

Bragd

The Art of Apprenticeships

T: 01383 630 444
www.bragd.co.uk

DIPLOMA IN DIGITAL APPLICATIONS



If you need to use and support other people to use, a wide range of digital applications from Microsoft office to multi-media, from databases to intranet sites, then this is the programme for you.

As part of your programme, we will:

- Create you a tailored and individual learning plan
- Provide one-to-one mentoring from a dedicated member of the Bragd team
- Offer a blended learning approach which can include virtual or face-to-face workshops, guided learning and 24/7 access to our e-portfolio system
- Use trainers and assessors who are from the real world. They've been there, done that and got the t-shirt.



SCQF LEVEL 6

Directed learning, 1-2-1 virtual sessions and on-the-job tasks and activities develop real world skills - all supported by our IT and tech' mentors.



12 MONTHS

This qualification usually takes around 12 months to complete including certification by SQA.



12 MODULES

Twelve knowledge and performance modules specifically selected to meet each individual candidates needs and wants ensuring a fit-for-purpose programme for everyone.

Call Bragd now on 01383 630 444 or visit www.bragd.com for more information.

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This apprenticeship is ideal for those that use and help others to use a wide range of software, including office managers, database administrators, IT help desk staff and even website developers.

You will also be awarded separate Information Technology Qualification (ITQ) credits proving your competence in using vendor specific office, data processing and multi media software.

MORE INFORMATION

This programme will develop the knowledge, skills and competence needed to both use and provide 'expert' help to other people in a wide range of software including Office 365, multi-media packages and digital collaboration tools.

YOU WILL COMPLETE

1. Twelve core modules covering the key knowledge and practical skills needed to comfortably use a wide range of business-focused software in every-day working life
2. Information Technology Qualification (ITQ) units that give you independent validation of your competence using various software packages
3. Numerous mini-projects to help you apply what you have learnt straight back into the every-day work that you do
4. A work-based portfolio showcasing how you've demonstrated the skills you've learnt in real work situations
5. Activities specially designed to achieve the five core skills needed to acquire funding in Scotland.

These core skills are working with others, problem-solving, numeracy, communication and ICT.

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THE CORE MODULES INCLUDED IN THIS PROGRAMME ARE:

- How to work effectively with a range of Office 365 applications
- Understanding digital information management and security
- Using digital collaboration tools
- Understanding networks and IT systems
- Using graphic design and creative software
- The principles and practice of website and intranet design and maintenance.

Our success rates talk for themselves but talk is cheap. It's the doing that counts and we can do.

Contact the Bragd team by emailing hello@bragd.co.uk or by calling 01383 630 444 to find out more.

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