	lls	
	60 TQT	
	60 TQT	
	66 TQT per subject	
rds	20 TQT for single units 60 TQT per Award	
	110-120 TQT per Award	
01/7242/3)	160 TQT	
nent, Email, sktop	10-40 TQT per unit	

Learn more at cityandguilds.com/traineeships

Traineeship Funding Examples IT Professional

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National funding
rate per student