

APPRENTICESHIP

WORKFORCE DEVELOPMENT

DELIVERED BY



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The following exemplar action plan provides some suggestions as to the issues you might want to include in your action plan based on your learnings from the Leading Change to Improve Apprenticeship Delivery course. Your action plan will be a working document which you will want to add to and amend. It is, however, helpful to include some initial dates so that you can monitor your progress and amend accordingly.

TO NOTE: The roles identified in this action plan and the dates included are for illustrative purposes only. It is important that you work collaboratively across your organisation to identify who has the accountability, capacity, and capability to undertake the actions required.

02-02		LEADING CHANGE TO IMPROVE APPRENTICESHIP DELIVERY			
AWD course and date	Issues/ gaps identified from AWD course/ session	Proposed actions I commit to undertaking following this course	By whom	By when	Status
Leading Change to Improve Apprenticeship Delivery 20/03/24	We do not analyse the 'root causes' of the problems that occur within apprenticeship delivery (<i>for example, high rates of early withdrawals</i>)	<ol style="list-style-type: none"> 1. Review the complete learner journey with the employer engagement, enrolment/admissions and delivery teams 2. Identify where in the process learners are withdrawing and why - using the 5-Why Model (<i>c/f 5-Why Model, Leading Change Workbook, Pg 9</i>) 3. Once the reasons/causes have been established, agree actions for resolving the root causes and monitor... 	Employer Engagement Team Enrolment & Admissions Teams Delivery Team Administrators Quality Manager Apprenticeship Manager	20/04/24	Not Started
Leading Change to Improve Apprenticeship Delivery 20/03/24	We do not revisit relationships with employers frequently enough to ensure they are fully onboard with apprenticeship support during on-programme delivery	<ol style="list-style-type: none"> 1. Meet with the delivery teams to understand how they manage relationships with employers and line managers during apprenticeship delivery 2. Use McKinsey's 7S Model (Leading Change Workbook, P17) to categorise issues as 'internal' or 'external' and how these impact on employer commitment and support for apprentices 3. Consider what is 'in' and/or 'outside' of your control and implement actions to strengthen the tripartite relationship (<i>c/f Task Completion Template, Leading Change Workbook, P33</i>) 	Delivery Team Business Administrators Apprenticeship Manager Quality Manager (Employer Engagement Team)	20/04/24	Not Started
Leading Change to Improve Apprenticeship Delivery 20/03/24	Silo working in our organisation is stifling apprenticeship performance and success	<ol style="list-style-type: none"> 1. Review the impact of the current organisational structure on communications and workflow within apprenticeship delivery 2. Establish where roles and responsibilities are blurred in terms of accountability. 	Employer Engagement Team Enrolment & Admissions Teams Delivery Team	28/04/24	Not Started

		<p>3. Re-establish ownership of KPIs for apprenticeship success within appraisals, 1-2-1s with staff and wider communications meetings using the 'Six Keys to Leading Positive Change' (c/f <i>Video, Leading Change Workbook, P48 and the Task Completion Template on P49</i>)</p> <p>4. Update Quality Improvement Plan (QIP) with agreed actions</p>	<p>Administrators</p> <p>Quality Manager</p> <p>Apprenticeship Manager</p> <p>HR/Learning and Development</p> <p>Senior Leaders/Governance Team</p>		
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