



IT

Job Information Sheet

What is computing and IT?

Information technology (IT) is increasingly important in all our lives. Modern businesses use IT for a wide range of activities, including financial management, design, stock control, sales, marketing, project management and communication. Telecommunications systems range from telephones and e-mail systems to firewalls and satellite TV.

Many large organisations maintain their own computing and IT operations. However, not all large organisations wish to manage their own systems - a recent trend has been to contract out the running of systems to 'facilities management' companies. Some specialists are employed by companies that manufacture hardware, software and other equipment. Others work for companies that offer consultancy.

Are there jobs for 16-19 year olds?

Many graduates come to London to look for work in computing and IT. Employers can afford to limit recruitment those with higher level qualifications for jobs such as systems analysts or software developers. However, there are some jobs in computing and ICT that do not require a degree or diploma. Below is a selection of jobs that could be available to 16-19 year olds living in Central London. Further details of these and many other jobs go to nextstep.direct.gov.uk and click on *Browse our job profiles*.

In computing vacancies are rare for those without either higher level qualifications or experience. Opportunities that do occur tend to be supporting computer users. When these jobs do occur a good practical understanding of computer software and hardware is usually required.

Jobs in telecommunications systems, such as producing and testing the equipment and systems or installing and setting them up, are more common. Many of these include apprenticeships as part of the package, and require a commitment to train over a number of years.

Some employers will not ask for any qualifications but most will ask for good GCSEs including English, maths and science or relevant vocational college courses. For some higher level technician training A Levels or equivalent qualifications are often an advantage.

This information sheet covers jobs for 16-19 year olds in Central London. It does not cover graduate jobs or jobs that are rare in Central London. For details of the whole range of jobs in business and finance go to nextstep.direct.gov.uk and click on *Browse our job profiles*.

Jobs for 16-19 year olds in IT

- **PC support people** help people who have bought PCs (personal computers) to solve any problems they have with their computers. They help to resolve both hardware or software problems, either by phone or by visiting users.
- **Helpdesk professionals** help users to sort out problems they may be having with their computers or software. They do this either by phone, e-mail or in person.
- **Telecommunications technicians** work on systems, from telephones and e-mail systems to firewalls and satellite TV, either producing and testing the equipment and systems or installing and setting them up.
- **Computer service technicians** install and maintain commercial computer equipment. This may range from a small office with one PC and a printer, to a large banking or retail operation with highly complex equipment.

Live IT Vacancies (on 5th January 2012)



Young people in Central London can search for job and training opportunities at www.lois.uk.net. When this information sheet was published the following vacancies were available:

LOIS Ref	Job	Business	Borough	Weekly Wage	Qualifications Required	Closing Date
L18000171	Advanced Microsoft IT Apprenticeship	Training Organisation	Throughout London	£100	5 GCSE grades A*-C including English and maths	-

To find out more about any of these vacancies either speak to your Personal Adviser or contact your local Connexions Centre. If you live in central London go to www.centrallondonconnexions.org.uk and select Find a Connexions Centre near you to find your local centre. Outside of Central London go to www.connexionslondon.org.uk.

IT Apprenticeship Vacancies (on 5th January 2012)



Apprenticeships

For more details and to apply go to apprenticeships.org.uk and select Search for vacancies under Apprenticeship Vacancies. Search by vacancy reference number using the Ref No from the first column in the table. When this information sheet was published the following vacancies were available:

Ref No	Framework	Business	Borough	Weekly Wage	Qualifications Required	Closing Date
128729	IT	Law	Islington	£150	None	9 Jan 2012
124752	IT	School	Lambeth	£104	5 GCSEs with maths, English & ICT	10 Jan 2012
129442	IT	Recruitment	Merton	£211	None	10 Jan 2012
127775	IT ^{AA}	Software	Westminster	£120	5 GCSEs with maths & English	23 Jan 2012
127752	IT ^{AA}	Printer Ink	Camden	£105	None	31 Jan 2012
127381 127385 127300 127310 129428	IT ^{AA}	MS Partner Company	Westminster, Islington, City of London & Southwark	£120	5 GCSE grades C+ with maths & English	2 Feb 2012

Vacancies marked ^{AA} are Advanced Apprenticeships leading to Level 3 qualifications and vacancies marked ^{HA} are Higher Apprenticeships leading to Level 4 qualifications. All others are Intermediate Apprenticeships leading to Level 2 qualifications.

To apply for any of these vacancies you will need to register (if you have not already) at apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/candidate/PreRegisterCandidate.aspx (you will need a valid email address in order to register). You can get further help on using the site and making applications at apprenticeships.org.uk/sitecore/content/avtm/Candidate.aspx

Kensington & Chelsea Apprenticeships



The following Apprenticeships are from The Royal Borough of Kensington & Chelsea, but are open to applicants from any borough:

Apprenticeship	Weekly Wage	Qualifications Required	Closing Date
ICT Assistant	£95	Good maths & English	30 Jan 2012

For further details and an application form email EBPApprenticeship@rbkc.gov.uk