



# Syllabus

## ICT Associate Professional Software Developer

Date: Jan 2018

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**Syllabus**

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**Revision History**

**Version 01.05**

- Semester 3 & 4 redistributed to reflect 26 weeks each (to ensure 26 weeks in work placement and to demonstrate 50%+ work placement).

**Version 01.04**

- Semester 1 used to reflect just the Level 5 module, it now reflects the full-time education period (which includes some L6 modules). Adjust tables and narrative accordingly.
- Modify the tables to reflect changes regarding the dates of holiday weeks.
- Modify section 9.2 to reflect availability at all ETBs according to a published schedule.

**Purpose of this document**

This purpose of this document is to provide a comprehensive overview of the ICT Associate Professional Software Developer programme. It describes programme access, content, schedules, certification and governance inter alia. The intended audience is the ETBs, Employers, Apprentices and other stakeholders in the process.

## Contents

<b>1.</b>	<b>INTRODUCTION .....</b>	<b>3</b>
1.1	Apprenticeships.....	3
1.2	Programme Design.....	3
1.3	Roles.....	3
1.4	Governance.....	3
<b>2.</b>	<b>AWARD TITLE, LEVEL AND CERTIFICATION .....</b>	<b>4</b>
2.1	Overall Award.....	4
2.2	Module Certification.....	4
<b>3.</b>	<b>PROGRAMME AIM AND OBJECTIVES .....</b>	<b>6</b>
3.1	Aim.....	6
3.2	Objectives.....	6
<b>4.</b>	<b>PROGRAMME STRUCTURE .....</b>	<b>7</b>
4.1	Semester purpose and scope .....	7
<b>5.</b>	<b>SCHEDULE .....</b>	<b>9</b>
<b>6.</b>	<b>INDICATIVE PROGRAMME CONTENT .....</b>	<b>11</b>
<b>7.</b>	<b>ASSESSMENT .....</b>	<b>17</b>
<b>8.</b>	<b>PROGRAMME ACCESS AND ENTRY REQUIREMENTS .....</b>	<b>18</b>
8.1	Access to the Apprenticeship Programmes.....	18
8.2	Entry Requirements .....	18
<b>9.</b>	<b>CONTACT INFO. / NATIONAL AVAILABILITY .....</b>	<b>19</b>
9.1	Contact Information.....	19
9.2	National Availability .....	19

## 1. INTRODUCTION

### 1.1 Apprenticeships.

Apprenticeships are an exciting and proven way for employers to develop talent for their company and industry. Apprenticeships are designed by industry-led groups to support growth and competitiveness. Apprentices earn while they learn, and build valuable work-ready skills in a chosen occupation. Apprenticeships open up exciting and rewarding careers, with learning grounded in the practical experience of undertaking a real job. Helping more people discover and develop their talents through training is at the heart of the national apprenticeship system. Helping people find opportunity through the acquisition of tech skills is at the heart of FIT's mission and we warmly welcome you to take part in this journey with our support and encouragement.

### 1.2 Programme Design.

The ICT Associate Professional Software Developer Apprenticeship is a two-year programme designed for those who have recently completed second level education or mature learners who are seeking to retrain. It is a dual-education programme involving both college-based and workplace learning. The college-based learning is state-funded and Apprentices receive a salary from their employer while on the programme. The programme provides learners with the theoretical and practical skills required to secure and retain employment as computer programmers.

### 1.3 Roles.

A software developer, also known as a computer programmer, builds and tests high-quality code across front-end, logic and database layers. Developers typically work as part of a larger team, in which they have responsibility for some of the straightforward elements of the overall project. While the customer requirements will typically be defined and agreed by more experienced or specialist members of the team, such as a business analyst or technical architect, the developer will be able to interpret design documentation and specifications. Software products, applications and services are widely used across many sectors and potentially, all sectors in a modern economy. Most ICT Associate Professional Software Developers will work in the ICT sector industries that research, develop, design, sell, install and maintain software products and services. However a large number will work in other sectors which use, develop and apply software solutions to support their activity. Typical job roles include those of Web Developer, Application Developer, Mobile App Developer, Games Developer and Software Developer.

### 1.4 Governance.

This two-year programme has been developed by FIT Ltd., which is the Coordinating Provider. FIT is an industry led not-for-profit organisation that develops and provides innovative education and training programmes and career pathways into the tech sector. As Coordinating Provider FIT is responsible for the operation and quality assurance of the ICT Apprenticeship Programmes. FIT works closely with its training delivery partners (the ETBs), employers, and regulators (QQI & SOLAS) to ensure that the ICT Apprenticeships meet the needs of all stakeholders.

## 2. AWARD TITLE, LEVEL AND CERTIFICATION

The programme is a composite of C&G modules and industry modules combined with workplace assessments. Successful completion of each module is separately certified, but successful completion of all modules in the programme results in a major award at Level 6 on the National Framework of Qualifications (NFQ).



### 2.1 Overall Award.

#	Title	NFQ Level	Awarded by
1	<b>Advanced Certificate in Computer Programming</b>	6	QQI
2	<b>ICT Associate Professional Software Developer</b>	N/A	FIT

### 2.2 Module Certification

#	Qualification	NFQ Level	Awarded by
	<b>Diploma for ICT Systems and Principles for IT Professionals 7540-13 QAN: 501/0277/1</b>	5	C&G
1.	Customer Support Provision for the ICT Professional	5	C&G
2.	Software Design Fundamentals	5	C&G
3.	Creating an Object Oriented Computer Program Using C#	5	C&G
4.	Principles of ICT Systems & Data Security	5	C&G
5.	Programming in HTML5 with JavaScript and CSS3	5	C&G
6.	Web Development	5	C&G
7.	Install, Configure & Upgrade ICT Software	5	C&G
8.	L5 Develop Software using SQL	5	C&G
	<b>Diploma for ICT Professionals - Systems and Principles 7630-04 QAN: 600/6124/8</b>	6	C&G
9.	Systems Analysis and Design	6	C&G
10.	Object Oriented Programming	6	C&G
11.	Event Driven Programming Solutions	6	C&G
12.	Procedural Programming	6	C&G
13.	Software Applications Testing	6	C&G
14.	Project Management	6	C&G
15.	Effective Communication in Business	6	C&G
16.	Systems Development	6	C&G
17.	Personal and Professional Development	6	C&G
	<b>Workplace Assessment</b>		
18.	Application of Skills in the Workplace (Y1)	5	FIT
19.	Application of Skills in the Workplace (Y2)	6	FIT
	<b>Industry Certification</b>		
20.	Option A – Programming in HTML5 with JavaScript and CSS3 (70-480) or	N/A	Microsoft
21.	Option B – Programming in C# (70-483) or	N/A	Microsoft

22.	Option C – Querying Data with Transact-SQL (70-761) or	N/A	Microsoft
23.	Option D – Oracle Java SE (Java SE 8 Programmer I 1Z0-808 & Java SE 8 Programmer II 1Z0-809)	N/A	Microsoft
	<b>Award for Professional Recognition (Information Technology) 9200-01 Accreditation no. 600/6016/6</b>		
24-29	Professional Recognition Award Standards 1-6	6	C&G

### 3. PROGRAMME AIM AND OBJECTIVES

#### 3.1 Aim.

The aim of the ICT Associate Professional Software Developer Apprenticeship programme is to enable you to secure and retain employment in a software development role. You should be able to combine technical, communications, project management and personal development skills to meet the requirements of your employer and should be able to act autonomously or as part of a team as the occasion demands.

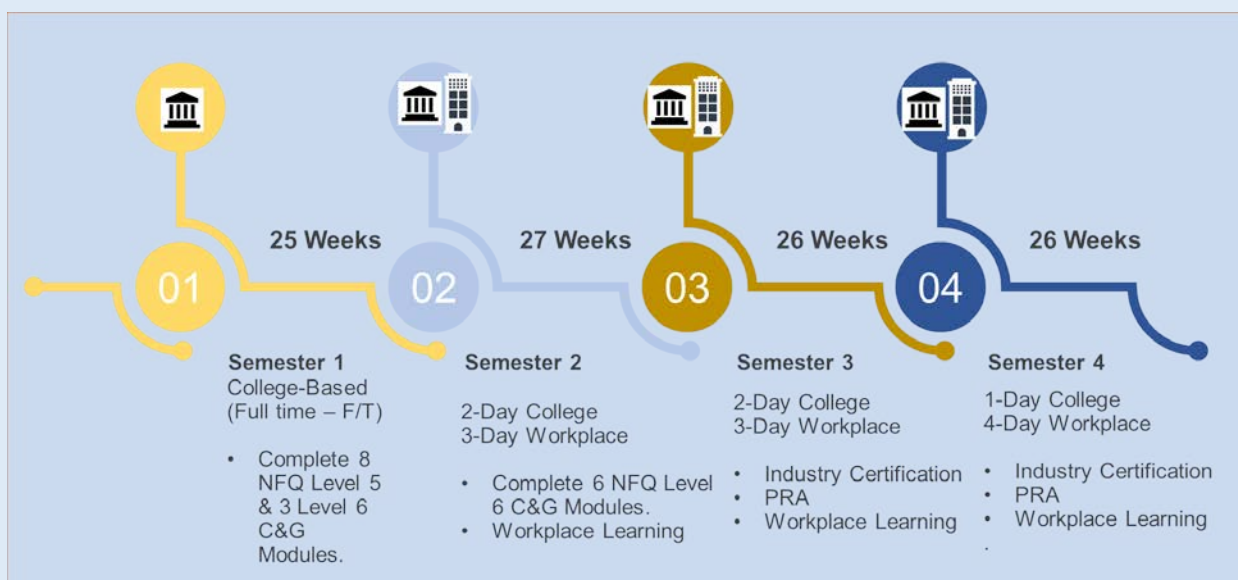
#### 3.2 Objectives.

The expected outcome is that the learner will be able to:

- Perform systems analysis and design investigations using recognised methodologies.
- Understand how object-orientated programming technologies are used in programming and systems development. Learners will also be able to design, create, implement and test programming solutions, and this will form part of their on-the-job experience.
- Use event driven programming technologies in programming and systems development. Learners will develop their skills to be able to design, create, implement and test programming solutions for given purposes.
- Use procedural programming technologies in programming and systems development. Learners will also be able to design, create, implement and test programming solutions.
- Implement the principles of software application testing. Learners will develop their skills to test, implement and evaluate software applications prior to commercial deployment regardless of the software language being used.
- Use the principles of project management to set up new projects. Learners will gain an understanding of how to mitigate for risks and develop their skills in using management tools to monitor and review projects.
- Understand of the importance of effective communication: written, verbal and non-verbal, in a business environment. Learners will understand why effective communication is critical for businesses and will be able to use different types of communication methods suitable for specific purposes.
- Understand the systems development life cycle. Using a project approach, learners will explore the stages in detail, gathering and analysing customer requirements, designing an IT solution, and planning its testing and implementation. Learners will identify the various stakeholder perspectives to ensure that the solution meets requirements and that the wider implications are considered.
- Develop practical skills in the use of the various tools and techniques associated with the various methodologies for systems development.
- Use different methods and resources available to help plan for personal and professional development. They will learn how to identify factors that may affect targets or goals, prioritise actions and how feedback from others can be utilised to aid their development and career progression. They will be able to develop a plan which can either be used during a course of study or as a tool for their future/current career path.

## 4. PROGRAMME STRUCTURE

The programme is presented in four semesters:



The first Semester is spent in full-time education through a nominated ETB. The following two semesters involve spending 2 days per week on college day-release and 3 days working with an employer. The final Semester will involve 4 days working with the employer and 1 college day-release per week.

### 4.1 Semester purpose and scope

Semester No.	Purpose and scope
Semester 1. <b>Laying the Foundation.</b>	Semester 1 involves college day-release undertaking all of the L5 C&G Technical modules and the first 3 of the L6 modules. This is a period of full-time instructor-led classroom training. The purpose of this semester as the title suggests, is to “lay the foundation” for the technical knowledge that learners will rely on in Semester 2. It will also help learners to “find their feet” and be introduced to fellow Apprentices, and tutors.
Semester 2. <b>Introducing the Workplace.</b>	In Semester 2 the college day-release reduces to 2 days per week with the remaining 3 days being spent in the workplace. Learners will be undertaking the remainder of the L6 C&G Technical Modules as well as commencing the Industry Certification (Microsoft modules). The learning undertaken in the workplace will be guided by the tasks outlined in the “Application of Skills in the Workplace” which involves completing a Learner Logbook recording the learner’s mentored tasks.



	<p>During this time the learner will also start to gather evidence for the Professional Recognition Award – PRA (but this will not be finalised until the last Semester.)</p> <p>The purpose of this stage is to integrate learners into the workplace setting, to introduce the learner to their mentors, and to start applying acquired knowledge and skills. This stage builds on the technical learning undertaken in Stage 1, and moves to a higher level learning at Level 6. The college day-release will enable learners to “re-group” in a familiar setting, share workplace experiences and discuss technical matters with tutors.</p>
<p>Semester 3. <b>Consolidation.</b></p>	<p>The third Semester continues the model of 2-day college release / 3 days in the workplace. The difference in this semester is that the L6 C&amp;G technical modules will have been completed. The Industry certification and the Applied Learning in the Workplace will continue during this stage as will the evidence gathering for the PRA.</p> <p>The purpose of this semester is to enable learners to focus on consolidating theoretical learning by continuing to apply skills in the workplace. As in Semester 2, the college day-release will provide a continuing opportunity for engaging with peers and tutors.</p>
<p>Semester 4. <b>Preparation for Autonomy.</b></p>	<p>The final semester involves 1 day per week on college day-release, and 4 days in the workplace. Workplace learning will again be based on the Applied Learning in the Workplace and learners will be required to write up their submission for the PRA.</p> <p>The final semester will assist learners to adapt to full-time employment with more autonomy. There will still be one day per week to engage with peer groups and tutors. During this semester, the learner’s future path will become clearer. It may be that the employer is indicating that the learner will be offered a role with them upon completion of the Apprenticeship, or if not the learner will be facilitated to seek alternate employment or further training at the end of the programme. This semester provides the opportunity to address issues of further education or supports to secure alternate employment where necessary.</p>

## 5. SCHEDULE

The programme schedule is laid out in tabular form below. This detail provides you with a breakdown of each semester into the modules that it contains. Each of the modules is assessed after it has been completed. This allows you to measure your progress as you work through the overall programme. The teaching and learning methodology is a combination of classroom instruction and workplace mentoring.

Note: The schedule below is approximate. In particular, holiday weeks may differ from those represented below. Programme start dates, public holidays, Christmas and Easter breaks, local variations in module delivery sequence etc. will mean that schedules are likely to differ from one instance of the programme to another.

Semester	Module	Lecture / Lab Duration (Weeks)	Week Beginning
<i>5-Day College Release</i>			
1	M01 - L5 Customer Support Provision for the ICT Professional	2.0	1
1	M02 - L5 Software Design Fundamentals	3.0	3
1	M03 - L5 Creating an Object Oriented Computer Program Using C#	3.0	6
1	M04 - L5 Principles of ICT Systems & Data Security	3.0	9
1	M05 - Programming in HTML5 with JavaScript and CSS3	1.0	12
1	M06 - L5 Web Development	3.0	13
1	M07 - L5 Install, Configure & Upgrade ICT Software	1.0	16
1	M08 - L5 Develop Software using SQL	1.0	17
1	Holiday Week 1	1.0	18
1	M09 - L6 Systems Analysis and Design	1.9	19
1	M10 - L6 Object Oriented Programming	1.9	21
1	M11 - L6 Event Driven Programming Solutions	1.9	23
1	Holiday Week 2	1.0	25
<i>2-Day College Release</i>			
2	M12 - L6 Procedural Programming	4.3	26
2	M13 - L6 Software Applications Testing	4.8	30
2	M14 - L6 Project Management	4.0	35
2	Holiday Week 3	1.0	39
2	M15 - L6 Effective Communication in Business	3.2	40
2	M16 - L6 Systems Development	4.8	43
2	M17 - L6 Personal and Professional Development	2.0	48
2	M20 - Industry Certification A,B,C or D	1.6	50
2	Assessment Finalisation	0.8	51
2	Holiday Week 4	1.0	52

2	M18 - L6 Application of skills in the workplace (Y1)	27.4	19
3	M20 - Industry Certification A,B,C or D	21.00	53
3	Holiday Week 5	1.00	64
3	M24 - L6 PRA - S1 - Commitment to Professional Standards	0.50	76
3	M25 - L6 PRA - S2 - Communication and Information Management	0.50	76
3	M27 - L6 PRA - S4 - Professional Development	0.50	77
3	M28 - L6 PRA - S5 - Working with others	0.50	77
3	M29 - L6 PRA - S6 - Managing customer relationships	0.50	78
3	Holiday Week 6	1.00	75
3	M19 - L6 Application of skills in the workplace (Y2)	26.5	53
	<i>1-Day College Release</i>		
4	M20-M23 - Industry Certification A,B,C or D	16.0	79
4	Holiday Week 7	1.0	88
4	M24 - L6 PRA - S1 - Commitment to Professional Standards	1.0	97
4	M25 - L6 PRA - S2 - Communication and Information Management	1.0	98
4	M26 - L6 PRA - S3 - Leadership	1.0	99
4	M27 - L6 PRA - S4 - Professional Development	1.0	100
4	M29 - L6 PRA - S6 - Managing customer relationships	1.0	101
4	Assessment Finalisation	3.0	104
4	Holiday Week 8	1.0	96
4	M19 - L6 Application of skills in the workplace (Y2)	21.0	83

## 6. INDICATIVE PROGRAMME CONTENT

The following table provides a synopsis of the content of each module.

Semester	Module	Aim
1	M01 - L5 Customer Support Provision for the ICT Professional	This module will enable the learner to provide technical customer support and understand the processes involved in improving the way in which customers use networked ICT systems.
1	M02 - L5 Software Design Fundamentals	This module covers the principles of software design and the application of the techniques used in software design to represent software solutions.
1	M03 - L5 Creating an Object Oriented Computer Program Using C#	This module covers more advanced concepts of event driven computer languages and their use to implement, refine and test computer programs.
1	M04 - L5 Principles of ICT Systems & Data Security	This module develops an understanding of the types of threat to ICT systems and data and methods of protecting against them. It also covers an understanding of the applications of cryptography to ICT systems and data.
1	M05 - Programming in HTML5 with JavaScript and CSS3	This module is designed to provide an introduction to HTML5, CSS3, and JavaScript. The module focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application. This module is linked to the Microsoft Official Academic Course (MOAC) and Exam for the Programming in HTML5 with JavaScript and CSS3 (M20 - Option A).
1	M06 - L5 Web Development	This module provides an understanding of web architecture, components and technologies. It also covers the development of a specification for a website and implementation of website elements.
1	M07 - L5 Install, Configure & Upgrade ICT Software	This module will enable the learner to install, configure and upgrade networked and stand-alone operating systems, and/or applications software.
1	M08 - L5 Develop Software using SQL	The aim of this module is to enable learners to develop the skills required to create queries, provide reports, and manipulate data and document test results in a Relational Database Management System (RDMS).

2	M09 - L6 Systems Analysis and Design	Perform systems analysis and design investigations using recognised methodologies
2	M10 - L6 Object Oriented Programming	Understand how object orientated programming technologies are used in programming and systems development. Learners will also be able to design, create, implement and test programming solutions, and this will form part of their on-the-job experience
2	M11 - L6 Event Driven Programming Solutions	Use event driven programming technologies in programming and systems development. Learners will develop their skills to be able to design, create, implement and test programming solutions for given purposes.
2	M12 - L6 Procedural Programming	Use procedural programming technologies in programming and systems development. Learners will also be able to design, create, implement and test programming solutions.
2	M13 - L6 Software Applications Testing	Implement the principles of software application testing. Learners will develop their skills to test, implement and evaluate software applications prior to commercial deployment regardless of the software language being used.
2	M14 - L6 Project Management	The purpose of this module is to provide learners with an understanding of the principles of project management, and how projects are set up. Learners will gain an understanding of how to mitigate for risks and develop their skills in using management tools to monitor and review projects.
2	M15 - L6 Effective Communication in Business	The purpose of this module is to provide learners with an understanding of the importance of effective communication, written, verbal and non-verbal, in a business environment. Learners will understand why effective communication is critical for businesses and will be able to recommend different types of communication methods suitable for specific purposes.
2	M16 - L6 Systems Development	<p>The purpose of this module is to provide learners within an understanding of the systems development life cycle. Using a project approach, learners will explore the stages in detail, gathering and analysing customer requirements, designing an IT solution, and planning its testing and implementation. Learners will identify the various stakeholder perspectives to ensure both that the solution meets requirements and that the wider implications are considered.</p> <p>Learners will develop practical skills in the use of the various tools and techniques associated with the various methodologies for systems development.t.</p>

2	M17 - L6 Personal and Professional Development	<p>The purpose of this module is to provide learners with an understanding of the different methods and resources available to them to help them plan for their personal and professional development. They will learn how to identify factors that may affect targets or goals, prioritise actions and how feedback from others can be utilised to aid their development and career progression. They will be able to develop a plan which can either be used to progress to a course of study or as a tool for their future/current career path.</p> <p>17. &amp; 18. L6 Application of Skills in the Workplace</p>
2	M20-M23 - Industry Certification A,B,C or D	<p>There are 4 options for industry certification from which the learner is required to select one.</p> <ul style="list-style-type: none"> <li>• Option A - Programming in HTML5 with JavaScript and CSS3</li> </ul> <p>This module involves developing applications using HTML5 with JavaScript and CSS3 (either Windows Store apps for Windows 8 or web applications).</p> <p>It provides an introduction to HTML5, CSS3, and JavaScript. It helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an entry point into both the Web application and Windows Store apps training paths. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured applications.</p> <p>or</p> <ul style="list-style-type: none"> <li>• Option B - Programming in C# (70-483)</li> </ul> <p>This module covers the programming skills required by developers to create Windows applications using the C# language. The module reviews the basics of C# program structure, language syntax, and implementation details, and then consolidates the knowledge required to build an application that incorporates several features of the .NET Framework 4.5.</p> <p>or</p> <ul style="list-style-type: none"> <li>• Option C - Querying Data with Transact-SQL (70-761)</li> </ul> <p>The main purpose of this module is to give students a good understanding of the Transact-SQL language which is used by all SQL Server-related disciplines; namely, Database Administration, Database Development and Business Intelligence.</p> <p>The module is also suited to SQL power users who aren't necessarily database-focused; namely, report writers, business analysts and client application developers.</p> <p>or</p> <ul style="list-style-type: none"> <li>• Option D - Oracle Java SE</li> </ul>

		<p>This Java SE 8 Programming module covers the core language features and Application Programming Interfaces (API) used to design object-oriented applications with Java Standard Edition 8 (Java SE 8) Platform</p> <p>Completion of this module is spread over Semesters 2,3 &amp; 4.</p>
2	Assessment Finalisation	
2	M18 - L6 Application of skills in the workplace (Y1)	<p>Learners will be provided with assignments which will allow them to apply their theoretical learning to workplace environments. Learners will update their Learner Logbook documenting the execution of the assignments.</p> <p>The assignments are mentored and run in parallel with Lecture/Lab modules.</p>
		<p>Software Developers have a wide array of software development tools at their disposal from which they can choose. However, some employers or applications may use one tool preferentially over another. Offering Options A-D will help the Apprentices and their employers to pick the most suitable learning for their particular circumstance.</p>
3	M20 - M23 - Industry Certification A,B,C or D	<p>There are 4 options for industry certification from which the learner is required to select one.</p> <ul style="list-style-type: none"> <li>Option A - Programming in HTML5 with JavaScript and CSS3           <p>This module involves developing applications using HTML5 with JavaScript and CSS3 (either Windows Store apps for Windows 8 or web applications).</p> <p>It provides an introduction to HTML5, CSS3, and JavaScript. It helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an entry point into both the Web application and Windows Store apps training paths. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured applications.</p> </li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Option B - Programming in C# (70-483)           <p>This module covers the programming skills required by developers to create Windows applications using the C# language. The module reviews the basics of C# program structure, language syntax, and implementation details, and then consolidates the knowledge required to build</p> </li> </ul>

		<p>an application that incorporates several features of the .NET Framework 4.5.</p> <p>or</p> <ul style="list-style-type: none"> <li>• Option C - Querying Data with Transact-SQL (70-761)</li> </ul> <p>The main purpose of this module is to give students a good understanding of the Transact-SQL language which is used by all SQL Server-related disciplines; namely, Database Administration, Database Development and Business Intelligence.</p> <p>The module is also suited to SQL power users who aren't necessarily database-focused; namely, report writers, business analysts and client application developers.</p> <p>or</p> <ul style="list-style-type: none"> <li>• Option D - Oracle Java SE</li> </ul> <p>This Java SE 8 Programming module covers the core language features and Application Programming Interfaces (API) used to design object-oriented applications with Java Standard Edition 8 (Java SE 8) Platform</p> <p>Completion of this module is spread over Semesters 2,3 &amp; 4.</p>
	<b>C&amp;G Professional Recognition Award.</b>	The C&G Professional Recognition Awards are designed to recognise experiential learning in the workplace. Recognition is based on meeting six standards.
3	M24 - L6 PRA - S1	Commitment to Professional Standards. (Apply professional standards to own working practice)
3	M25 - L6 PRA - S2	Communication and Information Management (Respond to the needs of a target audience by communicating in a form and manner which is appropriate to the task)
3	M26 - L6 PRA - S3	Leadership. (Display appropriate leadership skills in own area of responsibility)
3	M27 - L6 PRA - S4	Professional Development. (Analyse own performance and identify areas for improvement).
3	M28 - L6 PRA - S5	Working with others. (Constructively work with others to achieve set goals).
3	M29 - L6 PRA - S6 -	Managing customer relationships (Assess who the customer is and what the customer expects).
3	M19 - L6 Application of	Learners will be provided with assignments which will allow them to apply their theoretical learning to workplace environments. Learners



	skills in the workplace (Y2)	<p>will update their Learner Logbook documenting the execution of the assignments.</p> <p>The assignments are mentored and run in parallel with Lecture/Lab modules.</p>
4	M20- M23 - Industry Certification A,B,C or D	<p>There are 4 options for industry certification from which the learner is required to select one.</p> <ul style="list-style-type: none"> <li>• Option A - Programming in HTML5 with JavaScript and CSS3 or</li> <li>• Option B - Programming in C# or</li> <li>• Option C - Querying Data with Transact-SQL or</li> <li>• Option D - Oracle Java SE</li> </ul> <p>Completion of this module is spread over Semesters 2,3 &amp; 4.</p>
	<b>C&amp;G Professional Recognition Award.</b>	The C&G Professional Recognition Awards are designed to recognise experiential learning in the workplace. Recognition is based on meeting six standards.
4	M24 - L6 PRA - S1	Commitment to Professional Standards. (Apply professional standards to own working practice).
4	M25 - L6 PRA - S2	Communication and Information Management. (Respond to the needs of a target audience by communicating in a form and manner which is appropriate to the task)
4	M26 - L6 PRA - S3	Leadership. (Display appropriate leadership skills in own area of responsibility)
4	M27 - L6 PRA - S4	Professional Development. (Analyse own performance and identify areas for improvement)
4	M28 - L6 PRA - S5	Working with others. (Constructively work with others to achieve set goals).
4	M29 - L6 PRA - S6 -	Managing customer relationships. (Assess who the customer is and what the customer expects).
4	Assessment Finalisation	This is an opportunity for learners to put final touches to their assessments.
4	M19 - L6 Application of skills in the workplace (Y2)	<p>Learners will be provided with assignments which will allow them to apply their theoretical learning to workplace environments. Learners will update their Learner Logbook documenting the execution of the assignments.</p> <p>The assignments are mentored and run in parallel with Lecture/Lab modules.</p>

## 7. ASSESSMENT

Programme elements are assessed in different ways. Essentially, there are 5 types of assessment.

1. **Prescribed Assignments.** All of the C&G Module Level 5 modules are assessed by way of prescribed assignments. These are assignments developed and provided by C&G.
2. **Centre Devised Assignments.** There are no prescribed C&G assessments for the Level 6 C&G modules. Instead, centres will develop assessments based on their delivery of the module in question. City & Guilds has produced detailed assessment guidance for the Level 6 modules assessed by centre devised assignments. Exemplar assignments are also provided by C&G for some modules which centres may use as is, or tailor to suit local circumstances. Centre devised assignments are approved by the C&G Qualifications Consultant (QC) before use.
3. **Industry Prescribed Assessment.** The industry modules for Software Developer are Microsoft modules. These are assessed by means of prescribed assessments developed by Microsoft itself.
4. **Portfolio of Evidence.** The Professional Recognition Award requires learners to compile a portfolio of evidence to demonstrate how they have met the six standards at the appropriate level. The six standards are based around the following topics:
  1. Commitment to Professional Standards
  2. Communication and Information Management
  3. Leadership
  4. Professional Development
  5. Working with Others
  6. Managing Customer Relationships.
5. **Learner Logbook.** The Application of Skills in the Workplace modules are assessed by means of an online Learner Logbook that demonstrates how you have applied theoretical learning in your workplace. Your workplace mentor signs-off on the tasks recorded in your Logbook, and this is independently reviewed.

### Assessment Type

#	Module	Assessment
1.	Modules 1-8 (C&G Level 5)	Assignment (C&G Prescribed)
2.	Modules 9-17 (C&G Level 6)	Assignment (Centre Devised)
3.	Modules 18-19 (Application of skills in the workplace)	Online Learner Logbook.
4.	Modules 20-23 (Microsoft)	Microsoft
5.	Modules 24-29 (C&G Professional Recognition Award)	Portfolio.

## 8. PROGRAMME ACCESS AND ENTRY REQUIREMENTS

Access to the Apprenticeships Programme and the entry requirements are fully described in the document entitled Access, Transfer and Progression (Doc. Ref: FIT-ATP-001) available from FIT and published on the FIT website.

However, a synopsis is provided below for information.

### 8.1 Access to the Apprenticeship Programmes

FIT recruits Apprentices who express an interest in joining the programme. In the first instance, the learner makes an application to FIT. This application is subject to approval by SOLAS (as the regulatory authority for registration of Apprentices). Applicants will be required to meet the entry requirements (below). Once registration has been successfully completed, FIT will organize interviews between the applicants and prospective host employers who will provide the mentored work placement opportunity to the applicant.

The employer will select the applicant(s) to whom they will offer placement. This decision is exclusively made by the employer and FIT has no role in influencing that decision.

### 8.2 Entry Requirements

**Minimum entry requirements are as follows.**

Applicants:

- Will be required to complete an initial aptitude test.
- Must be 18 years or older.
- Must have achieved a passing grade in 5 or more subjects (to include Maths and English) at Ordinary Level in the Leaving Certificate. For those who may not hold this certification, equivalence may be decided through the Recognition of Prior Learning procedure described above.

Skills and Attributes.

Applicants:

- Must be numerate and literate.
- Have good learning skills.
- Be interest in technology and customer service.
- Have the ability to absorb product knowledge.
- Be motivated and analytical.
- Possess good communication skills, pleasant personality, be determined to succeed, have an even temperament and excellent interpersonal skills.
- Be able to work as a team member, be adaptable and flexible.

## 9. CONTACT INFO. / NATIONAL AVAILABILITY

The Apprenticeship programmes may commence at any point during the calendar year depending on a wide range of factors affecting delivery and placement. Programmes typically comprise classes of 15-20 apprentices. The frequency of programmes and the selected locations will be related to regional demand from employers for ICT Associate Professional Software Developer Apprentices.

### 9.1 Contact Information.

Contact FIT for information on upcoming programmes and for application related information. Helping people to find opportunity through the acquisition of tech skills is at the heart of FIT’s mission and we warmly welcome you to explore this opportunity with our support and assistance.

FIT Contact Information:

<b>Dublin Office</b>	<b>Cork Office</b>
<p>FIT Ltd 7A Bellevue Industrial Estate Glasnevin Dublin 11</p> <p>Tel: 01 8825570 Email: info@fit.ie</p>	<p>FIT Ltd Unit 2C Donnybrook Commercial Centre Donnybrook Douglas Cork</p> <p>Tel: 021 2428755 Email: info@fit.ie</p>

### 9.2 National Availability

It is intended that the programme will ultimately be run at all 16 ETBs nationwide although some ETBs will offer the programme before others.

Please contact FIT for details of the rollout schedule for individual ETBs.