

Foundation Digital Apprenticeship

- ❖ Nationally recognised apprenticeships awarded by the British Computer Society (BCS) or City & Guilds (C&G) and accredited by the Institute of Apprenticeships and Technical Education
- ❖ Employed by an NHS lead employer on a fixed term, 21-month contract
- ❖ Annual salary of £19,554 (figure correct as of April 2025)
- ❖ Weekly live virtual learning sessions of 1½-2 hours in duration plus individual mentoring sessions
- ❖ Programme facilitated by the NW Skills Development Network and delivered by specialist IT/Digital apprenticeship provider, LearnTech

| L3 Digital Support Technician | L3 Information Communication Technician | L3 IT Solutions Technician | L3 Cyber Security Technician | L3 Software Development Technician | L3 Data Technician |
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| <p>Broad based user IT and applications support</p> <p>Supports office applications and collaboration tools</p> <p>Supports OS and peripherals (physical and cloud)</p> <p>Data storage, organisation, management and security</p> <p>Assists with IT projects</p> <p>Fault finding and problem solving</p> <p>Customer service</p> | <p>Support for IT and/or Telecom Infrastructure</p> <p>Root cause problem solving</p> <p>Server/network reactive/preventative maintenance</p> <p>Network performance</p> <p>Backup procedures</p> <p>Data migration</p> <p>Cloud security and firewalls</p> <p>Basic network architecture</p> <p>Basic VPN, Remote Access Security</p> <p>Testing and diagnostics</p> | <p>Assists with developing, implementing maintaining IT solutions</p> <p>Requirements gathering through to testing and support</p> <p>Waterfall and DevOps</p> <p>Deployed for either hardware or software solutions</p> <p>System administration</p> <p>Sets up and upgrades components</p> <p>Maintains documentation</p> | <p>Provides Cyber Security Support</p> <p>Promotes and maintains security controls</p> <p>Installs and maintains security controls</p> <p>Monitors and escalates security events</p> <p>Maintains cryptographic certificates</p> <p>Reviews and administers access</p> <p>Assists with backup and recovery processes</p> <p>Monitors security compliance to organisational policies</p> | <p>Builds software for web, mobile or desktop applications</p> <p>Interprets design requirements</p> <p>Implements code</p> <p>Works within development lifecycle</p> <p>Tests software to meet functional requirements</p> <p>Incorporates security into code</p> <p>Follows organisational coding practices</p> <p>Develops user interfaces</p> | <p>Sources, formats and presents data for analysis</p> <p>Analyses structured and unstructured data</p> <p>Blends data from multiple sources</p> <p>Utilises data for decision and outcome support</p> <p>Liaises with Stakeholders</p> <p>Utilises Power BI for virtualisation, reporting and modelling</p> <p>Utilises Tableau, DQL, DDL, DML</p> |

For further information or to be part of this programme please contact:

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Foundation Apprenticeship Programme

Level 3 Digital Support / Information Communication / IT Solutions / Cyber Security / Software Development / Data Technician

The Skills Development Network's Foundation Digital Apprenticeship is a programme aimed at school and college leavers supporting health service employers to develop the workforce of the future.

The 21-month Level 3 Apprenticeships are intended for individuals commencing roles within either a Digital, Data or Technology team; typical job roles include Service Desk/1st Line Support Technician, Junior Data Analyst or Junior Application Developer.

What the Programme Includes

Recruitment

- Attraction, screening and assessment of potential apprentices
- Upfront employability skills training
- Work experience placement
- Employment via a lead employer

Development

- Induction
- Live, virtual classroom training
- Online learning materials
- Individual mentoring/ skills coaching
- Development Days
- Student Conference

Support

- Regular meetings in the workplace with a Skills Coach
- Face-to-face and remote support from the Network's Pastoral Officer
- Mentoring

Programme Management

- Co-ordination of programme content and delivery
- Training provider quality reviews
- Learner management
- Employer Forum

Programme Pre-requisites:

- 4 GCSE's A-C / 9-4, including English and maths
- Desire to learn
- Good communication skills, both written and verbal
- Good organisational and administrative skills
- Basic IT literacy

What the Learning Involves

On programme apprentices will be provided with a blended approach comprising short, weekly live virtual

classroom training sessions with a maximum of 12 attendees and separate individual mentoring sessions. As well as classroom learning apprentices will be expected to undertake independent study to adequately prepare them for any exams/assessments.

What End Point Assessment (EPA) Entails

The purpose of the EPA is to assess an apprentice's competency in the role.

Apprentices are put forward for EPA when they have:

- Passed any unit exams/assessments
- Completed at least 20% 'off the job' training
- Produced a portfolio of work-based evidence

Typically, the EPA consists of the following components although there are variations between programmes:

- **Portfolio** of work-based evidence
- **Scenario Demonstrations** with supplementary questions from an Assessor
- **A structured interview** with an Assessor discussing the Portfolio of Evidence

On completion, Apprentices receive a nationally recognised vocational certificate from the Institute for Apprenticeships & Technical Education to recognise their achievement graded either Pass, Merit or Distinction.

Programme Duration & Costs

The programme takes 21 months to complete during which time apprentices are employed by a lead employer on a fixed term contract.

Apprentices are paid an annual salary of £19,554 (figure correct as of April 2025).

The cost of training, paid via the levy, depends on the programme of study but will be between £11,000 and £15,000.

Progression

On completion apprentices could progress on to a relevant L4 Digital Apprenticeship and/or ultimately to study at degree level undertaking a L6 or L7 Digital Apprenticeship.