

# Digital Skills Newsletter - 29

## Keep-in-Touch

### Apprenticeship Standards - Update

#### Current offer

The following Standards form part of the Digital and IT Sector portfolio. Some are original Standards that may or may not be in review and the latest revised or new apprenticeships.

- Information Communication Technician (New in May 2021)
- Digital Marketer (Original in revision)
- IT Technical Salesperson (Original)
- Network Engineer (2021)
- Software Developer (2021)
- Data Analyst (2021)
- Digital Support Technician (Original in revision)

The Digital Support Technician revised product was due to be published by IfATE during May but appears to have been delayed. The TBG is meeting at the end of the month to find out what is happening, and we will report back in the June webinar – or earlier if we have news.

#### Legacy Standards – still open for EPA

While the Standards below (created in 2016 to 2018) have closed on the ILR, we recognise that several providers will still have apprentices on programme. City & Guilds will not close these products until there are no more EPA bookings for them.

- Infrastructure Technician
- Unified Communications Technician
- Cyber Security Technologist
- Network Engineer (Original)
- Software Developer (Original)

#### Being developed or proposed for development

We have mentioned several times that we had some queries over the Cyber (2021) product's assessment methods. These have been resolved and we are back on track to have this available from end of June – please note that some of the delay in opening for registration is due to the new requirement for an Ofqual qualification number and the process that they have put in place for us to gain this.

- Cyber Security Technologist (2021)
- *Data Technician*
- *Software Development Technician (2022)*
- *Cyber Security Technician*
- *Digital Support Technician (2022)*
- *“Marketing” (2023)*

The items in italics are our proposal for our development pipeline and subject to usual internal business case arguments. Digital Support Technician and “Marketing” will take priority as these are replacements for existing product offers.

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## Apprenticeship training manuals (ATMs)

We have not provided an update on the support materials for awhile and are pleased to announce that work on the ATMs is coming to a conclusion for 4 of the Standards we offer.

- Level 4 Data Analyst
  - Published: 4 May 2022
- Level 4 Network Engineer
  - Published: 4 May 2022
- Level 3 Information Communications Technician
  - Delay due to illness of consultant, planned for 7 July 2022
- Level 4 Software Developer
  - Due for publication 29 July 2022

**Title:** Level 4 Data Analyst Apprenticeship Training Manual

**Product Code:** SS049770

**Price:** £350 + VAT annual subscription

**Title:** Level 4 Network Engineer Apprenticeship Training Manual

**Product Code:** SS049601

**Price:** £350 + VAT annual subscription

## Digital Marketer review

Thank you to those providers and employers who have already reached out to offer to join the Employer Group, we have passed on your details to the Co-Chairs.

This will be our last call for providers to get their employers involved to help influence:

- Help determine the final Outcomes (Knowledge, Skills, and Behaviours)
- Be part of the Assessment Plan development
  - Assessment methods (what and how many - avoid – exam tests (M/C))
  - Pass and Distinction criteria
- Need Digital Marketer oriented people on the Group

The final deadline for this Standard to be presented to IfATE for approval is September 2022, which will require the Group to have the KSBs finalised, an Assessment Plan and the costs for both providers and EPAOs. We will look to input on the costs and hope to have at least one of our providers involved as well – bearing in mind the difference in funding of the products being replaced.

## Key external links

### Government

**Coronavirus:** <https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response>

**Redundancy support:** <https://help.apprenticeships.education.gov.uk/hc/en-garticles/360015630040-Redundancy-SupportService-for-Apprentices>

**Latest Data:** <https://explore-education-statistics.service.gov.uk/find-statistics/apprenticeships-and-traineeships/2020-21>

**Funding bands:** [https://www.gov.uk/government/publications/apprenticeship-funding-bands?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=84ccd136-7a5e-4b36-b402-8809afaef7d0&utm\\_content=daily](https://www.gov.uk/government/publications/apprenticeship-funding-bands?utm_medium=email&utm_campaign=govuk-notifications&utm_source=84ccd136-7a5e-4b36-b402-8809afaef7d0&utm_content=daily)

**Funding rules:** [https://www.gov.uk/guidance/apprenticeship-funding-rules?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=b948706d-a63b-4ec0-94db-800ec0744760&utm\\_content=daily](https://www.gov.uk/guidance/apprenticeship-funding-rules?utm_medium=email&utm_campaign=govuk-notifications&utm_source=b948706d-a63b-4ec0-94db-800ec0744760&utm_content=daily)

**Achievement rates:** <https://explore-education-statistics.service.gov.uk/find-statistics/apprenticeships-and-traineeships/2020-21>

**IfATE**

**Coronavirus:** <https://www.instituteforapprenticeships.org/covid-19-information-regarding-apprenticeships/>

**Revisions status:** <https://www.instituteforapprenticeships.org/developing-new-apprenticeships/revisions-status-report/>

**Ofqual**

**Approach to EQA:** <https://www.gov.uk/government/publications/apprenticeship-end-point-assessments-a-guide-for-employers>

**VRQ / WBQ qualifications published**

**Vocational Related Qualifications offer**

- 7276-11 Level 1 ICT Systems Support - PC Maintenance
- 7540-12 Level 2 ICT Systems & Principles / ICT System Support
- 7540-13 Level 3 ICT Systems & Principles / ICT System Support
- 7630-04 Level 4 ICT Systems & Principles
- 3668-02 Level 2 Communications Cabling
- 3668-03 Level 3 Communications Cabling
- 3667-03 Level 3 Designing and Planning Communications Networks

**Vocational Related Qualifications tested by M/C exam offer**

Infrastructure Technician (9628)

- Certificate in Networking & Architecture
- Award in Mobile & Operating Systems
- Award in Cloud Services
- Award in Coding & Logic
- Award in Business Processes

Digital Marketer (9628)

- Award in the Principles of Coding
- Certificate in the Principles of Online & Offline Marketing
- Certificate in Digital Marketing Business Principles

Cyber Security (3660)

- Certificate in Cyber Security Introduction
- Certificate in Network & Digital Communications Theory
- Award in Security Case Development & Design Good Practice
- Award in Security Technology Building Blocks
- Certificate in Employment of Cryptography
- Award in Risk Assessment in Cyber Security
- Certificate in Governance, Law, Regulation & Standards in Cyber Security

Network Engineer (9628)

- Diploma in Network Principles
- Diploma in Network Systems & Architecture
- Diploma in Network Security

Software Developer (9628)

- Diploma in Software Development Methodologies
- Diploma in Software Language

## Work Base Qualification offer (do not have to be delivered in the workplace)

- 4520-02 Level 2 ICT Professional Competence
- 4520-03 Level 3 ICT Professional Competence
- 4520-04 Level 4 ICT Professional Competence

## Hybrid

- 4249-01 Entry Level 3 Award and Certificate for IT Users (Start IT – iTQ)
- 7574-01 Level 1 IT users (iTQ)
- 7574-02 Level 1 IT users (iTQ)
- 7574-03 Level 1 IT users (iTQ)
- 7513-03 Social Media for Business
- 7513-30 Level 3 Digital Marketing
- 7513-40 Level 3 Digital Marketing

## Proposed development work for VRQs and WBQs

To maintain our products availability across SASW (Wales Apprenticeship Frameworks) that are now occupational focused, City & Guilds will look to provide pathway certification with in the 7540 and 4520 products. The proposed titles are liable to be:

- Data Analytics
- Digital Telecoms
- IT Infrastructure
- Information Security
- IT Solutions Development & Support
- Digital Content Management

These also fall in line with the Apprenticeship Standards in England, where the Government is proposing Occupational Technical Qualifications (OTQs) to be developed against the Level 3 products. Where an OTQs overlap with a T-Level then we – or other Awarding Bodies equivalents – will not be able to be offered into the 16-19 market but all will be available for 19+.

## Vendor Alike units

We have talked often about these units within our qualifications (7540 and 4520), that allow our providers to offer vendor learning and certification under the funded programme rather than doing them as add-ons or additional learning. While these products were originally designed with Cisco, CompTIA and Microsoft, City & Guilds has seen that many of these units could be used with other Vendors – AWS, Juniper, Huawei among many others.

If you are unfamiliar with what these units are, here is the current list:

### CompTIA (other vendors as appropriate)

- Practical fundamentals of ICT
- Fundamentals of IT technology
- Principles and concepts of Cloud computing
- ICT fundamentals
- Fundamentals of Linux based operating systems
- Implementing and maintaining Cloud technologies & infrastructure

- Configure and manage Linux based operating systems
- Implement and manage a network
- Securing ICT systems and networks
- Install and configure a server
- Implement and manage a mobile computing environment
- Developing security for mobile apps on iOS
- Developing security for mobile apps on Android

**Microsoft** (other software vendors were appropriate)

- Fundamentals of Windows based server administration
- Fundamentals of Database administration
- Fundamentals of Windows based operating systems
- Software development fundamentals
- Gaming development fundamentals
- HTML5 application development fundamentals
- Software testing fundamentals
- Networking fundamentals
- IT security fundamentals
- Windows development fundamentals
- Web development fundamentals
- .NET fundamentals
- Mobile development fundamentals
- Administering server databases
- Administering a Windows based server
- Configuring advanced Windows server services
- Configuring Windows based systems
- Installing and configuring Windows based servers
- Programming in HTML5 with JavaScript and CSS3
- Implementing a Windows based data warehouse
- Managing a Windows based system
- Designing and implementing a Windows desktop infrastructure
- Implementing Windows Desktop application environments
- Supporting Microsoft Exchange Server solutions
- Designing and implementing a Windows server infrastructure

**Cisco** (Juniper, Huawei, and others)

- Introduction to networks
- Routing and switching essentials
- Scaling networks
- Connecting networks
- ICT fundamentals

## Other news

### Adult Education Budget – Ukraine

ESFA have confirmed that all Ukrainian adults and their family members supported through the [Ukraine Family Scheme](#) and [Ukraine Sponsorship Scheme](#) are immediately eligible for FE 19+ funding and are exempt from the 3-year residency requirement.

They can access funding immediately. This has been confirmed in the recently updated version of the AEB Funding Rules for 2021-22.

- <https://www.gov.uk/guidance/apply-for-a-ukraine-family-scheme-visa>
- <https://www.gov.uk/guidance/apply-for-a-visa-under-the-ukraine-sponsorship-scheme>

### DfE and Level 2 IT User qualifications – Consultation results

The DfE have launched a consultation on the L2 and below qualification offer as part of the skills reforms.

The consultation is seeking views on proposals to reform technical and academic qualifications at level 2 and below. (GCSEs, Functional Skills Qualifications and Essential Digital Skills Qualifications are not included)

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Aims to create a streamlined qualifications landscape to ensure that every qualification approved for public funding has a distinct purpose, is high quality, and supports student progression. This will inevitably lead to some qualifications at L2 and below being defunded.

### **MCA and GLA – how to not lose Level 2 IT User funding**

Some educational funding has been placed into the hands of Mayoral Combined Authorities (MCA) and Greater London Authority (GLA), which allows them to place qualifications on a list for funding where local demand shows it is still required but Government funding may not be available.

For those providers who use the Level 2 IT User qualifications (7574) either as a standalone or alongside other products to develop or enhance people digital skills, this may be the way to keep those programmes going. You and the local employers you work with can lobby your MCA or the GLA and have this product included along with a number of others that we have listed a couple of months ago here and on the webinar.

If this level of product loses funding, then learners will face a steep step from Essential Digital Skills (with very small breadth and depth of content) Level 1 to Level 3 full blown applications skills and knowledge. Please use this facility to help continue your delivery.

### **Adult Education Budget funding rules**

ESFA have published the 2022-23 Draft AEB Funding Rules. we will cover any changes to the rules and an overview of the contents in the first summer term Funding and Policy Update webinar in May.

For those of you interested in the details, the document can be found here:

<https://www.gov.uk/government/publications/adult-education-budget-aeb-funding-rules-2022-to-2023>

### **T Level Funding Guidance**

ESFA have also published the T Level Funding Guidance for 2022-23, we will cover any changes to the rules and an overview of the contents in the first summer term Funding and Policy Update webinar in May.

The document can be found here - <https://www.gov.uk/government/publications/t-level-funding>

### **Government Skills Revolution Campaign for SME's**

The Government has launched a Skills Revolution campaign aimed at SMEs to encourage them to access the opportunities and funding available to them to upskill/reskill their workforces. If you check the hashtag #SkillsRevolution! On LinkedIn, Twitter, and Facebook, you will see the series of promotions they have put out.

The actual. Government web page can be found:

[https://find-employer-schemes.education.gov.uk/?utm\\_source=li&utm\\_medium=organic&utm\\_campaign=rev&utm\\_term=moti&utm\\_content=video\\_success](https://find-employer-schemes.education.gov.uk/?utm_source=li&utm_medium=organic&utm_campaign=rev&utm_term=moti&utm_content=video_success)

It lists the various options employers can access and might be of some interest to providers and smaller businesses.

## **IfATE Recruitment for their Apprentice Panel**

The Institute for Apprenticeships and Technical Education (IfATE) has launched a recruitment campaign for new people to join their panel of apprentices. The panel influences policy thinking on apprenticeships from an apprentice's viewpoint, and members act as ambassadors for apprenticeships.

This could be an opportunity for your apprentices to make sure programmes they are on or have been on are the best they can.

### **The closing date for applications is midnight on Monday 16 May 2022**

More information can be found here -

<https://www.instituteforapprenticeships.org/about/newshub/news-events/launch-of-apprentice-panel-open-recruitment-2022/>

## **Post 16 Skills Bill is now in legislation**

The bill passed through parliament to become legislation last week. Here is a summary of the key points but expect to hear more in the coming months.

- a) Increased the number “mandatory encounters” that school pupils have with technical education and training providers.
- b) Delays the defunding of level 3 qualifications that overlap with T Levels by one year
- c) Gives the Secretary of State (SoS) legal powers to designate and remove designation of employer representative bodies (ERB's) responsible for developing Local Skills Improvement Plans (LSIPs).
- d) Gives the SoS legal powers to introduce “statutory guidance” to tell ERBs who they should consult with and what should go in to their LSIP's
- e) Introduces new duties on college governing bodies to review and publish how their education and training offer is meeting local skills needs (linked to LSIP's)
- f) Gives the SoS legal powers to intervene where colleges and providers are not meeting the local skills needs (potential to remove funding)
- g) Gives the SoS legal powers to introduce an official list of approved post-16 training providers, along with new conditions for registration and restricting access to funding to providers on that list (also for charging a fee for providers to enter that list!)
- h) Puts the Lifelong Loan Entitlement on a statutory footing to provide loans with four years of post-18 education for modular and full qualifications at levels 4 to 6, this is set to come on stream in 2025, currently at consultation stage – City & Guilds has responded to this
- i) Gives the Institute for Apprenticeships and Technical Education powers to approve and withdraw approval for technical qualifications, and to charge awarding bodies for qualification approval (IfATE have already been instructed to develop a fee and charging regime).

## **Extensions to Government initiatives**

### *Apprenticeship Employer Incentive*

The application deadline for the £3,000 incentive payment for hiring a new apprentice has been extended to 20 May 2022. Employers can apply for apprentices with an employment start date from 1 October 2021 to 31 January 2022. They will also need to have an apprenticeship start date from 1 October 2021 to 31 March 2022.

<https://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice>

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## Universal Credit Extension

DWP/Gov have extended the opportunity for Universal Credit claimants in the intensive work search group to be able to attend full-time, work-related training opportunities lasting up to 16 weeks across Great Britain as part of their work search activity. This is a great opportunity for providers, as previously, the 16 hrs training per week maximum was all unemployed claimants could access, severely restricting their opportunity to gain new skills and hand-tied providers when designing courses and programmes to support the unemployed.

It is also great for claimants who are eligible for a traineeship (16-24 unemployed) as they can now access a traineeship and not lose their unemployment income. The flexibility has been extended until 28 April 2023.

## Cisco – The Open Dream Team

**Nominate Your Students to become a Member of The Open Dream Team (this is a paid internship)!**

***Please note: this is not a City & Guilds initiative, and all questions should be sent to either the NetAcad email at the end of this item or contact Straight Up Technologies.***

The student application for The Open Dream Team has been extended to **May 20, 2022**.

Nominate your top students today for a chance to become a member of The Open Dream Team in St. Andrews, Scotland, from **June 23 – July 21, 2022**.

This year Cisco and Straight Up Technologies (SUT) will host 3 qualified Networking Academy students from the United Kingdom to participate on the Dream Team. This is an extra special event this year as The Open is celebrating its 150th year!

Selected students will work alongside Straight Up Technologies (SUT) engineers to help build and support the network deployment, setup the various networks, test for speed on mobile devices to support attendees, and identify any network issues. Along with being a paid internship, shared housing, airfare, and daily expenses will be taken care of as well.

This is a great resume-building opportunity and a way for students to showcase relevant IT skills as a Networking Academy student. It could even open doors to new employment opportunities.

Students must meet the following criteria to apply to the Dream Team:

- Must be a current Cisco Networking Academy student
- Must be 18 years or older at time of entry
- Must be located in the United Kingdom (Scotland, Wales, Northern Ireland, and England) and available to work on the following dates: June 23, 2022, through July 21, 2022 (approximately)
- Must have completed CCNA 1 course in Networking Academy
- Must be able to complete physical tasks required, including lifting 40+lb and extensive walking
- Must be nominated by your Networking Academy instructor
- Finalists must be able to show proof of vaccination and booster for COVID-19 and follow any additional Straight Up Technologies (“SUT”) and Royal & Ancient (“R&A”) COVID-19 safety requirements (such as wearing a mask, social distancing, etc.)
- May be required to sign additional documentation by Straight Up Technologies (SUT) and/or R&A
- Full background check will be performed and required for all Finalists
- Enthusiasm for technology and learning



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Students need to be sure to read all Terms & Conditions before applying:

<https://protect-eu.mimecast.com/s/Z67EC1j0EiqjzOCLNhGt?domain=nsmail.cisconetspace.com>

If students meet the criteria above and are interested, they can complete the online application by May 10, 2022, 11:59 p.m. GMT - <https://protect-eu.mimecast.com/s/1qbhC2Ry2C8x8l6u1IAL0?domain=nsmail.cisconetspace.com>

The application includes the following:

4 short essays (You may choose to prepare the short essay question answers as short 1–2-minute videos. This is optional but will result in the award of one (1) bonus point per video towards your total application score (details on judging and scoring are listed in Terms & Conditions).

- Essay #1: Describe any experience or qualities which demonstrate your ability to work with IT equipment, collaborate in a team environment, and deliver outstanding customer support
- Essay #2: Provide examples of any accomplishments or achievements you have in the area of IT/Networking outside of the traditional classroom environment, including community outreach activities, consulting services, awards, or recognition, etc.
- Essay #3: Describe any other accomplishments or unique attributes you would like to share (i.e., military experience, languages spoken, business ventures, etc.)
- Essay #4: Describe why community involvement and giving back are important to you.
- Required Video: Describe why you are motivated to participate on The Open Dream Team.

Letters of recommendation the instructor and employer/professional reference (250-word max)

Dream Team applicants will be notified no later than the end of the business day June 1, 2022, of final selections.

Please forward this email on to any students you would like to nominate for the opportunity to apply to the Cisco Live Dream Team. Students can apply here:

<https://protect-eu.mimecast.com/s/1qbhC2Ry2C8x8l6u1IAL0?domain=nsmail.cisconetspace.com>

Please email any questions to [netacaddreamteam@cisco.com](mailto:netacaddreamteam@cisco.com)

Find out more details about our Cisco partner, Straight Up Technologies!

<https://protect-eu.mimecast.com/s/oYiwC48AVUijl06uWvORv?domain=nsmail.cisconetspace.com>

## Updates and webinars – and more

Are you still a bit unsure as to how some of the things around Apprenticeship Standards work or just want a reminder of some of the things we have discussed at events and on webinars? Then, please visit our Updates and Webinars page. <http://bit.ly/CGDigitalUpdate>

Please check out the information held there as this may answer many of the questions you have.

### Next Digital and IT Skills Keep-in-Touch webinars

7 June 2022 (09.30 – 10.30)

<https://bit.ly/CGDigitalandIT7Jun22>

### Specific topic webinars

17 May 2022 (13.30 – 15.00) – ICT EPA <https://bit.ly/CGICTEPA17May22>

If you have any specific topics, you would like discussed at these events, please forward your suggestions to:

Ken Gaines [ken.gaines@cityandguilds.com](mailto:ken.gaines@cityandguilds.com)

OR

David Wackett [david.wackett@cityandguilds.com](mailto:david.wackett@cityandguilds.com)