



Computers and IT

The Work

Employment opportunities where computers are the **main part** of the career are generally available for those who have taken further or higher study after school. These include:

- **Selling computers:** to the public or to business direct.
- **Computer support:** installing software, solving problems (e.g. trouble-shooting computers, networks and servers), undertaking basic maintenance, training and supporting users, repairing computers, working on helpdesks.
- **Computer development:** systems analysis & development, programming & writing software.
- **Software & hardware design** involves hardware and software engineers developing new hardware to improve computer performance. Web designers also develop websites on the internet.

Ask yourself: Do I want to enter a specialist career in the computing industry? Or do I want to use computers as part of a job in another industry? Other opportunities are available for those who wish to work with computers but don't want to know about the detailed working. This includes administration support (word processing/data inputting); accounts (spreadsheets); engineering; desktop publishing or graphic design. These require different qualifications, so also see sheet No. 4: Administration, Business and Office Work.

What's Happening?

Information Technology is everywhere. We all use it at home and at work. Over one million people work in IT and Telecoms in the UK. They work for companies doing important specialist IT jobs, but also work in jobs in other industries such as finance and banking, health, transport, and the creative sector. About 890,000 people are employed by IT and Telecoms businesses in the UK. The IT sector requires highly-skilled professionals. Employers are particularly interested in people with good team-working and problem solving skills, who can communicate well. The sector contains the highest proportion of small businesses in the UK. The use of computers and IT is widespread both in the workplace and in people's homes. 20 million people (70% of the UK Workforce) use IT in their work. The relatively high wages ensure that the sector is a popular career choice for young people. Entry can be competitive.

Possible Job Titles

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|------------------------------------|--------------------------------------|
| Computer Games Designer | IT Trainer |
| Computer Games Tester | Network Manager |
| Computer Hardware Engineer | Software Developer/Programmer |
| Computer Service Technician | Systems Analyst |
| Interactive Media Designer | Technical Support Person |
| IT Product Developer | Web Author/Editor |
| Internet/Web Professional | Web Designer/Developer |

For more information about these jobs see the Computers and IT section of the Connexions library.

Your Options at 16 and 17

- **Further education at school or college** – continue to study, full or part-time, for a career or keep your future options open and simply continue to improve your qualifications.
- **Apprenticeships** (Level 2)/Advanced Apprenticeships (Level 3) – learn new skills with an employer, gain qualifications and get some real work experience. You will receive a wage, or, if you are eligible, an Education Maintenance Allowance of up to £30 a week.
- **Job** – regular, paid work that, with training, can lead to recognised qualifications.
- **e2e** (Entry to Employment) & **Pre-e2e** – programmes to help you prepare for a job, an Apprenticeship or further education.

For details of all these options speak to your Connexions personal adviser or see page seven – Easy ways to get useful information.

Section 1

Further education: what's available locally and how to apply.

- This sheet lists full-time vocational courses. Other courses and ways of learning may be available.
- **Futures4Me** – explore all post-16 learning and training opportunities available in the West of England.
- Contact colleges/sixth form colleges for information and an application form. They all have websites.
- Go to open evenings and information events. See page seven – Easy ways to get useful information.
- Ask colleges/sixth form colleges how well previous students have done on their courses.
- Use your school's Connexions Information Centre for information about local colleges and sixth forms.
- Higher education, Apprenticeships, a job with training, self-employment or time out to travel or do voluntary work are all options after college/sixth form college.
- Education Maintenance Allowance (EMA) is a weekly payment to help with costs if you go into the sixth form, college or go into training. Other financial support exists to help with travel, specialist courses, books and equipment and childcare. Terms and conditions apply to all. For more information - <http://moneytolearn.direct.gov.uk>

CITY OF BATH COLLEGE

Avon Street, Bath BA1 1UP

Tel: 01225 312191

Website: www.citybathcoll.ac.uk

IT Introductory Diploma @ Work – BTEC Level 1

(1 year). This course is mainly offered to students who have an Entry Certificate in Skills for Working Life or Life Skills or other Entry Study level qualifications, an appropriate standard of literacy and numeracy, an interest and some experience in IT and computing. Potential learners with no formal qualifications may also be eligible.

IT Practitioners (General) – BTEC First Diploma Level 2

(1 year). This course is mainly offered to students who have a BTEC Foundation Certificate in IT or at least 4 GCSEs grade D or GNVQ Foundation ICT or Merit grade. Students will learn by completing projects and assignments that are based on realistic workplace situations.

IT Practitioners (General) – BTEC National Diploma or Certificate Level 3

(2 years). This course is mainly offered to students who have a BTEC First Certificate or Diploma for IT or at least 4 GCSEs grade A - C. Students will learn about computer and information systems, software development, networking, web design and management that will provide a route in to higher education/employment.

CITY OF BRISTOL COLLEGE – ASHLEY DOWN CENTRE

Ashley Down Road, Bristol BS7 9BU

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

IT@Work – BTEC Introductory Diploma

(1 year). Entry requirements are an interview, a good reference and an interest in IT. This course leads to the PC servicing Level 2 programme and will develop skills that are relevant to PC repair and servicing.

ICT Practitioners (Networking) – BTEC National Certificate

(2 years). Entry requirements are a BTEC First Diploma in IT Practitioners or 4 GCSEs grade C or above plus evidence of equivalent knowledge and qualifications. This course is for those who wish to follow a career in servicing and technical support of computer networks.

PC Servicing and Networking Maintenance – NVQ 2

(1 year). Entry requirement is by personal interview. An interest in computer hardware and networks is essential. This course is for those who wish to follow a career in the servicing and technical support of PCs and computer networks. You'll cover a range of topics which are related to the support of standalone and networked computers.

IT Practitioners (Networking) – BTEC National Diploma

(2 years). Entry requirements are 4 GCSEs grade C or above including Maths or a BTEC First Diploma in IT Practitioners with Merit or above or a City and Guilds Diploma in Computer Applications or similar. This course is designed to equip students with the knowledge and expertise necessary to gain employment in the computing profession or enter Foundation Degree level.

CITY OF BRISTOL COLLEGE – COLLEGE GREEN CENTRE**St Georges Road, Bristol BS1 5UA****Tel: 0117 312 5000****Website: www.cityofbristol.ac.uk****ICT Practitioners – BTEC First Diploma**

(1 year). Entry requirements are a personal interview and either 2 GCSEs grade C or 4 grade D. This First Diploma is a practical work-related course. You'll learn by completing assignments and projects based on realistic situations.

IT Practitioners – BTEC National Diploma

(2 years). Entry requirements are either 4 GCSEs grade C or above including Maths or English, a First Diploma IT Practitioners at Merit or above or a City & Guilds Diploma in Computer Applications or similar. This course is designed to give students the knowledge and expertise necessary to gain employment in the Computing and IT profession or to carry on studying at Foundation Degree level.

PC Servicing and Networking Maintenance – NVQ 2

(1 year). Entry requirement is by personal interview. An interest in computer hardware and networks is essential. This course is for those who wish to follow a career in the servicing and technical support of PCs and computer networks. You'll cover a range of topics which are related to the support of standalone and networked computers.

CITY OF BRISTOL COLLEGE – SOUNDWELL CENTRE**St Stephens Road, Soundwell, Bristol BS16 4RL****Tel: 0117 312 5000****Website: www.cityofbristol.ac.uk****ICT Practitioners – BTEC First Diploma**

(1 year). Entry requirements are a personal interview and either 2 GCSEs grade C or 4 grade D. This First Diploma is a practical work-related course. You'll learn by completing assignments and projects based on realistic situations.

Information Technology – New Diploma Level 2

(2 years). Entry requirements are an interview and 2 GCSEs grade C or 4 grade D. This 2 year full-time qualification is seen as a broad introduction to the vocational area of Information Technology. It consists of practical learning with some real or simulated experience of the workplace. Additional/specialist learning and the extended project allows you to personalise your programme of study. The employer endorsed content is up-to-date and relevant, reflecting the blend of business, technical, interpersonal and project skills needed by someone who is thinking about a career in the IT and telecoms sector. The qualification could also lead to employment or further study at advanced level.

IT Practitioners – BTEC National Diploma

(2 years). Entry requirements are either 4 GCSE passes grade C or above including Maths or English, a First Diploma IT Practitioners at Merit or above or a City & Guilds Diploma in Computer Applications or similar. This course is designed to give students the knowledge and expertise necessary to gain employment in the Computing and IT profession or to carry on studying at Foundation Degree level.

Information Technology – Level 3 New Diploma

(2 years). Entry requirements: 4 GCSEs grade C or above including English and Maths and a related subject or a BTEC First Diploma with Merit. This qualification is seen as a broad introduction to the vocational area of IT.

CITY OF BRISTOL COLLEGE – SOUTH BRISTOL SKILLS ACADEMY**Whitchurch Lane, Bristol, BS14 0JZ****Tel: 0117 312 5000****Website: www.cityofbristol.ac.uk****IT@Work – BTEC Introductory Diploma**

(1 year). Entry requirements are an interview, a good reference and an interest in IT. This course leads to the PC servicing Level 2 programme and will develop skills that are relevant to PC repair and servicing.

ICT Practitioners – BTEC First Diploma

(1 year). Entry requirements are a personal interview and either 2 GCSEs grade C or 4 grade D. This First Diploma is a practical work-related course. You'll learn by completing assignments and projects based on realistic situations.

FILTON COLLEGE**Filton Avenue, Filton, Bristol BS34 7AT****Tel: 0117 931 2121****Website: www.filton.ac.uk****IT @ Work – Introductory Diploma**

(1 year). There are no formal qualifications required. Motivation and commitment to the subject are important as well as an acceptable level of literacy and Numeracy (E3/L1).

IT Practitioners – BTEC First Diploma

(1 year). Entry requirements are usually 4 GCSEs grade D including Maths and English, or an equivalent vocational qualification.

IT Practitioners (Software Development) National Diploma

(2 years). Entry requirements are 4 GCSEs grade C or above including English Language and Mathematics, or Merit at BTEC First. Mature students over 19 years without formal qualifications will be considered.

IT Practitioners (ICT System Support) National Diploma

(2 years). Entry requirements are 4 GCSE passes at grade C or above including English Language and Mathematics, or GNVQ Intermediate (Merit) or BTEC First Diploma (Merit). Mature students over 19 years without formal qualifications will be considered.

KEYNSHAM BUSINESS AND SECRETARIAL CENTRE**St Francis Road, Keynsham BS31 2DY****Tel: 0117 986 1662****Website: www.nortcoll.ac.uk****IT@Work – BTEC**

(1 year). Entry requirements are GCSEs at grades E - F. A practical ICT course that teaches you about how organisations use ICT and gives you lots of the skills you will need to find and keep a job.

IT Practitioners – BTEC First Diploma

(1 year). Entry requirements are GCSEs at D or above. A practical ICT course, equivalent to 4 GCSEs at grades A - C. Provides knowledge and practical skills required for a variety of IT job roles.

IT Practitioners – BTEC National Certificate

(2 years). Entry requirements: 4 GCSEs at grade C or above (including English). Provides a wide range of IT skills and knowledge that may be required in the workplace, or as an entry requirement for Higher Education.

The college is also part of the BANES Diploma Consortium and is delivering part of the Information Technology Diploma in partnership with Norton Hill School.

NORTON RADSTOCK COLLEGE**South Hill Park, Radstock, Bath BA3 3RW****Tel: 01761 433161****Website: www.nortcoll.ac.uk****BTEC IT @ Work**

(1 year). Entry requirements are GCSEs grades E - F. A practical ICT course that teaches you about how organisations use ICT and gives you lots of the skills you will need to find and keep a job.

BTEC 1st Diploma for IT Practitioners

(1 year). Entry requirements - some GCSEs grade D or above. A practical ICT course, equivalent to 4 GCSEs at grades C - A. Provides knowledge and practical skills required for a variety of IT job roles.

NVQ 2 IT Practitioners

(1 year). Entry requirements are an interview and assessment of experience and skills. This course will support students wishing to seek an ICT support role or an apprenticeship in this area. Students will learn how to maintain ICT equipment and systems, install software and hardware, provide high quality customer support and test systems. Students will also learn basic networking.

BTEC National Certificate for IT Practitioners (Equivalent to 2 full A-levels)

(2 years). Entry requirements are 4 GCSEs grade C or above (including English). Provides a wide range of IT skills and knowledge that may be required in the workplace, or as an entry requirement for Higher Education. Students will study in-depth how IT is used in organisations.

NVQ 3 IT Professionals

(1 Year). Entry requirements – Level 2 NVQ IT Practitioners or equivalent. Students will build upon the skills and knowledge gained on the NVQ level 2 programme and allows them to further develop skills in building and troubleshooting computer equipment and network systems. Students will learn how to

maintain network systems, install software and hardware and provide high quality customer support and test systems.

The college is also part of the Bath and NE Somerset Diploma Consortium and is delivering part of the Information Technology Diploma in partnership with Norton Hill School.

College

ST BRENDAN'S SIXTH FORM COLLEGE
Broomhill Road, Brislington, Bristol BS4 5RQ
Tel: 0117 977 7766
Website: www.stbrn.ac.uk

ICT OCR First Award and Certificate

This course will develop the student's skills, knowledge and understanding of using ICT. The course will allow you to develop your IT skills using a range of software programs and also look at the wider world of IT.

Introductory Diploma BTEC

(1 year). This course will provide vocational training in IT.

College

WESTON COLLEGE
Knightstone Road, Weston-super-Mare BS23 2AL
Tel: 01934 411411
Website: www.weston.ac.uk

IT Practitioners – BTEC First Diploma

(1 Year). Entry requirements 4 GCSEs at grade D or above. This course offers a wide of computing skills that are matched to the needs of modern industry and business including web page development, databases, business applications and computer systems.

IT@Work – BTEC Introductory Diploma

(1 Year). Entry requirements are some GCSEs grades C - E and you must be able to demonstrate an interest in IT and a willingness to study this course. You will need to be successful at your course guidance interview and have a keen interest in computing.

IT – Higher Diploma

(1 Year). Entry requirements are 4 GCSEs grades C - E, preferably to include English Language and Maths at grade C or above.

IT – Advanced Diploma

(2 Years). Entry requirements are 5 GCSEs grades A - C including English Language and Maths. Alternatively you will need an appropriate Level 2 qualification accompanied by GCSEs in Maths and English Language grades A - C or equivalent (e.g. Key skills Level 2 in Communication and Application of Number).

IT Practitioners – BTEC First Diploma

(1 Year). Entry requirements are 4 GCSEs grade C - E, preferably to include two at grade C or above. Alternatively you will need an appropriate Level 1 qualification such as an Introductory Diploma in IT@Work. In addition, you will need to have a successful course interview and a keen interest in computing.

IT Practitioners (Business) – BTEC National Diploma

(2 Years). Entry requirements are 5 GCSEs grades A - C, preferably to include Maths and English Language. Alternatively you will need an appropriate Level 2 qualification such as a BTEC First Diploma in IT. You will also need a successful course guidance interview.

IT Practitioners (Software Development) – BTEC National Diploma

(2 Years). Entry requirements are 5 GCSEs grades A - C, preferably to include Maths and English Language. Alternatively you will need an appropriate Level 2 qualification such as the BTEC First Diploma in IT. You will also need a successful course guidance interview.

IT Practitioners (System Support) – BTEC National Diploma

(2 Years). Entry requirements are 5 GCSEs grade A - C, preferably to include Maths and English Language. Alternatively you will need an appropriate Level 2 qualification such as the BTEC First Diploma in IT. You will also need a successful course guidance interview.

Section 2

Year 12 (Sixth Form)

- Choose from a wide range of courses including AS/A2 Levels, GCSEs, Diplomas, National Diplomas, NVQs and other work related courses.

- Contact sixth forms for information and an application form. They all have websites.
- Go to open evenings and information events. See page seven – Easy ways to get useful information.
- Ask sixth forms how well previous students have done on their courses.
- Use your school's Connexions Information Centre for information about local sixth forms.
- Additional further education, higher education, Apprenticeships, a job with training, self-employment or time out to travel or do voluntary work are all options after the sixth form.
- Educational Maintenance Allowance is a weekly payment to help you continue to learn or train. EMA is worth up to £30 a week. Other financial support exists to help with travel, specialist courses, books and equipment and childcare. Terms and conditions apply to all. For more information – <http://moneytolearn.direct.gov.uk>

Section 3

Apprenticeships and Jobs

Both of these options allow you to learn new skills with an employer and get some real work experience – but only an Apprenticeship will **guarantee** you training and the chance to gain qualifications. You will receive a wage, or, if you are eligible, an Education Maintenance Allowance of up to £30 a week. See page seven – Easy ways to get useful information.

Local Apprenticeships

Information Technology

- **City of Bristol College**, College Green Centre, St Georges Road, Bristol BS1 5UA. 0117 312 5007. Claire Arbery. claire.arbery@cityofbristol.ac.uk
- **In Training (CBE) Ltd**, 84 Lincoln Road, Peterborough, Cambridgeshire PE1 2SW. 01733 558085. Jason Thorpe. jason.thorpe@intraining.co.uk
- **JHP Training**, Ground Floor Units 3 & 4, Servert Way, Gordano Gates Business Park, Portishead BS20 7GD. 07912 895175. Neil Tamplin. neil.tamplin@jhptraining.com
- **Paragon Skills for Industry**, Lynch Lane, Weymouth, Dorset DT4 9DW. 01305 786999. Gavin Freed. gavin.freed@pgon.co.uk Training
- **Ultra Training Limited**, Uzella House, Callywith Gate, Launceston Road, Bodmin, Cornwall PL31 2RQ. 0845 009 1097. John Wilkie. john.wilkie@utrain.com

IT User

- **City of Bristol College**, College Green Centre, St Georges Road, Bristol BS1 5UA. 0117 312 5007. Claire Arbery. claire.arbery@cityofbristol.ac.uk
- **Positive Outcomes**, Tudor House, 308 Chesterfield Road North, Mansfield NG19 7QU. 01623 819080. Glen Morgan. glenn@posout.com
- **Weston College**, Knightstone Road, Weston-super-Mare, North Somerset BS23 2AL. 01934 411411. Peggy Tovey. peggy.tovey@weston.ac.uk

Local Advanced Apprenticeships

Information Technology

- **City of Bristol College**, College Green Centre, St Georges Road, Bristol BS1 5UA. 0117 312 5007. Claire Arbery. claire.arbery@cityofbristol.ac.uk
- **JHP Training**, Ground Floor Units 3 & 4, Servert Way, Gordano Gates Business Park, Portishead BS20 7GD. 07912 895175. Neil Tamplin. neil.tamplin@jhptraining.com
- **Paragon Skills for Industry**, Lynch Lane, Weymouth, Dorset DT4 9DW. 01305 786999. Gavin Freed. gavin.freed@pgon.co.uk Training
- **Ultra Training Limited**, Uzella House, Callywith Gate, Launceston Road, Bodmin, Cornwall PL31 2RQ. 0845 009 1097. John Wilkie. john.wilkie@utrain.com

IT User

- **City of Bristol College**, College Green Centre, St Georges Road, Bristol BS1 5UA. 0117 312 5007. Claire Arbery. claire.arbery@cityofbristol.ac.uk
- **Filton College**, Filton Avenue, Bristol BS34 7AT. 0117 909 2223. Claire Thorogood. claire.thorogood@filton.ac.uk
- **Positive Outcomes**, Tudor House, 308 Chesterfield Road North, Mansfield NG19 7QU. 01623 819080. Glen Morgan. glenn@posout.com

- **Weston College**, Knightstone Road, Weston-super-Mare, North Somerset BS23 2AL. 01934 411411. Peggy Tovey. peggy.tovey@weston.ac.uk

Most large computing companies employ experienced and/or graduate level staff for specialist jobs.

For more on Apprenticeships

- www.apprenticeships.org.uk – visit the National Apprenticeship website for information including the National Apprenticeship Vacancy Matching Service (scroll down and click on the 'Apprenticeship Vacancies' link). This service lets you search for Apprenticeship vacancies in a variety of ways, such as by occupational area, provider or by postcode.
- **08000 150 600** – Call the National Apprenticeship Hotline for help and advice.
- If you are still not sure and need help, please contact careers staff in your school/college or your local Connexions West of England Centre (addresses at end of this leaflet).

Time Off for study or training

- The right to Time Off for Study or training is designed to help you if you are aged 16-17, got few if any qualifications at school, and are now employed in a job which offers little or no training.
- For more information – www.connexions-direct.com – look under work schemes>time off for study and training.

Easy ways to get useful information

- www.connexionswest.org.uk – information for 13-19 year olds; vacancies; local support agencies; education & training database; publication downloads.
- <http://options.connexionswest.org.uk> – Your Way Forward - Options @ 16 and 17. Post-16 learning, training and work options; qualifications; sources of finance; useful websites.
- <http://workmatters.connexionswest.org.uk> – Information about working in the local area; how much people earn; number of people employed; types of jobs; useful websites.
- **Futures4Me** – explore all post-16 learning and training opportunities available in the West of England.

Connexions West of England Centres are open Monday – Friday. Contact direct for opening hours.

Bristol 4 Colston Avenue Bristol BS1 4ST Tel: 0117 987 3700 Fax: 0117 987 3701 Minicom: 0117 907 4514	Bath & North East Somerset 28 Southgate Bath BA1 1TP Tel: 01225 461 501 Fax: 01225 465 619	South Gloucestershire 21-23 High Street Kingswood Bristol BS15 4AA Tel: 0117 961 2760 Fax: 0117 960 7838	South Gloucestershire 28 Gloucester Rd North Filton Bristol BS7 0SJ Tel: 0117 969 8101 Fax: 0117 931 2978	North Somerset 45 Boulevard Weston-super-Mare BS23 1PG Tel: 01934 644443 Fax: 01934 644409
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www.connexionswest.org.uk
enquiries@connexionswest.org.uk

Connexions Direct (confidential information, advice and support for young people)
Tel: 080 800 13 2 19. Text: 07766 4 13 2 19. www.connexions-direct.com

The information in this leaflet was correct at the time of writing. Please check details - information dates quickly.

Produced by Red Bridge Solutions Ltd - enquiries@redbridgesolutions.co.uk