

IT DIPLOMA WITH MICROSOFT TRAINING



WHAT IS THE IT PROFESSIONAL DIPLOMA?

The IT Professional Diploma is aimed at employees who are already employed in IT roles. It is a work-based qualification, which combines building a portfolio of evidence with the opportunity to attend Microsoft Technical Training Courses (normally to MCSA level).

What the Diploma offers is an exciting opportunity for a member of staff who already has experience to further enhance or update their skill set.

The Diploma combines both work-based learning and experience with intensive instructor led training courses to help build and develop careers and support businesses.



EMPLOYER

BENEFITS



EMPLOYEE

FLEXIBLE AND TAILORED TO MEET THE SPECIFIC COMPANY REQUIREMENTS.

FORMAL IT QUALIFICATIONS - THE IT DIPLOMA AND MICROSOFT TECHNICAL CERTIFICATION.

COST EFFECTIVE RELEVANT TRAINING.

STRUCTURED AND PROGRESSIVE.

IMPROVED PRODUCTIVITY AND STAFF RETENTION.

DEMONSTRATES YOUR COMMITMENT TO YOUR OWN DEVELOPMENT



It is a highly cost effective investment for the future of both the employee and the employer.



Gives clear business benefits and gives employees excellent career development and qualifications



A commitment to employees' CPD (Continuing Professional Development) which enhances staff loyalty.

WHY ENTRUST YOUTRAIN?

YouTrain has over 15 years' experience in delivering both vocational programmes and a wide range of IT courses. YouTrain is uniquely placed in the Scottish market place having been an approved SQA Centre, a Skills Development Scotland provider and a Microsoft IT Academy and Microsoft Partner for many years.

COST

The IT Diploma with Microsoft training is part funded by Skills Development Scotland (SDS) with the funding available being dependent on age.

16 - 19: Fully funded

20 +: Various levels of funding for programmes



THE IT PROFESSIONAL DIPLOMA

BUILDING PORTFOLIO OF EVIDENCE IN SELECTED UNITS OF THE IT PROFESSIONAL DIPLOMA LEVEL 3

The Microsoft IT Professional Diploma Programme comprises of units which are selected to be appropriate to the employee's job role, along with core skills:



EXAMPLES OF SAMPLE UNITS:

INTERPERSONAL & WRITTEN COMMUNICATION	SOFTWARE INSTALLATION AND UPGRADE
TECHNICAL ADVICE AND GUIDANCE	TECHNICAL FAULT DIAGNOSIS
TECHNICAL FAULT REMEDY	SYSTEM MANAGEMENT
HEALTH & SAFETY IN ICT	PERSONAL EFFECTIVENESS



CORE SKILLS INCLUDING:

WORKING WITH OTHERS	PROBLEM SOLVING
CUSTOMER SERVICE	COMMUNICATION
MICROSOFT OFFICE APPLICATIONS TRAINING	NUMERACY

- Diploma for IT and Telecommunications Professionals (Level 3) & Core skills
- Microsoft Technical Training
- Courses run monthly
- Microsoft Certifications and IT Diploma certification which show not only your knowledge & skills, but also your competence in applying your knowledge & skills at work
- Formal training and/or E-Learning (plus free software)

FORMAT

- Trainer-led Microsoft Technical Training with YouTrain Microsoft Certified Trainers. Up to 4 training courses of 1 week duration. (Additional courses available by arrangement.)
- E-learning is also available to assist study
- Dedicated Trainer/Assessor
- Build portfolio of evidence using YouTrain Digital Portfolio
- Regular virtual meetings, face to face work place meetings, and optional Lab Days at YouTrain

ENTRY REQUIREMENTS

This programme is for employees already employed and have experience in IT Professional roles. There are no particular pre-requisite entry requirements, but delegates do need to be capable of completing the Programme and committed to doing so.

Individual Outlines are available.

COST

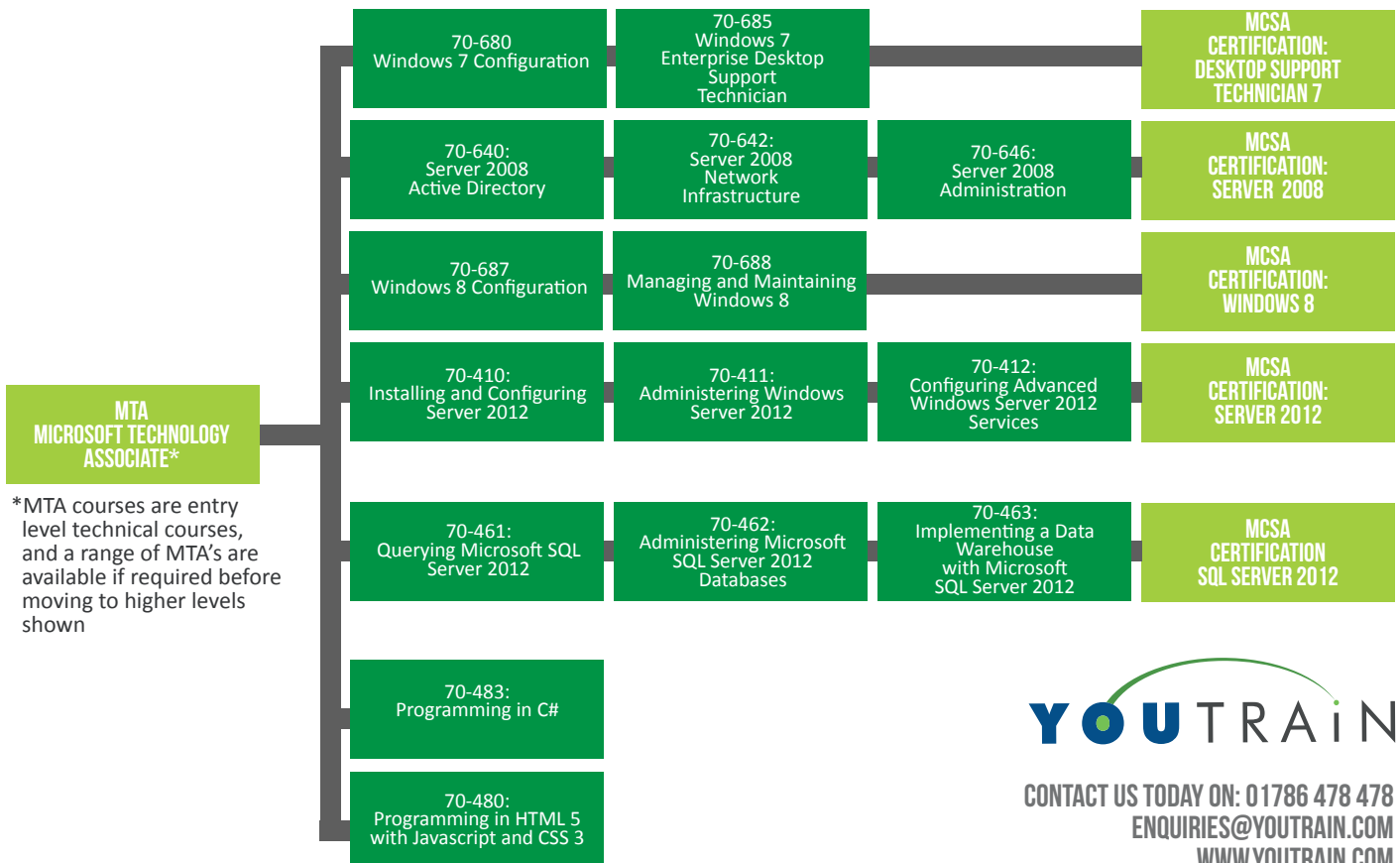
16-19

Diploma Fully Funded including MTA courses.

20+

Apprenticeship Fully Funded. Courses discounted by up to ¾

CHOOSE YOUR PATH TO MCSA



*MTA courses are entry level technical courses, and a range of MTA's are available if required before moving to higher levels shown

YOU TRAIN

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