PERSON SPECIFICATION

ICT Apprentice – C34

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Ability to work as part of a small team	E	1,3
Personal Skills	Excellent communication skills	E	1,3
Personal Skills	Ability to work using own initiative and able to follow management instructions	E	1,3
Personal Skills	Good organisational ability	E	1,3
Experience	Confident and knowledge in a range of IT applications	D	1,2,4
Experience	Relevant work experience	D	1,3
Attainments/ Qualifications	GCSE's in Maths and English at level 4-9 or C/4 or above	E	1,4
Knowledge	IT literate (e.g. Word processing, databases, spreadsheets, Internet)	E	1,3
Special Requirements	Must have a genuine interest in a career in information technology	E	1,3
Special Requirements	Be prepared and competent to study towards an appropriate development programme	E	1,3
Special Requirements	Flexible regarding working hours	E	1,3

Car Allowance:
This post does not carry a designated
car user status.

E/D:
Essential (E)
Desirable (D)

Measure:
1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]