

Dear employers,

I am writing to you – as an employer of apprentices – to ask you to become involved in the continuous improvement of Digital Apprenticeship Standards taking place over the next six months.

The Institute for Apprenticeships and Technical Education (the Institute) works with employers of all kinds to improve access to high-quality apprenticeships and technical education, in order to transform the skills landscape. We carry out our work in partnership with employers across England to develop apprenticeships which meet their needs and those of apprentices and the economy as a whole.

We have just completed a review of digital apprenticeship standards to make sure they are high quality and fit for purpose. We have made recommendations for improvements to these standards to the employer groups (known as Trailblazer Groups) who will be considering that feedback and redrafting the content to reflect employers' current needs. We understand that you have an interest in one or more of the apprenticeships being revised, so we'd really appreciate your participation in this work.

The standards now being revised are listed at the end of this letter and can be found on our website at <https://www.instituteforapprenticeships.org/apprenticeship-standards/>

Employers can contribute to the content of the standard(s) in two ways:

- 1) Joining as an active member of a Trailblazer Group whether by attending face to face group meetings or remotely by dial in or video link where available.

- 2) Participating in wider consultation activity through completion of online surveys etc

If you would like to be part of improving the apprenticeship standard(s) then please contact the relevant Trailblazer Chair or Helen Dalton at helen.dalton@education.gov.uk who is leading the review and she will put you in touch with the Trailblazer Group Chair for the relevant standard(s).

You do not need to be an employer specifically located in the digital sector, and we particularly welcome engagement by employers of a wide range of types and geographical locations, including smaller businesses. We work very hard to support those who work with us and ensure the workload is as manageable as possible.

Your contribution will help shape apprenticeship standards to ensure that apprentices are able to develop the skills required in digital occupations, both now and in the future. In doing so, you will play an invaluable role in the transformation of the country's workforce. I do hope you can join us in transforming the apprenticeship standards that your business may use.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jonathan Mitchell', with a long horizontal flourish extending to the right.

Jonathan Mitchell

Deputy Director: Standards Development



Digital Apprenticeship Standards under Review 2019/2020

- **Data Analyst** **Level 4**
Trailblazer Chair: Rebecca Plant (Microsoft): Rebecca.Plant@microsoft.com
- **Software developer** **Level 4**
Trailblazer Chair: Rebecca Plant (Microsoft): Rebecca.Plant@microsoft.com
- **Software Tester** **Level 4**
Trailblazer Chair: Rebecca Plant (Microsoft): Rebecca.Plant@microsoft.com
- **Infrastructure Technician** **Level 3**
Trailblazer Chair: Rebecca Plant (Microsoft): Rebecca.Plant@microsoft.com
- **Unified Communications Technician** **Level 3**
Trailblazer Chairs:
Rebecca Plant (Microsoft): Rebecca.Plant@microsoft.com
Simon Keyland (RAF) Simon.Keyland410@mod.gov.uk

- **Unified Communications Trouble Shooter** **Level 4**
Trailblazer Chairs:
David Barlow (Royal Signals) david.barlow708@mod.gov.uk
Simon Keyland (RAF) Simon.Keyland410@mod.gov.uk
- **Network Engineer** **Level 4**
Trailblazer Chairs:
David Barlow (Royal Signals) david.barlow708@mod.gov.uk
Simon Keyland (RAF) Simon.Keyland410@mod.gov.uk
- **Cyber Security Technologist** **Level 4**
Trailblazer Chair: Paul Thorlby (Qinetiq) JPThorlby@qinetiq.com
- **Cyber Intrusion Analyst** **Level 4**
Trailblazer Chair: Paul Thorlby (Qinetiq) JPThorlby@qinetiq.com
- **IS Business Analyst** **Level 4**
Trailblazer Chair: Christina Lovelock : c.f.lovelock@leeds.ac.uk
- **Digital and Technology Solutions Professional** **Level 6**
Trailblazer Group Chair: Jenny Taylor (IBM) TAYLOJA@uk.ibm.com
Facilitator: Bob Clift (TP Degrees) bob.clift@tpdegrees.com