

Digital Applications: Modern Apprenticeship

Harness the power of advanced software for administrators in your organisation.

The Diploma in Digital Applications Support is the ideal qualification for modern administrators within your organisation. From spreadsheets to cloud-based accounting and H.R systems, this apprenticeship will give your employees the tools they need to utilise complex software with confidence. This is a great course for up-skilling existing employees, or training new employees to use your systems.

Entry Requirements:

- Learners must be aged 16-24 to qualify for funding.
- Learners must have a willingness to learn and develop.
- Learners may be eligible for funding up to aged 29 if they are care-experienced or have a disability.

Call 01355 698 011 to get started today!



What does it Involve?

- Units such as Health and Safety in IT and Telecoms, Digital Information Management, Digital Communications, Digital Network Environments will give your administration staff the confidence they need to manage tasks.
- Desktop Publishing Software, Specialist Software, and Bespoke Software units allow us to customise the learning around your existing IT & Software Systems.
- A wide range of optional units such as Computerised Accounting Software, Data Modelling, Web Development, Project Management Software enable us to tailor the individual's learning to your organisational needs.

An Ideal Qualification for:

- Office Administrators
- Receptionists
- Customer Services
- Sales Executives
- HR Assistants
- Financial Admins

"I had a great experience with Sixth Sense Training I was given a clear concise path towards my goal and qualification that I could do at the pace I wish."

Ryan McAleaney
West Dunbartonshire Council

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SCQF 6 Qualification Structure

Mandatory Units: Candidates must complete all 36 credits from this group

SQA Code	SSC Code	Title	SCQF Level	SCQF Credits
FR11 04	DPE3	Developing Personal and Team Effectiveness Using IT 3	6	4
H3C5 04	HS	Health and Safety in IT and Telecoms	4	1
FR10 04	UPT3	Understanding the Potential of IT 3	6	8
HD57 04	DIM	Digital Information Management	6	6
HD56 04	DC	Digital Communications	6	6
HD55 04	BNE	Digital Network Environments	6	6
F99P 04	OSP3	Optimise IT System Performance 3	6	5

Optional Units: Candidates must complete from 16 – 24 credits. Only one unit from a family of units can be included.

SCQF Level 6 Optional Units - from 4 – 24 credits

F9A8 04	PMS2	Using Collaborative Technologies 3	6	6
F99L 04	WS2	Setting Up an IT System 3	6	5
F9C0 04	DTP2	Computerised Accounting Software 3	6	5
F9CY 04	DTP3	Project Management Software 3	6	5
F9D5 04	WS3	Website Software 3	6	5
F9CG 04	DTP3	Desktop Publishing Software 3	6	5
F9CP 04	MM3	Multimedia Software 3	6	6
F9AJ 04	AV3	Audio Software 3	6	4

SCQF 6 Qualification Structure

SQA Code	SSC Code	Title	SCQF Level	SCQF Credits
F9AM 04	AV3	Video Software 3	6	4
F9C9 04	DIS3	Design Software 3	6	5
F9CD 04	DIS3	Imaging Software 3	6	5
F9CL 04	DPS3	Drawing and Planning Software 3	6	4
F9AR 04	BS3	Bespoke Software 3	6	4
F9AW 04	BS3	Specialist Software 3	6	4
H3B0 04	SEC2	IT and Telecom System Security 2	6	8
H3AH 04	IDR2	Investigating and Defining Customer Requirements for IT & Telecom Systems 2	6	12

SCQF Level 5 Optional Units: up to 20 credits

F9A7 04	UCT2	Using Collaborative Technologies 2	5	4
F99K 04	SIS2	Setting up an IT System 2	5	4
F9AY 04	CAS2	Computerised Accounting Software 2	5	3
F9CX 04	DTP3	Project Management Software 2	5	4
F9D4 04	WS2	Website Software 2	5	4
F9CF 04	DTP2	Desktop Publishing Software 2	5	4
F9CN 04	MM2	Multimedia Software 2	5	4
F9AH 04	AV2	Audio Software 2	5	3

SCQF 6 Qualification Structure

SQA Code	SSC Code	Title	SCQF Level	SCQF Credits
F9AL 04	AV2	Video Software 2	5	3
F9C8 04	DIS2	Design Software 2	5	4
F9CC 04	DIS2	Imaging Software 2	5	4
F9CJ 04	DPS2	Drawing and Planning Software 2	5	3
H3AY 04	SEC1	IT and Telecom System Security 1	5	4

**Group B2 — Optional Units: Candidates may complete up to 8 credits.
Only one unit from a family of units can be included.**

H3BA 04	DM1	Data Modelling 1	5	4
H3BB 04	DM2	Data Modelling 2	6	6
H3BH 04	WD1	Web Development 1	5	3
H3BJ 04	WD2	Web Development 2	6	12
H3BK 04	WD3	Web Development 3	7	15



Get Started with an Apprenticeship

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