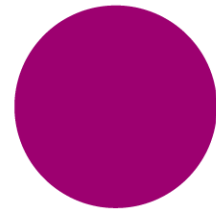




Best
Practice
Network

AI Practitioner for Local Government Level 4 Apprenticeship



Programme Overview

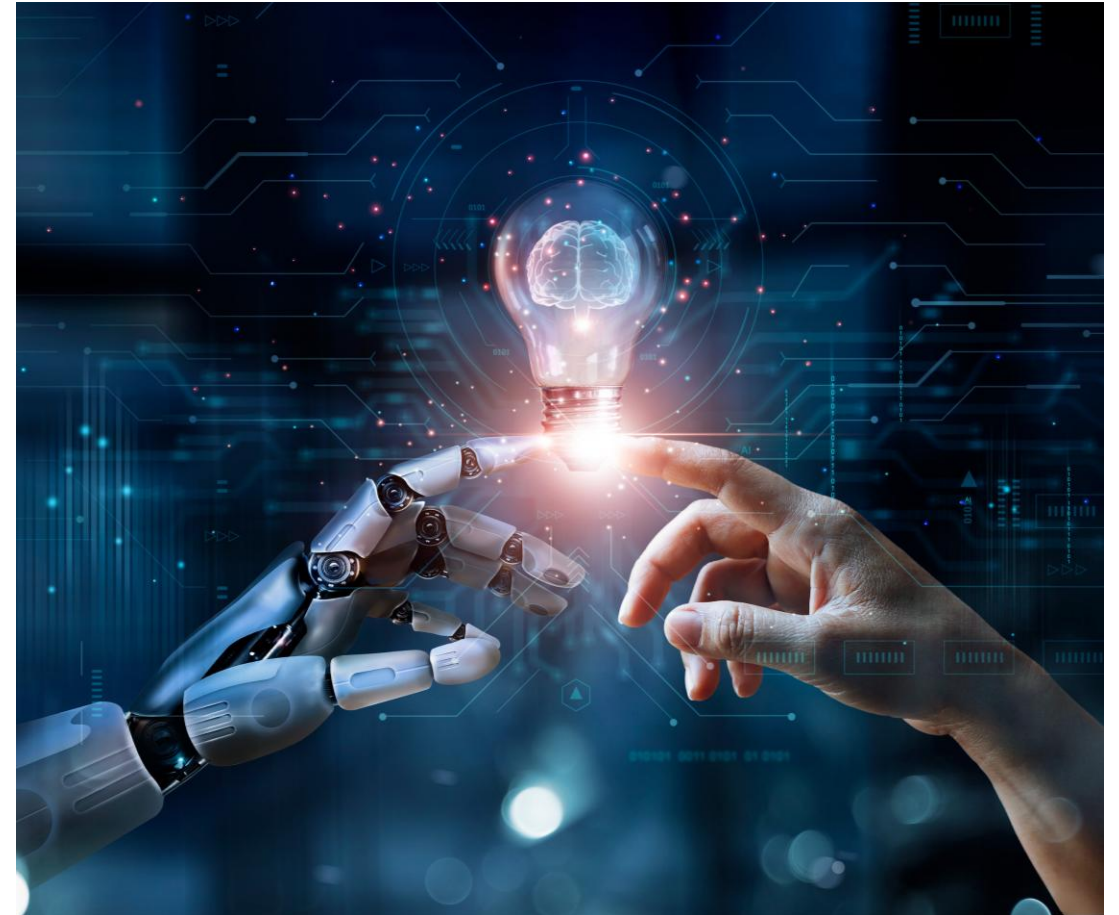
A fully funded apprenticeship for professionals across local authorities who want to lead the safe, ethical and effective use of AI and automation in public services.

Apprentices build confidence with AI and low-code automation, then deliver a substantial workplace project that solves a genuine workload or data challenge in your setting.



Programme features

- 14 months on programme
- 9 modules
- Virtual classroom delivery - practical sessions
- On programme assessment (project and professional discussion)
- Funded through the Growth and Skills Levy



Who is the programme for?

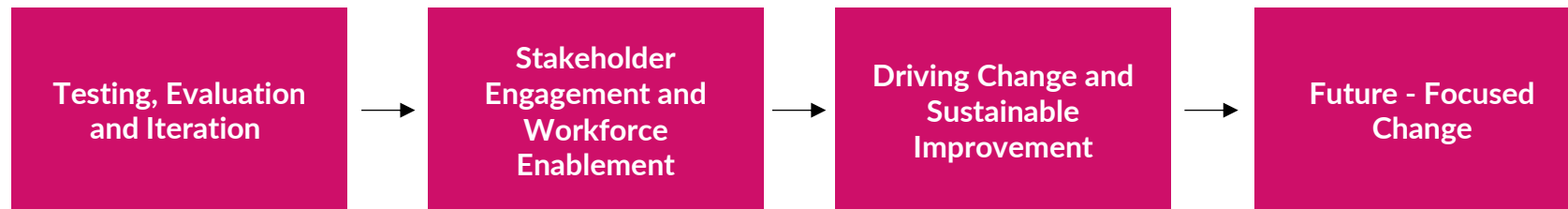
AI Practitioner in Local Government

- Service Managers and Team Leaders
- Heads of Service and Operational Leads
- Project, Programme or Transformation Officers
- Business Analysts and Service Improvement Leads
- Data, Systems or Digital Officers
- Performance, Governance or Compliance Officers
- Customer Services, Contact Centre or Casework Leads
- Administrative or Business Support Staff with responsibility for systems and processes

Modules



From month 6 onwards, learning is delivered through a live workplace project



Our Delivery Plan



**Virtual Classrooms and
online learning**



**Progress reviews
every 6 weeks**



**1-2-1 Tutor
support**



**BPN Boost - Personal
development, career
information, advice and
guidance and welfare
programme**



**Regular reflections
on learning and
practice**



**Partnership working
between BPN, the
apprentice and the
employer**



Benefits for apprentices and councils



- Build confidence to use AI and automation safely, ethically and appropriately within a local authority context
- Identify where workflows, forms, casework and administrative processes can be simplified and improved across services
- Strengthen data quality and information flow to support clearer reporting, better operational oversight and more reliable management information
- Design and manage practical low code automations using tools already common across councils
- Lead change in a politically and operationally aware way, engaging colleagues, managing risk and supporting adoption within live services
- Apply data protection, information governance and assurance principles when using AI supported tools
- Deliver a substantial workplace project that produces measurable service benefit



Assessment



- All assessment is completed on programme for this apprenticeship
- Professional discussion – completed at month 10 on programme
- Project – worked on throughout the apprenticeship from month 6 – to write up and finish by the end of the programme
- Behaviours are all assessed by the employer.

Final assessment reflects project and learning across the programme

What is Off the Job Training?



Time	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (09:00–11:30am)	• Service delivery work (operations)	• Service delivery work (casework) • Team check in	• Virtual Classroom (2 hours) • Compliance briefing	• service delivery work (operations)	• Service delivery work • AI prompt writing (1 hour) • Weekly Briefing
Midday (11:30–1:30pm)	• Team meeting • Professional reading (AI in the public sector) (30 minutes) • Lunch	• Lunch • eLearning module (30 minutes) • Internal admin/emails	• Lunch • Tutoring session (1 hour)	• Lunch • Workplace Project development (1 hr)	• Lunch • AI Prompt testing with colleagues (30 minutes)
Afternoon (1:30–5:30pm)	• Service delivery support • Automation journal (30 minutes) - Identify repetitive tasks in council work	• Service delivery work • AI learning discussion (team use cases)	• Service delivery work • Project management	• AI prompt refinement (30 minutes) • Policy improvement work	• Department briefing • Knowledge sharing/ Resource development

Employer Requirements

Attend learner reviews

Allow time for apprentices to attend monthly virtual classrooms

Provide apprentice with 420 off-the-job training hours across the programme

Provide your apprentice with a mentor

Provide regular support, feedback and guidance to the apprentice

Provide apprentices with opportunities to develop their knowledge, skills and behaviours

Common Questions

1

Will apprentices be required to build full AI systems?

2

Could this apprenticeship lead to AI replacing humans?

Funding

- Programme cost: £18,000
- Fully funded through your council's Growth and Skills Levy fund account

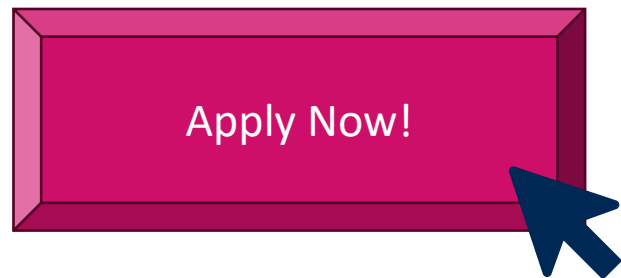
Procurement

- Best Practice Network are on local authority frameworks including:
 - Yorkshire Purchasing Organisation (YPO)
 - Crown Commercial Service (CCS)

Next Steps

Apply through our website

Applications take approximately 15 minutes



We secure funding & contact your employer

- Best Practice Network assess eligibility and then call your employer to confirm support and funding route
- Enrolment call with apprenticeship advisor to discuss programme requirements

Start in September

- First Day of Learning webinar - apprentices are inducted on to the programme by an Apprenticeship Tutor



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Any questions?

Next Steps

Apply today to
join the Autumn
cohort!

 [Apply here](#)

