



# Apprenticeship & Course Prospectus



# Welcome to itec ne

We are a not-for-profit independent training provider with over 40 years of educational excellence. So whether you are looking to find work, are considering a career change, or would like to upskill your team, we're here to help with the journey.

Our training courses and apprenticeships are designed to meet business needs and enhance employability while inspiring lifelong learning.

With itec, you get independent training and support that builds skills and gives you the confidence to succeed.

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**HARNESS  
YOUR  
PASSION**



## 01 What we do

We support lifelong learning by delivering apprenticeships and training across the North East. We take pride in offering high-quality education that develops the knowledge, skills and behaviours to allow you to reach your goals.

We provide a variety of training options, such as apprenticeships, fully-funded courses, and e-learning courses.

### itec for Employers

Join our network of over 300 employers and benefit from tailored training and support for your business. We can help you fill skills gaps, improve retention and increase productivity through a range of training opportunities.

We're here to support you throughout the journey, from apprenticeship recruitment to training your existing team. With itec, you can combine e-learning and fully funded courses and create custom packages to upskill your workforce and reinforce essential training.

### itec for Learners

Unlock your potential with our range of training opportunities. Choose from fully funded courses, short e-learning courses or earn while you learn with an apprenticeship. Our teams are here to support you along your journey to achieving nationally recognised qualifications and reaching your goals.

## 02 Apprenticeships

Apprenticeships are the perfect way to get real-world experience and show employers that you can hit the ground running. With an apprenticeship, you combine on-the-job training with classroom learning to help you get ahead in your career. As a result, you'll gain practical experience with nationally recognised qualifications and get paid to do it.

### Earn while you learn

Apprenticeships allow you to learn valuable skills and gain critical work experience while earning a wage. Apprentices are entitled to the National Minimum Wage for apprentices, and over 50% of our employers opt to pay more.

### Supercharge your learning

Apprenticeships combine on-the-job and off-the-job training. As a full-time apprentice, an average of 6 hours a week are dedicated to off-the-job learning. This combination ensures you have the knowledge and practical skills to excel in your chosen career.

### Gain nationally recognised qualifications

At the end of your training, you'll have gained nationally recognised qualifications. Our team will be by your side throughout the journey, helping you overcome any barriers to success.

### Secure your career prospects

We're proud to report that itec employers retain the vast majority of apprentices who have completed their training. In addition, many of these employees gain new responsibilities, promotions and pay increases.

## 02.1 The Business Administration Apprenticeship

A Level 3 apprenticeship in Business Administration provides a solid introduction to the essentials of business operations.

Business Administrators have highly transferable knowledge, skills and behaviours which are in demand across the public, private and voluntary sectors.



During this 15-month apprenticeship, you will:

- Complete assignments which will create a portfolio of your learning
- Attend two days a month of off-the-job training
- From month 8, you will complete an Improvement project within your workplace where you'll produce a report and present your findings
- At around 12 months, you will enter the "Gateway" phase, where you will complete three assessments. This includes a knowledge test and two professional discussions around your portfolio and project

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### Your Tutors

You will work with our industry-trained tutors, who will guide you through your apprenticeship to achieve the highest grade possible.

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### Additional Support

We will have monthly meetings with you and your supervisor to discuss progress on your apprenticeship and job role and provide help and guidance.

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### What you'll cover

This apprenticeship covers a range of business fundamentals, including:

- Policies and procedures
- Planning and organisation
- Business communication
- Record and document production
- Project management skills
- Organisation structure and stakeholders
- Business regulations

# Your Apprenticeship Timeline

01

## INDUCTION

In your induction, we'll outline the standards for your apprenticeship and the guidelines for your portfolio. You'll also be asked to complete a health and safety and functional skills assessment to help us understand where we can support and help you develop.

02

## ON-THE-JOB TRAINING

This is where you start your "real world" experience, learning the ropes in the workplace with the support of a designated workplace mentor.

03

## OFF THE JOB TRAINING

To achieve your qualification, you will need to complete a minimum of 20% of your time during the apprenticeship in "Off the Job training". These sessions will involve both theoretical and practical elements and attendance is based on both attending and engaging in the session which is rigorously monitored by the tutor.

### PROJECTED DURATION:

A minimum of 12 months alongside your on-the-job training.

04

## GATEWAY

After a minimum of 12 months, you will enter the Gateway phase. This is where you complete a scenario-based project for City and Guilds, finalise your portfolio and prepare for your professional interview with your Independent End Point Assessor (IEPA).

### PROJECTED DURATION:

Flexible - it all depends on you!

05

## INTERVIEW

During your interview, you will have a professional discussion about your work and the skills, knowledge and behaviours you have learnt throughout your apprenticeship. This is your opportunity to showcase what will make you a great Multi-Channel Marketer!

## 02.2 The Property Administration Apprenticeship

This apprenticeship combines a Level 3 Business Administration Apprenticeship with the Level 3 Certificate in Property Advice and Practice, also known as CePAP.

The Level 3 apprenticeship in Business Administration provides a solid introduction to business operations, while the Certificate in Property Advice and Practice provides a grounding in estate agency and lettings.



During this 15-month apprenticeship, you will:

- Complete assignments which will create a portfolio of your learning
- Attend two days a month of off-the-job training
- From month 8, you will complete an Improvement project within your workplace where you'll produce a report and present your findings
- At around 12 months, you will enter the "Gateway" phase. This is where you complete three assessments, including a knowledge test and two professional discussions around your portfolio and project
- Sit the final exam to gain your CePAP qualification

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### Your Tutors

You will work with our industry-trained tutors, who will guide you through your apprenticeship to achieve the highest grade possible.

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### Additional Support

We will have monthly meetings with you and your supervisor to discuss progress on your apprenticeship and job role and provide help and guidance.

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### What you'll cover

This apprenticeship covers a range of business fundamentals, including:

- Policies and procedures
- Planning and organisation
- Business communication
- Record and document production
- Project management skills
- Organisation structure and stakeholders
- Business regulations

The CePAP element incorporates a range of estate agency and lettings skills and knowledge, including:

- Selling skills
- Customer service
- Property and consumer laws

# Your Apprenticeship Timeline

01

## INDUCTION

In your induction, we'll outline the standards for your apprenticeship and the guidelines for your portfolio. You'll also be asked to complete a health and safety and functional skills assessment to help us understand where we can support and help you develop.

02

## ON-THE-JOB TRAINING

This is where you start your "real world" experience, learning the ropes in the workplace with the support of a designated workplace mentor.

03

## OFF THE JOB TRAINING

This is your "classroom" learning. Two days a month, you will have a session with your business administration tutor covering various topics to help develop you in your role.

### PROJECTED DURATION:

A minimum of 12 months alongside your on-the-job training.

04

## GATEWAY

After a minimum of 12 months, you will enter the Gateway phase. This is where you study for your knowledge test and prepare to present your project and for interviews with the City and Guilds Independent End Point Assessor (IEPA).

### PROJECTED DURATION:

Flexible - it all depends on you!

05

## INTERVIEW

During your interview, you will have two separate professional discussions. One will be about your project, and the other will be about your portfolio and the skills, knowledge and behaviours you have learnt throughout your apprenticeship.

06

## YOUR FINAL EXAM

This is when you take the assessment for your CePAP qualification. The exam consists of multiple-choice questions and will last around an hour and 45 minutes. You can take the test at a Pearson Vue testing centre or in exam conditions on a computer at home or in the office, wherever suits you best.



## 02.3 The Multi-Channel Marketer Apprenticeship

This Level 3 Multi-Channel Marketer apprenticeship helps learners build a valuable set of practical digital skills that can be applied across a range of sectors.

It is designed for apprentices looking for a career in digital marketing.



During this 15-month apprenticeship, you will:

- Spend 12 months building a portfolio and attending weekly training
- Complete a work led project and a presentation around your project
- After around 12 months you will be entered into "Gateway"
- During Gateway you will need complete your project and presentation
- You will then finalise your portfolio and be given an interview date
- Complete Interview Preparation sessions

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### Your Tutors

During your time on the course, you will be working with our expert tutor, Andy, who will guide you through your apprenticeship.

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### Additional Support

We will have regular flexible meetings to help you work through your apprenticeship programme and prepare you for your career and next steps.

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### What you'll cover

This apprenticeship covers both basic marketing principles and specialist digital areas. This includes:

- Business Theory
- Social Media Advertising – including Facebook, Twitter, LinkedIn & Instagram
- Content Creation
- SEO
- AI for Business
- Marketing Theory
- Video Marketing
- Photoshop
- Analytics

And many more topics!

# Your Apprenticeship Timeline

01

## INDUCTION

In your induction, we'll outline the standards for your apprenticeship and the guidelines for your portfolio. You'll also be asked to complete a health and safety and functional skills assessment to help us understand where we can support and help you develop.

02

## ON-THE-JOB TRAINING

This is where you start your "real world" experience, learning the ropes in the workplace with the support of a designated workplace mentor.

03

## OFF THE JOB TRAINING

To achieve your qualification, you will need to complete a minimum of 20% of your time during the apprenticeship in "Off the Job training". These sessions will involve both theoretical and practical elements and attendance is based on both attending and engaging in the session which is rigorously monitored by the tutor.

### PROJECTED DURATION:

A minimum of 12 months alongside your on-the-job training.

04

## GATEWAY

After a minimum of 12 months, you will enter the Gateway phase. This is where you complete a scenario-based project for City and Guilds, finalise your portfolio and prepare for your professional interview with your Independent End Point Assessor (IEPA).

### PROJECTED DURATION:

Flexible - it all depends on you!

05

## INTERVIEW

During your interview, you will have a professional discussion about your work and the skills, knowledge and behaviours you have learnt throughout your apprenticeship. This is your opportunity to showcase what will make you a great Multi-Channel Marketer!

## 02.4 The IT Support Apprenticeship

This level 3 apprenticeship will teach you about cabling and connectivity, maintenance processes and maintaining a secure network. You'll also cover working with mobile devices, different Operating Systems, Cloud Services and the importance of disaster recovery. The qualification will help you gain the skills you need to excel in various roles, such as Help Desk Technician, IT Support Technician and Network Support.



During this 18-month apprenticeship, you will:

- Spend 15 months building a portfolio and attending weekly training
- Gain four industry recognised qualifications including CISCO, MTA and MCF
- After around 15 months, you will enter the "Gateway" phase, where you will complete your 21-hour synoptic project. You will then finalise your portfolio & project and be given an interview date
- Complete interview preparation sessions

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### Your Tutors

You will work with our industry-trained tutors, who will guide you through your apprenticeship to achieve the highest grade possible.

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### Additional Support

We will have monthly meetings with you and your supervisor to discuss progress on your apprenticeship and job role and provide help and guidance.

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### What you'll cover

This apprenticeship covers a wide variety of processes across a range of Operating Systems and mobile devices, including:

- Networking and Architecture
- Mobile and Operating Systems
- Cloud Services
- Coding and Logic
- Business Processes
- CISCO
- Cabling and Connectivity
- System Maintenance
- Disaster recovery
- And many other topics to build your skills within your IT support role

# Your Apprenticeship Timeline

01

## INDUCTION

In your induction, we'll outline the standards for your apprenticeship and the guidelines for your portfolio. You'll also be asked to complete a health and safety and functional skills assessment to help us understand where we can support and help you develop.

02

## ON-THE-JOB TRAINING

This is where you start your "real world" experience, learning the ropes in the workplace with the support of a designated workplace mentor.

03

## OFF THE JOB TRAINING

To achieve your qualification, you will need to complete a minimum of 20% of your time during the apprenticeship in "Off the Job training". These sessions will involve both theoretical and practical elements and attendance is based on both attending and engaging in the session which is rigorously monitored by the tutor.

### PROJECTED DURATION:

A minimum of 12 months alongside your on-the-job training.

04

## GATEWAY

After a minimum of 12 months, you will enter the Gateway phase. This is where you complete a scenario-based project for City and Guilds, finalise your portfolio and prepare for your professional interview with your Independent End Point Assessor (IEPA).

### PROJECTED DURATION:

Flexible - it all depends on you!

05

## INTERVIEW

During your interview, you will have a professional discussion about your work and the skills, knowledge and behaviours you have learnt throughout your apprenticeship. This is your opportunity to showcase what will make you a great Multi-Channel Marketer!

## 02.5 The L4 Software Developer Apprenticeship

This Level 4 Software Developer Apprenticeship prepares you for a career in designing, building, and testing high-quality code.

This course spans front-end, logic, and database layers and uses a combination of on-the-job training and classroom learning to prepare you for a career in software development.



During their full-time apprenticeship, apprentices will usually spend approximately 24 months on the programme before reaching the gateway.

Throughout this time, they will be working towards achieving the occupational standard and will receive a minimum of 20% off-the-job training. It is mandatory for all apprentices to spend at least 12 months on the programme to ensure proper development and training.

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### Your Tutors

You will work with our industry-trained tutors, who will guide you through your apprenticeship to achieve the highest grade possible.

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### Additional Support

We will have monthly meetings with you and your supervisor to discuss progress on your apprenticeship and job role and provide help and guidance.

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### What you'll cover

This apprenticeship covers a range of skills, including:

- Front end development
- Programming logic
- Database layers
- Testing methodologies
- Interpreting documentation and specifications
- Teamwork

# Your Apprenticeship Timeline

01

## INDUCTION

In your induction, we'll outline the standards for your apprenticeship and the guidelines for your portfolio. You'll also be asked to complete a health and safety and functional skills assessment to help us understand where we can support and help you develop.

02

## ON-THE-JOB TRAINING

This is where you start your "real world" experience, learning the ropes in the workplace with the support of a designated workplace mentor.

03

## OFF THE JOB TRAINING

This is your "classroom" learning. You will have a weekly session with your Infrastructure tutor covering a wide range of topics to help develop you in your role and build your portfolio of evidence.

### PROJECTED DURATION:

A minimum of 21 months alongside your on-the-job training.

04

## GATEWAY

Once you have consistently demonstrated your ability to work at or above the required level of the occupational standard, you will enter the Gateway phase. During this phase, you will need to provide a summary of your work-based project, including a stakeholder specification. You must also achieve English and Mathematics at Level 1 and take the tests for Level 2 if you haven't already. Lastly, you will need to finalize your portfolio and prepare for a professional interview with a City and Guilds Independent End Point Assessor (IEPA).

### PROJECTED DURATION:

Flexible - it all depends on you!

05

## END POINT ASSESSMENT

The EPA (End-Point Assessment) will be completed within a period of 6 months after the EPA gateway. During your EPA, you will be required to complete a work-based project. This project will usually take around 7 weeks to finish, and an additional 2 weeks to write a report on. Once the project is completed, you will move onto a professional discussion that will be based on your portfolio. This discussion will involve questions that will focus on the coverage of the KSBs (Knowledge, Skills and Behaviours) .

## 02.6 The L4 Network Engineer Apprenticeship

This Level 4 Network Engineer apprenticeship prepares you for a career in the design, installation, maintenance and support of digital networks in organisations.

Network Engineers are responsible for the optimal performance of communication networks that allow staff, customers, and suppliers to work efficiently.



During their full-time apprenticeship, apprentices will usually spend approximately 24 months on the programme before reaching the gateway.

Throughout this time, they will be working towards achieving the occupational standard and will receive a minimum of 20% off-the-job training. It is mandatory for all apprentices to spend at least 12 months on the programme to ensure proper development and training.

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### Your Tutors

You will work with our industry-trained tutors, who will guide you through your apprenticeship to achieve the highest grade possible.

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### Additional Support

We will have monthly meetings with you and your supervisor to discuss progress on your apprenticeship and job role and provide help and guidance.

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### What you'll cover

This apprenticeship covers a range of skills, including:

- Network configuration
- Network administration
- Network monitoring
- Network security
- Cloud implementation
- Problem-solving and troubleshooting
- Teamwork

# Your Apprenticeship Timeline

01

## INDUCTION

In your induction, we'll outline the standards for your apprenticeship and the guidelines for your portfolio. You'll also be asked to complete a health and safety and functional skills assessment to help us understand where we can support and help you develop.

02

## ON-THE-JOB TRAINING

This is where you start your "real world" experience, learning the ropes in the workplace with the support of a designated workplace mentor.

03

## OFF THE JOB TRAINING

This is your "classroom" learning. You will have a weekly session with your Infrastructure tutor covering a wide range of topics to help develop you in your role and build your portfolio of evidence.

### PROJECTED DURATION:

A minimum of 21 months alongside your on-the-job training.

04

## GATEWAY

Once you have consistently demonstrated your ability to work at or above the required level of the occupational standard, you will enter the Gateway phase. During this phase, you will need to provide a summary of your work-based project, including a stakeholder specification. You must also achieve English and Mathematics at Level 1 and take the tests for Level 2 if you haven't already. Lastly, you will need to finalize your portfolio and prepare for a professional interview with a City and Guilds Independent End Point Assessor (IEPA).

### PROJECTED DURATION:

Flexible - it all depends on you!

05

## END POINT ASSESSMENT

The EPA (End-Point Assessment) will be completed within a period of 6 months after the EPA gateway. During your EPA, you will be required to complete a work-based project. This project will usually take around 7 weeks to finish, and an additional 2 weeks to write a report on. Once the project is completed, you will move onto a professional discussion that will be based on your portfolio. This discussion will involve questions that will focus on the coverage of the KSBs (Knowledge, Skills and Behaviours) .



## 02.7 Team Leading Apprenticeship Programme

This apprenticeship uses a mix of on-the-job and classroom-based training to develop the skills, knowledge and behaviour you need to progress your career into management.

This programme is designed to equip you with the knowledge, skills and behaviours you need to develop your career into team leadership and management. Learning how to apply best practice techniques to your organisation, you'll cover the essential skills required to become a successful modern-day manager.



The Level 3 Team Leader or Supervisor apprenticeship is a programme which lasts up to 15-18 months. The last three months of the apprenticeship are known as “gateway”; this is where you finalise your portfolio and prepare for your End Point Assessment.

You will be continually assessed throughout to ensure you have gained the necessary knowledge, skills and behaviours to be put forward to the Assessment Gateway.

This will then trigger the End Point Assessment. The assessment is graded with you achieving a pass, distinction or fail.

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### Your Tutors

You will work with our industry-trained tutors, who will guide you through your apprenticeship to achieve the highest grade possible.

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### Additional Support

We will have monthly meetings with you and your supervisor to discuss progress on your apprenticeship and job role and provide help and guidance.

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### What you'll cover

This apprenticeship covers a range of skills, including:

- Leading and Motivating Teams
- Project Management
- Operational Management
- Building Relationships

# Your Apprenticeship Timeline

01

## INDUCTION

In your induction, we'll outline the standards for your apprenticeship and the guidelines for your portfolio. You'll also be asked to complete a health and safety and functional skills assessment to help us understand where we can support and help you develop.

02

## ON-THE-JOB TRAINING

This is where you start your "real world" experience, learning the ropes in the workplace with the support of a designated workplace mentor.

03

## OFF THE JOB TRAINING

This is your "classroom" learning. You will have a weekly session with your Infrastructure tutor covering a wide range of topics to help develop you in your role and build your portfolio of evidence.

### PROJECTED DURATION:

A minimum of 15 months alongside your on-the-job training.

04

## GATEWAY

Once you have consistently demonstrated your ability to work at or above the required level of the occupational standard, you will enter the Gateway phase. During this phase, you will need to provide a summary of your work-based project, including a stakeholder specification. You must also achieve English and Mathematics at Level 1 and take the tests for Level 2 if you haven't already. Lastly, you will need to finalize your portfolio and prepare for a professional interview with a City and Guilds Independent End Point Assessor (IEPA).

### PROJECTED DURATION:

Flexible - it all depends on you!

05

## END POINT ASSESSMENT

The EPA (End-Point Assessment) will be completed within a period of 6 months after the EPA gateway. During your EPA, you will be required to complete a work-based project. This project will usually take around 7 weeks to finish, and an additional 2 weeks to write a report on. Once the project is completed, you will move onto a professional discussion that will be based on your portfolio. This discussion will involve questions that will focus on the coverage of the KSBs (Knowledge, Skills and Behaviours) .

## 02.8 Applying for an Apprenticeship

We're here to guide you through every step of the process, helping match you to the right opportunities and supporting you throughout your apprenticeship.

### Finding an opportunity

Find your apprenticeship by searching our live vacancies on the itec ne website.

Find us at [itecne.co.uk/vacancies](https://itecne.co.uk/vacancies) or scan the QR code on this page.

01

02

### Submitting your application

Fill in the application details and attach your CV and cover letter. We recommend including details of why the role appeals to you and how you would be a good fit.

### Learning about you

A member of our team will contact you to discuss your application. This is where we learn more about you, your goals and reasons for applying, and any areas where you may need some support. We'll also assess your understanding of the role and apprenticeship training and answer any questions you might have.

03

### Supporting your application

Our recruitment team will work to match you with suitable employers. While we do this, we may offer workshops in areas such as confidence building, interview techniques, or employer expectations to ensure that the best version of you is put forward for an interview.

04

05

### After the interview

If you're successful at the interview, you'll be offered an apprenticeship role. Then all three parties (you, your new employer, and a member of our team) will set to work to agree on a training plan that takes you right through your apprenticeship.

If you aren't successful in your first interview, don't worry! Our employers will always provide feedback so we can work with you to address any skill gaps and improve your chances for the next opportunity.

### Starting your apprenticeship

Our Learner Retention Officers are there to support you in the first six to eight weeks. This person works alongside your tutor to offer an additional point of contact. They'll touch base with you on the phone and be on hand to discuss any problems that might arise in your first few months.

Our Retention Officers are a friendly bunch who can help you with workplace and financial or transport issues. We like them to be busy, so don't be a stranger!

06

Check out our exciting career opportunities on our vacancy page



## 02.9 Offering Apprenticeships

When you hire an apprentice, you invest in growing the skills your business needs. In a recent survey, 86% of employers said apprentices helped them develop skills relevant to their organisation, and 74% said apprentices enabled them to improve the quality of their product or service.

### **Increase productivity**

Apprentices spend the majority of their time on-the-job gaining valuable workplace experience. This means you gain an extra pair of hands, allowing more experienced employees to delegate tasks and freeing up their time to focus on core responsibilities.

### **Improve retention**

Apprentices are keen to learn and are likely to be loyal to the employer that has given them the opportunity to develop. Statistics show that apprentices tend to be committed to an organisation that has helped them grow.

### **Fill skills shortages**

Apprenticeships allow you to shape the future workforce from the ground up. With an apprenticeship, you can fill current or predicted skills shortages by nurturing talent in-house.



### **Raise your profile**

Apprenticeships can be big news! Offering apprenticeships allows you to raise your business profile, showing you invest in people and nurture young talent. These factors mark you as an employer of choice, boosting your attraction rates and helping improve the overall quality of talent your business attracts.

## Benefit from apprenticeship funding

Apprenticeship training is supported by government funding, so if your total payroll is less than £3 million annually, and you have more than 249 employees, you'll pay just 5% of training costs. If you have fewer than 249 employees and they are between the age of 16 - 21, there will be no training costs. If they are 22+ you'll pay 5%.

Larger businesses are subject to the apprenticeship levy, which can be used to fund apprenticeship schemes within your company or transferred to support smaller businesses. You can recruit new staff or train existing staff for an apprenticeship as long as it is relevant to their role and is the most appropriate way of developing their skills.

Company payroll	Over £3m	Under £3m			
Employees		More than 249		Less than 249	
Apprentice age		16 - 21	22+	16 -21	22+
What you pay for training	The full cost is taken from the apprenticeship levy. If this runs out there is a 5% contribution	5%		FREE	5%
What support payment you receive	£1000 for 16 - 18 year olds only	£1000 for 16 - 18 year olds only			

## Offer an apprenticeship with itec

Here at itec, we work with you to understand your business's needs and long-term goals. Together we'll develop job descriptions and training plans that meet your needs. Once we have defined the apprenticeship roles, our highly qualified Business Development Consultants will help take the hassle out of advertising and recruitment.

*"Employers can benefit from end-to-end support from the Business Development Team at Itec ne enabling them to recruit, train and retain excellent apprentices enhancing skills in the workplace. Jay started his apprenticeship when he was only 16 and has produced some of the highest-quality work I have seen from a learner. Jay has been an outstanding student from the word go, and he has gone above and beyond in terms of his role and his work as an apprentice, always bringing enthusiasm and drive to his work. He should be incredibly proud of what he has achieved so far, and I look forward to seeing all of the amazing places Jay will go with his career!"*

**Lee Diamond, Director at Foresight**

## 03 Fully Funded Courses

If you're worried about the cost of learning or finding the time to dedicate to full-time study, look no further. Here at itec, we offer fully-funded courses to build your skills. These courses provide nationally accredited qualifications at no cost to you.

The fully funded courses on offer range from essential English and maths qualifications to practical business skills and specialist courses in sectors such as healthcare, cybersecurity and digital media. Whichever path you're on, there's a fully funded course to boost your career prospects.

With itec, learning is fully flexible. All itec courses can be completed online and at a pace that suits you using our award-winning e-learning platform. Alternatively, you can study at one of our well-equipped regional centres and take advantage of all our facilities.

### Does fully funded mean free?

Yes! You will qualify for a fully funded place as long as you are:

- ✓ 19 years old or over before the start of the academic year
- ✓ You live in the Tees Valley area
- ✓ You have lived in the UK for the last three years
- ✓ You aren't currently on any other training course or apprenticeship
- ✓ You can be employed or unemployed

Talk to us today to check your eligibility.

### What qualifications do itec courses offer?

We offer courses at Levels 1, 2 and 3. These are nationally accredited qualifications from various bodies, including TQUK, NCFE, City and Guilds and Gateway Qualifications.

### Can I complete an itec course while working?

Yes! All itec courses can be completed online and at a pace that suits you. Many of our learners complete courses while continuing to work.

### I'm an employer. Can you provide these courses for my team?

Yes, of course! We can also maximise efficiency by delivering courses on your premises and at times that fit around your normal business operations.

# Our Courses

For the latest information on our courses, visit [itecne.co.uk/fully-funded-courses](http://itecne.co.uk/fully-funded-courses) or scan the QR code on this page.

## Level 1 Award: Cybersecurity

Develop an understanding of cybercrime and learn how to prevent data loss with this standalone qualification.

## Level 2 Award: Cybersecurity

Gain an understanding of the threats and vulnerabilities in IT systems and learn how to protect users from potential damage.

## Level 2 Certificate: Team Leading

Gain an understanding of leadership styles, organisational structures and the importance of successful communication.

## Level 2 Award: Digital Promotion for Business

Develop your knowledge of digital promotion with a focus on Search Engine Optimisation (SEO).

## Level 2 Award: Business Data Essentials

Deepen your understanding of how to analyse and present data using Microsoft Excel & Microsoft PowerPoint.

## Level 2 Certificate: Work Ready

Explore essential digital skills for everyday office software, from word processing and spreadsheets to presentation and desktop publishing tools

Scan the QR code for more information and  
a full list of our courses!



### **Level 1 Certificate: Health & Safety Awareness**

The Level 1 Award in Health and Safety Awareness gives you the skills and knowledge to help start a career within the construction, manufacturing and services sectors.

### **Level 2 Certificate: Mental Health First Aid and Mental Health Advocacy**

The Level 2 Certificate in Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace gives you the skills to support colleagues with mental health problems.

### **Level 2 Certificate: Progression**

The Level 2 Award in Progression gives you the skills and knowledge to help start a career within the manufacturing or hospitality sector.

### **Level 2 Certificate: Self-harm and Suicide Awareness and Prevention**

Develop your understanding and awareness of suicide and self-harm. Learn how to spot those at risk and encourage individuals to seek help.

### **Level 2 Certificate: Principles of Business Administration**

Develop knowledge of a range of business administration tasks, including managing information and supporting events.

### **Level 1 Certificate: Essential Digital Skills**

Build confidence in using digital devices, allowing you to engage with digital products and services in everyday life.

### **Level 2 Certificate: Principles of Customer Service**

This course benefits anyone in a customer-facing role and is a fantastic stepping stone for those looking to start a career in customer service.

**Scan the QR code for more information and  
a full list of our courses!**





## 04 E-Learning Courses

Take advantage of a vast range of short e-learning courses in areas such as business skills, health & safety, hospitality and mental health & well-being. Our e-learning courses start at just £14.99 and can help you improve your career prospects, upskill or train for a new challenge or refresh existing skills and knowledge. Courses range from less than 30 minutes to just a few hours long and can be completed online and at your own pace, with a certificate emailed directly to you on completion and achievement.

We offer over 80 short courses, from GDPR and cybersecurity to first aid, food safety and manual handling. There are no age restrictions, and many of our courses contribute towards your Continuous Professional Development, earning you CPD credits as you learn.

E-learning for employers







**VIEW ALL OUR  
E-LEARNING COURSES**

### E-Learning for Employers

Online courses are an efficient and effective tool to refresh learning, build skills and raise awareness of important issues in the workplace. Our e-learning courses are backed by independent bodies, including the Independent Asbestos Training Providers (IATP), the International Institute of Risk and Safety Management (IIRSM), the Institution of Fire Engineers (IFE), the Institute of Leadership and Managers (ILM), the Institution of Occupational Safety and Health (IOSH) and the CPD certification service (CPD)

If you want to build and refresh skills in your organisation, we can create bespoke course bundles to meet your needs and budget. Talk to us today to develop your bespoke learning package by emailing [hello@itecne.co.uk](mailto:hello@itecne.co.uk)

## GET IN TOUCH

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