

Diploma in Digital Applications

SCQF Level 6

Skills
Development
Scotland



Why choose GP Strategies Scottish Apprenticeships?

20+ years of experience in delivering modern apprenticeships

Achievement rate 10% over the national average

Consistently 'All Green with High Confidence' across our External Verification visits

Effective remote delivery across the whole of Scotland

Fully accredited with Qualification Scotland

Employer benefits

Dedicated account manager with tailored consultation

Unlock potential by creating an adaptive and resilient workforce

Remote delivery providing flexible workplace options

83% of employers say they have seen improved productivity

79% of employers say this has boosted staff morale

72% of employers say this has helped with staff retention

Apprentice benefits

Earn while you learn

Industry-recognised qualification

Support and guidance throughout

Enhanced career opportunities

The role of a digital apprentice

This programme is perfect for individuals who are starting their career in business or looking to enhance their digital skillset. We support candidates in roles including digital administrator, office support, junior data analyst, L&D assistant, AV technician, and more.

Alongside their full-time role, candidates complete their work-based diploma in Digital Application SCQF Level 6 over the course of approximately 12-18 months.



Learning journey example

(This qualification is made up of 60 credits plus enhancements)

- 1 Developing personal and team effectiveness using IT
- 2 Digital communications
- 3 Digital information management
- 4 Five remote digital skills courses
- 5 Bespoke software or setting up an IT system
- 6 Multimedia software
- 7 10 Credits imported from another qualification
- 8 PC passport: Word, presentations, spreadsheets
- 9 Core skills

Off-the-job training

Alongside your core work-based training, our digital applications apprentices will also participate in five remote half-day courses delivered by one of our leading digital trainers.

Digital skills training

During these remote, half-day sessions, candidates will complete units whilst developing their knowledge in key areas of their job role.

- Understanding the potential of IT
- Digital network environments
- Optimise IT system performance
- Using collaborative technologies
- IT and telecom system security

PC Passport

Candidates will develop their skill set with focus on Word, Excel, and PowerPoint and will achieve the standalone PC Passport qualification SCQF 6 awarded by Qualification Scotland.



Evidence gathering

Apprentices are supported and guided by a dedicated assessor throughout the apprenticeship programme.



Develop personal and team effectiveness using IT

Candidates start to recognise and respect diversity, individual differences and perspectives, and understand how IT can be used to support and enhance both personal and team effectiveness.



Bespoke software

Candidates select and use a suitable bespoke software application to perform data processing tasks.

This includes understanding the software's capabilities and the types of tasks for which it is suitable, as well as the necessary skills and techniques to use the software effectively.



Using collaborative technologies

Candidates develop the ability to use IT tools and devices for collaborative work and communication, such as video conferencing, instant messaging, online forums, social networking sites, wikis, and other centralised repositories for documents, blogging, RSS feeds, data feeds, bulk SMS, or online work management tools.

These are just some of the topics that apprentices will work towards.
Your assessor will help you create a tailored programme to suit your needs.

Supplied by our partners

e-Portfolio

Our online portfolio is OneFile, which is easily accessible from any device at any time. This tool helps you gather evidence to build your portfolio, track your progress, and view any upcoming appointments booked with your assessor. Stay up to date with your progress, ask questions, and expand your knowledge with the click of a button.

Professional and Vendor Qualification

GP Strategies Scotland is an approved apprenticeship provider with Skills Development Scotland and Qualification Scotland. Additional training opportunities are available.



Qualifications
Scotland
Approved Centre



What happens next?

Initial meeting

Establish customer requirement

Identify most suitable solution

Set up

Complete formal agreements

Apprentice induction and initial assessment

Awarding body registration

Programme commencement

Induction appointment with assessor

Candidate e-Portfolio assigned

First action plan created

Support and feedback

Regular meetings with assessor, remotely through Microsoft Teams, telephone, and email

Quarterly updates with account manager

Review and evaluation

13-week reviews are carried out with the manager, candidate, and assessor to reflect on progress, celebrate success, and discuss any issues.

Celebrate success

Completion certificates sent to apprentice



GP Strategies

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If you would like any further information, contact:
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GP Strategies Scottish Apprenticeships – committed to equality and valuing diversity.

