

APPRENTICESHIP FACTSHEET

SOFTWARE & DATA FOUNDATION

⌚ Duration: 8 Months | 📖 English & Maths: Level 2 | 📈 Level: 2

THE APPRENTICESHIP

Software & Data Foundation apprentices develop essential skills needed to begin a career in the digital and technology sector. They support basic tasks across software development and data-related activities, building confidence in using digital tools, handling information and understanding how technology supports organisations.

Working as part of a team, apprentices interact with colleagues and contribute to day-to-day operations. They build strong communication skills and a proactive approach to learning, adapting to new tools and technologies as they progress. With a focus on developing practical knowledge and professional behaviours, they create a solid foundation for future roles in software, data or wider digital careers.

COURSE CONTENT

During this Apprenticeship, the learner will be required to develop knowledge, skills, and behaviours to effectively operate with software & data. Including but not limited to:



DIGITAL SYSTEMS & INFRASTRUCTURE



CODING & SOFTWARE DEVELOPMENT



DATA HANDLING & ANALYSIS



CYBER SECURITY & DIGITAL SAFETY



COMMUNICATION & DIGITAL COLLABORATION



PROFESSIONAL PRACTICE & ETHICAL WORKING



FOR MORE INFO

WHAT WILL YOU ACHIEVE?

This Apprenticeship will provide you with a better understanding of software & data and assist with career development. By the end, you will be able to:



DEVELOP PRACTICAL SKILLS IN CODING, DATA HANDLING AND USING DIGITAL TOOLS TO SUPPORT EVERYDAY BUSINESS TASKS



BUILD CONFIDENCE IN WORKING WITH IT SYSTEMS, SOFTWARE AND BASIC INFRASTRUCTURE WITHIN A PROFESSIONAL ENVIRONMENT



APPLY ESSENTIAL CYBER SECURITY AND DATA PROTECTION PRACTICES TO KEEP INFORMATION SAFE AND SECURE



COMMUNICATE EFFECTIVELY AND COLLABORATE WITH COLLEAGUES USING DIGITAL PLATFORMS TO IMPROVE PRODUCTIVITY



ACHIEVE A NATIONALLY RECOGNISED LEVEL 2 QUALIFICATION WHILE GAINING VALUABLE HANDS-ON EXPERIENCE IN THE DIGITAL WORKPLACE

WHY CHOOSE PCS?

Since 1996, Protocol Consultancy Services have guided over 5,000 learners through Apprenticeship programmes and achieved a 90% success rate. Benefits include:



TRAINING IS TAILORED TO MEET THE INDIVIDUAL NEEDS OF THE LEARNER AND EMPLOYER



PERSONAL TRAINING ADVISORS DELIVER HIGH-QUALITY BLENDED LEARNING, FACE-TO-FACE TEACHING AND INFORMATION ADVICE AND GUIDANCE THROUGHOUT THE PROGRAMME



RESOURCES WILL BE PROVIDED TO ASSIST LEARNERS DURING THEIR APPRENTICESHIP



SUBJECTS ARE BROUGHT TO LIFE USING ONLINE RESOURCES AND VIRTUAL LEARNING ENVIRONMENTS



REGULAR UPDATES ARE PROVIDED TO KEEP YOU UP-TO-DATE OF YOUR PROGRESS

OFF-THE-JOB TRAINING

The apprentice must receive off-the-job training (OJT) for a minimum of 20% of the time that they are paid to work throughout the duration of the Apprenticeship. There are many activities that can be calculated towards the OJT hours such as:



END POINT ASSESSMENT

The Software and Data Foundation Apprenticeship is an 8-month programme. Unlike a full apprenticeship, there is no separate End-Point Assessment after the training period. Instead, learners complete two assessment methods as part of the programme: three knowledge tests and a professional discussion supported by a workbook portfolio.

These assessments are completed during the programme and must both be passed for the learner to achieve the Foundation Apprenticeship.



Assessment Methods



AMI KNOWLEDGE TEST: YOU WILL UNDERTAKE 3 ONLINE, STANDALONE, INVIGILATED MULTIPLE-CHOICE TESTS TO ASSESS YOUR UNDERPINNING KNOWLEDGE AND UNDERSTANDING



PROFESSIONAL DISCUSSION WITH A PORTFOLIO: YOU WILL TAKE PART IN A 15-30 MINUTE PROFESSIONAL DISCUSSION DISCUSSING YOUR PORTFOLIO TASKS AND EVIDENCE WITH AN ASSESSOR

PROGRESSION

There are a range of progression opportunities available following the completion of this Level 2 Software & Data Foundation Apprenticeship and our team will be happy to provide advice and guidance to support your next steps in leadership and career development.

Get in touch using the information or QR code below.

CONTACT US

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