



Lincolnshire Community and
Hospitals NHS Group

TALENT ACADEMY

Inspiring Futures : Informing Careers



EMPLOYEE APPRENTICESHIP PROSPECTUS 2025-26

Supporting employee development



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- Data-Driven Professional
- Library, Information and Archive Services Assistant



Quality, Improvement and Compliance

- Business Analyst
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- Data Protection and Information Governance Practitioner
- Improvement Leader
- Improvement Technician
- Improvement Practitioner
- Improvement Specialist
- Policy Officer
- Quality Practitioner
- Regulatory Compliance Officer
- Senior Compliance / Risk Specialist

Click to scroll
straight to the
apprenticeship



People Professionals

- Career Development Professional
- Coaching Professional
- HR Support
- L&D Consultant / Business Partner
- L&D Practitioner
- Learning and Skills Assessor
- People Professional
- Recruiter



Accounting and Finance

- Accounts / Finance Assistant
- Assistant Accountant
- Payroll Administrator
- Procurement and Supply Assistant
- Procurement and Supply Chain Practitioner
- Professional Accounting or Taxation Technician
- Payroll Assistant Manager



Leadership and Management

- Associate Project Manager
- Chartered Manager
- Emerge
- Evolve
- Project Manager Degree
- Women's Network Leadership Programme Level 3
- Women's Network Leadership Programme Level 5



Digital and IT

- Cyber Security Technician
- Cyber Security Technologist
- Data Analyst
- Data Scientist
- DevOps Engineer
- Digital and Technology Solutions Professional
- Digital User Experience (UX) Professional
- Information Communications Technician
- IT Solutions Technician
- Network Engineer
- Software Developer
- Software Development Technician
- Software Tester



Facilities and Estates

- Cleaning Hygiene Operative
- Commis Chef
- Painter and Decorator
- Plumbing and Domestic Heating Technician
- Production Chef
- Property Maintenance Operative



Clinical

- Advanced clinical practitioner
- Assistant practitioner
- Dietitian
- Healthcare support worker
- Lead adult care worker
- Mammography associate
- Nursing associate
- Occupational therapist
- Operating department practitioner
- Physiotherapist
- Registered nurse degree (NMC 2018)
- Senior healthcare support worker
- Therapeutic radiographer



Pharmacy and Healthcare Science

- Healthcare science associate
- Healthcare science practitioner
- Pharmacy services assistant
- Pharmacy technician
- Science manufacturing process operative

Please note, many clinical apprenticeships are only available alongside roles that you would need to apply for – if you are unsure, please contact us.

Information is correct at the time of writing.

HOW DO APPRENTICESHIPS BENEFIT ME?

What is an apprenticeship?

An apprenticeship with Lincolnshire Community and Hospitals NHS Group is a fully-funded opportunity to gain valuable knowledge and skills, alongside your job. With an apprenticeship, you'll receive off-the-job time to complete this within work hours, and there will be no impact to your pay.

What will I gain from doing an apprenticeship as part of my development?

Apprenticeships help you develop and achieve the skills, experience and qualifications that you may require to further your career. You will obtain a recognised qualification whilst earning and learning in the workplace. Your manager and the training provider will support you to obtain experience and skills required to gain your qualification.

Will I get a pay increase?

You will not be guaranteed any pay rise or promotion upon completion of an apprenticeship. However, the additional knowledge, skills and qualifications can support applications for roles as they become available.

"Age and disability are not a barrier in doing your apprenticeship; you just need to take the leap of faith."

**– WENDY,
RADIOLOGY CT
APPOINTMENTS
TEAM LEADER,
BUSINESS
ADMINISTRATION
APPRENTICESHIP**

HOW DO APPRENTICESHIPS BENEFIT ME?

How much time will I be given to complete the qualification?

You should receive a minimum of 6 hours off-the-job learning a week if you are a full-time apprentice (working at least 30 hours per week). Please see page 8 for more information.

Will I need to go to college?

Many apprenticeships are undertaken within the work environment, with some of your learning possibly at college or university, or conducted remotely. Details of this can be reviewed and discussed once the apprenticeship and learning provider have been finalised.

Can I study something that is different to my current job role?

The apprenticeship standard provides training and development aligned with the learners' job role. Therefore, you can only undertake an apprenticeship in an area where you are able to develop the skills and apply them within your day-to-day role. An apprenticeship cannot be used to develop skills in a sector unrelated to your role e.g. horticulture for a healthcare support worker, as you need to be able to produce work-based evidence as part of the assessment. If you wish to change career or do something that is different to your current role, you will need to apply for these vacancies via the NHS Jobs website.

ADDITIONAL PERKS

- Join The Association of Apprentices.
- Get the TOTUM Apprentice student discount card.



HOW DO APPRENTICESHIPS BENEFIT MY DEPARTMENT?

- Staff development – grow and develop the skills you need in your team.
- Opportunities – provide valuable opportunities to existing staff which helps improve staff retention and minimise recruitment costs.
- Enhancing staff to potentially further their career.
- Supporting workforce plans including the NHS long-term plan.
- Creating a sustainable talent pipeline.
- Good way to bring in fresh, new talent from diverse backgrounds.
- Staff may benefit from becoming a mentor to a new apprentice, as this can give them experience of supervising staff which will help them with their management skills.
- If they are on an apprenticeship themselves, it can be put towards their own off-the-job learning time.
- Improve patient experience.

Head to the Talent Academy's Intranet page or scan below for LCHG's Line Manager Guidance and FAQs:



[Line Manager
Guidance and
FAQs](#)

“Apprenticeships are a fantastic tool, not only to attract new talent to the NHS but also to develop the skills of the existing workforce.”

**– PROFESSOR MARK RADFORD, DIRECTOR
OF LONG TERM WORKFORCE PLAN
DELIVERY AND EDUCATION, AND DEPUTY
CHIEF NURSING OFFICER AT NHS ENGLAND**

ELIGIBILITY

In order to obtain government levy funding and enrol on your apprenticeship, the following criteria must be met:

- ✓ On a part-time or full-time substantive contract
- ✓ Resided in the UK for at least 3 years on the first day of the apprenticeship
- ✓ If on a visa or fixed-term contract, this must cover the duration of the apprenticeship
- ✓ Do not already hold a similar qualification
- ✓ Possess proof of the qualifications required for the programme

If you have any questions or require advice, please contact us.

Please note, many clinical apprenticeships are only available alongside roles that you would need to apply for – if you are unsure, please contact us.

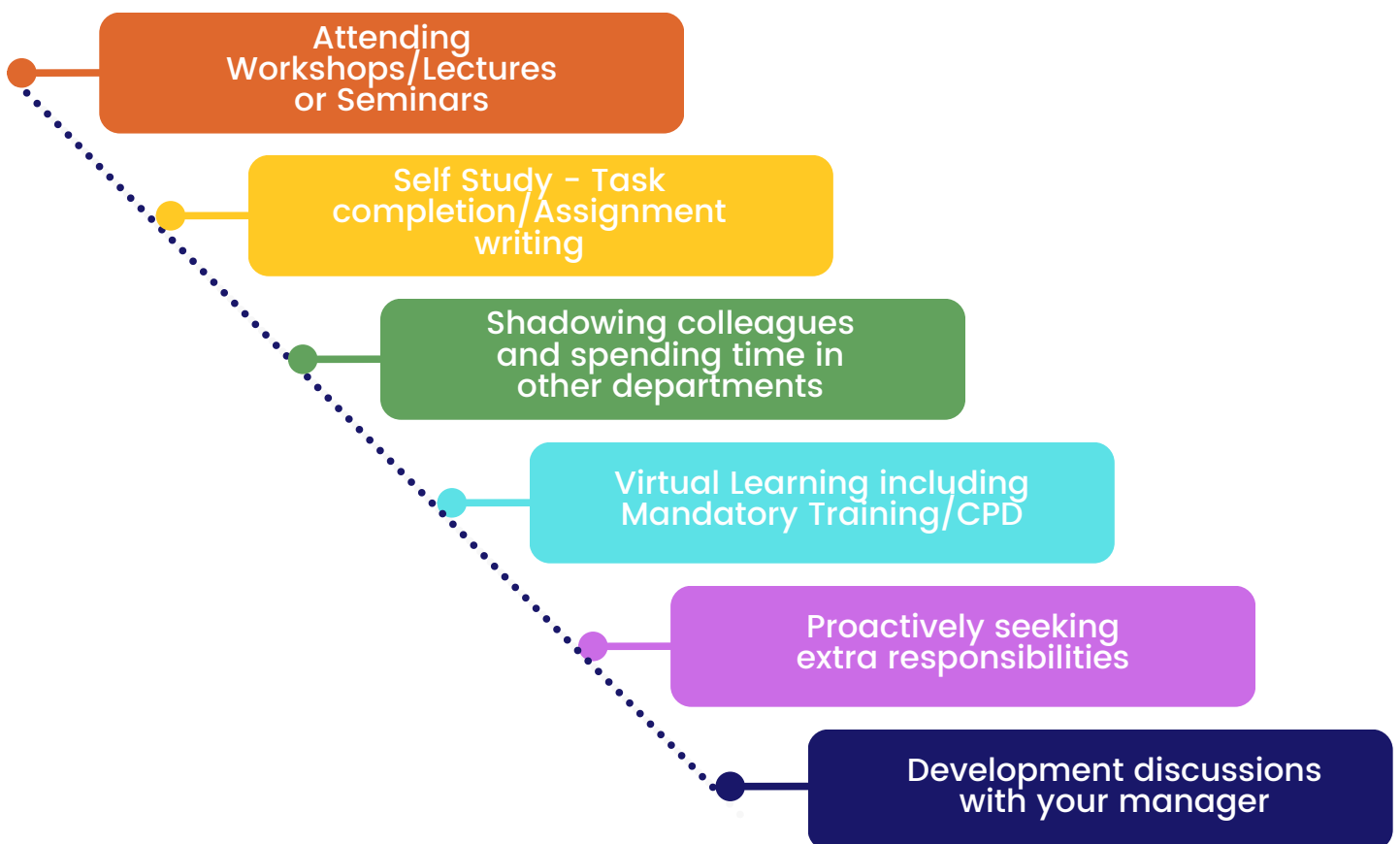


OFF-THE-JOB LEARNING

- You should receive a minimum of 6 hours off-the-job learning if you are a full-time apprentice (working at least 30 hours per week). Off-the-job learning can vary from block release to a day a week and many more variations.
- You are not expected to complete your apprenticeship training in your own time.

This can be achieved in different ways and encompass a range of learning activities. This may include core learning where it is linked to the apprenticeship standard, including practical training and being shadowed and mentored by experienced staff.

What counts as off-the-job learning?



FUNCTIONAL SKILLS

What are Functional Skills?

Functional skills are available to support adult learners in developing their English and Maths skills for everyday life and work.

Who are Functional Skills for?

- They are available for anyone who does not already hold a Grade C/Grade 4 or Level 2 (or equivalent) in English and/or Maths.
- They are ideal if you're thinking of developing your career and doing a Higher-level Apprenticeship, but don't currently hold English and Maths.
- They are also great for anyone who wants to improve their reading, writing, speaking, listening or maths skills.

Digital Skills

If you'd like to improve your digital skills, we offer a course to develop five areas:

- Using devices and handling information
- Creating and editing
- Communication
- Transactions
- Being safe online

"I felt the apprenticeship route could give me more skills in terms of better communication.

I always say just go for it, because it's the best thing that I've done"

**– ASIM,
ADMINISTRATION
ASSISTANT,
BUSINESS
ADMINISTRATOR
APPRENTICESHIP**

APPLICATION PROCESS



Submit an expression of interest:



[Expression of Interest Form](#)



BUSINESS ADMINISTRATOR

The Level 3 Business Administrator Apprenticeship provides individuals with the skills needed to support and improve administrative functions in NHS organisations. This apprenticeship is designed to develop competencies in office management, data handling, and process improvement to ensure that NHS administrative operations are efficient and aligned with organisational goals.

Level 3

Duration:

18 – 24 months

Start date:

October

Typical qualifications required:

An interest in working in administrative roles within healthcare settings is ideal

Investment into you:

£5,000

Expressions of interest:



Roles and Responsibilities

As a Business Administrator apprentice in the NHS, you will:

- Provide administrative support to teams and managers, ensuring smooth and efficient office operations.
- Manage and process data, ensuring accuracy and compliance with NHS regulations.
- Prepare documents, reports, and presentations for internal and external meetings.
- Maintain filing systems, manage records, and ensure that all necessary information is accessible and up-to-date.
- Help organise meetings, events, and appointments, including arranging travel and accommodations for staff.
- Support the implementation of process improvements to increase efficiency in administrative procedures.
- Handle incoming calls, emails, and inquiries, providing appropriate responses or directing them to relevant team members.



Ideal for: Support Officers, Waiting List Clerks, Coordinators

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 3 Business Administrator apprenticeship standard, equipping you with the skills necessary to perform administrative tasks within NHS organisations.

- Career Pathways:
Opportunities for career progression into senior administrative roles, such as Senior Administrator, or Business Support Manager. You can also pursue additional qualifications or specialisations in areas like project management or healthcare administration.

Key Skills Developed

1. Communication
2. Office Management
3. Data Management
4. Project Management
5. Problem Solving
6. Customer Service

Knowledge & Competency Standards

- Administration Processes
- Data Protection
- Financial Administration
- Health and Safety
- Quality Assurance
- Customer Interaction

Assessment

1. Work-Based Portfolio: A portfolio containing evidence of on-the-job learning, such as feedback from patients, examples of problem-solving, and records of service provided.
2. Knowledge Assessments: Tests covering customer service theory, confidentiality, and communication, including multiple-choice assessments and written assignments.
3. End-Point Assessment (EPA): The final assessment includes a practical observation in the workplace, where the apprentice demonstrates their customer service skills in real-life situations, followed by a professional discussion to evaluate their competencies.





BUSINESS ADMINISTRATOR WITH MEDI TERM

The Level 3 Business Administrator Apprenticeship with Medi Term includes everything on our Business Administrator apprenticeship, plus extra specialised units to gain an intermediate award in medical terminology.

Level 3

Duration:

18 – 24 months

Start date:

June

Typical qualifications required:

An interest in working in administrative roles within healthcare settings is ideal

Investment into you:

£5,000

Expressions of interest:



Additional medical terminology content

- Medical terminology – the meanings of medical terminology relating to medical specialities and the various pharmaceutical abbreviations.
- Medical administration – the roles and responsibilities of the medical administrator.
- Managing communication in a medical environment – administering meetings, understanding oral communication and summarising and presenting data.



Ideal for Medical Administrators, Secretaries, Ward Clerks



LINDSEY, ELOD MANAGER, CHARTERED MANAGEMENT DEGREE APPRENTICESHIP

"I would absolutely recommend apprenticeships as a great avenue for personal and professional development.

This opportunity has enabled me to gain my first degree, as well as Chartered Manager status, whilst continuing to work. Both of these achievements will (hopefully), support my continued development at ULTH."



CUSTOMER SERVICE PRACTITIONER

The Level 2 Customer Service Practitioner Apprenticeship equips apprentices with the skills and knowledge required to deliver exceptional customer service within NHS settings. Customer Service Practitioners act as the first point of contact for patients, visitors, and staff, providing assistance and information while ensuring a positive and efficient experience within healthcare environments.

Level 2

Duration:

12 – 18 months

Start date:

April

Typical qualifications required:

No formal qualifications required

A keen interest in customer service

Investment into you:

£3,500

Expressions of interest:



Roles and Responsibilities

As a Customer Service Practitioner apprentice in the NHS, you will:

- **Engage with Patients and Visitors:** Provide information, assistance, and guidance to patients, families, and visitors, ensuring a welcoming and supportive environment.
- **Handle Inquiries:** Answer phone calls, emails, and face-to-face queries, providing accurate information or directing them to the appropriate department.
- **Manage Appointments and Bookings:** Assist in managing patient appointments, directing patients to clinics or departments, and ensuring that all necessary information is recorded accurately.
- **Support NHS Teams:** Collaborate with healthcare professionals and other staff to ensure smooth day-to-day operations, acting as a key communication point between departments.
- **Maintain Patient Records:** Accurately input data into patient management systems, ensuring that patient details and service requests are recorded in line with NHS guidelines.



Ideal for Medical Administrators, Secretaries, Ward Clerks

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 2 Customer Service Practitioner apprenticeship standard, ready to work as a customer service practitioner in the NHS.

- Career Pathways:
Opportunities to progress into more senior roles such as Customer Service Manager, Patient Services Coordinator, or Team Leader within the NHS. Apprentices can also pursue further training or qualifications in healthcare administration or management.

Key Skills Developed

1. Customer Communication
2. Problem-Solving
3. Teamwork
4. Confidentiality and Data Management
5. Time Management
6. Service Delivery

Knowledge & Competency Standards

- Understanding Customer Needs
- Communication Skills
- Handling Complaints
- Confidentiality and Legal Compliance
- Organisational Skills
- Customer Service Standards

Assessment

1. Work-Based Portfolio: A portfolio containing evidence of on-the-job learning, such as feedback from patients, examples of problem-solving, and records of service provided.
2. Knowledge Assessments: Tests covering customer service theory, confidentiality, and communication, including multiple-choice assessments and written assignments.
3. End-Point Assessment (EPA): The final assessment includes a practical observation in the workplace, where the apprentice demonstrates their customer service skills in real-life situations, followed by a professional discussion to evaluate their competencies.





CUSTOMER SERVICE SPECIALIST

The Level 3 Customer Service Specialist Apprenticeship will equip apprentices to become a 'professional' in direct customer support within the NHS. Customer Service Specialists will act as a referral point for requests, complaints, and queries. They will also analyse and gather data, influence change and improvements in service, and utilise IT systems.

Level 3

Duration:

15 – 18 months

Start date:

April

Typical qualifications required:

A keen interest in customer service and a desire to work in a healthcare environment

Investment into you:

£4,000

Expressions of interest:



Roles and Responsibilities

As a Customer Service Specialist apprentice in the NHS, you will:

- **Supervise NHS Teams:** Collaborate with healthcare professionals and other staff to ensure smooth day-to-day operations, acting as a key communication point between departments.
- **Engage with Patients and Visitors:** Provide information, assistance, and guidance to patients, families, and visitors, ensuring a welcoming and supportive environment.
- **Handle Inquiries:** Answer phone calls, emails, and face-to-face queries, providing accurate information or directing them to the appropriate department.
- **Manage Appointments and Bookings:** Assist in managing patient appointments, directing patients to clinics or departments, and ensuring that all necessary information is recorded accurately.
- **Ensure a Positive Experience:** Strive to exceed expectations by providing friendly, empathetic, and professional service in every interaction.



Ideal for: Customer Service Assistants

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 3 Customer Service Specialist standard with eligibility to join the Institute of Customer Service at Professional Level.

- Career Pathways:
Opportunities to progress into more senior roles such as Customer Service Manager, Patient Services Coordinator, or Team Leader within the NHS. Apprentices can also pursue further training or qualifications in healthcare administration or management.

Key Skills Developed

1. Service Delivery
2. Service Improvement
3. Customer Service
4. Customer Insights
5. Customer Experience

Knowledge & Competency Standards

- Business Knowledge
- Customer Journey
- Customer Insight
- Environmental Awareness

Assessment

1. Work-Based Portfolio: A portfolio containing evidence of on-the-job learning, such as feedback from patients, examples of problem-solving, and records of service provided.
2. Practical Observation: A 1-hour observation undertaking a range of day-to-day workplace activities.
3. End-Point Assessment (EPA): A professional discussion with competency-based questions.



DATA-DRIVEN PROFESSIONAL

The Level 3 Data-Driven Professional Apprenticeship provides a foundation for individuals to work in data analysis and management, supporting NHS teams with accurate and insightful data. This role is critical for improving healthcare delivery, enhancing patient outcomes, and supporting data-driven decision-making across the NHS. Apprentices gain hands-on experience in data collection, analysis, and reporting, while also learning essential data governance practices.

Level 3

Duration:
18 months

Start date:
March
September

Typical qualifications required:

A basic understanding of IT and an interest in working with data are helpful

Investment into you:
£12,000

Expressions of interest:



Roles and Responsibilities

As a Data-Driven Professional apprentice in the NHS, you will:

- Collect, validate, and manage healthcare data to ensure accuracy and reliability.
- Support NHS teams in analysing and interpreting data to provide insights into patient care, operational efficiency, and resource management.
- Prepare reports and data visualisations to communicate findings clearly to various stakeholders.
- Adhere to NHS data governance and privacy standards, ensuring data is managed securely and ethically.
- Work with software tools and databases to support data-driven decision-making across the organisation.



Ideal for: Anyone that works with data, whether clinical or non-clinical

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 3 Data Technician apprenticeship standard, providing a foundation for roles such as Data Analyst or Information Officer.
- Career Pathways:
Opportunities to progress to Level 4 Data Analyst apprenticeships or specialise further in data science, business intelligence, or information governance within the NHS.

Key Skills Developed

1. Data Collection and Validation
2. Data Analysis and Interpretation
3. Data Reporting and Visualisation
4. Data Governance and Security
5. Problem-Solving and Critical Thinking

Knowledge & Competency Standards

- Fundamentals of Data Management
- Analytical Methods
- Database and Spreadsheet Software
- Data Privacy and Compliance
- Business Context of Data

Assessment

1. Work-Based Portfolio: Collection of evidence showing practical application of skills, including data analysis projects and reporting examples.
2. Knowledge Tests and Assignments: Assessments covering data principles, analytical methods, and NHS data governance.
3. End-Point Assessment (EPA): Includes a data analysis project and a professional discussion to evaluate the apprentice's readiness for independent work.



LIBRARY, INFORMATION AND ARCHIVE SERVICES ASSISTANT

The Level 3 Library, Information and Archive Services Assistant Apprenticeship equips apprentices to help people use libraries and archives to find the resources and information they need. They anticipate, stimulate, determine, and satisfy the needs of NHS service users to access information in an appropriate and fair manner.

Level 3

Duration:

18 – 21 months

Start date:

Rolling start dates

Typical qualifications required:

A basic understanding of library and archiving work would be beneficial

Investment into you:

£6,000

Expressions of interest:



Roles and Responsibilities

As a Library, Information and Archive Services Assistant apprentice in the NHS, you will:

- Understand the needs of people: understand how customers use information in the NHS, including physical (book, journals, and newspapers) and digital (ebooks, video files, and online content).
- Provide services including archive, library, customer services and learning support to use and value the NHS resources available.
- Manage and organise information sources, including marketing, promoting, displaying, and arranging.



Ideal for: Library Assistants, Library and Information Advisors

Professional Qualification and Career Progression:

- Upon Completion:
Achieve Chartered Institute of Library and Information Professionals for Certified Member (ACLIP) and Archive and Records Association for Foundation Member (FMARA).
- Career Pathways:
Opportunities to progress into more senior roles such as Library and Information Advisor, Librarian, or Team Leader within the NHS.
Apprentices can also pursue further training or qualifications in healthcare administration or management.

Key Skills Developed

1. Regulation and Compliance
2. Customer Service
3. Service Promotion
4. Archiving and Retrieval
5. Information Provision

Knowledge & Competency Standards

- Business Knowledge
- Information Resource Management
- Organisation
- Collections
- Customer Service

Assessment

1. Work-Based Report and Presentation: A project report and presentation containing evidence of on-the-job learning, such as undertaking enquiries, using search tools or ensuring appropriate access to resources.
2. End-Point Assessment (EPA): A professional discussion with competency-based questions, underpinned by a portfolio.





BUSINESS ANALYST

The Level 4 Business Analyst Apprenticeship equips individuals with the skills and knowledge needed to assess and improve NHS processes and systems. Business Analysts work with stakeholders to identify requirements, analyse business problems, and implement solutions that optimise efficiency and patient care. They play a vital role in ensuring that NHS operations, services, and systems are streamlined, effective, and aligned with the goals of the healthcare sector.

Level 4

Duration:

18 – 24 months

Start date:

Rolling start dates

Typical qualifications required:

Previous experience in administrative or project management is beneficial

Investment into you:

£18,000

Expressions of interest:



Roles and Responsibilities

As a Business Analyst apprentice in the NHS, you will:

- Work with NHS departments to understand their needs and identify areas for improvement.
- Conduct detailed analyses of NHS systems, processes, and workflows, collecting data and identifying inefficiencies or gaps.
- Support the design and implementation of new processes, systems, and solutions that improve operational performance.
- Create business cases, process maps, and user stories to support the development of solutions that align with NHS priorities.
- Collaborate with stakeholders, including IT teams, clinical staff, and management, to ensure that the proposed solutions meet both business and user requirements.



Ideal for: Business Analysts, Business Change Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 4 Business Analyst apprenticeship standard, preparing you for business analysis or project management roles within the NHS.

- Career Pathways:
Opportunities to advance to roles such as Senior Business Analyst, Project Manager, or IT Business Analyst, or pursue higher qualifications in management or business strategy.

Key Skills Developed

1. Business Process Analysis
2. Requirements Gathering
3. Solution Design and Implementation
4. Stakeholder Communication
5. Change Management

Knowledge & Competency Standards

- Business Analysis Techniques
- Requirements Analysis and Documentation
- Project Management and Agile Methodology
- Data Analysis
- Healthcare Systems and Regulations

Assessment

1. Work-Based Portfolio: Collection of evidence showing practical application of business analysis skills, including reports, process maps, and business cases.
2. Knowledge Tests and Assignments: Assessments on business analysis methods, requirements gathering, and change management.
3. End-Point Assessment (EPA): Includes a business case presentation and a professional discussion to demonstrate the apprentice's ability to apply their skills in a real-world context within the NHS.





COMPLIANCE AND RISK OFFICER

The Level 3 Compliance and Risk Officer Apprenticeship enables learners to play a crucial role in ensuring NHS regulatory adherence and minimising potential risks. Alongside legal and regulatory requirements, they also enable the Trust to meet regulatory obligations, investigate guidance such as financial fraud or assurance, and maintain a compliance culture.

Level 3

Duration:

15 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

Previous experience in risk and compliance is beneficial

Investment into you:

£11,000

Expressions of interest:



Roles and Responsibilities

As a Compliance and Risk Officer apprentice in the NHS, you will:

- Perform checks: Perform risk and/or compliance checks to investigate if protocols are being followed, and how to improve them.
- Analyse: Analyse risk and compliance to identify issues and areas where risk can be mitigated.
- Undertake projects: Undertake research activities and projects to improve and embed compliance within the Trust.



Ideal for: Compliance Officers, Risk Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 3 Compliance and Risk Officer standard with eligibility to join the International Compliance Association (ICA) for Professional Member of the ICA (MICA) or Associate membership of the ICA (AICA).

- Career Pathways:
Opportunities to progress into more senior roles such as Data Protection Officers, Information Governance Officers, or Team Leader within the NHS. Apprentices can also pursue further training or qualifications.

Key Skills Developed

1. Data Compliance
2. Communication
3. Manage Records
4. Reduce non-compliance
5. Implement requirements

Knowledge & Competency Standards

- Framework
- Services
- Professional standards
- Audit policies
- Environmental policies

Assessment

1. Work-Based Report and Presentation: A project report and presentation containing evidence of on-the-job learning, such as managing fraud or training on compliance.
2. End-Point Assessment (EPA): A professional discussion with competency-based questions, underpinned by a portfolio.





DATA PROTECTION AND INFORMATION GOVERNANCE PRACTITIONER

The Level 4 Data Protection and Information Governance Practitioner Apprenticeship enables learners to provide technical and regulatory guidance and advice to NHS stakeholders including staff. Apprentices will be responsible for assisting the Trust with the organisation of data protection and information governance laws and regulations, both on their own and in team settings within available resources and agreed budgets.

Level 4

Duration:

18 – 21 months

Start date:

Rolling start dates

Typical qualifications required:

Previous experience in data protection is beneficial

Investment into you:

£10,000

Expressions of interest:



Roles and Responsibilities

As a Data Protection and Information Governance Practitioner apprentice in the NHS, you will:

- **Manage:** Provide day-to-day support and coordination across the Trust for all matters regarding data and compliance.
- **Audit:** Undertake data protection impact assessments and ad-hoc audits, along with the associated reports.
- **Co-ordinate requests:** Manage and respond to information requests such as Individual Rights and Freedom of Information.
- **Develop training:** Develop and deliver training and awareness packages for NHS staff at all levels.



Ideal for: Data Protection Officers, Information Governance Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 4 Data Protection and Information Governance Practitioner standard with eligibility to join the Information and Records Management Society for Individual member grade.

- Career Pathways:
Opportunities to progress into more senior, lead roles within the NHS.

Key Skills Developed

1. Data Collection
2. Investigations and Analysis
3. Specialist Advice
4. Workload Prioritisation
5. Interpret Legislation

Knowledge & Competency Standards

- Framework
- Legal and Regulatory Requirements
- Professional Approaches
- Risk Assessments
- Fundamental Rights

Assessment

1. Work-Based Report and Presentation: A project report and presentation containing evidence of on-the-job learning, such as managing fraud or training on compliance.
2. End-Point Assessment (EPA): A professional discussion with competency-based questions, underpinned by a portfolio.





IMPROVEMENT LEADER

The Level 6 Improvement Leader Apprenticeship enables learners to develop improvement strategies and coach and support Improvement Specialists in advanced analysis. They lead high-priority setting and achievement of business goals within the NHS through management, development and improvement expertise.

Level 6

Duration:

18 – 24 months

Start date:

Rolling start dates

Typical qualifications required:

Level 5 qualification
Previous experience in improvement activity is essential

Investment into you:

£15,000

Expressions of interest:



Roles and Responsibilities

As an Improvement Leader apprentice in the NHS, you will:

- Develop the Improvement strategy and provide leadership in improvement for the business.
- Develop processes and resources to support improvement strategy deployment such as guidance for structured project reviews.
- Train, coach, and mentor Improvement Specialists and senior stakeholders,
- Design and source training solutions for the business.
- Lead large-scale, complex Improvement activities and Sustainability.
- Manage a team of Improvement Specialists.



Ideal for: Improvement Leads

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 6 Improvement Leader standard.
- Career Pathways: Opportunities to progress into more senior, lead roles within the NHS.

Key Skills Developed

1. Leadership
2. Lean Concepts and Tools
3. Voice of Customer
4. Project Selection and Scoping
5. Strategic Deployment

Knowledge & Competency Standards

- Statistics and Analysis
- Data Analysis
- Leadership
- Reporting
- Self-development

Assessment

1. Portfolio of Evidence: A collection of documented work demonstrating proficiency in risk assessment, compliance audits, and process improvements.
2. Dissertation: An agreed title, scope and rationale, including a presentation and questioning.
3. End-Point Assessment (EPA): A professional discussion with competency-based questions, underpinned by a portfolio.





IMPROVEMENT TECHNICIAN

The Level 3 Improvement Technician Apprenticeship enables learners to deliver and coach improvement activity within an area of responsibility within the NHS. Technicians work as a member of the team to resolve issues, support improvement, engage in stakeholders it affects and prevent reoccurrence. It is often associated with Lean and Six Sigma methodologies.

Level 3

Duration:

14 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in improvement activity is beneficial

Investment into you:

£4,000

Expressions of interest:



Roles and Responsibilities

As an Improvement Technician apprentice in the NHS, you will:

- Engage team members in the identification of improvement opportunities and relevant countermeasures and controls.
- Initiate and facilitate improvement activities through to confirmed resolution.
- Provide local expertise in business improvement methods and basic tools to the team.



Ideal for: Data Monitoring and Improvement Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 3 Improvement Technician standard.
- Career Pathways:
Opportunities to progress onto the Level 4 Improvement Practitioner apprenticeship or move into a management or team leader role.

Key Skills Developed

1. Lean Tools
2. Process Mapping
3. Project Management
4. Control

Knowledge & Competency Standards

- Compliance
- Principles and Methods
- Data Acquisition for Analysis
- Project Management
- Experimentation

Assessment

1. Project Report: Holistically assess knowledge through a report, presentation and questions.
2. Examination: Multiple choice questions based on your knowledge of the standard.
3. End-Point Assessment (EPA): A professional discussion with competency-based questions, underpinned by a portfolio.





IMPROVEMENT PRACTITIONER

The Level 4 Improvement Practitioner Apprenticeship enables learners to use a blend of project, change management, and Lean and Six Sigma tools and principles to lead the delivery of change across their NHS trust. They typically lead smaller projects, or play an assistant lead role in a bigger programme. They look after issues that need quick resolutions, in-depth analysis, and implementation.

Level 4

Duration:

14 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in improvement activity is beneficial

Investment into you:

£6,000

Expressions of interest:



Roles and Responsibilities

As an Improvement Practitioner apprentice in the NHS, you will:

- Identify potential opportunities, diagnose issues, propose solutions, and implement changes and controls.
- Coach teams and share best practice.
- When leading projects you may manage small teams, ensuring motivation and momentum, and be responsible for the successful completion of the project.



Ideal for: Compliance Managers, Data Analysts

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 4 Improvement Practitioner standard.
- Career Pathways:
Opportunities to progress onto the Level 5 Improvement Specialist apprenticeship or move into a management or consultant role.

Key Skills Developed

1. Data Analysis Statistical Methods
2. Experimentation and Optimisation
3. Coaching
4. Principles and Methods
5. Benchmarking

Knowledge & Competency Standards

- Compliance
- Principles and Methods
- Team Formation and Leadership
- Process Mapping
- Root Cause Analysis

Assessment

1. Project Report: Holistically assess knowledge through a report, presentation and questions.
2. Examination: Multiple choice questions based on your knowledge of the standard.
3. End-Point Assessment (EPA): A professional discussion with competency-based questions, underpinned by a portfolio.





IMPROVEMENT SPECIALIST

The Level 5 Improvement Specialist Apprenticeship enables learners to lead the deployment of improvement strategy, provide technical expertise in advanced Lean and Six Sigma, and train others. They draw on advanced knowledge and skills in applying tools and principles across a range of projects and areas within the NHS. They work on multiple projects linked to key NHS objectives, requiring a high-degree of autonomy.

Level 5

Duration:

14 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

Improvement qualification level 4, or equivalent

Investment into you:

£9,000

Expressions of interest:



Roles and Responsibilities

As an Improvement Specialist apprentice in the NHS, you will:

- Lead the local deployment of improvement strategy; supporting delivery of business goals.
- Provide technical expertise in structured Improvement methods and advanced tools to analyse relationships between inputs and outputs.
- Lead advanced and/or cross-functional Improvement projects.
- Co-ordinate Practitioner-level Improvement training, activities and projects.
- Coach, mentor and communicate with Improvement Practitioners, business leaders and stakeholders.



Ideal for: Improvement Consultants

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 5 Improvement Specialist standard.
- Career Pathways: Opportunities to progress onto the Level 6 Improvement Leader apprenticeship or move into a management or senior consultant role.

Key Skills Developed

1. Leading Improvement Teams
2. Strategic Deployment of Continuous Improvement
3. Capability Development
4. Principles and Methods for Improvement
5. Project Selection

Knowledge & Competency Standards

- Experimentation
- Statistics and Measures
- Commercial Environment
- Project Planning
- Voice of the Customer

Assessment

1. Project Report: Holistically assess knowledge through a report, presentation and questions.
2. Examination: Multiple choice questions based on your knowledge of the standard.
3. End-Point Assessment (EPA): A professional discussion with competency-based questions, underpinned by a portfolio.





POLICY OFFICER

The Level 4 Policy Officer Apprenticeship enables learners to help to shape and influence NHS policy. They are responsible for the development, implementation and evaluation of policymaking. They may work across several NHS policy areas, or specialise in a specific area. Apprentices work with internal and external stakeholders to implement joint goals, and build partnerships with other trusts and organisations to create change or respond to issues.

Level 4

Duration:

18 – 21 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in policy

Investment into you:

£6,000

Expressions of interest:



Roles and Responsibilities

As a Policy Officer apprentice in the NHS, you will:

- Provide advice and support to decision-makers to develop options in creating change or responding to issues.
- Research the NHS environment to influence policy decisions.
- Manage sensitive information and keep accurate records of policy history to inform the evaluation of policies.
- Work within agreed budgets and available resources both autonomously and within small or large teams.



Ideal for: Policy Officers, Audit Officers, Engagement Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 4 Policy Officer standard and Internal Auditor Certificate designation.

- Career Pathways:
Opportunities to progress to senior policy roles within the NHS.

Key Skills Developed

1. Coordination
2. Identify Risks
3. Project Management
4. Technical Support
5. Engagement

Knowledge & Competency Standards

- Information Requests
- Team Training
- Policy Interventions
- Research
- Business Cases

Assessment

1. Project Report: Holistically assess knowledge through a report, presentation and questions.
2. End-Point Assessment (EPA): A professional discussion with competency-based questions, underpinned by a portfolio.





QUALITY PRACTITIONER

The Level 4 Quality Practitioner Apprenticeship equips learners to ensure that their NHS trust consistently functions well by fulfilling contractual and regulatory requirements. They will interact with different NHS departments to review quality performance, analyse performance data, carry out audits and inspect findings, and conduct stakeholder visits.

Level 4

Duration:

14 – 17 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in quality control

Investment into you:

£6,000

Expressions of interest:



Roles and Responsibilities

As a Quality Practitioner apprentice in the NHS, you will:

- Support Senior Quality Practitioner and Leaders to formulate Quality Strategy.
- Contribute to the management of customer satisfaction and supplier performance.
- Deploy Quality Policies and Governance.
- Guide and support others to improve quality competency and performance.
- Plan and Conduct Audits and other assurance activities.
- Develop Quality Control Plans for products/services.
- Provide guidance on use of methods/tools to improve quality performance.
- Solve Quality problems, such as non-conformances, and overcoming challenges to the implementation of solutions.
- Apply quality risk management and mitigation to drive new products/services development.



Ideal for: Quality Assurance Managers, Quality Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achievement of Level 6 Risk and Compliance Specialist apprenticeship, with professional recognition from the Chartered Quality Institute for Practitioners.

- Career Pathways:
Progress to a senior or management role within the NHS, or undertake a level 5+ apprenticeship.

Key Skills Developed

1. Risks and Opportunities
2. Improvement Plans
3. Problem Solving
4. Audit Processing
5. Data Analysis

Knowledge & Competency Standards

- Process Design Concepts
- Risk and Opportunity Management
- Quality Objectives
- Operating Environment
- Product/Service Life Cycles

Assessment

1. Portfolio of Evidence: A collection of documented work demonstrating proficiency in objectives, concepts, and management.
2. End-Point Assessment (EPA): A professional presentation and discussion with competency-based questions, underpinned by a portfolio.





REGULATORY COMPLIANCE OFFICER

The Level 4 Regulatory Compliance Officer Apprenticeship enables learners to perform regulatory service functions within the NHS. They will support compliance activities, provide monitoring and oversight, and conduct risk assessments to maintain or improve NHS standards.

Level 4

Duration:

24 – 27 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in regulatory compliance

Investment into you:

£6,000

Expressions of interest:



Roles and Responsibilities

As a Regulatory Compliance Officer apprentice in the NHS, you will:

- Assess the extent to which a business meets the requirements of the law and/or relevant audit standards.
- Work with businesses to help them comply with relevant legislation in their sector and/or meet the requirements of private standards e.g. ISO.
- Provide information, guidance and advice to businesses on how to comply with legislation or meet audit requirements in their sectors.
- Collect and analyse business data to build a picture of business compliance.
- Conduct risk assessments and highlight hazards which may result in non-compliance by the business.
- Audit and monitor business compliance in relation to the regulations which apply to a specific sector.
- Writing reports following inspections or audits.
- Liaise with businesses/regulators to resolve any issues of non-compliance.
- Manage relationships with businesses and provide customer service.



Ideal for: Compliance Support Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achievement of level 4
Regulatory Compliance
Officer apprenticeship.
- Career Pathways:
Progression to team leader
or management roles within
the NHS, or undertake the
level 6 Senior Compliance or
Risk Specialist
apprenticeship.

Key Skills Developed

1. Data Analysis
2. Activity Planning
3. Interventions
4. Compliance Checks
5. Decision-making

Knowledge & Competency Standards

- Regulation
- Business Stakeholders
- Risk Assessment
- Evaluation

Assessment

1. Examination: Multiple choice questions based on your knowledge of the standard.
2. Practical Observation: Demonstration of professional practice.
3. End-Point Assessment (EPA): A professional presentation and discussion with competency-based questions, underpinned by a portfolio.





SENIOR COMPLIANCE OR RISK SPECIALIST

The Level 6 Risk and Compliance Specialist Apprenticeship provides advanced training in identifying, managing, and mitigating risks, as well as ensuring compliance with healthcare standards and regulations. This role is vital in maintaining the integrity, safety, and ethical standards of NHS operations. By combining hands-on experience with in-depth theoretical knowledge, this apprenticeship develops senior-level professionals ready to contribute to and lead NHS risk and compliance initiatives.

Level 6

Duration:

36 – 42 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in regulatory compliance

Investment into you:

£23,000

Expressions of interest:



Roles and Responsibilities

As a Level 6 Risk and Compliance Specialist apprentice in the NHS, you will:

- Develop, implement, and manage risk management frameworks and compliance processes.
- Lead assessments and audits to ensure NHS operations meet internal and external regulatory standards.
- Identify areas of risk, develop risk mitigation strategies, and monitor the effectiveness of risk management controls.
- Collaborate across departments to advise on compliance requirements, assess risk exposures, and improve operational practices.
- Act as a key advisor on compliance regulations, reporting on compliance issues and working to resolve any non-compliance areas.



Ideal for: Senior Compliance Specialists, Senior Risk Specialists

Professional Qualification and Career Progression:

- Upon Completion:
Achievement of Level 6 Risk and Compliance Specialist apprenticeship, with eligibility to pursue certifications in risk management or compliance, such as those offered by the Institute of Risk Management (IRM) or International Compliance Association (ICA).
- Career Pathways:
Roles such as risk manager, compliance manager, governance manager, or progression to senior management positions within NHS risk and compliance.

Key Skills Developed

1. Advanced Risk Management
2. Regulatory and Compliance Expertise
3. Audit and Reporting Skills
4. Leadership and Communication
5. Ethics and Governance

Knowledge & Competency Standards

- Regulatory Compliance
- Risk and Control Management
- Audit and Assurance
- Data Analytics and Technology
- Governance and Ethics

Assessment

1. Portfolio of Evidence: A collection of documented work demonstrating proficiency in risk assessment, compliance audits, and process improvements.
2. Work-Based Project: An in-depth project on a real NHS risk or compliance issue, showcasing problem-solving and management skills.
3. End-Point Assessment (EPA): Final assessment includes a presentation and professional discussion on the apprentice's knowledge, skills, and impact in the role.





CAREER DEVELOPMENT PROFESSIONAL

The Level 6 Career Development Professional Apprenticeship enables learners to assist NHS employees and managers to develop short and long term career strategies. They are responsible for helping people to assess their strengths, beliefs and values to help them to connect with a meaningful career path within the NHS and care.

Level 6

Duration:

24 – 28 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in careers

Investment into you:

£9,000

Expressions of interest:



Roles and Responsibilities

As a Career Development Professional apprentice in the NHS, you will:

- Interact with clients either face-to-face or online to discuss career plans.
- Train others who support NHS occupational choices or provide their own training to NHS employees.
- Provide information through ideas, tools, resources, assessment and self-assessment tools, career coaching, and other methods.



Ideal for: Careers Advisors, Employment Advisors

Professional Qualification and Career Progression:

- Upon Completion:
Achievement of Level 6
Career Development
Professional apprenticeship
standard.

- Career Pathways:
Progress to a senior
employability role or
undertake a further
apprenticeship such as
management or CIPD.

Key Skills Developed

1. Reflection and Self-Evaluation
2. Critical Analysis
3. Relationship Building
4. Record Keeping
5. Raising Client Awareness

Knowledge & Competency Standards

- Equality Legislation
- Design Frameworks
- Different Learning Styles
- Caseload Management
- Societal Expectations

Assessment

1. Professional Discussion: Conversation with an assessor about providing career path information and guidance.
2. Work-Based Project: An in-depth written assignment demonstrating skills, theories and professional conduct.





COACHING PROFESSIONAL

The Level 5 Coaching Professional Apprenticeship enables learners to work with NHS individuals and teams to enhance their professional performance, by empowering and engaging. They lead in a non-directive manner, equipping people to learn through reflective learning and listening, rather than receiving direct advice. This apprenticeship is vital to supporting individuals and teams within the NHS to achieve their goals and upskill the workforce.

Level 5

Duration:

14 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in HR or ELOD

Investment into you:

£5,000

Expressions of interest:



Roles and Responsibilities

As a Coaching Professional apprentice in the NHS, you will be responsible for:

- The coaching relationship with the coachees, the coaching contract, signposting to other services as needed across a caseload of individuals and teams.
- Quality assurance of their own practice (and their team in some instances), including maintaining continuing professional development, participating as a supervisee in coaching supervision, and using and/or establishing peer-to-peer support networks.
- Furthering the coaching culture.
- Working with a centralised learning and development or strategy team focussed on embedding coaching skills in future or current leadership to better enable strategy future strategy, workforce resilience and innovation and planning.
- Where appropriate, embedding a coaching programme around a new system, regulatory change and/or change programme.
- Working with leaders to develop its diverse people to remove barriers that hinder success.



Ideal for: Careers Advisors, Coaching Practitioners, Wellbeing Officers

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 5 Coaching Professional apprenticeship standard. The Association for Coaching for Accredited coach, The International Coach Federation for Associate certified coach and The European Mentoring and Coaching Council for Accredited coaching practitioner recognition.

- Career Pathways: Progress to senior HR and OD NHS roles, or undertake a further apprenticeship such as leadership.

Key Skills Developed

1. Questioning Techniques
2. Stakeholder Management
3. Contracting
4. Time Management
5. Communication

Knowledge & Competency Standards

- Learning and Reflective Practice Theories
- Diversity and Inclusion
- Coaching Contracting and Recontracting
- Coaching Theory
- Relevant Legislation

Assessment

1. Work-Based Portfolio: Evidence of coaching in real NHS scenarios.
2. End-Point Assessment (EPA): Includes a knowledge test, practical observation, and professional discussion.
3. On-Programme Learning: Covers relevant legislation, theory and practical learning.





HR SUPPORT

The Level 3 HR Support Apprenticeship is designed to train apprentices in supporting HR functions within the NHS, focusing on compliance, workforce development, and employee well-being. This role is crucial in helping the NHS maintain a motivated, well-organised workforce that can meet healthcare demands effectively.

Level 3

Duration:

18 –24 months

Start date:

June

Typical qualifications required:

An interest in HR or administration

Investment into you:

£4,500

Expressions of interest:



Roles and Responsibilities

As an HR Support apprentice in the NHS, you will:

- Assist with a variety of HR functions, including recruitment, onboarding, payroll, and employee relations.
- Help implement HR policies and ensure compliance with NHS standards and employment laws.
- Support NHS teams with HR-related queries, acting as a point of contact for employees and managers.
- Contribute to initiatives focused on employee well-being, diversity, and inclusion.
- Manage and maintain employee records with attention to confidentiality and data protection regulations.



Ideal for: Recruitment Support Officers, HR Operations

Professional Qualification and Career Progression:

- Upon Completion: Eligibility to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD).

- Progression Opportunities: Apprentices can advance to roles like HR Consultant, HR Officer, or continue onto higher apprenticeships such as the Level 5 HR Consultant/Partner or other NHS HR-focused development programs.

Key Skills Developed

1. HR Administration
2. Employment Law Knowledge
3. Employee Relations
4. Data Handling
5. Communication and Collaboration

Knowledge & Competency Standards

- Core HR Functions
- NHS-Specific HR Policies
- Legal & Ethical Standards
- Continuous Improvement

Assessment

1. Portfolio of Evidence: Collection of work demonstrating competency in HR support tasks.
2. Project Assignment: Work on an NHS-relevant HR project, addressing real-world HR challenges.
3. Professional Discussion: Conversation with an assessor about learning outcomes and HR knowledge application.
4. End-Point Assessment (EPA): Final assessment conducted by an independent body to confirm skills and knowledge.





L&D CONSULTANT / BUSINESS PARTNER

The Level 5 Learning and Development Consultant / Business Partner Apprenticeship is essential for making sure that learning and development contributes to an improved performance in the NHS workplace. Business Partner apprentices ensure learning needs align with the strategic objectives of the trust and wider NHS. They are key to leading on Learning and Development-related business projects, and can focus on generalist learning or a specialist focus, such as organisational development or talent management.

Level 5

Duration:

18 –24 months

Start date:

February

Typical qualifications required:

Experience in L&D

Investment into you:

£7,000

Expressions of interest:



Roles and Responsibilities

As a Learning and Development Consultant / Business Partner apprentice in the NHS, you will:

- Influence the NHS to develop strategies to improve learning and performance in a variety of areas.
- Conduct training such as teambuilding days, ESR-based learning or events.
- Link your work to the strategic priorities of the NHS and measure outcomes and impact of learning interventions to demonstrate a return on investment.



Ideal for: Education, Learning, and Organisational Development

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 5 Learning and Development Consultant Business Partner apprenticeship standard.
Eligibility to apply for Associate Membership of the Chartered Institute of Personnel and Development (CIPD).

- Progression Opportunities:
Progress to a senior ELOD role, such as senior management.
Undertake a further apprenticeship such as Senior Leader or Senior People Professional.

Key Skills Developed

1. Developing a Learning Culture
2. Learning and Development Consultancy
3. Facilitation Skills
4. Relationship Management
5. Budget and Resource Management

Knowledge & Competency Standards

- Business Understanding
- Management Information and Technology
- Learning and Development Function
- Technical Expertise

Assessment

1. Learning Journal: Collection of work demonstrating competency in Learning and Development tasks.
2. Project Assignment: Work on an NHS-relevant Learning and Development project, addressing real-world challenges.
3. Presentation: Presentation of the key points from the Learning Journal, along with a Q&A session.





L&D PRACTITIONER

The Level 3 Learning and Development Practitioner Apprenticeship equips learners with the skills to identify learning and/or training needs, design and source learning solutions, deliver and evaluate training and work with NHS internal and external stakeholders to progress and improve Learning and Development services across the trust using tools and techniques and analysis corresponding with NHS business objectives and performance goals.

Level 3

Duration:

18 -24 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in Learning and Development

Investment into you:

£6,000

Expressions of interest:



Roles and Responsibilities

As a Learning and Development Practitioner apprentice in the NHS, you will:

- Deliver practical training through face-to-face, online, and pre-made methods.
- Link the learning and training outcomes with NHS business objectives and performance.
- Analyse performance to inform and improve future learning projects.



Ideal for: Education, Learning, and Organisational Development

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 3 Learning and Development Practitioner apprenticeship standard.
Eligibility to apply for Foundation Membership of the Chartered Institute of Personnel and Development (CIPD).
- Progression Opportunities:
Progress to a team leader or consultant role, or undertake the Level 5 Learning and Development Consultant / Business Partner apprenticeship.

Key Skills Developed

1. Management Information and Technology
2. Learning and Development Function
3. Technical Expertise
4. Business and Commercial Understanding

Knowledge & Competency Standards

- Identification of Training and Learning Needs
- Training and Learning Design
- Training and Learning Delivery
- Evaluation
- Teamwork and Collaboration

Assessment

1. Learning Journal: Collection of work demonstrating competency in Learning and Development tasks.
2. Project Assignment: Work on an NHS-relevant Learning and Development project, addressing real-world challenges.
3. Presentation: Presentation of the key points from the Learning Journal, along with a Q&A session.





LEARNING AND SKILLS ASSESSOR

The Level 3 Learning and Skills Assessor Apprenticeship equips learners to successfully assess candidates against agreed competence standards using various assessment methods. They will plan and conduct assessment activities, and record and report on decisions to the learner and other relevant NHS stakeholders.

Level 3

Duration:

12 – 15 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in assessing

Investment into you:

£5,000

Expressions of interest:



Roles and Responsibilities

As a Learning and Skills Assessor apprentice in the NHS, you will:

- Interact with learners, teaching and delivery professionals, quality assurance practitioners and other NHS stakeholders.
- Be responsible for completing your work with minimal supervision, meeting deadlines, specifications and quality requirements.
- Contribute to the NHS quality cycle and standardisation and moderation of assessment decisions.



Ideal for: Assessors, Training Facilitators, Tutors and Mentors

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 3 Learning and Skills Assessor apprenticeship standard.

- Progression Opportunities: Progress to a senior HR or ELOD-based role, or management.

Undertake a further apprenticeship such as Evolve, Emerge, or a HR or ELOD apprenticeship.

Key Skills Developed

1. Assessment Plans
2. Feedback
3. Recordkeeping
4. Confidentiality and Safeguarding
5. Assessment Practice

Knowledge & Competency Standards

- Planning Inclusive Assessment
- Principles of Assessment
- Quality Cycle
- Holistic Assessment
- Standardisation

Assessment

1. Practical Observation: Demonstration of skills such as planning and conducting assessments, providing feedback and maintaining accurate records.
2. Portfolio: A portfolio of NHS assessment and reporting of learning, along with a professional discussion





PEOPLE PROFESSIONAL

The Level 5 People Professional Apprenticeship provides learners with a variety of people-based expertise, to play a key role in meeting the NHS' people strategic objectives. Learners support the NHS to meet the people objectives by providing policy and employment advice, project work and coaching. Communication is key with this role, as the learner will regularly interact with a variety of NHS stakeholders at all levels.

Level 5

Duration:

22 – 25 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in HR

Investment into you:

£11,000

Expressions of interest:



Roles and Responsibilities

As a People Professional apprentice in the NHS, you will:

- Implement people strategies and equality objectives for the business.
- Address people issues within your NHS trust by developing innovative solutions.
- Evaluate the impact of NHS people policies and procedures on the people, its culture, and the organisation.
- Support the improvement of productivity and agility of the NHS workforce.



Ideal for: HR Advisors, Recruitment Officers, HR Business Partners

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 5 People Professional apprenticeship standard.
Gain professional recognition with the Chartered Institute of Personnel and Development for Associate Member.
- Progression Opportunities:
Progress to a management HR, ELOD or recruitment role.
Undertake the Evolve or Emerge apprenticeships.

Key Skills Developed

1. Prioritisation
2. Financial Implication Analysis
3. Wellbeing Issues
4. Embedding Policy
5. Policy Application

Knowledge & Competency Standards

- People Operating Models
- Regulatory Requirements
- Employment Legislation and Policies
- Commercial Awareness
- Negotiation and Influencing

Assessment

1. Presentation: Present on a set subject that demonstrates your people professional work and answer follow-up questions.
2. Assignment: Long-form questions and answers that demonstrate skills in diagnosing professional behaviours and valuing people.
3. Portfolio: Create a portfolio and undertake a professional discussion to showcase your skills and knowledge in the people professional career.





RECRUITER

The Level 3 Recruiter Apprenticeship equips learners with the skills to manage resource activities and drive recruitment for permanent, fixed-term or bank roles within the NHS. They may manage various parts of the recruitment process, from identifying and attracting candidates to onboarding new employees to the trust.

Level 3

Duration:

18 – 21 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in recruitment

Investment into you:

£7,000

Expressions of interest:



Roles and Responsibilities

As a Recruiter apprentice in the NHS, you will:

- Create marketing plans and job adverts to advertise and promote vacancies.
- Research and identify potential candidates for various vacancy requirements.
- Manage and facilitate the shortlisting process and interview process.
- Support the administration and onboarding of new employees.



Ideal for: Talent Acquisition, Resourcing Advisors

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 3 Recruiter apprenticeship standard.
Gain professional recognition with The British Institute of Recruiters for Certified Agency Recruiter and Specialist in Talent Acquisition and Retention for In-House Recruiters.

- Progression Opportunities:
Progress to a senior recruitment role, recruitment marketing, or undertake a further apprenticeship such as Evolve, or CIPD-based apprenticeships.

Key Skills Developed

1. Recruitment Campaigns
2. Practice and Compliance
3. Policy Interpretation
4. Budgets and Resource
5. Sustainable Methods of Working

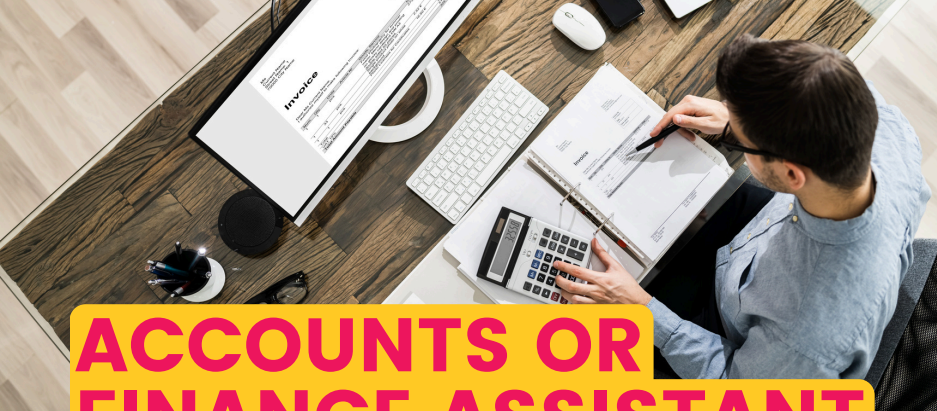
Knowledge & Competency Standards

- Recruitment Processes
- Stakeholder Requirements
- Regulations, Codes of Practice, and Legislation
- Assessing and Facilitation
- Candidate Sourcing Techniques

Assessment

1. Work-Based Portfolio: Evidence of applying recruiter skills and knowledge in real NHS scenarios.
2. End-Point Assessment (EPA): Includes a professional discussion to test your recruiter skills.
3. On-Programme Learning: Covers legislation, facilitation skills and onboarding processes.





ACCOUNTS OR FINANCE ASSISTANT

The Level 2 Accounts or Finance Assistant Apprenticeship is designed to provide foundational financial skills essential for supporting finance teams within the NHS. Accounts or finance assistants handle a range of tasks that ensure the smooth operation of finance functions, from data entry and processing invoices to maintaining financial records. This apprenticeship combines practical experience with structured learning, offering a pathway into finance roles within the NHS.

Level 2

Duration:

12 – 15 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in finance

Investment into you:

£7,000

Expressions of interest:



Roles and Responsibilities

As an Accounts or Finance Assistant apprentice in the NHS, you will:

- Process and maintain accurate financial records, including invoices, payments, and receipts.
- Assist with basic bookkeeping, data entry, and routine calculations.
- Support the preparation of financial reports and budgets, providing relevant data as needed.
- Ensure that NHS finance procedures are followed, helping to monitor and control spending.
- Communicate with internal and external stakeholders to resolve queries and ensure timely payment processing.



Ideal for: Accounts Administrators, Accounts Assistants

Professional Qualification and Career Progression:

- Upon Completion: Level 2 qualification in Accounts or Finance, with eligibility to pursue further qualifications in accounting, such as AAT Level 3.

- Progression Opportunities: Potential for career progression into roles such as finance assistant, accounts payable officer, or junior accountant, with further study leading to senior finance roles.

Key Skills Developed

1. Financial Record-Keeping
2. Data Entry and Accuracy
3. Basic Accounting Principles
4. Communication and Teamwork
5. Ethical and Confidential Practices

Knowledge & Competency Standards

- Financial Accounting Basics
- Regulations and Compliance
- Transaction Processing and Controls
- Communication and Customer Service
- Digital and IT Skills

Assessment

1. Portfolio of Evidence: A collection of work-based evidence, documenting skills and competencies demonstrated during the apprenticeship.
2. Knowledge Test: An assessment covering essential finance principles, regulations, and practical accounting tasks.
3. Structured Interview/Professional Discussion: A final discussion with an independent assessor to review the apprentice's knowledge and practical experience.





ASSISTANT ACCOUNTANT

The Level 3 Assistant Accountant Apprenticeship is designed to provide apprentices with core accounting and finance skills needed to support NHS finance teams. Assistant accountants play a critical role in preparing, recording, and analysing financial information, supporting NHS budgets and ensuring financial compliance. This apprenticeship combines hands-on experience with structured learning, leading to a nationally recognised qualification and a solid foundation for a career in NHS finance.

Level 3

Duration:

15 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in finance

Investment into you:

£12,000

Expressions of interest:



Roles and Responsibilities

As an Assistant Accountant apprentice in the NHS, you will:

- Prepare financial documentation and reports, including budgets, forecasts, and financial statements.
- Record and process transactions accurately, maintaining the integrity of NHS financial records.
- Reconcile accounts, monitor financial data, and assist in identifying discrepancies or variances.
- Support senior accountants with month-end and year-end closing processes.
- Ensure compliance with NHS financial policies and assist in audit preparations.



Ideal for: Accounts Assistants, Payroll Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achievement of Level 3 Assistant Accountant apprenticeship, with eligibility to apply for AAT Level 3 Diploma in Accounting.

- Progression Opportunities:
Progression into roles such as NHS finance officer, accounts manager, or further studies leading to AAT Level 4 or chartered accountancy.

Key Skills Developed

1. Financial Data Processing
2. Account Reconciliation
3. Budgeting and Forecasting
4. Financial Reporting
5. Ethics and Confidentiality

Knowledge & Competency Standards

- Financial Accounting and Reporting
- Budgeting and Cost Control
- Regulations and Compliance
- Technical Skills in Accounting Software
- Professional and Ethical Practice

Assessment

1. Portfolio of Evidence: A collection of documented tasks, case studies, and examples of work demonstrating competence in core accounting skills.
2. Synoptic Test: An assessment covering essential accounting knowledge, including financial processes, ethical practice, and compliance.
3. End-Point Assessment (EPA): A final review, including a structured interview and practical assessment to evaluate readiness for an Assistant Accountant role.





PAYROLL ADMINISTRATOR

The Level 3 Assistant Accountant Apprenticeship is designed to deliver in-house NHS payroll, bookkeeping or accounting practice, providing payroll as a service. The role delivers customer service to employers, clients and those they employ, so both business and customer awareness are essential. Payroll tasks must be carried out in compliance with statutory regulations, contractual obligations and internal controls.

Level 3

Duration:

15 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in finance

Investment into you:

£10,000

Expressions of interest:



Roles and Responsibilities

As a Payroll Administrator apprentice in the NHS, you will:

- Carry out processing and changes that result in the calculation of net pay.
- Interact with internal and external stakeholders including employees, HR and finance teams, and HMRC and The Pensions Regulator.
- Handle payroll queries and complaints from employees and stakeholders.
- Completed routine and non-routine payroll-related calculations and other information.



Ideal for: Accounts Assistants, Payroll Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achievement of Level 3
Payroll Administrator
apprenticeship.
- Progression Opportunities:
Progression into roles such
as NHS payroll assistant
manager or further finance
education and training.

Key Skills Developed

1. Financial Data Processing
2. Account Reconciliation
3. Budgeting and Forecasting
4. Financial Reporting
5. Ethics and Confidentiality

Knowledge & Competency Standards

- Financial Accounting and Reporting
- Budgeting and Cost Control
- Regulations and Compliance
- Technical Skills in Accounting Software
- Professional and Ethical Practice

Assessment

1. Portfolio of Evidence: A collection of documented tasks, case studies, and examples of work demonstrating competence in core payroll skills.
2. Multi-choice Test: An assessment covering essential accounting knowledge, including financial processes, ethical practice, and compliance.
3. End-Point Assessment (EPA): A final review, including a structured interview and practical assessment to evaluate readiness for an Assistant Accountant role.





PROCUREMENT AND SUPPLY ASSISTANT

The Level 3 Procurement and Supply Assistant Apprenticeship provides individuals with the foundational skills to support procurement activities, supplier management, and cost-effective purchasing. Specifically tailored for the NHS, this programme focuses on ensuring the availability of goods and services required for the effective delivery of healthcare services. Apprentices will develop expertise in sourcing, negotiating, and managing suppliers while maintaining compliance with public sector regulations.

Level 3

Duration:

18 – 21 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in procurement

Investment into you:

£6,000

Expressions of interest:



Roles and Responsibilities

As a Procurement and Supply Assistant apprentice in the NHS, you will:

- **Source Goods and Services:** Identify and procure items needed for NHS operations, such as medical equipment, office supplies, and pharmaceuticals.
- **Maintain Supplier Relationships:** Assist in managing supplier performance and building positive relationships.
- **Negotiate Contracts:** Support procurement teams in securing cost-effective agreements.
- **Inventory Management:** Track stock levels and ensure timely replenishment.
- **Compliance:** Ensure procurement activities adhere to NHS policies, public sector regulations, and sustainability goals.
- **Data Management:** Record procurement data accurately to inform decision-making.
- **Support Procurement Teams:** Provide administrative and operational support to senior procurement staff.



Ideal for: Purchasing Officers, Procurement Officers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 3 Procurement and Supply Assistant apprenticeship standard.
Opportunity to apply for membership with the Chartered Institute of Procurement and Supply (CIPS).
- Progression Opportunities:
Progress to roles such as Procurement Officer, Supply Chain Coordinator, or Procurement Specialist.
Further development opportunities include Level 4 Procurement and Supply apprenticeship or higher-level management roles.

Key Skills Developed

1. Procurement Processes
2. Negotiation
3. Supplier Relationship Management
4. Regulatory Compliance
5. Inventory Control
6. Data Management
7. Team Collaboration

Knowledge & Competency Standards

- Procurement Principles
- Legislation and Regulations
- Supplier Performance
- Sustainability
- Market Analysis
- Financial Awareness

Assessment

1. Work-Based Portfolio: Evidence of applying procurement knowledge and skills in a real-world NHS setting.
2. End-Point Assessment (EPA): Includes a practical assessment, professional discussion, and a knowledge test.
3. On-Programme Learning: Covers procurement principles, compliance, and supplier management.





PROCUREMENT AND SUPPLY CHAIN PRACTITIONER

The Level 4 Procurement and Supply Apprenticeship equips apprentices with advanced skills in procurement and supply chain management, focusing on efficient, ethical, and sustainable sourcing practices. Procurement and supply professionals play a critical role in managing the acquisition of goods and services for the NHS, ensuring quality, compliance, and value for public funds. This apprenticeship combines practical experience with structured learning, leading to a recognised qualification and developing procurement professionals who contribute to effective NHS operations.

Level 4

Duration:

18 – 21 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in procurement

Investment into you:

£10,000

Expressions of interest:



Roles and Responsibilities

As a Procurement and Supply apprentice in the NHS, you will:

- Conduct sourcing and procurement of goods and services, ensuring compliance with NHS policies and value-for-money principles.
- Assist in contract management, supplier negotiations, and monitoring of supplier performance.
- Manage purchase orders, review contracts, and ensure timely and compliant procurement processes.
- Collaborate with NHS teams to understand purchasing needs, optimise supply chains, and manage inventory levels.
- Ensure ethical, sustainable, and transparent procurement practices aligned with public sector regulations.



Ideal for: Assistant Buyers, Category Managers, Commercial Analysts

Professional Qualification and Career Progression:

- Upon Completion: Achievement of Level 4 Procurement and Supply apprenticeship and eligibility to apply for membership with the Chartered Institute of Procurement & Supply (CIPS).

- Progression Opportunities: Progression into roles such as procurement officer, category buyer, or contract manager, with opportunities to continue to Level 6 in Procurement and Supply or advanced CIPS qualifications.

Key Skills Developed

1. Supplier and Contract Management
2. Procurement Compliance and Ethics
3. Cost Management and Value Analysis
4. Data Analysis and Reporting
5. Project Management

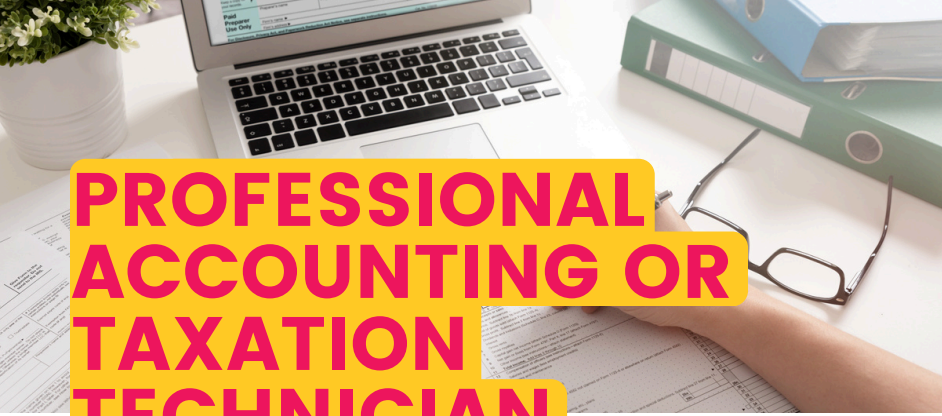
Knowledge & Competency Standards

- Commercial and Contract Law
- Supply Chain and Logistics
- Procurement Processes and Policies
- Financial and Cost Management
- Sustainability and Ethical Sourcing

Assessment

1. Portfolio of Evidence: A documented collection of completed procurement tasks, projects, and case studies demonstrating knowledge and practical application.
2. Work-Based Project: An end-point assessment project, addressing a real procurement issue or improvement within the NHS.
3. End-Point Assessment (EPA): Final assessment, including a presentation or professional discussion to review knowledge, skills, and impact.





PROFESSIONAL ACCOUNTING OR TAXATION TECHNICIAN

The Level 4 Professional Accounting or Taxation Technician apprenticeship allows learners to create, verify and review timely and accurate financial information within the NHS. Their business system and process knowledge and accounting and tax principles will be utilised in the role, with core knowledge on both, and specialised knowledge depending on the apprenticeship pathway.

Level 4

Duration:

18 – 21 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in finance

Investment into you:

£8,000

Expressions of interest:



Roles and Responsibilities

As a Professional Accounting or Taxation Technician, you will:

- Use your specialised technical knowledge to create and report financial information to the NHS and other stakeholders.
- Understand the NHS' processes and systems, and become proficient in your role's IT systems.
- Interact with a range of internal and external NHS stakeholders to take a risk-based view of transactions and data.
- Supervise assistant accounts and other team members, or work alone, depending on your role.



Ideal for: Assistant Auditors, Assistant Management Accountants

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 4 Professional Accounting or Taxation Technician apprenticeship standard.
- Progression Opportunities:
Progress to team leader roles within the NHS, or complete a level 5+ apprenticeship in finance.

Key Skills Developed

1. Planning and prioritisation
2. Analysis
3. Collaboration
4. Leadership
5. Accurate information

Knowledge & Competency Standards

- Technical knowledge
- Ethical standards
- Business awareness
- Systems and processes
- Regulation and compliance

Assessment

1. Work-Based Portfolio: Evidence of on-the-job learning, such as analysing information or effective communication.
2. End-Point Assessment (EPA): Includes a role simulation, tackling business-related tasks in a simulated environment.





PAYROLL ASSISTANT MANAGER

The Level 5 Payroll Assistant Manager Apprenticeship is designed for individuals aiming to advance their expertise in payroll management, compliance, and leadership. Tailored for NHS payroll departments, this programme equips apprentices with the skills to manage complex payroll operations, ensure legal compliance, and support organisational efficiency in delivering accurate and timely employee payments.

Level 5

Duration:

24 – 28 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in finance

Investment into you:

£11,000

Expressions of interest:



Roles and Responsibilities

As a Payroll Assistant Manager apprentice in the NHS, you will:

- **Lead Payroll Operations:** Supervise payroll teams to ensure accurate and timely processing of payments for NHS staff.
- **Compliance Management:** Ensure adherence to NHS and national payroll regulations, including tax, pensions, and statutory payments.
- **Implement Policies:** Assist in the development and implementation of payroll policies and procedures.
- **Handle Complex Cases:** Resolve escalated payroll queries and discrepancies.
- **Support Audits:** Prepare for and support internal and external payroll audits.
- **Collaborate Across Departments:** Work closely with HR and finance teams to ensure payroll alignment with organisational goals.
- **Mentor and Train Staff:** Provide guidance and training to payroll team members.



Ideal for: Assistant Payroll Managers, Team Leaders

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 5 Payroll Assistant Manager apprenticeship standard.
Eligibility to apply for membership with the Chartered Institute of Payroll Professionals (CIPP).

- Progression Opportunities:
Progress to roles such as Payroll Manager, Head of Payroll Services, or HR Operations Manager.

Key Skills Developed

1. Leadership
2. Regulatory Knowledge
3. Operational Management
4. Problem Solving
5. Data Analysis
6. Communication
7. Continuous Improvement

Knowledge & Competency Standards

- Payroll Systems
- Legislation and Compliance
- NHS Policies
- Audit and Reporting
- Customer Service
- Project Management

Assessment

1. Work-Based Portfolio: Evidence of on-the-job learning, such as leading payroll operations, resolving queries, and implementing improvements.
2. End-Point Assessment (EPA): Includes a project report, presentation, and professional discussion.
3. On-Programme Learning: Covers key topics such as payroll legislation, leadership, and process management.





ASSOCIATE PROJECT MANAGER

The Level 4 Associate Project Manager Apprenticeship provides individuals with the skills and knowledge required to effectively manage projects within the NHS. This apprenticeship focuses on delivering projects on time, within scope, and to budget while ensuring that project goals align with the needs of NHS services. Apprentices will learn how to lead and contribute to projects that improve patient care, services, and operational efficiency.

Level 4

Duration:

18 – 24 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in project management

Investment into you:

£7,000

Expressions of interest:



Roles and Responsibilities

As an Associate Project Manager apprentice in the NHS, you will:

- **Manage Projects:** Assist in the planning, execution, and delivery of projects within the NHS, ensuring alignment with organisational goals and healthcare needs.
- **Coordinate Teams:** Work with multidisciplinary teams, including clinicians, healthcare staff, and project stakeholders, to ensure projects progress smoothly.
- **Monitor Progress:** Track and report on project progress, ensuring milestones and deadlines are met, and taking corrective actions as necessary.
- **Risk Management:** Identify potential risks and issues affecting project timelines or outcomes, and take steps to mitigate these risks.
- **Budgeting and Resource Management:** Assist in managing project budgets, ensuring resources are allocated efficiently, and maintaining financial controls.
- **Communication:** Ensure all stakeholders are kept informed about project progress, risks, and outcomes through regular updates and meetings.



Ideal for: Project Support Officers, Project Assistants

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 4 Associate Project Manager apprenticeship standard, with a strong foundation in managing projects within the NHS.

- Progression Opportunities:
Opportunities for progression into more senior roles such as Project Manager or Programme Manager. Apprentices can also pursue additional qualifications, such as PRINCE2 or Agile Project Management certifications, to further develop their project management expertise.

Key Skills Developed

1. Project Planning and Delivery
2. Team Coordination
3. Risk Management
4. Stakeholder Communication
5. Financial Management
6. Problem-Solving and Decision Making

Knowledge & Competency Standards

- Project Lifecycle
- Project Management Tools and Techniques
- Governance and Compliance
- Stakeholder Engagement
- Quality Management
- Sustainability and Efficiency

Assessment

1. Work-Based Portfolio: A collection of evidence demonstrating the application of project management skills, including project plans, progress reports, risk management strategies, and stakeholder communications.
2. Knowledge Tests and Assignments: Assessments covering key project management concepts, such as risk assessment, budgeting, and communication strategies.
3. End-Point Assessment (EPA): The final assessment includes a project presentation, where the apprentice demonstrates how they have applied their learning to manage a project in the NHS, followed by a professional discussion to evaluate their competencies.





CHARTERED MANAGER

The Level 6 Chartered Manager Degree Apprenticeship is designed for individuals aiming to develop advanced leadership and management skills while achieving a recognised degree qualification. Tailored to NHS priorities, this apprenticeship prepares managers to lead teams, deliver operational excellence, and drive service improvements that enhance patient care and organisational performance.

Level 6

Duration:

48 – 52 months

Start date:

September

Typical qualifications required:

Management experience

Investment into you:

£22,000

Expressions of interest:



Roles and Responsibilities

As a Chartered Manager apprentice in the NHS, you will:

- **Lead and Manage Teams:** Inspire, support, and develop teams to achieve organisational goals.
- **Strategically Plan:** Contribute to and implement strategies aligned with NHS objectives.
- **Deliver Service Improvements:** Lead initiatives to improve patient care, operational processes, and resource management.
- **Manage Budgets and Resources:** Oversee financial planning and ensure efficient resource allocation.
- **Stakeholder Engagement:** Work with multidisciplinary teams, patients, and external partners to deliver effective services.
- **Deliver Quality Assurance:** Ensure compliance with NHS policies, regulations, and quality standards.
- **Use Data-Driven Decision-Making:** Use metrics and analysis to inform strategies and measure success.



Ideal for: Managers who have completed Emerge

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 6 Chartered Manager Degree apprenticeship standard, with an option to apply for professional recognition as Chartered Managers and Members of the Chartered Management Institute (CMgr MCMI).

- Progression Opportunities: Progress to roles such as Departmental Manager, Service Manager, or Senior Operations Manager. Further opportunities include executive roles within the NHS.

Key Skills Developed

1. Strategic Thinking
2. Leadership:
3. Operational Management
4. Financial Management
5. Change Management
6. Communication
7. Problem Solving

Knowledge & Competency Standards

- Healthcare Contexts
- Ethics and Governance
- Performance Management
- Diversity and Inclusion
- Project Management
- Quality and Innovation

Assessment

1. Work-Based Portfolio: Evidence of leadership and management activities, such as team development, service improvements, and budget management.
2. End-Point Assessment (EPA): Includes a strategic business proposal, presentation, and professional discussion.
3. Degree Qualification: Completion of a bachelor's degree in Management, Business, or a related field.





EMERGE

The Level 5 Emerge Apprenticeship is designed for individuals managing teams and resources to achieve organisational goals. In the NHS, this apprenticeship develops leaders who can oversee departments, deliver operational excellence, and support the delivery of high-quality patient care. It combines practical management training with leadership theory, enabling apprentices to contribute to the efficiency and effectiveness of NHS services.

Level 5

Duration:

13 months

Start date:

March

November

Typical qualifications required:

Management experience

Investment into you:

£9,000

Expressions of interest:



Roles and Responsibilities

As an Operations/Departmental Manager apprentice in the NHS, you will:

- **Oversee Operations:** Manage day-to-day activities, ensuring smooth and efficient departmental performance.
- **Lead Teams:** Inspire and support team members to deliver high-quality services.
- **Manage Budgets:** Monitor and control budgets to ensure financial sustainability.
- **Deliver Projects:** Lead initiatives to improve processes, services, or patient outcomes.
- **Ensure Compliance:** Adhere to NHS policies, regulatory requirements, and quality standards.
- **Engage Stakeholders:** Build relationships with internal teams, external partners, and service users.
- **Support Strategic Goals:** Contribute to the wider objectives of the NHS Trust or organisation.



Ideal for: Managers across the trust

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Chartered Management Institute (CMI) level 5 certificate in Management and Leadership.

- Progression Opportunities: Progress onto the Level 6 or 7 leadership apprenticeships or progress into more senior management roles from matron to senior corporate roles.

Key Skills Developed

1. Leadership and Management
2. Operational Planning
3. Problem Solving
4. Budget Management
5. Performance Management.
6. Change Management
7. Effective Communication:

Knowledge & Competency Standards

- Healthcare Systems
- Ethics and Governance
- Quality Assurance
- Equality and Diversity
- Stakeholder Engagement
- Project Management

Assessment

1. Work-Based Portfolio: Evidence of leadership activities, such as team appraisals, project delivery, and resource management.
2. End-Point Assessment (EPA): Includes a presentation on a work-based project and a professional discussion.





EVOLVE

The Level 3 Evolve Apprenticeship is designed for individuals in a first-line management role, responsible for leading teams to deliver high-quality services within the NHS. This apprenticeship provides the skills, knowledge, and behaviours to effectively manage people, resources, and performance while contributing to the goals of the NHS. It combines practical leadership development with core management principles.

Level 3

Duration:

13 months

Start date:

March

November

Typical qualifications required:

An interest in management

Investment into you:

£5,000

Expressions of interest:



Roles and Responsibilities

As an Evolve apprentice in the NHS, you will:

- **Lead Teams:** Provide direction, guidance, and support to ensure team members meet their objectives.
- **Monitor Performance:** Set and review goals, manage workloads, and evaluate team outputs.
- **Manage Resources:** Allocate resources effectively to support operational priorities.
- **Support Staff Development:** Coach and mentor team members to improve performance and develop skills.
- **Communicate Effectively:** Ensure clear communication with team members, stakeholders, and managers.
- **Resolve Issues:** Address conflicts and challenges within the team to maintain a productive working environment.
- **Contribute to Service Improvement:** Identify areas for improvement and implement changes to enhance service delivery.



Ideal for: New and aspiring Managers across the trust

Professional Qualification and Career Progression:

- Upon Completion:
Achieve Foundation Chartered Manager status, with Level 3 CMI Certificate in Principles of L&M and Level 3 Team-Leader / Supervisor Apprenticeship.

- Progression Opportunities:
Progress onto the Level 5 Emerge apprenticeship or progress into management roles within the NHS.

Key Skills Developed

1. Leadership and Management
2. Problem Solving
3. Communication
4. Time Management
5. Performance Management
6. Decision-Making
7. Operational Planning

Knowledge & Competency Standards

- Organisational Context
- Team Building
- Health and Wellbeing
- Equality and Diversity
- Stakeholder Management
- Financial Awareness

Assessment

1. Work-Based Portfolio: Evidence of day-to-day management activities, such as team meetings, appraisals, and service improvements.
2. End-Point Assessment (EPA): Includes a professional discussion and a presentation on a work-based project.





PROJECT MANAGER

The Level 6 Project Manager Degree Apprenticeship is tailored for individuals aiming to lead and deliver complex projects within the NHS. This apprenticeship combines academic learning with practical experience to develop the skills, knowledge, and behaviours required to manage projects that improve healthcare delivery, optimise resources, and enhance patient care. Apprentices earn a degree while gaining hands-on project management experience in a healthcare setting.

Level 6

Duration:
48 – 52 months

Start date:
Rolling start dates

Typical qualifications required:
3 A Levels or equivalent
Experience in project management

Investment into you:
£22,000

Expressions of interest:



Roles and Responsibilities

As a Project Manager Degree apprentice in the NHS, you will:

- Plan and Execute Projects: Develop detailed project plans, define objectives, and ensure alignment with NHS priorities.
- Manage Resources: Coordinate teams, budgets, and timelines to achieve project goals.
- Monitor Performance: Track progress, identify risks, and implement solutions to ensure projects stay on track.
- Engage Stakeholders: Work with clinicians, managers, and external partners to deliver collaborative project outcomes.
- Ensure Compliance: Adhere to NHS policies, legal regulations, and quality standards in all project activities.
- Deliver Value: Ensure projects improve patient outcomes, optimise processes, or achieve cost savings.



Ideal for: Project Managers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 6 Project Manager Degree Apprenticeship standard.
Eligibility for membership with the Association for Project Management (APM) and Chartered Project Professional (ChPP) status.
- Progression Opportunities:
Progress to roles such as Senior Project Manager, Programme Manager, or Head of Transformation.
Further opportunities include specialisation in healthcare IT, estates, or operational improvement.

Key Skills Developed

1. Project Planning
2. Risk Management
3. Budgeting and Cost Control
4. Leadership and Teamwork
5. Stakeholder Management
6. Change Management
7. Data-Driven Decision-Making

Knowledge & Competency Standards

- Project Methodologies
- NHS-Specific Applications
- Ethics and Governance
- Quality Management
- Digital Tools

Assessment

1. Work-Based Portfolio: Evidence of practical project management activities, such as planning, execution, and evaluation.
2. End-Point Assessment (EPA): Includes a professional discussion and a presentation on a completed project.
3. Degree Qualification: Completion of a bachelor's degree in Project Management or a related discipline.





WOMEN'S NETWORK LEADERSHIP PROGRAMME LEVEL 3

Managers are critical to every organisation's operational efficiency, financial performance and the experience of their customers.

The Corndel Level 3 Diploma in Management, will help you apply management best practice in your organisation, increasing your own effectiveness and your team's productivity.

Workshops and modules are designed to work around life such as childcare, and features exclusive talks from female leaders.

Level 3

Duration:
13 months

Start date:
March
November

Typical qualifications required:
An interest in management

Investment into you:
£5,000

Expressions of interest:



Roles and Responsibilities

As an Evolve apprentice in the NHS, you will:

- **Lead Teams:** Provide direction, guidance, and support to ensure team members meet their objectives.
- **Monitor Performance:** Set and review goals, manage workloads, and evaluate team outputs.
- **Manage Resources:** Allocate resources effectively to support operational priorities.
- **Support Staff Development:** Coach and mentor team members to improve performance and develop skills.
- **Communicate Effectively:** Ensure clear communication with team members, stakeholders, and managers.
- **Resolve Issues:** Address conflicts and challenges within the team to maintain a productive working environment.
- **Contribute to Service Improvement:** Identify areas for improvement and implement changes to enhance service delivery.



Ideal for: New and aspiring Managers across the trust

Professional Qualification and Career Progression:

- Upon Completion:
Achieve Foundation Chartered Manager status, with Level 3 CMI Certificate in Principles of L&M and Level 3 Team-Leader / Supervisor Apprenticeship.

- Progression Opportunities:
Progress onto the Level 5 Emerge apprenticeship or progress into management roles within the NHS.

Key Skills Developed

1. Leadership and Management
2. Problem Solving
3. Communication
4. Time Management
5. Performance Management
6. Decision-Making
7. Operational Planning

Knowledge & Competency Standards

- Organisational Context
- Team Building
- Health and Wellbeing
- Equality and Diversity
- Stakeholder Management
- Financial Awareness

Assessment

1. Work-Based Portfolio: Evidence of day-to-day management activities, such as team meetings, appraisals, and service improvements.
2. End-Point Assessment (EPA): Includes a professional discussion and a presentation on a work-based project.





WOMEN'S NETWORK LEADERSHIP PROGRAMME LEVEL 5

The Corndel Level 5 Diploma in Leadership and Management recognises the critical knowledge, skills and behaviours needed in senior business positions.

Over 13 months, you will develop strategic management capabilities, people management and development skills, a strong foundational knowledge of budgeting and project management, and increased confidence as a leader and a manager.

Workshops and modules are designed to work around life such as childcare, and features exclusive talks from female leaders.

Roles and Responsibilities

As an Operations/Departmental Manager apprentice in the NHS, you will:

- Oversee Operations: Manage day-to-day activities, ensuring smooth and efficient departmental performance.
- Lead Teams: Inspire and support team members to deliver high-quality services.
- Manage Budgets: Monitor and control budgets to ensure financial sustainability.
- Deliver Projects: Lead initiatives to improve processes, services, or patient outcomes.
- Ensure Compliance: Adhere to NHS policies, regulatory requirements, and quality standards.
- Engage Stakeholders: Build relationships with internal teams, external partners, and service users.
- Support Strategic Goals: Contribute to the wider objectives of the NHS Trust or organisation.

Level 5

Duration:

13 months

Start date:

March

November

Typical qualifications required:

Management experience

Investment into you:

£9,000

Expressions of interest:



Ideal for: Managers across the trust

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Chartered Management Institute (CMI) level 5 certificate in Management and Leadership.

- Progression Opportunities: Progress onto the Level 6 or 7 leadership apprenticeships or progress into more senior management roles from matron to senior corporate roles.

Key Skills Developed

1. Leadership and Management
2. Operational Planning
3. Problem Solving
4. Budget Management
5. Performance Management.
6. Change Management
7. Effective Communication:

Knowledge & Competency Standards

- Healthcare Systems
- Ethics and Governance
- Quality Assurance
- Equality and Diversity
- Stakeholder Engagement
- Project Management

Assessment

1. Work-Based Portfolio: Evidence of leadership activities, such as team appraisals, project delivery, and resource management.
2. End-Point Assessment (EPA): Includes a presentation on a work-based project and a professional discussion.





CYBER SECURITY TECHNICIAN

The Level 3 Cyber Security Technician Apprenticeship provides a foundational pathway for individuals to become skilled in protecting NHS digital assets and patient data from cyber threats. This apprenticeship combines practical, hands-on training with technical learning, preparing apprentices to identify, mitigate, and respond to cyber risks. As cybersecurity becomes essential in healthcare, this role supports the NHS in maintaining data privacy, security, and regulatory compliance.

Level 3

Duration:

18 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in IT

Investment into you:

£11,000

Expressions of interest:



Roles and Responsibilities

As a Cyber Security Technician apprentice in the NHS, you will:

- Monitor and analyse NHS digital systems to detect security vulnerabilities, breaches, and potential threats.
- Implement security measures, manage access controls, and conduct regular security audits to safeguard systems.
- Support IT teams in incident response, helping to mitigate and resolve cybersecurity incidents.
- Educate NHS staff on security best practices to reduce human-related risks, such as phishing and social engineering.
- Keep up-to-date with current cyber security threats, regulations, and technologies to ensure the NHS remains compliant and secure.



Ideal for: Cyber Security Analysts, Cyber Security Administrators

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 3 Cyber Security Technician apprenticeship standard and begin a career in cybersecurity.
- Progression Opportunities: Opportunities for progression into advanced roles such as Cyber Security Analyst, IT Security Specialist, or Network Security Engineer. Further study may lead to a Level 4 Cyber Security Technologist apprenticeship.

Key Skills Developed

1. Threat Detection and Analysis
2. Network Security Management
3. Incident Response
4. Access Control and Identity Management
5. Compliance and Risk Management

Knowledge & Competency Standards

- Cybersecurity Fundamentals
- IT Network and System Architecture
- Data Protection Legislation
- Security Tools and Technologies
- Risk and Vulnerability Assessment

Assessment

1. Work-Based Portfolio: Documentation of practical skills and competencies demonstrated in the workplace, including incident reports and security assessments.
2. Knowledge Tests and Assignments: Regular assessments covering cybersecurity principles, technical skills, and risk management.
3. End-Point Assessment (EPA): Includes a scenario-based project and professional discussion to assess the apprentice's readiness for independent work.





CYBER SECURITY TECHNOLOGIST

The Level 4 Cyber Security Technologist Apprenticeship equips individuals with the skills to protect organisations from cyber threats. In the NHS, cyber security technologists play a vital role in safeguarding sensitive patient data, ensuring system integrity, and maintaining secure healthcare operations. This apprenticeship combines practical experience and technical training to prepare individuals for a career in cyber security within a healthcare context.

Level 4

Duration:

24 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in IT systems

Investment into you:

£18,000

Expressions of interest:



Roles and Responsibilities

As a Cyber Security Technologist apprentice in the NHS, you will:

- **Identify Threats:** Monitor NHS systems to detect and analyse potential cyber risks and vulnerabilities.
- **Develop Security Measures:** Implement and maintain robust defences, such as firewalls, encryption, and security protocols.
- **Respond to Incidents:** Lead or support responses to cyber security breaches, minimising damage and restoring services.
- **Ensure Compliance:** Ensure NHS systems adhere to regulations such as GDPR and NHS Data Security Standards.
- **Raise Awareness:** Promote cyber security best practices among NHS staff through training and communication.
- **Support IT Teams:** Work collaboratively to secure digital systems, including electronic health records, cloud services, and patient management platforms.



Ideal for: Security Analysts, IT Security Specialists

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 4 Cyber Security Technologist apprenticeship standard.
Eligibility to apply for membership with professional bodies, such as the Chartered Institute of Information Security (CIIISec).

- Progression Opportunities:
Progress to roles such as Cyber Security Analyst, IT Security Specialist, or Security Operations Centre (SOC) Analyst in the NHS. F

Key Skills Developed

1. Risk Analysis:
2. Cyber Defence
3. Incident Response
4. Network Security
5. Data Protection
6. Security Awareness

Knowledge & Competency Standards

- Threat Intelligence
- Security Testing
- Cryptography
- Network and System Security
- Compliance and Governance
- NHS-Specific IT Security

Assessment

1. Portfolio of Evidence: A collection of tasks and projects demonstrating competence in cyber security within an NHS setting.
2. Work-Based Projects: Delivery of real-world cyber security initiatives, such as conducting risk assessments or implementing defences.
3. End-Point Assessment (EPA): Includes a professional discussion and scenario-based test to evaluate practical knowledge and readiness for the role.





DATA ANALYST

The Level 4 Data Analyst Apprenticeship equips individuals with the skills and knowledge needed to collect, analyse, and interpret data to support decision-making within the NHS. Data Analysts play a vital role in improving operational efficiency, patient care, and service delivery by providing actionable insights from complex datasets. This apprenticeship focuses on developing competencies in data analysis tools, techniques, and healthcare data management systems.

Level 4

Duration:

18 – 24 months

Start date:

March

September

Typical qualifications required:

An interest in data

Investment into you:

£15,000

Expressions of interest:



Roles and Responsibilities

As a Data Analyst apprentice in the NHS, you will:

- Collect, clean, and prepare data from various NHS systems, ensuring its accuracy and reliability for analysis.
- Analyse large datasets to identify trends, patterns, and insights that support NHS operations and service delivery.
- Create dashboards, reports, and visualisations to present findings to stakeholders, helping them make data-driven decisions.
- Work closely with clinical, operational, and IT teams to understand data requirements and provide actionable insights.
- Support the implementation of data management processes to improve data quality and consistency across NHS systems.



Ideal for: Data Analysts, Junior Analysts

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 4 Data Analyst apprenticeship standard, preparing you for data analysis and business intelligence roles within the NHS.

- Progression Opportunities: Opportunities to advance to roles such as Senior Data Analyst, Business Intelligence Analyst, or Data Scientist within the NHS or healthcare-related industries.

Key Skills Developed

1. Data Collection and Preparation
2. Statistical Analysis
3. Data Visualisation
4. Data Management and Quality Control
5. Business Intelligence Tools

Knowledge & Competency Standards

- Data Analysis Techniques
- Database Management
- Statistical Software
- Data Visualisation
- Healthcare Data Standards

Assessment

1. Work-Based Portfolio: A collection of evidence showing practical application of data analysis skills, including reports, dashboards, and analytical tasks completed during the apprenticeship.
2. Knowledge Tests and Assignments: Assessments on data analysis techniques, tools, and understanding of healthcare data management and privacy regulations.
3. End-Point Assessment (EPA): Includes a project demonstrating the application of data analysis to an NHS-related problem, followed by a professional discussion to assess the apprentice's competency in data analysis within the healthcare context.





DATA SCIENTIST

The Level 6 Data Scientist Apprenticeship provides the skills and knowledge required to collect, analyse, and interpret complex data to drive informed decision-making. Within the NHS, data scientists play a critical role in improving patient outcomes, optimising resources, and supporting healthcare innovation through advanced analytics and machine learning. This apprenticeship combines degree-level study with practical experience, enabling apprentices to address real-world challenges in healthcare.

Level 6

Duration:

36 months

Start date:

Rolling start dates

Typical qualifications required:

3 A Levels including 1 STEM subject, or equivalent
Experience in data

Investment into you:

£19,000

Expressions of interest:



Roles and Responsibilities

As an NHS Data Scientist apprentice, you will:

- Analyse NHS Data: Extract insights from complex datasets, such as patient outcomes, service efficiency, and resource utilisation.
- Develop Predictive Models: Use machine learning and statistical techniques to anticipate trends, such as patient admission rates or disease outbreaks.
- Support Decision-Making: Present actionable insights to NHS leadership to improve healthcare delivery and optimise resources.
- Ensure Data Integrity: Clean, structure, and validate NHS data to ensure accuracy and compliance with data governance standards.
- Automate Processes: Develop algorithms and tools to automate repetitive tasks, saving time and resources.
- Collaborate with Teams: Work with clinical, operational, and IT teams to design and implement data-driven solutions that address NHS challenges.



Ideal for: Data Scientists, Informatics, Data Engineers

Professional Qualification and Career Progression:

- Upon Completion:

Achieve the Level 6 Data Scientist apprenticeship standard.

Earn a Bachelor's degree in Data Science or a related discipline.

Eligibility to apply for membership with professional bodies, such as the Royal Statistical Society (RSS) or the Institute of Analytics.

- Progression Opportunities:

Progress to roles such as Senior Data Scientist, Data Analyst, or AI Specialist in the NHS.

Key Skills Developed

1. Data Analysis
2. Machine Learning
3. Data Visualisation
4. Big Data Management
5. Statistical Modelling
6. Ethics and Governance

Knowledge & Competency Standards

- Programming for Data Science
- Data Engineering
- Statistical Techniques
- Healthcare-Specific Analytics
- Ethical Data Use
- Advanced Visualisation Tools

Assessment

1. Portfolio of Evidence: Showcase projects that demonstrate data analysis, modelling, and visualisation skills applied to NHS challenges.
2. Degree Qualification: Completion of a Bachelor's degree in Data Science or a closely related field.
3. Work-Based Projects: Deliver impactful data science solutions, such as predictive analytics for patient care or optimising staff allocation.
4. End-Point Assessment (EPA): Includes a data science project presentation and professional discussion to evaluate your expertise and readiness for the role.





DEVOPS ENGINEER

The Level 4 DevOps Engineer Apprenticeship equips individuals with the skills and knowledge to manage and automate software development and IT operations, ensuring continuous integration and continuous delivery (CI/CD) in the NHS's IT infrastructure. DevOps Engineers play a critical role in improving the efficiency and reliability of healthcare systems, ensuring that software applications and services used in healthcare are developed, tested, and deployed rapidly and efficiently.

Level 4

Duration:

36 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in IT

Investment into you:

£17,000

Expressions of interest:



Roles and Responsibilities

As a DevOps Engineer apprentice in the NHS, you will:

- Automate the deployment of software and infrastructure, ensuring that systems used in healthcare are continuously updated and available.
- Work with software developers, system administrators, and IT teams to streamline software development and deployment processes.
- Implement and maintain continuous integration and continuous delivery (CI/CD) pipelines to speed up software delivery while maintaining high quality.
- Use cloud computing technologies and virtual environments to manage and scale healthcare systems and applications.
- Monitor and troubleshoot issues in live environments to ensure the reliability and performance of NHS software and infrastructure.



Ideal for: Application Development, Database Administration

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 4 DevOps Engineer apprenticeship standard, preparing you for roles in IT operations, infrastructure management, or cloud engineering within the NHS.

- Progression Opportunities: Opportunities to advance to roles such as Senior DevOps Engineer, Cloud Infrastructure Engineer, or IT Systems Architect, or pursue further qualifications in cloud computing or software engineering.

Key Skills Developed

1. CI/CD Pipelines
2. Automation and Scripting
3. Cloud Computing
4. Version Control and Configuration Management
5. Monitoring and Troubleshooting

Knowledge & Competency Standards

- Automation Tools and Practices
- Continuous Integration and Delivery
- Infrastructure Management
- Software Development Practices
- Cloud Technologies and Virtualisation
- Security and Compliance

Assessment

1. Work-Based Portfolio: A collection of evidence showing practical application of DevOps skills, including CI/CD pipelines, infrastructure automation, and system management tasks performed during the apprenticeship.
2. Knowledge Tests and Assignments: Assessments on DevOps tools, cloud computing, and automation techniques within the NHS environment.
3. End-Point Assessment (EPA): Includes a project demonstrating the implementation of a CI/CD pipeline or automation process for NHS systems, followed by a professional discussion to assess competency.





DIGITAL AND TECHNOLOGY SOLUTIONS PROFESSIONAL

The Level 6 Digital and Technology Solutions Professional Apprenticeship prepares individuals to lead the development and management of complex IT and digital systems. In the NHS, these professionals drive digital transformation, enhance patient care, and improve operational efficiency by developing, integrating, and managing innovative technology solutions. This degree-level apprenticeship equips individuals with advanced skills to manage critical digital infrastructure, ensuring the NHS meets its strategic goals.

Level 6

Duration:
48 months

Start date:
Rolling start dates

Typical qualifications required:
Experience in IT

Investment into you:
£27,000

Expressions of interest:



Roles and Responsibilities

As an NHS Digital and Technology Solutions Professional apprentice, you will:

- **Develop and Implement IT Solutions:** Create and deploy digital systems to improve NHS operations, such as electronic health record (EHR) systems, patient portals, or data analytics tools.
- **Analyse Requirements:** Collaborate with clinical and non-clinical teams to identify technology needs and design effective solutions.
- **System Integration:** Ensure seamless integration of new digital tools with existing NHS infrastructure.
- **Data Analysis and Insights:** Manage and analyse large datasets to provide insights that support decision-making and improve patient care.
- **Cybersecurity:** Protect NHS systems and patient data by ensuring compliance with cybersecurity standards and regulations.
- **Project Management:** Oversee IT and digital transformation projects, ensuring timely delivery within budget.



Ideal for: Business Analysts, Data Analysts, Network Engineers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 6 Digital and Technology Solutions Professional apprenticeship standard.
Gain a Bachelor's degree in a relevant field.
Eligibility to apply for professional registration with BCS, The Chartered Institute for IT.

- Progression Opportunities:
Progress to roles such as Digital Transformation Manager, IT Project Manager, Data Scientist, or Cybersecurity Specialist in the NHS.

Key Skills Developed

1. Digital Systems Design
2. Data Management and Analytics
3. Cybersecurity Knowledge
4. Strategic Thinking
5. Problem-Solving
6. Team Leadership

Knowledge & Competency Standards

- Software Development
- Data Analysis and Artificial Intelligence
- Cloud Computing and Networking
- Healthcare-Specific IT
- Change Management
- Compliance and Governance

Assessment

1. Portfolio of Evidence: A collection of completed projects and tasks demonstrating your ability to deliver digital solutions for the NHS.
2. University Degree: Completion of a Bachelor's degree in a related discipline, such as Digital Technology Solutions or IT Management.
3. Work-Based Projects: Delivery of real-world projects that address NHS challenges, such as improving patient data access or enhancing cybersecurity.
4. End-Point Assessment (EPA): Includes a project showcase, technical interview, and professional discussion to assess overall competence and readiness for the role.





DIGITAL USER EXPERIENCE (UX) PROFESSIONAL

The Level 6 Digital User Experience (UX) Professional Apprenticeship equips individuals with the skills required to design and enhance digital products and services used within the NHS, ensuring they are intuitive, accessible, and meet the needs of healthcare professionals and patients. Digital UX professionals focus on understanding user needs, creating seamless interactions, and improving user satisfaction in digital environments such as NHS websites, apps, and clinical systems.

Level 6

Duration:
24 months

Start date:
Rolling start dates

Typical qualifications required:

Experience in IT
An interest in design or UX

Investment into you:
£24,000

Expressions of interest:



Roles and Responsibilities

As a Digital User Experience Professional apprentice in the NHS, you will:

- Conduct user research to understand the needs, goals, and pain points of NHS patients, staff, and other stakeholders.
- Create user personas, journey maps, and wireframes to guide the design of NHS digital products and services.
- Collaborate with stakeholders to gather feedback and iterate on designs, ensuring that the solutions meet the functional and usability requirements of the NHS.
- Design user interfaces (UI) that are visually appealing and accessible to all users, including those with disabilities, in line with NHS digital accessibility standards.
- Conduct usability testing to validate design decisions and make improvements based on user feedback.
- Use design and prototyping tools like Sketch, Figma, and Adobe XD to create interactive prototypes and user interfaces for NHS digital services.
- Work with development teams to ensure designs are implemented correctly and meet NHS standards.



Ideal for: UX Designers/Engineers, User Researchers

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 6 Digital User Experience Professional apprenticeship standard, gaining the skills necessary to design user-friendly digital services within the NHS.

- Progression Opportunities: Opportunities for advancement into senior UX roles, such as Senior UX Designer, UX Researcher, or Head of UX Design within the NHS, private healthcare providers, or technology companies.

Key Skills Developed

1. User Research
2. UX Design
3. Prototyping and Wireframing
4. Usability Testing
5. Accessibility
6. Collaboration with Developers

Knowledge & Competency Standards

- User-Centered Design (UCD)
- Digital Tools and Technologies
- User Testing and Feedback
- Accessibility Standards
- Interaction Design
- Agile Working

Assessment

1. Work-Based Portfolio: A collection of evidence showing the apprentice's practical application of UX skills, including user research findings, personas, wireframes, prototypes, and usability testing results.
2. Knowledge Tests and Assignments: Assessments covering UX principles, design methods, tools, and techniques used in the NHS digital services context.
3. End-Point Assessment (EPA): Includes a project in which the apprentice demonstrates their ability to design a complete digital service or application for the NHS, from user research to testing and final implementation, followed by a professional discussion to assess their competencies.





INFORMATION COMMUNICATIONS TECHNICIAN

The Level 3 Information Communications Technician (ICT) Apprenticeship prepares individuals to support and manage communication systems, ensuring NHS teams have reliable and efficient IT networks and systems. ICT apprentices play a crucial role in maintaining healthcare communication channels, supporting IT infrastructure, and troubleshooting technical issues, which are essential for patient care and operational efficiency in the NHS.

Level 3

Duration:

18 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in IT

Investment into you:

£15,000

Expressions of interest:



Roles and Responsibilities

As an Information Communications Technician apprentice in the NHS, you will:

- Monitor and support NHS IT networks, servers, and communication systems to ensure seamless operation.
- Troubleshoot and resolve technical issues for healthcare staff, ensuring they have access to reliable technology.
- Support the installation and maintenance of IT hardware and software across NHS facilities.
- Maintain secure access controls and assist with user account management to ensure data security and compliance.
- Document IT processes and communicate solutions to NHS staff to help them use technology effectively.



Ideal for: IT Support, Network Administrators, Systems Access

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 3 Information Communications Technician apprenticeship standard, enabling progression to more specialised IT roles.

- Progression Opportunities: Opportunities to advance to roles such as IT Support Specialist, Network Engineer, or further qualifications in IT and communications technology within the NHS.

Key Skills Developed

1. Technical Troubleshooting
2. Network and Server Management
3. IT Security and Compliance
4. User Support and Communication
5. Hardware and Software Installation

Knowledge & Competency Standards

- IT System Fundamentals
- Principles of Data Security
- Hardware and Software Configuration
- Cloud and On-Premises Systems
- Customer Service in IT

Assessment

1. Work-Based Portfolio: Collection of evidence showing practical skills, including troubleshooting logs, user support documentation, and network management tasks.
2. Knowledge Tests and Assignments: Regular assessments covering IT principles, technical skills, and NHS-specific IT requirements.
3. End-Point Assessment (EPA): Includes a practical skills test and professional discussion to evaluate the apprentice's ability to work independently.





IT SOLUTIONS TECHNICIAN

The Level 3 IT Solutions Technician Apprenticeship provides hands-on training in developing, configuring, and supporting IT solutions, ensuring NHS systems run effectively to support patient care and operational processes. IT Solutions Technicians play a crucial role in maintaining the functionality and security of NHS IT systems and supporting healthcare teams with tailored technical solutions that address specific needs.

Level 3

Duration:

18 – 24 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in IT

Investment into you:

£15,000

Expressions of interest:



Roles and Responsibilities

As an IT Solutions Technician apprentice in the NHS, you will:

- Design, configure, and deploy IT solutions that meet NHS operational requirements and improve service delivery.
- Troubleshoot technical issues, diagnose system errors, and provide timely solutions for NHS teams.
- Manage software and hardware installations, updates, and maintenance across NHS sites.
- Work with IT and clinical teams to understand their technology needs and develop solutions to optimise workflows.
- Ensure systems are compliant with NHS data security and privacy standards, protecting sensitive patient information.



Ideal for: IT Support, Network Administrators, Telecoms

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 3 IT Solutions Technician apprenticeship standard, preparing for a career in IT support or systems management.
- Progression Opportunities: Opportunities to advance to roles such as Systems Engineer, IT Support Specialist, or further qualifications in network engineering or cybersecurity.

Key Skills Developed

1. IT Solution Development
2. Technical Troubleshooting
3. Software and Hardware Configuration
4. User and System Support
5. Cybersecurity and Data Protection

Knowledge & Competency Standards

- IT Systems and Networking
- Software Development and Programming
- System and Data Security
- Problem-Solving and Process Improvement
- Customer Service and Communication

Assessment

11. Work-Based Portfolio: Collection of evidence showing practical application of skills, including examples of system configurations, troubleshooting logs, and project documentation.
2. Knowledge Tests and Assignments: Regular assessments covering IT principles, technical skills, and NHS-specific requirements.
3. End-Point Assessment (EPA): Includes a project and a professional discussion to assess the apprentice's competency and readiness to work independently.





NETWORK ENGINEER

The Level 4 Network Engineer Apprenticeship prepares individuals for a career in managing and maintaining the critical network infrastructure that supports NHS IT systems and services. Network Engineers ensure that data, applications, and services used across the NHS are reliable, secure, and accessible. This apprenticeship focuses on developing the skills required to design, implement, manage, and optimise networks within healthcare settings, ensuring seamless communication across NHS departments and facilities.

Level 4

Duration:

18 – 24 months

Start date:

Rolling start dates

Typical qualifications required:

Experience in IT

Investment into you:

£17,000

Expressions of interest:



Roles and Responsibilities

As a Network Engineer apprentice in the NHS, you will:

- Design, implement, and maintain network systems that ensure the efficient transmission of data across NHS facilities.
- Manage LAN (Local Area Network) and WAN (Wide Area Network) infrastructures, ensuring they are reliable and secure for all NHS departments and services.
- Troubleshoot network issues, identify bottlenecks, and resolve problems to ensure smooth operation of NHS IT systems.
- Collaborate with other IT teams to integrate networking systems with hospital information systems, ensuring secure communication between departments and remote locations.
- Ensure network security protocols are adhered to, protecting sensitive healthcare data and preventing cyber threats.



Ideal for: Network Administrators, Network Engineers, Telecoms

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 4 Network Engineer apprenticeship standard, providing you with the technical skills to support network infrastructure within the NHS.

- Progression Opportunities:
Opportunities to advance to roles such as Senior Network Engineer, Network Architect, or IT Infrastructure Manager within the NHS or private sector.

Key Skills Developed

1. Network Design and Architecture
2. Network Security
3. Troubleshooting and Support
4. Cloud Networking
5. Performance Monitoring

Knowledge & Competency Standards

- Networking Principles
- Network Configuration and Management
- Network Security
- Cloud Networking
- Troubleshooting and Diagnostics

Assessment

1. Work-Based Portfolio: A collection of evidence showing the apprentice's practical application of network engineering skills, such as network designs, configurations, and troubleshooting logs.
2. Knowledge Tests and Assignments: Assessments covering network design, network protocols, security measures, and problem-solving within the NHS network infrastructure.
3. End-Point Assessment (EPA): Includes a project demonstrating the apprentice's ability to design, implement, and troubleshoot a network solution within the NHS, followed by a professional discussion to assess competency.





SOFTWARE DEVELOPER

The Level 4 Software Developer Apprenticeship equips individuals with the skills and knowledge to design, develop, and maintain software applications. In the NHS, software developers play a vital role in creating and managing systems that support patient care, improve operational efficiency, and enhance data security. This includes developing bespoke applications to streamline healthcare processes and integrating systems to meet NHS digital transformation goals.

Level 4

Duration:

24 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in IT

Investment into you:

£18,000

Expressions of interest:



Roles and Responsibilities

As an NHS Software Developer apprentice, you will:

- **Design and Build Applications:** Create software solutions to meet the needs of NHS staff and departments, such as appointment systems or data dashboards.
- **Maintain Existing Systems:** Support and improve current NHS software to ensure reliability and performance.
- **Write Clean Code:** Use programming languages like Python, Java, or C# to build efficient, scalable applications.
- **Test and Debug:** Ensure software is free of errors and functions as intended through rigorous testing and debugging.
- **Collaborate with Stakeholders:** Work with healthcare professionals and IT teams to gather requirements and implement user-friendly solutions.
- **Data Security and Compliance:** Ensure all software complies with NHS data protection and cybersecurity standards, safeguarding sensitive patient information.



Ideal for: Application Services, Application Development

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 4 Software Developer apprenticeship standard.

- Progression Opportunities:
Progress to roles such as Software Engineer, Application Developer, or Data Engineer in the NHS, or continue to higher-level apprenticeships, such as the Level 6 Digital and Technology Solutions Professional.

Key Skills Developed

1. Programming and Coding
2. Software Development Lifecycle
3. Problem-Solving
4. Agile Methodology
5. User-Centred Design
6. Data Protection

Knowledge & Competency Standards

- Programming Fundamentals
- Database Management
- Testing and Quality Assurance
- Systems Integration
- Cybersecurity
- Continuous Development

Assessment

1. Portfolio of Evidence: Showcase completed software development projects, including documentation, code samples, and testing logs.
2. Knowledge Tests: Assessments covering software development principles, coding, and cybersecurity.
3. Project Work: Complete a real-world software development project to address a specific NHS need, such as improving appointment scheduling or data reporting.
4. End-Point Assessment (EPA): Includes a practical coding test and professional discussion to evaluate overall competence.





SOFTWARE DEVELOPMENT TECHNICIAN

The Level 3 Software Development Technician Apprenticeship provides individuals with the skills and knowledge to design, develop, and maintain software applications and systems used within the NHS. Software Development Technicians are crucial for improving digital tools and systems that streamline processes, support patient care, and ensure the NHS operates efficiently.

Level 3

Duration:

18 – 24 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in IT

Investment into you:

£15,000

Expressions of interest:



Roles and Responsibilities

As a Software Development Technician apprentice in the NHS, you will:

- Develop and modify software applications to meet the needs of NHS staff, patients, and operational teams.
- Collaborate with other IT professionals, such as analysts and developers, to create user-friendly and efficient software solutions.
- Test and debug software, identifying and resolving issues to ensure smooth performance and security compliance.
- Maintain and update existing software applications, ensuring they meet evolving requirements and stay compatible with new technologies.
- Provide support for NHS software users, helping them with troubleshooting and offering solutions to improve usability and functionality.



Ideal for: Junior Software Developers, Junior Web Developers

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 3 Software Development Technician apprenticeship standard, equipping you with the skills to work as a software developer or technician.

- Progression Opportunities: Opportunities to advance to roles such as Software Developer, Application Support Specialist, Web Developer, or even pursue higher-level qualifications in software engineering or systems development within the NHS.

Key Skills Developed

1. Software Development and Coding
2. Software Testing and Debugging
3. System Design and Architecture
4. User-Centered Development
5. Collaboration and Problem-Solving

Knowledge & Competency

Standards

- Programming Fundamentals
- Software Lifecycle Management
- Testing and Quality Assurance
- User Experience and Interface Design
- Cybersecurity and Data Compliance

Assessment

1. Work-Based Portfolio: Collection of evidence showing practical skills, including coding assignments, completed software projects, and documentation of tests and solutions.
2. Knowledge Tests and Assignments: Assessments on programming languages, software lifecycle management, and testing techniques.
3. End-Point Assessment (EPA): Includes a project where apprentices will complete a development task, followed by a professional discussion to assess their ability to apply knowledge and skills in a real-world context.





SOFTWARE TESTER

The Level 4 Software Tester Apprenticeship provides individuals with the knowledge and skills needed to test software and systems in healthcare settings. Software Testers ensure that the software applications and systems used within the NHS are reliable, secure, and function correctly. This apprenticeship focuses on developing competencies in both manual and automated testing, using industry-standard testing tools, and ensuring that NHS digital services meet the highest quality standards before they are deployed.

Level 4

Duration:

18 – 24 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in IT

Investment into you:

£18,000

Expressions of interest:



Roles and Responsibilities

As a Software Tester apprentice in the NHS, you will:

- Perform manual and automated tests on NHS software applications and systems to ensure they function as expected.
- Identify software defects and work with developers to resolve issues, ensuring the software is ready for deployment.
- Develop and execute test plans, cases, and scripts to validate software performance, security, and functionality.
- Collaborate with software developers and other IT teams to ensure that testing aligns with NHS requirements and industry standards.
- Use testing tools and technologies to automate repetitive tasks, improving the efficiency of the testing process and the accuracy of results.
- Document test results and report findings to the development team and other stakeholders to ensure that issues are tracked and resolved before software deployment.



Ideal for: Software Developers, Web Developers

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 4 Software Tester apprenticeship standard, preparing you for roles in software testing and quality assurance within the NHS and other healthcare-related sectors.

- Progression Opportunities: Opportunities to progress to roles such as Senior Software Tester, Test Manager, or Quality Assurance Lead. Further qualifications or specialisations in automated testing, performance testing, or security testing may also be pursued.

Key Skills Developed

1. Manual and Automated Testing.
2. Test Design and Execution
3. Testing Tools
4. Bug Reporting and Tracking
5. Quality Assurance
6. Collaboration

Knowledge & Competency Standards

- Software Testing Principles
- Manual Testing
- Automated Testing
- Test Documentation
- Performance and Security Testing
- Compliance and Regulations

Assessment

1. Work-Based Portfolio: A collection of evidence showing the apprentice's application of testing skills, including test plans, cases, scripts, and defect reports created during the apprenticeship.
2. Knowledge Tests and Assignments: Assessments covering software testing methods, tools, and techniques, including functional, performance, and security testing.
3. End-Point Assessment (EPA): Includes a project where the apprentice demonstrates their ability to test an NHS-related software application, followed by a professional discussion to assess their understanding and application of testing techniques.





CLEANING HYGIENE OPERATIVE

The Level 2 Cleaning Hygiene Operative Apprenticeship is designed to train individuals in maintaining high standards of cleanliness and hygiene within NHS facilities. This role is essential in ensuring a safe, clean, and infection-free environment for patients, staff, and visitors.

Level 2

Duration:

12 months

Start date:

Rolling start dates

Typical qualifications required:

No formal qualifications required

Investment into you:

£5,000

Expressions of interest:



Roles and Responsibilities

As a Cleaning Hygiene Operative apprentice in the NHS, you will:

- Perform routine and deep-cleaning tasks in patient rooms, operating theatres, waiting areas, and other healthcare facilities.
- Follow NHS infection control protocols to prevent the spread of infections.
- Use and maintain cleaning equipment and products in line with health and safety standards.
- Collaborate with healthcare teams to identify areas needing urgent cleaning attention.
- Adhere to NHS guidelines on waste disposal, handling hazardous materials, and environmental safety.



Ideal for: Housekeeping Assistants

Professional Qualification and Career Progression:

- Upon Completion:
A Level 2 qualification in Cleaning and Hygiene, which can provide a foundation for further training.

- Progression Opportunities:
Graduates can advance to roles such as Senior Cleaning Operative, Supervisor, or pursue further specialised training within NHS facilities management or infection control.

Key Skills Developed

1. Cleaning Techniques
2. Infection Control
3. Health & Safety Compliance
4. Customer Service & Communication
5. Equipment Maintenance

Knowledge & Competency Standards

- Fundamentals of Cleaning & Hygiene
- Health Sector-Specific Standards
- Chemical & Equipment Handling
- Infection Prevention Measures
- Environmental Awareness

Assessment

1. Portfolio of Evidence: Documentation of cleaning tasks performed to NHS standards and reflections on practical experience.
2. Practical Observation: On-site observation by an assessor to demonstrate cleaning and hygiene competencies in a healthcare setting.
3. Professional Discussion: Interview-style discussion with an independent assessor to reflect on training and competencies.
4. End-Point Assessment (EPA): Comprehensive final assessment validating core skills and knowledge in cleaning and hygiene.





COMMIS CHEF

The Level 2 Commis Chef Apprenticeship prepares individuals for an entry-level chef role, focusing on creating nutritious, high-quality meals within NHS facilities. A commis chef is responsible for supporting kitchen operations, preparing food, and ensuring dietary needs are met for patients, staff, and visitors. In the NHS, this role is essential for delivering safe, balanced, and appealing meals that support patient recovery and staff wellbeing.

Level 2

Duration:

12 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in food preparation

Investment into you:

£5,000

Expressions of interest:



Roles and Responsibilities

As a Commis Chef apprentice in the NHS, you will:

- **Prepare Ingredients:** Assist in preparing ingredients for meals, ensuring all food meets safety and quality standards.
- **Support Meal Preparation:** Work under the supervision of senior chefs to cook and present meals for patients, staff, and visitors.
- **Cater to Dietary Needs:** Prepare meals according to medical, cultural, or allergen-specific requirements.
- **Maintain Hygiene Standards:** Follow NHS infection control and hygiene policies to ensure food safety.
- **Contribute to Menu Development:** Support senior chefs in designing menus that meet nutritional guidelines and patient preferences.
- **Operate Kitchen Equipment:** Learn to safely use a variety of kitchen tools and appliances.
- **Manage Stock:** Assist with inventory checks, ensuring all supplies are stored and rotated correctly.



Ideal for: Chefs, Assistant Chefs

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 2 Commis Chef apprenticeship standard and a Level 2 Food Safety Qualification.

- Progression Opportunities: Progress to the Level 3 Chef de Partie apprenticeship or pursue roles such as Chef de Partie, Kitchen Supervisor, or Specialist Diet Chef within the NHS.

Key Skills Developed

1. Culinary Techniques
2. Food Safety and Hygiene
3. Dietary Knowledge
4. Time Management
5. Teamwork
6. Customer Focus

Knowledge & Competency Standards

- Culinary Foundations
- Health and Safety
- Nutrition and Dietetics
- Waste Management
- Food Industry Standards
- Workplace Organisation

Assessment

1. Practical Observation: On-site observation of tasks such as food preparation, cooking, and presentation.
2. Knowledge Tests: Assessments covering food safety, cooking methods, and dietary requirements.
3. Work-Based Portfolio: Evidence of skills demonstrated in the workplace, such as preparing meals or assisting in menu planning.
4. End-Point Assessment (EPA): A final assessment combining a practical cooking demonstration and professional discussion to evaluate overall competence.





PAINTER AND DECORATOR

The Level 2 Painter and Decorator Apprenticeship is designed to develop skilled professionals responsible for maintaining the aesthetic, safety, and functionality of NHS facilities. This role is crucial in ensuring NHS environments are welcoming, safe, and conducive to patient care.

Level 2

Duration:

24 months

Start date:

Rolling start dates

Typical qualifications required:

No formal qualifications required

An interest in painting and decorating

Investment into you:

£10,000

Expressions of interest:



Roles and Responsibilities

As a Painter and Decorator apprentice in the NHS, you will:

- Prepare and paint surfaces in various NHS facilities, including wards, clinics, and common areas, ensuring high-quality finishes.
- Use a variety of materials and techniques to complete projects, while respecting the healthcare setting and minimising disruption to patients and staff.
- Conduct routine maintenance on painted surfaces, assessing areas for repair and ensuring safe, hygienic environments.
- Comply with NHS standards for infection control, safety, and environmental regulations in all work.
- Collaborate with other NHS facilities and maintenance staff to meet operational and aesthetic standards.



Ideal for: Painter and Decorators, Estates Services

Professional Qualification and Career Progression:

- Upon Completion:
A Level 2 qualification in Painting and Decorating, equipping apprentices with skills valuable in healthcare facilities.

- Progression Opportunities:
Graduates can progress to roles such as Senior Painter, Maintenance Supervisor, or advance in NHS facilities management.

Key Skills Developed

1. Surface Preparation
2. Application Techniques
3. Health & Safety Compliance
4. Color Theory & Design
5. Customer Service & Communication

Knowledge & Competency Standards

- Preparation and Application
- NHS-Specific Safety Standards
- Environmental Awareness
- Tools and Equipment
- Planning and Execution

Assessment

1. Portfolio of Evidence: Collection of work demonstrating practical application in painting and decorating projects within NHS settings.
2. Practical Observation: Assessment of on-the-job skills, including preparation, application, and quality assurance of painted surfaces.
3. Professional Discussion: Reflective discussion with an independent assessor on knowledge, skills, and competencies gained.
4. End-Point Assessment (EPA): Final assessment validating the apprentice's skills, knowledge, and ability to meet NHS standards.





PLUMBING AND DOMESTIC HEATING TECHNICIAN

The Level 3 Plumbing and Heating Technician Apprenticeship prepares individuals to carry out essential plumbing and heating installation, repair, and maintenance tasks within NHS facilities. Skilled plumbers and heating technicians play a crucial role in ensuring that NHS buildings are safe, comfortable, and functional for patients, staff, and visitors.

Level 3

Duration:

36 – 48 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in plumbing and heating

Investment into you:

£22,000

Expressions of interest:



Roles and Responsibilities

As a Plumbing and Heating Technician apprentice in the NHS, you will:

- Install, maintain, and repair plumbing systems, fixtures, and heating systems within NHS facilities.
- Respond to service requests, performing both preventive and emergency maintenance on NHS plumbing and heating systems.
- Ensure NHS compliance with health and safety standards, minimising risks to patients, staff, and visitors.
- Assist in routine inspections and collaborate with NHS facilities teams to maintain safe, comfortable environments.
- Document completed work, tracking maintenance schedules and service records to support continuous improvement in NHS facility management.



Ideal for: Maintenance Assistants

Professional Qualification and Career Progression:

- Upon Completion:

A Level 3 qualification as a fully qualified Plumbing and Heating Technician.

- Progression Opportunities:

Apprentices may progress to senior technician roles, specialised positions within NHS facilities, or management within NHS estates and facilities.

Key Skills Developed

1. System Installation & Repair
2. Health & Safety Compliance
3. Preventative Maintenance
4. Problem-Solving
5. Technical Proficiency

Knowledge & Competency

Standards

- Fundamentals of Plumbing & Heating Systems
- NHS Health & Safety Standards
- Environmental Awareness & Sustainability
- Technical Documentation
- Emergency Protocols

Assessment

1. Portfolio of Evidence: Documentation of practical tasks and maintenance work within NHS facilities, demonstrating core skills and knowledge.
2. Practical Observation: Assessor observation of on-the-job skills, including installation, maintenance, and repair of plumbing and heating systems.
3. Professional Discussion: Reflective discussion with an independent assessor on experience and learning gained during the apprenticeship.
4. End-Point Assessment (EPA): Comprehensive assessment to confirm skills and competency in plumbing and heating for healthcare.





PRODUCTION CHEF

The Level 2 Production Chef Apprenticeship equips individuals with the skills and knowledge required to prepare, cook, and serve nutritious meals on a large scale within NHS catering facilities. Production chefs work in fast-paced environments, ensuring that meals meet strict health, safety, and dietary standards, contributing directly to patient care and staff welfare.

Level 2

Duration:

12 – 15 months

Start date:

Rolling start dates

Typical qualifications required:

No formal qualifications required

An interest in food preparation

Investment into you:

£7,000

Expressions of interest:



Roles and Responsibilities

As a Production Chef apprentice in the NHS, you will:

- **Prepare and Cook Meals:** Produce meals in bulk for patients, staff, and visitors, following dietary guidelines and recipes tailored to NHS needs.
- **Follow Menus and Recipes:** Work with set menus, portion guidelines, and nutritional standards to create consistent and balanced meals.
- **Adhere to Safety Standards:** Maintain the highest hygiene and food safety standards, ensuring compliance with NHS and legal regulations.
- **Support Special Dietary Needs:** Prepare meals for patients with specific dietary needs, such as allergies, medical conditions, or cultural preferences.
- **Efficiently Manage Time:** Work in a fast-paced environment to prepare meals within set schedules for large numbers of people.
- **Minimise Waste:** Use ingredients efficiently, avoiding unnecessary waste while maintaining high-quality food production.
- **Work as Part of a Team:** Collaborate with catering staff to ensure smooth kitchen operations and timely service.



Ideal for: Chefs, Assistant Chefs

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 2 Production Chef apprenticeship standard, along with a recognised qualification in food production.
- Progression Opportunities: Opportunities for progression into roles such as Senior Chef, Catering Manager, or other supervisory roles within NHS kitchens. Apprentices may also pursue higher-level qualifications, such as the Level 3 Senior Production Chef apprenticeship.

Key Skills Developed

1. Food Preparation and Cooking:
2. Hygiene and Safety
3. Nutritional Awareness
4. Teamwork
5. Stock Management
6. Time Management

Knowledge & Competency

Standards

- NHS Catering Operations
- Food Safety Regulations
- Dietary and Nutritional Requirements:
- Cooking Methods
- Kitchen Efficiency
- Sustainability Practices

Assessment

1. Work-Based Portfolio: A collection of evidence showcasing practical skills, including meal plans, recipes, and adherence to food safety standards.
2. Practical Observation: An on-site observation of meal preparation and service, demonstrating competence in a live kitchen environment.
3. Knowledge Tests: Assessments covering key concepts in nutrition, food safety, and catering operations.
4. End-Point Assessment (EPA): A final assessment combining a practical observation and a professional discussion to evaluate overall knowledge and skills.





PROPERTY MAINTENANCE OPERATIVE

The Level 2 Property Maintenance Operative apprenticeships equips learners with the skills to keep NHS properties in a safe working condition, and to optimise the performance and quality of the premises. They work on both routine maintenance tasks and minor planned and responsive repair works, using plumbing, painting, tiling, carpentry, joinery and brick and block work.

Level 2

Duration:

24 – 27 months

Start date:

Rolling start dates

Typical qualifications required:

No formal qualifications required

Investment into you:

£14,000

Expressions of interest:



Roles and Responsibilities

As a Property Maintenance Operative apprentice in the NHS, you will:

- Perform routine, planned and responsive repair works: Using a variety of skills and tools.
- Interact with stakeholders: Including staff, property owners, landlords and trades people, along with the staff and patients that occupy buildings.
- Consider sustainability: In building performance and minimisation of environmental impact.



Ideal for: Maintenance Assistants, Maintenance Technicians

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 2 Property Maintenance Operative apprenticeship standard.
- Progression Opportunities:
Opportunities for progression into senior Estates and Facilities roles, or progression to higher level apprenticeships.

Key Skills Developed

1. Food Preparation and Cooking:
2. Hygiene and Safety
3. Nutritional Awareness
4. Teamwork
5. Stock Management
6. Time Management

Knowledge & Competency Standards

- NHS Catering Operations
- Food Safety Regulations
- Dietary and Nutritional Requirements:
- Cooking Methods
- Kitchen Efficiency
- Sustainability Practices

Assessment

1. Work-Based Portfolio: A collection of evidence showcasing practical skills, including workplace policies and procedures and video clips of work.
2. Practical Observation: An observation of tasks similar to the apprentice's natural working environment, based in a simulated environment.
3. Knowledge Tests: Multiple-choice test demonstrating an awareness of skills and policies.





ADVANCED CLINICAL PRACTITIONER

The Level 7 Advanced Clinical Practitioner (ACP) Integrated Degree Apprenticeship is designed for experienced healthcare professionals who want to develop advanced clinical skills, leadership, and research capabilities. This apprenticeship supports NHS staff in expanding their scope of practice to provide high-quality, patient-centred care while enhancing workforce sustainability and efficiency.

Level 7

Duration:

Typical Duration: 36–48 months (part-time study while working).

Start date:

Annual Intake

Typical qualifications required:

A registered healthcare qualification
A bachelor's degree in a relevant healthcare subject (or equivalent experience)
At least three years of clinical experience in a relevant field

Investment into you:

£12,000

Roles and Responsibilities

As an Advanced Clinical Practitioner in the NHS, you will:

- Conduct Comprehensive Assessments: Perform advanced clinical examinations, interpret diagnostic tests, and develop patient-centred care plans.
- Diagnose and Manage Conditions: Assess, diagnose, and treat complex health conditions within your area of expertise.
- Prescribe Medication (if applicable): Prescribe and manage medicines safely under the scope of practice.
- Lead and Influence Change: Drive improvements in clinical practice, patient care, and NHS service delivery.
- Work Autonomously: Operate independently within a multidisciplinary team to manage patient care.
- Educate and Mentor: Support the training and development of junior staff and students.
- Use Research and Evidence-Based Practice: Apply the latest clinical research to improve patient outcomes.



Ideal for: Registered healthcare professionals (e.g., Nurses, Radiographers)

Professional Qualification and Career Progression:

- Upon Completion:

Achieve a Master's Degree in Advanced Clinical Practice. Attain the Advanced Clinical Practitioner (ACP) title, recognised by the NHS and Health Education England (HEE).

Eligible to apply for the Centre for Advancing Practice Accreditation.

- Progression Opportunities:

Lead Advanced Clinical Practitioner

Consultant Practitioner

NHS Service Manager

Lecturer in Advanced Practice
Specialisation in areas such as emergency care, critical care, mental health, or primary care

Key Skills Developed

1. Advanced Clinical Assessment
2. Critical Thinking and Decision-Making
3. Independent Prescribing (if applicable)
4. Leadership and Management
5. Research and Evidence-Based Practice
6. Education and Training
7. Multi-Professional Collaboration

Knowledge & Competency Standards

- Clinical Knowledge and Skills
- Leadership in Healthcare
- Health Inequalities and Public Health
- Legal and Ethical Considerations
- Research and Audit
- Interprofessional Working

Assessment

1. Work-Based Portfolio: Evidence of advanced clinical practice in real-world NHS settings.
2. End-Point Assessment (EPA): Includes a clinical case study, presentation, and professional discussion.
3. University Degree Modules: Completion of an MSc in Advanced Clinical Practice (integrated within the apprenticeship).





ASSISTANT PRACTITIONER

The Level 5 Assistant Practitioner Apprenticeship is designed for experienced healthcare support workers looking to develop advanced skills and take on greater responsibilities in patient care. Assistant Practitioners work across a range of NHS settings, supporting registered healthcare professionals such as nurses, physiotherapists, radiographers, and occupational therapists.

This apprenticeship provides a structured pathway for career progression, allowing individuals to develop specialist skills while working towards becoming a registered healthcare professional.

Level 5

Duration:

18–24 months

Start date:

Annual Intake

Typical qualifications required:

A Level 3 qualification in Health & Social Care or equivalent experience
At least 2 years' experience in a healthcare support role

Investment into you:

£12,000

Roles and Responsibilities

As an Assistant Practitioner in the NHS, you will:

- **Deliver Patient Care:** Provide compassionate and high-quality care under the supervision of a registered healthcare professional.
- **Assess and Monitor Patients:** Conduct observations, recognise deterioration, and escalate concerns appropriately.
- **Support Clinical Procedures:** Assist in treatments, diagnostic tests, rehabilitation, and therapy sessions.
- **Work Autonomously:** Carry out delegated tasks independently within your competency level.
- **Lead and Supervise:** Guide and mentor junior support workers or apprentices.
- **Improve Patient Outcomes:** Support health promotion, patient education, and care planning.
- **Maintain Professional Standards:** Follow NHS policies, safeguarding guidelines, and infection control protocols.



Ideal for: HCSWs, CHCSWs, SHCSWs

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 5 Assistant Practitioner Apprenticeship Standard.

Gain a Foundation Degree (FdSc) in Health and Social Care (or equivalent).

Eligible to join the Royal College of Nursing (RCN) or other professional bodies.

- Progression Opportunities:
Registered Nurse (via Top-Up Degree or Nursing Associate route)
Allied Health Professional
Senior Healthcare Roles (e.g., Team Leader, Clinical Educator, NHS Manager)

Key Skills Developed

1. Advanced Clinical Skills
2. Critical Thinking & Problem-Solving
3. Communication & Patient Engagement
4. Multi-Disciplinary Working
5. Leadership & Supervision
6. Service Improvement

Knowledge & Competency Standards

- Anatomy, Physiology & Pathophysiology
- Public Health & Health Promotion
- Clinical Governance & Risk Management
- Legal & Ethical Considerations
- Evidence-Based Practice
- Professionalism & Accountability

Assessment

1. Work-Based Portfolio: Evidence of advanced skills, patient care experience, and competency.
2. End-Point Assessment (EPA):
 - Professional Discussion: Based on a portfolio of real NHS case studies.
 - Multiple Choice Test: Assessing knowledge of healthcare principles.
 - Observation of Practice: Demonstrating key skills in a clinical setting





DIETITIAN

The Level 6 Dietitian Degree Apprenticeship is designed for individuals who want to become registered dietitians within the NHS. Dietitians are healthcare professionals who assess, diagnose, and treat dietary and nutritional problems. They play a vital role in managing medical conditions, promoting health, and preventing disease through evidence-based nutrition advice.

Level 6

Duration:
48 months

Start date:
Annual Intake

Typical qualifications required:

Level 3 qualifications (A-Levels, BTEC, or equivalent) in Biology, Chemistry, or Health & Social Care
Relevant work experience in healthcare or nutrition is beneficial

Investment into you:
£24,000

Roles and Responsibilities

As a Dietitian in the NHS, you will:

- **Assess Patients' Nutritional Needs:** Work with individuals who have medical conditions such as diabetes, heart disease, or eating disorders.
- **Develop Personalised Diet Plans:** Create nutrition strategies tailored to a patient's medical and lifestyle needs.
- **Provide Evidence-Based Advice:** Educate patients, carers, and healthcare professionals on nutrition and diet-related health issues.
- **Support Disease Management:** Help manage conditions such as obesity, malnutrition, and food allergies through dietary interventions.
- **Work in a Multidisciplinary Team:** Collaborate with doctors, nurses, and other healthcare professionals to improve patient outcomes.
- **Promote Public Health Nutrition:** Support community-based initiatives to encourage healthy eating and disease prevention.



Ideal for: HCSWs, CHCSWs, SHCSWs, Dietetic Assistants

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a BSc (Hons) in Dietetics.

Register with the Health and Care Professions Council (HCPC) as a Registered Dietitian.

- Progression Opportunities:
Specialist Dietitian (e.g., Paediatrics, Diabetes, Renal, Oncology).

Advanced Clinical Dietitian (leading dietetic services in hospitals or community care).

Public Health Nutritionist (working in government or policy development).

Research & Academic Roles

Key Skills Developed

1. Clinical Nutrition & Dietetics
2. Communication & Counselling
3. Public Health & Health Promotion
4. Food Science & Biochemistry.
5. Professional & Ethical Practice
6. Leadership & Teamwork
7. Research & Evidence-Based Practice

Knowledge & Competency

Standards

- Anatomy, Physiology & Pathophysiology
- Clinical Dietetics
- Public Health Nutrition
- Food Policy & Legislation
- Behaviour Change & Motivational Interviewing
- Research Methods

Assessment

1. University Degree Modules: Completion of a BSc (Hons) Dietetics or equivalent degree.
2. Work-Based Learning Portfolio: Documenting practical dietetic skills and patient interactions.
3. End-Point Assessment (EPA):
 - Case-Based Discussion: Demonstrating clinical reasoning.
 - Observed Practice: Assessing practical dietetic interventions.
 - Professional Interview: Assessing competency against HCPC standards.





HEALTH CARE SUPPORT WORKER

The Level 2 Healthcare Support Worker Apprenticeship is designed for individuals who want to start a career in healthcare, providing essential care and support to patients in hospitals, clinics, and community settings. Healthcare Support Workers (HCSWs) assist registered healthcare professionals, ensuring patients receive safe, high-quality care.

This apprenticeship provides the foundation for career progression within the NHS, with opportunities to specialise in different healthcare areas such as nursing, maternity, mental health, and therapy support.

Roles and Responsibilities

As a Healthcare Support Worker (HCSW) in the NHS, you will:

- Assist Patients with Daily Activities: Support with eating, dressing, and personal hygiene.
- Monitor Patient Wellbeing: Take and record vital signs such as temperature, pulse, and blood pressure.
- Support Clinical Procedures: Assist nurses and doctors with medical tasks such as wound care or sample collection.
- Provide Emotional Support: Offer comfort and reassurance to patients and families.
- Maintain Hygiene and Safety: Follow infection control procedures and ensure clean, safe environments.
- Work as Part of a Team: Collaborate with nurses, doctors, and therapists to deliver effective care.

Level 2

Duration:

8 – 12 months

Start date:

Rolling start dates

Typical qualifications required:

A desire to work in healthcare and patient support

Investment into you:

£3,000

Expressions of interest:



Ideal for: New to Care, Cadets, Non-Clinical colleagues looking to

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 2
Healthcare Support Worker
Apprenticeship Standard.
- Progression Opportunities:
Senior Healthcare Support
Worker (Level 3)
(specialising in areas like
maternity, mental health, or
theatre support).
Nursing Associate (Level 5)
(progressing towards a
Registered Nurse
qualification).
Allied Health Support Roles
(such as Physiotherapy or
Occupational Therapy
Assistant).

Key Skills Developed

1. Person-Centred Care
2. Clinical Skills
3. Communication & Teamwork
4. Infection Prevention & Control
5. Health & Safety Awareness
6. Patient Confidentiality & Record Keeping

Knowledge & Competency Standards

- Trust Values & Code of Conduct
- Basic Anatomy & Physiology
- Safeguarding & Mental Health
Awareness
- Dementia & Learning Disabilities Care
- Handling Medical Equipment:
- Health Promotion & Patient Education

Assessment

1. Work-Based Portfolio: Evidence of skills and knowledge applied in practice.
2. End-Point Assessment (EPA):
 - Multiple Choice Test: Covering healthcare principles, safety, and patient care.
 - Practical Observation: Demonstrating hands-on care skills in a real healthcare setting.
 - Professional Discussion: Reflecting on experiences and learning during the apprenticeship.





LEAD ADULT CARE WORKER

The Level 3 Lead Adult Care Worker Apprenticeship is designed for individuals who provide frontline care for adults in various settings, including residential care, nursing homes, domiciliary care, and day services. Lead Adult Care Workers play a key role in ensuring high-quality support for individuals with diverse needs, promoting independence, dignity, and well-being.

This apprenticeship is ideal for those with experience in adult care who are ready to take on additional responsibilities, supervise others, and enhance their leadership skills.

Level 3

Duration:

12 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

Level 2 Adult Care Worker qualification (preferred but not essential)
Relevant experience in a care role

Investment into you:

£4,000

Roles and Responsibilities

As a Lead Adult Care Worker, you will:

- Supervise and support care teams: Act as a mentor and guide for junior care staff.
- Promote independence and dignity: Help individuals maintain their quality of life and make choices about their care.
- Develop person-centred care plans: Assess individuals' needs and support tailored care strategies.
- Monitor health and well-being: Recognise changes in individuals' conditions and escalate concerns.
- Administer medication safely: Follow care plans and legal guidelines for medication management.
- Communicate effectively: Liaise with families, healthcare professionals, and external agencies.
- Ensure safeguarding and compliance: Follow legal and ethical care standards to protect vulnerable adults.



Ideal for: Care Officers, Personal Assistants, Senior Care Workers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve the Level 3 Lead Adult Care Worker Apprenticeship Standard.
Eligible for job roles such as Senior Care Worker, Team Leader, or Supervisor.

- Progression Opportunities:
Lead Practitioner in Adult Care (Level 4) (progressing into specialist or senior care roles).

Nursing Associate (Level 5) (moving into regulated healthcare roles).

Registered Nurse or Social Worker (Degree Level 6+) (for those pursuing higher education).

Key Skills Developed

1. Leadership & Supervision
2. Safeguarding & Risk Assessment
3. Effective Communication
4. Health & Wellbeing Support
5. Medication Handling
6. Legal & Ethical Frameworks
7. Promoting Dignity & Choice

Knowledge & Competency Standards

- Person-Centred Approaches.
- Professional Boundaries & Ethics
- Health & Safety in Care Settings
- Mental Health & Wellbeing
- End-of-Life Care
- Equality, Diversity & Inclusion

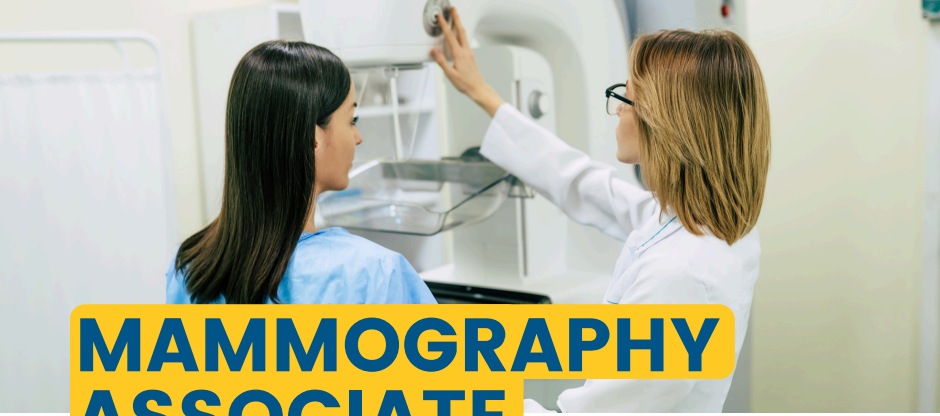
Assessment

1. Work-Based Portfolio: Evidence of skills and knowledge applied in real care settings.

2. End-Point Assessment (EPA):

- Situational Judgement Test: Multiple-choice questions on adult care scenarios.
- Professional Discussion: A structured conversation assessing competence, ethics, and leadership skills.





MAMMOGRAPHY ASSOCIATE

The Level 4 Mammography Associate Apprenticeship is designed for individuals who work within breast imaging services, performing mammograms to support the early detection and diagnosis of breast cancer. Mammography Associates play a crucial role in delivering high-quality imaging services as part of the NHS Breast Screening Programme (NHSBSP) and symptomatic breast clinics.

Level 4

Duration:

12 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

Previous healthcare experience is beneficial
A strong interest in diagnostic imaging and patient care

Investment into you:

£10,000

Roles and Responsibilities

As a Mammography Associate, you will:

- **Perform Mammograms:** Carry out high-quality breast imaging in line with NHS Breast Screening Programme (NHSBSP) standards.
- **Support Patients:** Provide reassurance, explain procedures, and ensure patient comfort.
- **Work with Radiographers & Clinicians:** Assist registered healthcare professionals in imaging procedures and patient care.
- **Maintain Imaging Equipment:** Ensure proper operation and cleanliness of mammography machines.
- **Follow Safety & Quality Standards:** Adhere to radiation protection regulations and infection control procedures.
- **Handle Patient Data & Records:** Maintain accurate documentation of imaging results and patient interactions.



Ideal for: Individuals working in healthcare or radiography support

Professional Qualification and Career Progression:

- Upon Completion: Achieve the Level 4 Mammography Associate Apprenticeship Standard. Eligible to work as a qualified Mammography Associate within breast screening and diagnostic services.

- Progression Opportunities: Assistant Practitioner in Radiography (Level 5) (broadening diagnostic imaging skills). Diagnostic Radiographer (Level 6) (leading to HCPC registration as a radiographer). Advanced Clinical Practice in Imaging (Level 7).

Key Skills Developed

1. Clinical Imaging Techniques: Gaining expertise in mammographic positioning and image acquisition.
2. Patient Care & Communication
3. Quality Assurance & Safety
4. Radiation Protection
5. Teamwork & Multidisciplinary Collaboration

Knowledge & Competency

Standards

- Anatomy & Physiology of the Breast
- Principles of Mammographic Imaging
- Breast Cancer Awareness & Screening Protocols
- Infection Control & Radiation Safety
- Legal & Ethical Considerations
- Diversity & Inclusion in Breast Screening

Assessment

1. Work-Based Portfolio: Evidence of practical experience and competence in mammography.
2. End-Point Assessment (EPA):
 - Observation of Practice: Demonstrating mammographic imaging skills in a real clinical setting.
 - Professional Discussion: A structured interview assessing knowledge, decision-making, and reflection on learning.





NURSING ASSOCIATE

The Level 5 Nursing Associate Apprenticeship is designed to train healthcare professionals who bridge the gap between healthcare support workers and registered nurses. Nursing Associates work across a wide range of healthcare settings, supporting the delivery of high-quality, person-centred care.

This apprenticeship provides a structured career pathway into nursing, allowing individuals to develop clinical skills and gain registration with the Nursing and Midwifery Council (NMC) as a qualified Nursing Associate upon completion.

Level 5

Duration:

24 months

Start date:

Annual Intake

Typical qualifications required:

Level 2 or 3 healthcare qualifications (preferred but not essential)

Relevant experience in a healthcare role

Investment into you:

£15,000

Roles and Responsibilities

As a Nursing Associate, you will:

- Deliver direct patient care: Assist with personal care, mobility, nutrition, and medication.
- Monitor health conditions: Record vital signs, assess symptoms, and escalate concerns.
- Support nurses and doctors: Assist with clinical tasks, wound care, and treatments.
- Educate and reassure patients: Provide health advice and emotional support.
- Administer medications: Work under supervision to ensure safe medicine management.
- Maintain infection control standards: Follow NHS policies to ensure patient safety.
- Work across different healthcare settings: Gain experience in hospitals, GP practices, and community care.



Ideal for: CHCSWs, SHCSWs

Professional Qualification and Career Progression:

- Achieve the Level 5 Nursing Associate Apprenticeship Standard.

Register with the Nursing and Midwifery Council (NMC) as a qualified Nursing Associate.

- Progression Opportunities: Registered Nurse Degree Apprenticeship (Level 6) (progression into full nursing registration).

Specialist Nursing Roles (mental health, paediatrics, critical care, community nursing).

Leadership & Management in Healthcare (developing into senior healthcare roles).

Key Skills Developed

1. Clinical & Practical Nursing Skills
2. Communication & Compassion
3. Health Monitoring & Assessment
4. Safeguarding & Patient Advocacy
5. Medication Management
6. Teamwork in Multidisciplinary Healthcare
7. Legal & Ethical Considerations

Knowledge & Competency

Standards

- Fundamentals of Nursing Practice
- Anatomy, Physiology & Disease Prevention
- Public Health & Health Promotion
- Mental Health Awareness
- Infection Prevention & Control
- Safeguarding & Equality in Care

Assessment

1. Work-Based Portfolio: Evidence of clinical skills and knowledge applied in practice.
2. End-Point Assessment (EPA):
 - Multiple-Choice Knowledge Test: Covering key nursing principles.
 - Professional Discussion: Reflecting on practical experiences.
 - Observation in Practice: Assessing clinical competence in a real healthcare setting.





OCCUPATIONAL THERAPIST

The Level 6 Occupational Therapist Degree Apprenticeship is designed for individuals who want to train as qualified Occupational Therapists (OTs) while gaining hands-on experience in a healthcare setting. Occupational Therapists help people of all ages to overcome physical, psychological, or social challenges that affect their ability to carry out everyday tasks, promoting independence and improving quality of life.

Upon completion, apprentices will be eligible to register with the Health and Care Professions Council (HCPC) as a qualified Occupational Therapist.

Roles and Responsibilities

As an Occupational Therapist, you will:

- Assess patients' abilities and needs: Work with individuals to understand their physical, emotional, and social challenges.
- Develop personalised treatment plans: Create rehabilitation strategies to improve daily living skills.
- Support recovery and independence: Help patients regain mobility, cognitive function, or social confidence.
- Use therapeutic techniques and adaptations: Recommend assistive devices, home modifications, and exercises.
- Work with multidisciplinary teams: Collaborate with physiotherapists, nurses, and social workers.
- Advocate for patients: Support people with disabilities, mental health conditions, or long-term illnesses.
- Promote inclusion and accessibility: Ensure patients can participate in work, education, and leisure activities.

Level 6

Duration:

4 Years

Start date:

Annual Intake

Typical qualifications required:

Level 3 qualifications (A-levels, BTEC, or an Access to HE Diploma in health-related subjects)

Relevant healthcare experience is beneficial but not essential

Investment into you:

£24,000



Ideal for: CHCSWs, SHCSWs

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a BSc (Hons) in Occupational Therapy.
Register with the Health and Care Professions Council (HCPC) as a qualified Occupational Therapist.

- Progression Opportunities:
Specialist Occupational Therapist (e.g., paediatrics, neurology, mental health, geriatrics).
Advanced Clinical Practice (Level 7) (progression into senior clinical roles).
Leadership & Management (e.g., service manager or team leader).
Teaching & Research in Occupational Therapy.

Key Skills Developed

1. Patient Assessment & Care Planning
personalised interventions
2. Communication & Empathy
3. Mental Health & Wellbeing Support
4. Therapeutic Techniques
5. Assistive Technology & Adaptations living.
6. Safeguarding & Risk Assessment

Knowledge & Competency

Standards

- Human Anatomy & Physiology
- Mental Health & Psychology
- Therapeutic Approaches & Rehabilitation
- Public Health & Social Care Policy
- Assistive Technology & Environmental Adaptations
- Professional Ethics & HCPC Regulations

Assessment

1. Work-Based Learning Portfolio: Evidence of practical skills and knowledge applied in practice.
2. University Assessments: Coursework, exams, and case studies.
3. End-Point Assessment (EPA):
 - Clinical Competency Assessment: Observation of practical skills in a real healthcare setting.
 - Professional Discussion: A structured interview assessing knowledge and reflection on experiences.





OPERATING DEPARTMENT PRACTITIONER

The Level 6 Operating Department Practitioner (ODP) Degree Apprenticeship is designed to train professionals who work in surgical and perioperative care, ensuring the safe and effective treatment of patients during surgery. ODPs are essential members of the operating theatre team, working alongside surgeons, anaesthetists, and nurses to provide high-quality care before, during, and after surgery.

Upon completion, apprentices will be eligible to register with the Health and Care Professions Council (HCPC) as a qualified Operating Department Practitioner.

Roles and Responsibilities

As an Operating Department Practitioner (ODP), you will:

- Prepare and maintain operating theatres: Ensure all surgical instruments, equipment, and materials are sterilised and ready for use.
- Assist in anaesthesia: Support anaesthetists by preparing medications, monitoring patients, and ensuring airway management equipment is available.
- Provide surgical assistance: Hand instruments to surgeons, control bleeding, and manage sterile fields.
- Monitor patient wellbeing: Observe vital signs during surgery and respond to emergencies.
- Support recovery: Help patients regain consciousness and provide post-operative care.
- Ensure infection control: Follow strict hygiene protocols to minimise risks.
- Work within multidisciplinary teams: Collaborate with surgeons, nurses, and anaesthetists to ensure smooth operations.

Level 6

Duration:

3 Years

Start date:

Annual Intake

Typical qualifications required:

Level 3 qualifications (A-levels, BTEC, or an Access to HE Diploma in health-related subjects)

Relevant healthcare experience is beneficial but not essential

Investment into you:

£24,000



Ideal for: CHCSWs, SHCSWs

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a BSc (Hons) in Operating Department Practice.
Register with the Health and Care Professions Council (HCPC) as a qualified Operating Department Practitioner.
- Progression Opportunities:
Specialist ODP Roles (e.g., cardiac surgery, paediatrics).
Advanced Clinical Practice (Level 7) (progression into senior clinical roles).
Leadership & Management (e.g., theatre manager, senior ODP).
Teaching & Training (educating future ODPs).

Key Skills Developed

1. Clinical & Surgical Assistance
2. Anaesthetic Care
3. Post-Operative Care
4. Patient Monitoring & Emergency Response
5. Sterile Techniques & Infection Control
6. Communication & Teamwork
7. Legal & Ethical Practice

Knowledge & Competency Standards

- Human Anatomy & Physiology
- Anaesthesia & Pain Management
- Surgical Procedures & Instrumentation
- Perioperative Care
- Infection Prevention & Control
- Emergency Situations & Crisis Management
- Professional Standards & HCPC Regulations

Assessment

1. Work-Based Learning Portfolio: Evidence of practical skills and knowledge applied in practice.
2. University Assessments: Coursework, exams, and case studies.
3. End-Point Assessment (EPA):
 - Clinical Competency Assessment: Observation of practical skills in a real surgical setting.
 - Professional Discussion: A structured interview assessing knowledge and reflection on experiences.





PHYSIOTHERAPIST

The Level 6 Physiotherapist Degree Apprenticeship is designed to train professionals who assess, diagnose, and treat physical conditions that affect movement and function. Physiotherapists work with people of all ages, helping them recover from injury, manage chronic conditions, and improve overall physical well-being.

Upon completion, apprentices will be eligible to register with the Health and Care Professions Council (HCPC) as a qualified Physiotherapist.

Level 6

Duration:

4 Years

Start date:

Annual Intake

Typical qualifications required:

Level 3 qualifications (A-levels, BTEC, or an Access to HE Diploma in health-related subjects)

Relevant healthcare experience is beneficial but not essential

Investment into you:

£24,000

Roles and Responsibilities

As a Physiotherapist, you will:

- Assess patient movement and function: Identify mobility issues and develop treatment plans.
- Provide rehabilitation programmes: Help patients recover from injury, surgery, or illness.
- Use manual therapy and exercise techniques: Apply hands-on treatments, stretching, and strength training.
- Manage pain and chronic conditions: Support individuals with arthritis, neurological disorders, or back pain.
- Educate and advise patients: Teach self-management techniques and injury prevention.
- Work with multidisciplinary teams: Collaborate with doctors, nurses, and occupational therapists.
- Use specialist equipment: Apply ultrasound, electrotherapy, and assistive devices.



Ideal for: HCSWs, CHCSWs, Physiotherapy Assistants

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a BSc (Hons) in Physiotherapy.
Register with the Health and Care Professions Council (HCPC) as a qualified Physiotherapist.

- Progression Opportunities:
Specialist Physiotherapy Roles (e.g., paediatrics, neurology, sports rehabilitation).
Advanced Clinical Practice (Level 7) (progression into senior clinical roles).
Leadership & Management (e.g., physiotherapy team lead, NHS service manager).
Teaching & Research in Physiotherapy.

Key Skills Developed

1. Patient Assessment & Diagnosis
2. Therapeutic Interventions
3. Pain Management & Rehabilitation
4. Communication & Patient Education
5. Teamwork & Multidisciplinary Collaboration
6. Clinical Reasoning & Problem-Solving
7. Health Promotion & Wellbeing

Knowledge & Competency

Standards

- Anatomy, Physiology & Biomechanics
- Neurological & Respiratory Physiotherapy
- Musculoskeletal Therapy
- Pain Science & Rehabilitation
- Exercise Prescription & Functional Training
- Professional Ethics & HCPC Regulations

Assessment

1. Work-Based Learning Portfolio: Evidence of practical skills and knowledge applied in practice.
2. University Assessments: Coursework, exams, and case studies.
3. End-Point Assessment (EPA):
 - Clinical Competency Assessment: Observation of practical skills in real healthcare settings.
 - Professional Discussion: A structured interview assessing knowledge and reflection on experiences.





REGISTERED NURSE DEGREE TOP-UP (NMC 2018)

The Level 6 Registered Nurse Degree Apprenticeship provides a structured pathway for individuals to become fully qualified nurses while gaining hands-on experience in a clinical setting. This apprenticeship aligns with the Nursing and Midwifery Council (NMC) 2018 Standards of Proficiency for Registered Nurses, ensuring apprentices develop the knowledge, skills, and professional behaviours required for high-quality nursing care.

Upon completion, apprentices will be eligible to register with the NMC as a Registered Nurse (RN).

Roles and Responsibilities

As a Registered Nurse (RN), you will:

- Assess, plan, implement, and evaluate person-centred nursing care.
- Provide clinical treatments and interventions while ensuring patient safety.
- Administer medications safely and in line with NMC regulations.
- Support patients with long-term conditions, rehabilitation, and palliative care.
- Educate and empower patients and families on managing health conditions.
- Lead and coordinate care within multidisciplinary teams.
- Ensure infection control and maintain hygiene standards in clinical settings.
- Advocate for patient rights and uphold ethical and legal responsibilities.

Level 6

Duration:

2 years

Start date:

Annual Intake

Typical qualifications required:

Nurse Associate qualification
Must be applied for through a vacancy

Investment into you:

£26,000



Ideal for: Nurse Associates

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a BSc (Hons) in Nursing.

Register with the Nursing and Midwifery Council (NMC) as a Registered Nurse (RN).

- Progression Opportunities:
Specialist Nursing Roles (e.g., critical care, oncology, paediatrics, mental health).
Advanced Clinical Practice (Level 7) (becoming a Nurse Practitioner or Clinical Nurse Specialist).
Leadership & Management (e.g., Ward Manager, Nurse Consultant, Director).
Teaching & Research (training future nurses or contributing to innovation).

Key Skills Developed

1. Clinical Decision-Making & Critical Thinking
2. Communication & Compassionate Care
3. Teamwork & Leadership
4. Patient-Centred Care Planning
5. Professionalism & Ethical Practice
6. Health Promotion & Disease Prevention
7. Safe Medication Management

Knowledge & Competency

Standards

The apprenticeship ensures nurses meet the NMC Standards of Proficiency (2018), covering:

- Person-centred care and promoting patient dignity.
- Evidence-based practice and critical thinking in clinical settings.
- Leadership and advocacy in nursing.
- Safe and effective medicines management.
- Infection prevention and control.
- Public health and health promotion.
- Mental health and well-being considerations in all nursing fields.

Assessment

1. Clinical Practice Assessments: Observations and competency-based evaluations in workplace settings.
2. University-Based Assessments: Essays, exams, and research projects.
3. End-Point Assessment (EPA):
 - Objective Structured Clinical Examination (OSCE): Practical assessment of clinical skills.
 - Professional Discussion: A structured interview assessing knowledge and reflection on experiences.





SENIOR HEALTHCARE SUPPORT WORKER

The Level 3 Senior Healthcare Support Worker Apprenticeship is designed for experienced healthcare support workers who provide high-quality, compassionate, and person-centred care. Senior Healthcare Support Workers work in a variety of settings, including hospitals, care homes, community care, and primary care services, supporting registered healthcare professionals such as nurses, midwives, and allied health professionals.

Upon completion, apprentices will be able to work independently within their area of expertise while assisting in clinical and non-clinical duties.

Roles and Responsibilities

As a Senior Healthcare Support Worker, you will:

- Assist in clinical duties such as monitoring vital signs and administering basic treatments.
- Support patient recovery and well-being through rehabilitation exercises and emotional support.
- Lead and mentor junior support workers to ensure high standards of care.
- Work alongside registered healthcare professionals to deliver patient-centred care.
- Provide specialist care within one of the following pathways:
 - Adult Nursing, Maternity, Theatre, Mental Health, Children and Young People, Allied Health Profession Therapies
- Ensure infection control and hygiene standards in clinical environments.
- Record and report patient information accurately.
- Promote independence, dignity, and respect for patients and service users.

Level 3

Duration:

15–24 months

Start date:

Rolling start dates

Typical qualifications required:

Level 2 Healthcare Support Worker qualification (or relevant experience in a healthcare role)

Investment into you:

£9,000

Expressions of interest:



Ideal for: CHCSWs, HCSWs, Cadets

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a Level 3 Diploma in Healthcare Support.
Progress into specialist healthcare support roles.

- Progression Opportunities:
Higher-Level Clinical Roles (e.g., Assistant Practitioner, Nursing Associate).
Further Apprenticeships (e.g., Level 5 Assistant Practitioner, Level 6 Registered Nurse).
Leadership & Management in Healthcare.
Specialist Training in Theatres, Mental Health, or Maternity Support.

Key Skills Developed

1. Clinical Care & Patient Support
2. Communication & Teamwork
3. Health Monitoring & Observation
4. Infection Prevention & Control
5. Patient-Centred Care
6. Leadership & Mentorship
7. Specialist Healthcare Knowledge

Knowledge & Competency Standards

- Anatomy, physiology, and healthcare principles.
- Safeguarding, equality, and diversity in healthcare.
- Basic life support and first aid techniques.
- Mental health awareness and communication strategies.
- Legislation and regulations (e.g., GDPR, health and safety, and patient confidentiality).
- Handling of medical equipment and assistive devices.

Assessment

1. Workplace-Based Observations: Demonstrating practical competence in real healthcare settings.
2. Knowledge-Based Assessments: Written assignments, case studies, and reflective practice.
3. End-Point Assessment (EPA):
 - Multiple-Choice Test: Assessing knowledge of healthcare practices and regulations.
 - Practical Observation: Assessing hands-on skills in patient care.
 - Professional Discussion: Evaluating knowledge, reflection, and application of learning.





THERAPEUTIC RADIOGRAPHER

The Level 6 Therapeutic Radiographer Degree Apprenticeship prepares individuals to work as qualified therapeutic radiographers, specialising in the planning and delivery of radiotherapy treatment for cancer patients. Therapeutic radiographers play a vital role in the diagnosis, treatment, and care of individuals undergoing radiation therapy, working closely with oncologists, medical physicists, and healthcare professionals.

Upon completion, apprentices will earn a BSc (Hons) in Therapeutic Radiography and be eligible to register with the Health and Care Professions Council (HCPC) as a Therapeutic Radiographer.

Roles and Responsibilities

As a Therapeutic Radiographer, you will:

- Plan and deliver precise radiotherapy treatments for patients with cancer.
- Operate complex radiation equipment safely and accurately.
- Work alongside oncologists, radiologists, and physicists to develop treatment plans.
- Monitor patient responses to treatment and provide ongoing support.
- Ensure accurate patient positioning and dose calculations for effective treatment.
- Provide emotional and psychological support to patients undergoing radiotherapy.
- Maintain safety protocols to protect patients and staff from excessive radiation exposure.
- Educate patients and families about treatment, side effects, and self-care.

Level 6

Duration:

3-4 Years

Start date:

Annual Intake

Typical qualifications required:

Level 3 qualifications (A-levels, BTEC, or Access to HE in Science or Health)

Investment into you:

£24,000



Ideal for: CHCSWs, SHCSWs, Radiography Assistants

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a BSc (Hons) in Therapeutic Radiography.
Register with the Health and Care Professions Council (HCPC) as a Therapeutic Radiographer.

- Progression Opportunities:
Advanced Clinical Practice (Level 7) (e.g., Consultant Radiographer, Radiotherapy Specialist).
Leadership & Management Roles (e.g., Radiotherapy Service Manager, Lead).
Research & Education (e.g., Lecturer, Research Radiographer).
Specialist Roles (e.g., Proton Beam Therapy).

Key Skills Developed

1. Radiotherapy Treatment & Planning
2. Anatomy & Physiology
3. Technical & Digital Skills
4. Patient-Centred Care
5. Teamwork & Communication:
6. Health & Safety Compliance
7. Problem-Solving & Critical Thinking

Knowledge & Competency Standards

- Cancer biology and radiotherapy physics.
- Radiotherapy treatment planning and delivery.
- Patient assessment and support throughout treatment.
- Medical imaging, CT scans, and MRI in radiotherapy.
- Legislation and ethical considerations in radiotherapy.
- Radiation safety and quality assurance.

Assessment

1. Clinical Practice Assessments: Observations and competency-based evaluations in workplace settings.
2. University-Based Assessments: Written exams, coursework, and practical assessments.
3. End-Point Assessment (EPA):
 - Portfolio of Evidence: Showcasing skills, knowledge, and professional development.
 - Professional Discussion: Reflecting on experiences and applying learning to practice.





HEALTHCARE SCIENCE ASSOCIATE

The Level 4 Healthcare Science Associate Apprenticeship is designed for individuals working in scientific and technical roles within healthcare settings, supporting the diagnosis, treatment, and monitoring of patients. Healthcare Science Associates work in specialist areas such as laboratory sciences, physiological sciences, and medical physics & clinical engineering, playing a key role in patient care, medical research, and healthcare innovation.

Level 4

Duration:

18–24 months

Start date:

Rolling start dates

Typical qualifications required:

Level 2 or 3 qualifications in Science, Healthcare, or a related field

Investment into you:

£12,000

Expressions of interest:



Roles and Responsibilities

As a Healthcare Science Associate, you will:

- Support scientific investigations and diagnostic tests for patient care.
- Operate, calibrate, and maintain laboratory or clinical equipment.
- Assist in preparing and processing biological samples, such as blood, tissue, or microbiology tests.
- Specialise in one of the three main areas of healthcare science:
 - Laboratory Sciences – Pathology, genetics, microbiology, and histology.
 - Physiological Sciences – Cardiac physiology, audiology, respiratory science, and neurophysiology.
 - Medical Physics & Clinical Engineering – Radiation physics, nuclear medicine, and medical equipment maintenance.
- Work within strict health and safety guidelines, ensuring accuracy and compliance with regulations.
- Record and analyse scientific data, assisting in the interpretation of test results.
- Engage with patients where required, explaining procedures and supporting their experience.



Ideal for: Healthcare Science Assistants

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a Level 4 Diploma in Healthcare Science.
Gain eligibility for professional registration with relevant healthcare science bodies.

- Progression Opportunities:
Level 6 Healthcare Science Practitioner Degree Apprenticeship – Leading to clinical scientist roles.
Specialist Roles in NHS or Research Laboratories, Diagnostic Services, and Medical Technology.
Progression into NHS Band 5+ Healthcare Science roles.

Key Skills Developed

1. Scientific & Technical Knowledge
2. Problem-Solving & Analytical Thinking
3. Data Handling & Digital Skills
4. Health & Safety Compliance
5. Communication & Teamwork
6. Patient Care & Support
7. Quality Assurance & Regulatory Understanding

Knowledge & Competency Standards

- Fundamentals of anatomy, physiology, and medical sciences.
- Laboratory and diagnostic techniques for healthcare settings.
- Healthcare policies, ethics, and regulatory compliance.
- Scientific investigation methods and principles.
- Use of advanced medical and diagnostic equipment.
- Patient safety, infection control, and confidentiality.

Assessment

1. Workplace Assessments – Demonstrating technical and scientific competence.
2. Knowledge-Based Assessments – Covering healthcare science principles and professional standards.
3. End-Point Assessment (EPA):
 - Portfolio of Evidence – Demonstrating knowledge, skills, and workplace experience.
 - Professional Discussion – Evaluating understanding and application of learning.





HEALTHCARE SCIENCE PRACTITIONER

The Level 6 Healthcare Science Practitioner Apprenticeship is designed for individuals pursuing a career in healthcare science, working in laboratory, physiological, or medical physics environments. Healthcare Science Practitioners play a critical role in diagnosing, monitoring, and treating patients, supporting clinicians, and contributing to scientific research.

Level 6

Duration:

2 Years

Start date:

Annual Intake

Typical qualifications required:

Level 3 qualifications in Science, Healthcare, or a related field

Investment into you:

£24,000

Roles and Responsibilities

As a Healthcare Science Practitioner, you will:

- Perform diagnostic tests and procedures to assist in the identification and treatment of diseases.
- Analyse biological, physiological, or physical data in laboratory or clinical settings.
- Operate, maintain, and calibrate medical and scientific equipment.
- Work within a specialist area of healthcare science, including:
 - Life Sciences – Pathology, genetics, haematology, microbiology.
 - Physiological Sciences – Cardiac, respiratory, audiology, neurophysiology.
 - Medical Physics & Clinical Engineering – Radiation physics, nuclear medicine, medical device management.
- Interpret test results and provide scientific support to healthcare professionals.
- Ensure compliance with regulations, including patient safety, infection control, and quality assurance.
- Engage in patient care, explaining diagnostic procedures and supporting healthcare teams.



Ideal for: Healthcare Science Associates

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a BSc (Hons) in Healthcare Science.
Gain eligibility for professional registration with the Academy for Healthcare Science (AHCS) or HCPC.

- Progression Opportunities:
NHS Band 5+ Healthcare Science roles in specialist areas.
Further specialisation through postgraduate study.
Advanced research or management roles in healthcare science.

Key Skills Developed

1. Advanced Scientific & Technical Knowledge
2. Problem-Solving & Analytical Thinking
3. Data Interpretation & Digital Skills
4. Health & Safety Compliance
5. Communication & Teamwork
6. Patient Care & Interaction
7. Quality Assurance & Regulatory Compliance

Knowledge & Competency

Standards

- Fundamentals of human biology, pathology, and medical sciences.
- Laboratory and clinical diagnostic techniques.
- Healthcare science ethics, policies, and regulatory frameworks.
- Use and maintenance of advanced medical and diagnostic equipment.
- Patient safety, infection control, and confidentiality.
- Scientific research and innovation in healthcare.

Assessment

1. Workplace Assessments – Demonstrating technical and scientific competence.
2. University-Based Exams & Assignments – Covering healthcare science principles and professional standards.
3. End-Point Assessment (EPA):
 - Portfolio of Evidence – Demonstrating knowledge, skills, and workplace experience.
 - Professional Discussion – Evaluating understanding and application of learning.
 - Final Research Project – Applying healthcare science skills to a real-world challenge.





PHARMACY SERVICES ASSISTANT

The Level 2 Pharmacy Services Assistant Apprenticeship is designed for individuals working in community pharmacies, hospital pharmacies, and healthcare settings, supporting the safe storage, preparation, and supply of medicines. Pharmacy Services Assistants play a crucial role in helping pharmacists and pharmacy technicians ensure patients receive the correct medication and advice.

Level 2

Duration:

12 – 15 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in pharmacy

Investment into you:

£5,000

Expressions of interest:



Roles and Responsibilities

As a Pharmacy Services Assistant, you will:

- Support the preparation and dispensing of medicines under pharmacist supervision.
- Advise patients and customers on over-the-counter medications and general healthcare.
- Process prescriptions and ensure accurate medicine labelling and supply.
- Manage stock control and ensure medicines are stored safely.
- Handle customer queries and provide excellent patient care.
- Follow health and safety procedures and pharmacy regulations.
- Work within NHS, community, or retail pharmacy teams to deliver safe and efficient services.



Ideal for: Anyone interested in a career in Pharmacy

Professional Qualification and Career Progression:

- Upon Completion:
Gain a Level 2 Certificate in Pharmacy Service Skills.
- Progression Opportunities:
Level 3 Pharmacy Technician Apprenticeship
Hospital & Community Pharmacy Roles
Further Specialisation –
Developing expertise in areas such as clinical pharmacy or medicines optimisation.

Key Skills Developed

1. Pharmaceutical Knowledge
2. Customer Service & Patient Care
3. Prescription Handling & Processing
4. Stock Management & Ordering
5. Regulatory & Ethical Compliance
6. Health & Safety Awareness
7. Digital & Administrative Skills

Knowledge & Competency Standards

- Introduction to pharmacy and healthcare services.
- Safe handling and dispensing of medicines.
- Legal and ethical responsibilities in pharmacy.
- Understanding common illnesses and treatments.
- Customer service and effective communication in pharmacy settings.
- Maintaining accurate records and prescription processing.

Assessment

1. Workplace-Based Assessments – Demonstrating competency in daily pharmacy tasks.
2. Knowledge Tests & Assignments – Covering pharmacy principles and regulations.
3. End-Point Assessment (EPA):
 - Professional Discussion – Evaluating understanding of pharmacy service responsibilities.
 - Practical Observation – Demonstrating pharmacy skills in a real-world setting.
 - Portfolio of Evidence – Showcasing completed work and competency achievements.





PHARMACY TECHNICIAN

The Level 3 Pharmacy Technician Apprenticeship prepares individuals for a professional career as a registered pharmacy technician, working in hospital, community, and primary care pharmacy settings. Pharmacy technicians play a key role in dispensing medicines, advising patients, managing stock, and ensuring regulatory compliance under the supervision of a pharmacist.

Level 3

Duration:

24 months

Start date:

Rolling start dates

Typical qualifications required:

Level 2 Pharmacy Services Assistant qualification (desirable but not mandatory).

Relevant work experience in a pharmacy, healthcare, or laboratory setting (preferred).

Investment into you:

£11,000

Roles and Responsibilities

As a Pharmacy Technician, you will:

- Prepare, dispense, and supply medicines in accordance with prescriptions.
- Advise patients and healthcare professionals on medication use and safety.
- Check prescriptions for accuracy and regulatory compliance.
- Manage stock levels and ensure correct storage of medicines.
- Support clinical teams in delivering patient-centred pharmaceutical care.
- Perform quality assurance checks to maintain high pharmacy service standards.
- Handle controlled drugs and specialist medications following legal and ethical guidelines.
- Use digital pharmacy systems for patient records and prescription processing.



Ideal for: Pharmacy Assistants, Pharmacy Dispensers

Professional Qualification and Career Progression:

- Upon Completion:
Achieve a Level 3 Diploma in Pharmacy Service Skills.
Become eligible for registration with the General Pharmaceutical Council (GPhC).

- Progression Opportunities:
Registered Pharmacy Technician.
Specialist Roles in Pharmacy Services – Including medicines optimisation and aseptic dispensing.
Level 6 Health Pharmacy Sciences Degree Apprenticeship.
Leadership Roles in Pharmacy.

Key Skills Developed

1. Pharmaceutical Science & Medicines Management
2. Regulatory Compliance & Patient Safety
3. Prescription Processing & Dispensing Accuracy
4. Clinical & Customer Service Skills
5. Stock Control & Medicine Storage
6. Digital & Administrative Competence
7. Teamwork & Professional Communication

Knowledge & Competency

Standards

- Principles of pharmacy law, ethics, and professional standards.
- Understanding human physiology and drug interactions.
- Dispensing and supply of medicines and pharmaceutical products.
- Health and safety requirements in pharmacy settings.
- Clinical governance, risk management, and patient safety procedures.
- Handling controlled substances and high-risk medicines.

Assessment

1. Workplace-Based Competency Assessments – Demonstrating proficiency in daily pharmacy tasks.
2. Knowledge Exams & Coursework – Covering core pharmaceutical science and regulations.
3. End-Point Assessment (EPA):
 - Professional Discussion – Reflecting on pharmacy practice and responsibilities.
 - Practical Observation – Showcasing competence in dispensing and patient care.
 - Portfolio of Evidence – Documenting real-world learning and skill development.





SCIENCE MANUFACTURING PROCESS OPERATIVE

The Level 2 Science Manufacturing Process Operative Apprenticeship is designed for individuals working in manufacturing industries that produce scientific and chemical-based products. This includes sectors such as pharmaceuticals, biotechnology, healthcare, chemicals, food and drink, and nuclear processing.

Level 2

Duration:

12 – 18 months

Start date:

Rolling start dates

Typical qualifications required:

An interest in science manufacturing

Investment into you:

£9,000

Expressions of interest:



Roles and Responsibilities

As a Science Manufacturing Process Operative, you will:

- Operate manufacturing machinery and equipment to produce scientific products.
- Follow standard operating procedures (SOPs) and industry regulations.
- Handle raw materials and chemicals safely to ensure quality and compliance.
- Monitor and maintain production processes to meet manufacturing standards.
- Complete production records and documentation to ensure traceability.
- Work in highly controlled environments such as cleanrooms or sterile production areas.
- Follow health, safety, and environmental regulations, including COSHH and GMP (Good Manufacturing Practice).
- Conduct basic quality control checks to ensure product consistency and safety.



Ideal for: Production process operators

Professional Qualification and Career Progression:

- Upon Completion:
Gain a Level 2 Science Manufacturing Process Operative Apprenticeship qualification.
- Progression Opportunities:
Level 3 Science Manufacturing Technician Apprenticeship.
Roles in Pharmaceutical & Healthcare Manufacturing – Working in NHS or private sector production facilities.
Further Specialisation in Laboratory or Process Engineering.

Key Skills Developed

1. Manufacturing Process Knowledge
2. Equipment Operation & Maintenance
3. Health & Safety Compliance
4. Quality Control & Product Testing
5. Regulatory Compliance
6. Problem-Solving & Troubleshooting
7. Teamwork & Communication

Knowledge & Competency Standards

- Principles of science manufacturing and process operations.
- Safe handling of chemicals, materials, and equipment.
- Regulatory frameworks (GMP, ISO standards, COSHH, and environmental health guidelines).
- Production monitoring, record-keeping, and documentation.
- Workplace organisation and lean manufacturing techniques.
- Emergency procedures and risk assessment.

Assessment

1. Workplace-Based Competency Assessments – Demonstrating proficiency in manufacturing tasks.
2. Knowledge Exams & Assignments – Covering scientific principles and manufacturing processes.
3. End-Point Assessment (EPA):
 - Practical Observation – Demonstrating hands-on skills in a real-world environment.
 - Professional Discussion – Reflecting on learning and workplace responsibilities.
 - Portfolio of Evidence – Showcasing work completed during the apprenticeship.



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