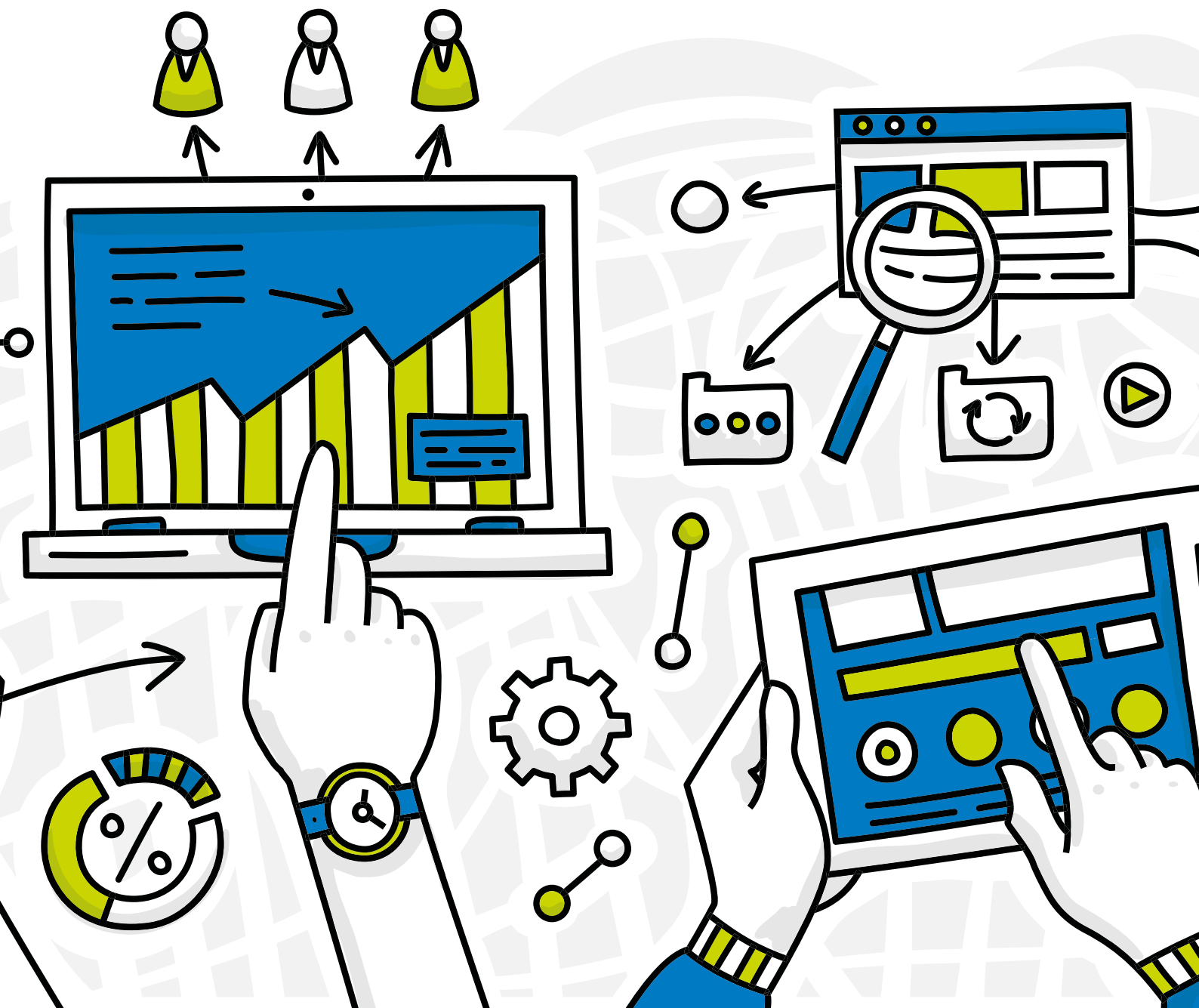




# Visual Microsoft Academy



# Delivering tomorrow's skills needs today. Join the conversation and reap the benefits for your business.

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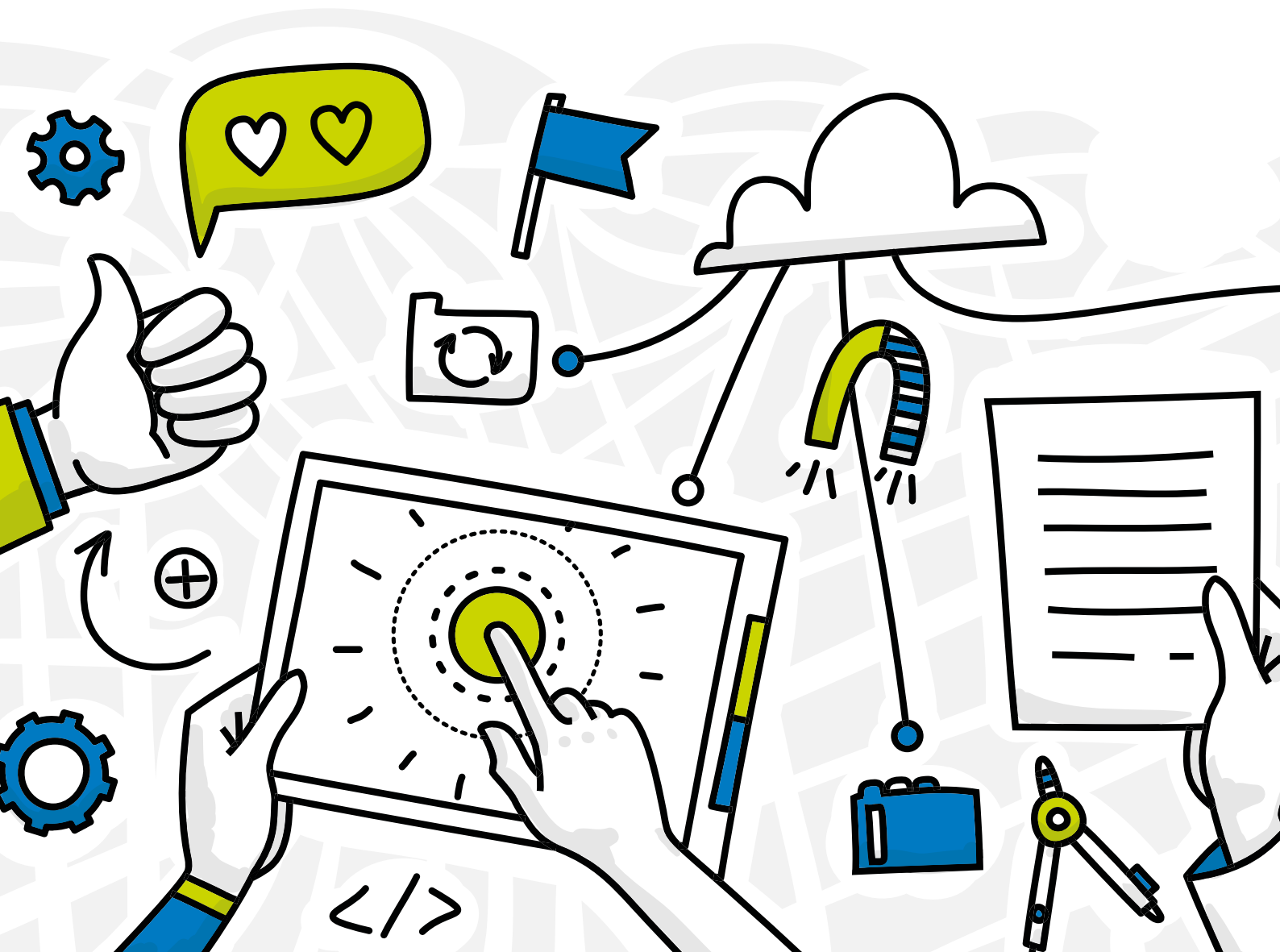
**The risual Microsoft Academy is your hub for digital skills growth in the Capital Region. Based at Cardiff and Vale College's landmark £45m City Centre Campus in the heart of the City, we offer:**

## **IT and Digital Apprenticeships**

- A dedicated, cutting edge training centre
- Industry focused digital skills training and Microsoft qualifications for employers to upskill their workforce
- Higher level ICT skills to meet a key digital skills gap
- Developing digitally skilled and employable students
- Support for organisations to digitise their business and optimise potential
- A forum to engage with businesses across the region to discuss and plan for future digital skills needs

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risual@cavc.ac.uk  
02920 250 350



# risual Microsoft Academy Apprenticeships

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risual have partnered with Cardiff and Vale College to deliver collaborative IT and Digital apprenticeships providing industry expertise with academic training. We currently offer two frameworks: **IT Software, Web and Telecoms Professional L2, L3 & L4 and IT Application Specialist L2 and L3.**

Our IT Apprenticeships are made up of a knowledge and a competency element alongside Microsoft Vendor Units. These apprenticeships would be delivered one day per week at our risual Academy at Cardiff and Vale College and through an assessor visit in the work place every 4 weeks.

**Within the knowledge qualification we can include units such as:**

- Working with ICT Hardware and Equipment
- Remove support for ICT Products or Services
- Technical Fault Diagnostics

These units alongside the Microsoft Vendor Units give your apprentices a solid theoretical grounding in their chosen subject. Apprentices also have the opportunity to meet other learners and develop their soft skills within the academy environment during their day release at the College. They will also have access to academic specialists who will support Maths and English development where required.

Our industry trained assessor will support you to pick units relevant to the role allowing the qualification to be tailored to meet your business needs.

We can help tailor training to ensure apprentices are qualified for entry level roles for your business. We can use these to develop a pathway for your apprentices that meets the objectives of your organisation and supports your succession planning needs over the next few years.

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# risual Microsoft Academy

## Short Courses

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The Microsoft Office Specialist (MOS) certification is the world's most recognised computing qualification for proving a person's skills and abilities in Microsoft's Office applications and is the only credentialing program endorsed by Microsoft.

Earning MOS certification validates your skill level across all Microsoft Office applications with an internationally recognised qualification. After gaining MOS certification, you get immediate access to a Digital Microsoft Certificate and Transcript, as well as the Microsoft Office Specialist logo to put on your CV and online profiles.

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### MOS Exam

Once you complete the online training, you can then sit the MOS Practice Test before taking your MOS Test at the College. The online tests are time based and use application testing software which requires you to perform real world scenario based project tasks as directed on screen.

Cost Level	Cost per Microsoft Application
Core	£60
Expert	£120
Master	£245

### MOS Qualification Levels

Online MOS qualifications are available for the following Microsoft applications at Core and Expert levels:

**Core:** Standalone MOS certification is available for **Word, Excel, PowerPoint, Outlook, Access, OneNote and SharePoint**. One exam per application.

**Expert:** Standalone MOS Expert certification is available for **Word and Excel**, certifying advanced skills in these applications. Two exams per application.

**Microsoft Office Specialist Master:** Master status is achieved by completing standalone qualifications in **Word and Excel at Expert Level**, plus **PowerPoint** and one **Elective** application.

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# GROWING DIGITAL SKILLS

risual Microsoft Academy

