



## Project Planner - Digital Apprenticeships

LOTI uses an [outcomes-based](#) methodology, which considers the technical and non-technical elements involved in bringing about a real-world change.

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| <b>Desired Outcome</b> - What is the real-world impact we are trying to enable?  |
| <p>We wish to build London's digital talent pool (and the skilled resources required by boroughs) by offering at least 100 digital apprenticeships in LOTI member boroughs by September 2020.</p> <p>This supports LOTI's Digital Leadership workstream.</p> |

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| <b>Known Problems</b> - What is preventing the desired outcome?  |
| <p><i>What problems relate to technology and data?</i></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>   |
| <p><i>What problems relate to people, processes and conditions?</i></p> <ul style="list-style-type: none"> <li>• Boroughs have varying degrees of experience in how to start and successfully run apprenticeships.</li> <li>• There is a lack of good guidance on how to go about offering digital apprenticeships.</li> <li>• There is no existing forum to help digital apprentices working in London local government meet with and learn from each other.</li> </ul> |

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| <b>Potential Solutions</b> - What would it take to achieve our desired outcome?  |
| <p><i>What role can technology and/or data play in enabling the desired outcome?</i></p> <ul style="list-style-type: none"> <li>• Create a project space in LOTI's Basecamp for LOTI member boroughs to collaborate and share issues encountered, lessons learned and best practice.</li> </ul>  |
| <p><i>Beyond technology and/or data, what is needed to achieve the desired outcome?</i></p> <p>Potential measures under consideration include:</p> <ul style="list-style-type: none"> <li>• Create a playbook of how to run a digital apprenticeships scheme, including advice on how to work with providers, create roles and line manage apprentices.</li> </ul> |

- Explore whether digital apprentices working within LOTI member boroughs could be seconded to LOTI central team for ~1 month to experience pan-London working.
- Explore ways to facilitate better management of apprentices' learning and development.
- Create standard wording/processes for procuring training from providers.
- Create a stronger incentive for boroughs to help meet the 100 digital apprenticeships target by organising a high profile gathering for the 100 digital apprentices and their colleagues (e.g. at City Hall).
- Explore ways in which companies working in the technology sector might support digital apprenticeships, e.g. through structured networking or funding of apprenticeship places.

## Making it happen

### Skills and Resources - What skills, people and other resources do we need...

#### *from the LOTI Central Team?*

- Survey LOTI member boroughs to understand more about their experience of offering digital apprenticeships, and some of the barriers to doing so.
- Discuss with companies in the technology sector ways in which they might support the creation of digital apprenticeships and the career development of apprentices.
- Collaborate on the creation, and active promotion, of the Alpha version of the Playbook.
- Facilitate collaboration between the LOTI member boroughs on Basecamp.
- Create a secondment scheme for digital apprentices within the LOTI Central Team.
- Promote the digital apprenticeships scheme. A suggestion being proposed is an event in October 2020 to celebrate the 2019-2020 graduates, and welcome the 2020-2021 cohort.

#### *from LOTI lead borough? (Hackney)*

- Lead on discovery phase for Digital Apprenticeships Playbook
- Create, with LOTI central team, the Alpha version of Playbook
- Possibly create a network for current digital apprentices; line managers; and a mentorship scheme for digital apprentices at different stages of their careers.

#### *from LOTI member boroughs?*

- Use the guidance provided by Hackney to make or deliver on their pledges to create new digital apprenticeships to help reach the target of 100 apprenticeships by mid-2020
- Share their experiences of creating and running apprenticeships with their

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| <p>peers on Basecamp</p> <ul style="list-style-type: none"> <li>• Support an apprenticeship network by ensuring their apprentices actively participate</li> </ul>   |
| <p><i>from external sources?</i></p> <ul style="list-style-type: none"> <li>• Corporates working in the technology sector may be approached to explore ways in which they can support the programme</li> <li>• Providers of apprenticeships may be contacted to explore how to streamline their interactions with boroughs</li> </ul> |

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| <p><b>Mandate</b> - What permissions do we need to make this change?</p>   |
| <p>We assume that work on this project will require good engagement with boroughs' HR teams and/or those responsible for running apprenticeship schemes.</p> |

| <b>Plan</b> - How will we deliver this project?  | <b>Week of</b> |
|--|----------------|
| Create Basecamp project space to include all existing materials on digital apprenticeships and add interested parties to this network            | 29 Jul         |
| Survey LOTI member boroughs to understand more about their experience of offering digital apprenticeships, and some of the barriers to doing so. | TBC            |
| Run discovery of digital apprenticeships playbook  | TBC            |
| Follow up with LOTI member boroughs to confirm their intentions on creating digital apprenticeships  | 5 Aug +        |
| Establish a process for seconding borough digital apprentices to LOTI (and possibly other interested technology employers)                       | Oct            |
| FUTURE ACTIVITIES TO BE PLANNED ONCE ABOVE ARE COMPLETED   |                |

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| <p><b>Evaluation Criteria</b> - How will we measure our success?</p>              |
| <p>100 digital apprentices working in LOTI member boroughs by September 2020.</p> |