

# Apprenticeship

# A-Z Course Guide

*Non-Clinical and  
Leadership/Management Programmes*



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# INTRODUCTION

The Trust offers a range of apprenticeships suitable for staff of all grades, occupational groups and professions.

## About apprenticeships

An apprenticeship is a learning and teaching model which combines academic study with work-based learning and employment, (delete comma) to ensure that apprentices are fit for purpose at the end of their course. Apprenticeships offer opportunities for individuals to earn, gain work experience and obtain a nationally recognised qualification at the same time.

Modern apprenticeship standards are co-designed by groups of employers, training providers and professional bodies, to ensure programmes deliver the knowledge, skills and behaviours individuals need for occupational competency. Apprenticeships can also prepare individuals to gain the necessary license to practice in regulated professions.

## Apprenticeship Levels

Levels range from two to seven. They are different from and should not be confused with NHS Agenda for Change occupational pay grades.

There are four apprenticeship levels: Intermediate, Advanced, Higher and Degree.

- Intermediate apprenticeships – follow work-based learning towards a level 2 qualification (equivalent to five GCSE grades 4/C and above). They provide the skills needed for entry level healthcare careers and entry to advanced level studies.
- Advanced apprenticeships – Work-based learning leading to level 3 qualifications (equivalent to two A-levels). They provide skills for career progression and entry to higher and degree apprenticeships. To start an advanced level apprenticeship, ideally you need to have 5 GCSE's grade 4/C and above or a relevant Level 2 apprenticeship.
- Higher apprenticeships – leads to levels 4 and 5 qualifications equivalent to higher national diplomas and foundation degrees. To start a higher apprenticeship, ideally you need to have GCSE A levels or other level 3 qualifications such as BTEC or a relevant advanced apprenticeship.

- Degree apprenticeships – leads to level 6 or level 7 qualifications equivalent to bachelors (level 6) or masters (level 7). To start a degree apprenticeship ideally you need GCSE A-levels and/or a relevant higher apprenticeship.

## How apprenticeships level compare

Apprenticeship	Level	Academic
Degree	7	Master's degree (MA, MSc)
Degree	6	Bachelor's degree (BA, BSc)
Higher	5	Foundation degree (FdSc.; DipHE)
Higher	4	HND, BTEC Extended Diploma
Advanced	3	2 x A-level; A2 & AS, HNC
Intermediate	2	5 x GCSE grade A* – C or 9-4

## Apprenticeships Levy

The Trust pays 0.5% (approximately £4m) of its annual workforce bill into a training account, known as the apprenticeship Levy. The Trust draws down money from the Levy to pay for its own apprenticeships. The Trust is also using its levy to support apprenticeships in GP practices within the northeast London health economy. Unspent levy is withdrawn by the government and used to pay for apprenticeships in public and private sector companies.

Strict rules and regulations govern what the levy can fund. At the time of writing, it can only be used to pay for apprenticeships training and assessments. All other learning-related costs are expected to be met by the employer and apprentice. The levy cannot, therefore, be used to fund backfill, travel, subsistence, or any other cost of learning.

### Prime Funding

Occasionally NHS England provide funding support to launch or expand a new apprenticeship; the funding is usually short term (1-2 years) or partial (50% or less than true cost) and comes with strict criteria on what it can be used to support. It is usually paid in instalments and in arrears.

### Eligibility criteria

The government has specified who can be funded through the levy<sup>1</sup>. These mandatory criteria apply to all apprentices' regardless of status, prior qualification and/or experience. The criteria were updated to reflect Brexit.

At the start of the apprenticeship, individuals must be:

- Aged 16 and over
- In a genuine job with a legal contract of employment
- UK nationals who have been resident in the UK/EEA for the previous three years
- Irish nationals who have been resident in Ireland/UK/EEA for the previous three years
- EEA nationals who have obtained settled status under the EU Settlement Scheme; and have been resident in EEA, Gibraltar, or UK for the previous three years
- Non-UK/EEA nationals who have permission to live and work in the UK, and have been resident in the UK for the previous three years; or EEA nationals with the right of abode in the UK, and have been resident in the UK for the previous three years

### Level 2 English and mathematics

The Education and Skills Funding Agency (ESFA) has made it a mandatory requirement that all individuals in England undertaking any apprenticeship standard at level 3 and above, must evidence Level 2 English and Maths before attempting the end point assessment. This is regardless of any other academic qualification they have already achieved.

Apprentices undertaking a level 2 apprenticeship, must provide evidence of achievement of English and Maths at level 1 and work towards and attempt level 2 during their programme.

Providers of higher and degree apprentices (Levels 5 – 7) often require certificated evidence of Level 2 English and maths, or equivalent, at the point of enrolment.

### 6 hours off-the- job learning

As an employer of staff undertaking apprenticeship in England, the Trust is legally required to allow them 'protected learning time', during their contracted working hours, to focus on achieving the new knowledge, skills, and behaviours necessary for occupational competency and achieving the apprenticeship requirements. The government has rationalised that an apprenticeship is a work-based programme, it is therefore unreasonable to expect apprentices to undertake training that is part of the apprenticeship in their own time. Therefore, any training that contributes towards an apprentice's development should be included in their contracted working hours.

This Off-the-Job (OTJ) training must account for at least 6 hours of the apprentice's contracted working hours within their full-time employment as an apprentice. Be aware that protected learning time requirements may be higher than 6 hours for apprenticeships which leads to professional registration. The extra time is a mandatory requirement added by the relevant professional body.

OTJ is the difference between an individual carrying out routine tasks to complete their normal everyday work; and the same individual being supervised in practice by an experienced professional to undertake tasks that expands their scope of practice. Only those tasks which are aligned to the requirements of the apprenticeship are admissible as OTJ evidence.

OTJ does not only apply to learning delivered by training providers away from the workplace.

<sup>1</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1007542/2122\\_Employer\\_Rules\\_Version\\_1.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007542/2122_Employer_Rules_Version_1.pdf)

It can also include:-

- lectures
- supervised work-based practice
- coaching, mentoring
- self-directed learning
- in-service training,
- online learning
- simulation exercises
- work shadowing
- industry visits
- attending conferences, competitions

The following questions are a useful point of reference when deciding whether an activity can be regarded as OTJ:

- Is the activity directly relevant to the apprenticeship?
- Is the activity teaching new knowledge, skills, and behaviours?
- Is the learning taking place in the apprentice's contracted working hours?
- If the answers to the questions are all yes, then the activity & hours can count towards OTJ.

### Subject specific entry requirement

Apprenticeships are not a 'lesser' qualification than one obtained by the traditional route. It is a different approach to learning. It may take longer to complete, not because apprentices are 'less academic', but because they are ALSO working full time and therefore cannot complete the same number of modules in an academic year as a traditional fulltime student.

It is important to understand this as there is usually no difference in the minimum entry requirements for apprenticeships. What is different is that individual training providers may be more flexible and accept a wider range of non-standard evidence supported by work or industry experience. However, providers rarely accept qualifications that are more than five years old, without evidence of recent academic studies at academic level 3 (A level equivalent) and above.

For higher and degree apprenticeships, providers generally specify entry requirements in terms

of UCAS Tariff points. This has the advantage of allowing apprentices to achieve the required tariff points from a combination of qualifications from different sources, rather than rely solely on A-level results.

### How UCAS Tariff works

The UCAS Tariff assigns a numerical score to the possible grades that can be achieved in each type of UK qualification. The higher the grades achieved, the higher the number of points. Points can be combined from different qualifications to make up the required total. Providers typically request between 48 – 120 UCAS points for entry to higher and degree apprenticeships. These can be obtained from A-levels, BTEC or International Baccalaureate.

#### Tariff points based on A-levels

Qualification	A*	A	B	C	D	E
A-Level	56	48	40	32	24	16
Scottish Advanced Higher	56	48	40	32		
AS (A2)		26	16	12	10	6
Scottish Higher		33	27	21	15	

#### Tariff points International Baccalaureate (IB)

H7	H6	H5	H4	H3
56	48	32	24	12

#### Tariff points based on Level 3 BTEC Diploma

D*D*	D*D	DD	DM	MM	MP	PP
112	104	96	80	64	48	32

(D = distinction; M= merit; P =pass)

### Gateway

Gateway is the period before the end point assessment (EPA). Employers and training providers must confirm that apprentices have met the mandatory minimum requirements to be entered for the end point assessment. Apprentices must also complete a self-assessment confirming they are ready to sit the EPA.

To meet the minimum requirements set out in the apprenticeship standard, apprentices must:

- Display occupational competency
- Provide evidence of Level 2 English and Maths (or Level 1 as appropriate)
- Complete any required mandatory training
- Pass any mandatory qualifications embedded in the standard
- Meet the minimum duration for their apprenticeship training

Apprentices undertaking programmes leading to professional registration, must also be signed off as having met the requirements for registration with the relevant professional body.

### End Point Assessment (EPA)

Apprenticeships moved from Frameworks to Standards in 2017. Whilst all Frameworks included a mandatory qualification, not all Standards do. End Point Assessments (EPA) were designed to determine that apprentices have gained the knowledge, skills and behaviours throughout the apprenticeship and are occupationally competent. It provides assurances to employers that apprentices are fit for purpose at the end of their programme of training.

The EPA is a synoptic assessment taken after apprentices achieve Gateway requirements. There is a detailed EPA assessment plan for each Standard. This not only details the assessment methods to be used and duration but also the order in which the assessment should be taken.

The EPA must include a minimum of two different assessment methods, there is no limit on maximum. Assessment methods include:

- Written tests
- Multiple Choice Questions
- Work-based project and presentation
- Business strategy report with Q&A
- Demonstration of Practice/OSCE
- Observation of Practice
- Professional Discussion underpinned by Portfolio of Evidence or Scenarios

EPAs must be completed within a specified time usually 4-26 weeks from Gateway. And must be administered by an approved organisation that was not involved in delivering the apprenticeship.

### Integrated EPA

EPAs are integrated in apprenticeships leading to professional recognition and licences to practice. There are two ways that EPAs can be integrated. Fully integrated End point assessments are simultaneously completed with other programme assessments throughout the course. Apprentices achieving Gateway are considered to have met the EPA requirements and do not have to undertake any other assessment. In some standards an integrated EPAs may be a credit bearing module accounting for the final 20-30 academic credits for the degree.

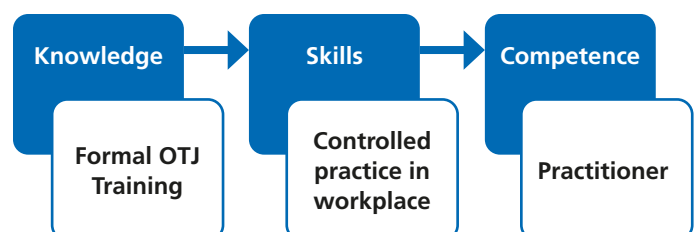
In both cases, apprentices failing to achieve the EPA will not be awarded the qualification. The grades achieved for the EPA (Distinction, Merit, Pass) do not usually influence the overall degree classification (First, Second, third class).

### Summary: Apprenticeship Standards

In England, apprenticeship standards are based on competency model.

All apprenticeships include the following components:

- 6 hours formal off -the- job training to provide the required knowledge for the occupation
- Controlled practice in the workplace to demonstrate development of the required skills and behaviours
- An End Point Assessment



# CAREER PATHWAYS

Career progression pathways can be created using apprenticeships alone, or by combining apprenticeships with traditional courses. The important thing to consider is the purpose and outcome of the course of study.

- What is the purpose of the pathway?
- What are the benefits to the individual and service?
- Does it contribute to recruitment and retention?

## Suggestions:

The following are suggestions for career progression pathways. It is not exhaustive.

### Advanced Practice

- Level 6 – nursing, midwifery, pharmacy, physiotherapy occupational therapy, radiography, speech and language therapy, dietician, paramedic
- Level 7 options
  - Advanced Clinical Practitioner

### Leadership & Management

- Level 3 options
  - Team/Leader Supervisor
  - Business Administrator
- Level 5 – Operation/Department Manager
- Level 6 – Chartered Manager
- Level 7 options
  - Senior Leader (Generic)
  - Senior People (HR; OD; L&D)

### Accounting

- Level 2 – Accounts/Finance Assistant
- Level 3 – Assistant Accountant
- Level 4 – Professional Accounting
- Level 7 – Accountancy/Taxation Professional

### HR/People

- Level 3 – HR Support
- Level 5 – HR Consultant/Partner
- Level 6 – Project Manager
- Level 7 – Senior People Professional

### Psychology/Well-being

- Level 3 options
  - Peer Worker
  - Senior HCSW
- Level 5 – Assistant Practitioner
- Level 6 options
  - Enhanced Clinical Practitioner
  - Occupational Therapist

### Facilities

- Level 2 – Facilities Services operative
- Level 3 – Facilities management Supervisor
- Level 4 – Facilities manager
- Level 6 – Senior/Head of Facilities Management

### Building Services

- Level 2 – Building Services Engineering Installer
- Level 3 – Building Services Engineering Service and Maintenance Engineer
- Level 4 – Building Services Engineering Technician
- Level 6 – Building Services Engineering Site Manager

## Health Informatics

- Level 2 – IT Support
- Level 3 options
  - Library, information, and archives
  - IT Solutions Technician
  - Digital Support Technician
  - Clinical Coder
  - Cyber Security Technician
- Level 4 options
  - Data Analyst
  - Digital Accessibility specialist
  - Cyber intrusion/security
- Level 6 options
  - Digital and technology solutions
  - Cyber security
- Level 7 options
  - Medical Statistician
  - Artificial intelligence (A1) data specialist
  - Health and Care intelligence specialist

## Healthcare Science

- Level 2 – Healthcare Science assistant
- Level 3 – Laboratory Technician
- Level 4 – Healthcare Science Associate
- Level 5 options
  - Laboratory Scientist
  - Technician Scientist
- Level 6 options
  - Healthcare Science Practitioner
  - Laboratory Scientist
  - Clinical trials Specialist
- Level 7 options
  - Clinical Scientist
  - Research Scientist
  - Regulatory Affairs Specialist
  - Senior Leader

## Pharmacy

- Level 2 – Pharmacy Services Assistant
- Level 3 – Pharmacy Technician
- Level 6 options
  - Enhanced Clinical Practitioner
  - Project Controls Professional

- Level 7 options
  - Clinical Pharmacology Scientist
  - Advanced Clinical Practitioner
  - Senior Leader

## Learning and Development

- Level 3 – Learning Mentor
- Level 4 – Learning and Development Practitioner
  - Education Technician
- Level 4 – Assessor/Coach
- Level 5 – Learning skills teacher
  - Learning and Development Consultant/  
Business Partner
  - Coaching professional
- Level 6 – Career development professional
  - Project Manager
- Level 7 – Academic Professional
  - Senior People Professional

## ICS/STP working

- Level 7 options
  - Health and Care Intelligence Specialist
  - Systems Thinking Professional
  - Senior Leader
- Level 7 – Systems Thinking Professional

## Registered Nurse

- Level 2 – Healthcare Support Worker
- Level 3 – Senior Healthcare Support Worker
- Level 5 options
  - Nursing Associate
  - Assistant Practitioner
- Level 6 – Registered Nurse

## Midwife

- Level 3 – Senior Healthcare Support Worker
- Level 6 – Registered Midwife

The above combination are suggestions only. You can determine an entry point into a particular career pathway depending on existing qualification and current job role. For the full list of available standards, visit: [Institute for Apprenticeships and Technical Education website](https://www.institute.org.uk/).



# ACCOUNTS OR FINANCE ASSISTANT

<b>Role Profile:</b>	An entry level role involving basic book-keeping activities, purchase ledger and running calculations to ensure that records and payments are correct.
<b>Programme Summary:</b>	This apprenticeship prepares individuals to take the first step to working in a finance department. They will gain experience and confidence and build the evidence necessary for accreditation. Applicants also undertake the professional qualification most relevant to their job.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• General Business</li> <li>• Understanding your Organisation</li> <li>• Basic accounting</li> <li>• Accounting systems and processes</li> <li>• Ethics</li> <li>• Communication</li> <li>• Teamwork</li> <li>• Professionalism</li> </ul>
<b>Level:</b>	2
<b>Duration:</b>	12-15 months
<b>Maximum funding:</b>	£6,000
<b>Who is it for?</b>	Enthusiastic and motivated individuals with a passion for numbers, looking for an entry job in finance
<b>Entry criteria:</b>	Applicants must satisfy mandatory apprenticeships criteria and any entry requirement set by the Trust. Applicants must also meet the entry criteria for their choice of professional qualification set by individual provider.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• In tray Test</li> <li>• Structured interview supported by a portfolio of evidence</li> </ul>
<b>Qualification:</b>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• AAT Level 2 Foundation Certificate in accounting</li> <li>• ACCA Level 2 Certificate in financial and management accounting</li> <li>• IAB Level 2 Certificate in book-keeping</li> <li>• ICB Level 2 Certificate in book-keeping</li> </ul>
<b>Professional recognition:</b>	<p>Depending on professional option selected apprentices are eligible for membership of:</p> <ul style="list-style-type: none"> <li>• IAB Associate member</li> <li>• ICB Associate member</li> </ul>
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible/Negotiable

# ACCOUNTANCY OR TAXATION PROFESSIONAL

<b>Role Profile:</b>	These professionals provide financial information and advice to enable organisations to make strategic business decisions. Typical roles – financial accountant, management accountant, financial analyst
<b>Programme Summary:</b>	Equips individuals to use technical knowledge, skills, and experience to lead organisations and people to make responsible and sustainable financial decisions.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Assurance risk and control</li> <li>• Business acumen</li> <li>• Financial information</li> <li>• Legislation, ethics, and integrity</li> <li>• Strategic business management and governance</li> <li>• Leadership</li> </ul>
<b>Level:</b>	7
<b>Duration:</b>	36
<b>Maximum funding:</b>	£21,000
<b>Who is it for?</b>	Existing or new staff looking to specialise in accountancy or taxation at very senior level. Suitable preparation for individuals progressing from assistant accountant to chartered professional.
<b>Entry criteria:</b>	Applicants must satisfy mandatory apprenticeship criteria, and any entry requirements set by the Trust. Individual training providers sets their own requirement for each qualification option.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Synoptic Case Study</li> <li>• Project Report</li> </ul> <p>Both elements will be assessed by the relevant professional body</p>
<b>Qualification:</b>	<p>This standard does not include a mandatory qualification. However, apprentices may choose to study for one of the following:</p> <p>ACA ICAEW Level 7            CIMA Level 7            ACCA Level 7            CIPFA            ATT/CTA Level 7</p>
<b>Professional recognition:</b>	<p>Eligible to apply for membership of one or more professional bodies.</p> <ul style="list-style-type: none"> <li>• Association of Chartered Certified Accountants (ACCA)</li> <li>• Chartered Institute of Management Accountants (CIMA)</li> <li>• Chartered Institute of Public Finance and Accountancy (CIPFA)</li> <li>• Institute of Chartered Accountants in England and Wales ACA (ICAEW)</li> <li>• Chartered Institute of Taxation (CIOT)</li> </ul>
<b>Regulated Occupation?</b>	Yes
<b>Start dates:</b>	Academic year/flexible

# ADVANCED CARPENTRY & JOINERY

<b>Role Profile:</b>	Part of estates team, working inside or outside building, ensuring that they are kept in good repair, and are safe and pleasant environments for patients, staff, and visitors The role includes using timber products to create and install building components. The difference is subtle, but in traditional construction joiners 'join' wood in a workshop, whereas carpenters construct building components on site.
<b>Programme Summary:</b>	The apprenticeship prepares individuals for work as either an advanced Site Carpenter or Advanced Architectural Joiner. Apprentices complete the core carpentry and joinery components and select either the carpenter or joiner option.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Health, Safety, and welfare in construction</li> <li>• Principles of building construction, information, and communication</li> <li>• Principles of organising, planning, and pricing construction work</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	15
<b>Maximum funding:</b>	£11,000
<b>Who is it for?</b>	Individuals who work or want to work in construction and specialise in working with wood. You will need an eye for detail, good maths skills (for working out measurements) and the ability to follow complex technical plans.
<b>Entry criteria:</b>	Applicants must satisfy mandatory apprenticeships criteria and any entry requirements set by the Trust and Training provider. Typically, applicants should already achieve Level 2 Carpentry and Joinery apprenticeship and work experience
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Knowledge Test – Multiple choice</li> <li>• Observation of Practice</li> <li>• Interview underpinned by a portfolio of evidence</li> </ul>
<b>Qualification:</b>	Level 3 Diploma in Wood Occupations: (A) Site Carpentry or (B) Architectural Joinery Level 2 BWF approved SiteRight Fire Door Installation Awareness
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Follows academic year/Flexible

# ASSISTANT ACCOUNTANT

<b>Role Profile:</b>	Assistant accountant carries out routine financial activities and support for the Trust. Including data entry to month end management accounts and/or year-end financial statements. Typical job titles: assistant account/trainee accounting technician/accounts clerk/cashier assistant.
<b>Programme Summary:</b>	The apprenticeship prepares participants to master more complex accounting principles in both book-keeping and management accounting. Apprentices will develop both technical knowledge and professional skills to work within a finance department supporting the team.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Business Awareness</li> <li>• IT systems and processes</li> <li>• Advanced Bookkeeping</li> <li>• Financial accounting and reporting</li> <li>• Management accounting: Costing</li> <li>• Ethics for accountants</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	15-18
<b>Maximum funding:</b>	£8,000
<b>Who is it for?</b>	Individuals with some basic accountancy knowledge and experience who wish to progress to a career in accountancy.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeships criteria and any entry requirements set by the Trust. They must also meet entry requirement set by individual training providers. Typically, this is Level 2 Accountancy/Taxation apprenticeship or substantive relevant work experience.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Synoptic Test</li> <li>• Reflective discussion underpinned by a portfolio of evidence</li> </ul>
<b>Qualification:</b>	There is no mandatory qualification, but apprentices typically study: <ul style="list-style-type: none"> <li>• AAT Level 3 Advanced Diploma in Accounting</li> </ul>
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible/Negotiable

# ASSOCIATE PROJECT MANAGER

<b>Role Profile:</b>	Associate project managers work in teams with clearly defined reporting lines, roles, and responsibilities. They know what needs to be achieved, how it will be achieved, how long it will take and use this knowledge to manage projects to ensure success.
<b>Programme Summary:</b>	Through this apprenticeship individuals develop the skills, knowledge. Experience to be an effective and trustworthy project manager. Participants will understand and be able to execute all the elements for a successful project.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Project governance</li> <li>• Stakeholder management</li> <li>• Resource management</li> <li>• Project risk and issue management</li> <li>• Budgeting and cost control</li> <li>• Team working</li> <li>• Leadership</li> </ul>
<b>Level:</b>	4
<b>Duration:</b>	18-24 months
<b>Maximum funding:</b>	
<b>Who is it for?</b>	Staff new to role or existing staff desiring to develop knowledge and skills for a future in project management.
<b>Entry criteria:</b>	Applicants must satisfy mandatory apprenticeships criteria and any entry requirements set by the Trust. Individual training providers set their own entry criteria this typically includes 48 UCAS points or equivalent.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Portfolio of evidence</li> <li>• Presentation and questioning</li> </ul>
<b>Qualification:</b>	The standard does not include a mandatory qualification. Apprentices are expected to achieve the knowledge level required for:- IPMA Level D qualification, or APM Project Management qualification
<b>Professional recognition:</b>	Eligible for full membership of the Association for Project Management (APM)
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# BUILDING SERVICES & MAINTENANCE ENGINEER

<b>Role Profile:</b>	Maintains and repair building services such as ventilation, heating, and water supply.
<b>Programme Summary:</b>	Building services engineers make buildings work. The aim of this standard is to prepare individuals to work as building services and maintenance engineers in planning and completing a range of maintenance work including heating and ventilation, water supply, waste and drainage and related electrical isolation, disconnection, and reconnection.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Working Safely: legislation, codes of practice</li> <li>• Working sustainably: scientific principles, environmental protection</li> <li>• Planning and preparing work: cost, quality, time, safety, security, environmental impact</li> <li>• Planned and reactive maintenance</li> <li>• Communication, taking responsibility, team working</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	36-48 months
<b>Maximum funding:</b>	£18,000
<b>Who is it for?</b>	Individuals with excellent numeracy, analytical and problem-solving skills looking to start a career in construction/facilities management.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeships criteria and any entry requirement set by the Trust and individual training providers.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Knowledge Test</li> <li>• Written scenario-based project</li> <li>• Practical Observation</li> <li>• Professional Discussion record of achievement</li> </ul>
<b>Qualification:</b>	This Standard does not include a mandatory qualification
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# BUILDING SERVICES ENGINEERING TECHNICIAN

<b>Role Profile:</b>	Highly skilled employees who can plan and install building services equipment such as electrical and mechanical services and co-ordinate site activities.
<b>Programme Summary:</b>	Building services engineering covers the design, installation, operation, and maintenance of all things that make a building safe, comfortable, functional and energy efficient. This apprenticeship equips people with the technical skills, knowledge, and behaviours to work competently as a technician.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Health and Safety, legislation, and regulation</li> <li>• Building services engineering principles</li> <li>• Sustainability across economic, social, and environmental aspects</li> <li>• Engineering techniques, procedures and methods, principle of design</li> <li>• Management principles and project management lifecycle</li> <li>• Project planning and resourcing</li> </ul>
<b>Level:</b>	4
<b>Duration:</b>	24-36
<b>Maximum funding:</b>	£12,000
<b>Who is it for?</b>	Skilled craftsperson looking to move into management or begin studying for a foundation degree.
<b>Entry criteria:</b>	<p>Applicants must satisfy the mandatory apprenticeships criteria and any entry requirements set by the Trust and training providers. Typically, providers ask for:-</p> <ul style="list-style-type: none"> <li>• A-levels or BTEC National Diploma</li> <li>• Access to HE plus relevant work experience</li> <li>• Other Level 3 qualifications worth 64 UCAS points which must include Maths and Physics</li> </ul>
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Presentation to a technical project brief</li> <li>• Structured interview informed by a written report</li> </ul>
<b>Qualification:</b>	Level 4 HNC Construction and Built Environment
<b>Professional recognition:</b>	Eligible to apply for membership of the Chartered Institution of Building Services Engineers as an Engineering Technician, designatory letters EngTech LCIBSE
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	January, September

# BUSINESS ADMINISTRATOR

<b>Role Profile:</b>	Employees in this role provide administrative services contributing to the efficiency of the Trust.
<b>Programme Summary</b>	The apprenticeship is designed to provide highly transferable knowledge, skills, and behaviours. It focuses on preparing apprentices to take on key responsibilities of their job, including developing, implementing maintaining and improving administration enabling them to work independently or part of a team.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Understanding organisations and how they work</li> <li>• Laws and regulations</li> <li>• Managing stakeholders</li> <li>• Processes and procedures</li> <li>• Planning, organising, and prioritising</li> <li>• Producing records and documentation</li> <li>• Use of IT packages</li> <li>• Communication /Team working</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	12-18 months
<b>Maximum funding:</b>	£5,000
<b>Who is it for?</b>	Ideal second job for new staff interested in taking on more management responsibilities as part of their role. Also, for existing staff looking for a formal qualification.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeship criteria and any entry requirements set by the Trust and training providers.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• MCQ Knowledge test</li> <li>• Professional discussion underpinned by a portfolio of evidence</li> <li>• Project presentation with Q&amp;A</li> </ul>
<b>Qualification:</b>	City & Guilds Level 3 Diploma in Medical Administration
<b>Professional recognition:</b>	N/A
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible, demand-led



## CHARTERED MANAGER (degree)

<b>Role Profile:</b>	Chartered Managers are staff who have significant management responsibilities for people, projects, facilities, or resources.
<b>Programme summary:</b>	Prepares managers from all sectors and occupational disciplines to take lead responsibility for people, projects, operations and/or services to deliver long term organisational success. The degree integrates academic study and work-based learning through employment.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Develop and implement organisational strategy and plans</li> <li>• Develop and deliver operational plans setting targets, KPI, manage resources</li> <li>• Project management</li> <li>• Financial strategies including budgeting, financial management, accounting, and reporting</li> <li>• Leading People – different inclusive models and styles</li> <li>• Managing self</li> </ul>
<b>Level:</b>	6
<b>Duration:</b>	48 months
<b>Maximum funding:</b>	£22,000
<b>Who is it for?</b>	<p>Developmental opportunities for staff who wish to become professional managers and achieve professional recognition.</p> <p>Also suitable for existing managers who have practical experience but wish to further develop theoretical understanding of management skills.</p>
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeship criteria and any entry requirements set by the Trust and training provider. Typical academic entry includes Level 2 ICT, three A-levels/equivalent, a relevant Level 3 qualification and/or substantive relevant management experience.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Work-based project &amp; Presentation</li> <li>• Interview underpinned by a Portfolio of evidence</li> </ul>
<b>Qualification:</b>	BA (Hons); BSc (Hons) or BBA (Hons) in Business and Management.
<b>Professional recognition:</b>	Eligible to apply for registration with either Chartered Management Institute (CMI) or Institute for Leadership and Management (ILM)
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

## CLINICAL CODER

<b>Role Profile:</b>	Clinical coders inputs Clinical Codes onto Patient Administration Systems, prepare clinical coding reports and deal with data quality issues. They locate missing patient information by contacting medical secretaries, reading case notes, and seeking clarification from clinicians.
<b>Programme Summary:</b>	The apprenticeship prepares people to translate medical information from in-patient records, into alphanumeric codes that accurately represent the patient stay including their diagnosis and interventions. Apprentice Coders work towards meeting the requirements of the NHS Digital Clinical Classification Service and World Health Organisation (WHO)
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Clinical Coding skills</li> <li>• Communication and Information Governance</li> <li>• Extraction and evaluation of data</li> <li>• Industry specific: Working within the Trust</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	18-24
<b>Maximum funding:</b>	£5000
<b>Who is it for?</b>	Experienced administrator or data analyst seeking to change roles or new healthcare science graduates. To be effective in this role, they must be computer literate and have a sound knowledge of medical terminology.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeship criteria and any entry criteria set by the Trust and individual provider. Typical academic entry requirement includes a science subject; preferably Science/Biology
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Knowledge Test</li> <li>• Professional Discussion, underpinned by a portfolio of evidence</li> </ul>
<b>Qualification:</b>	Does not include a mandatory qualification
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# COMMERCIAL PROCUREMENT AND SUPPLY

<b>Role Profile:</b>	Employees may be sourcing pharmaceuticals, negotiating new stationery supply, finding innovative new IT systems, or outsourcing translation. Typical job roles: Procurement support, Business relationships officer, Commissioning and Performance monitoring officer, Contracts associate/support.
<b>Programme Summary:</b>	The apprenticeship prepares individuals to procure goods and services and related commercial activity such as influencing policy, financial analysis, contract law and developing strategies to deliver services.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Context of procurement and supply</li> <li>• Pre-procurement and early market engagement</li> <li>• Sourcing and contract agreement</li> <li>• Supplier Management</li> <li>• Category Management</li> <li>• Cost management and Quality</li> <li>• Reporting and documentation</li> </ul>
<b>Level:</b>	4
<b>Duration:</b>	18-24
<b>Maximum funding:</b>	£9,000
<b>Who is it for:</b>	Ideal for individuals who are looking to develop experience of procurement while gaining a nationally recognised qualification
<b>Entry criteria:</b>	Applicants must satisfy mandatory apprenticeships criteria and any entry requirement set by the Trust and training provider. Typically, 5 GCSEs grade C/4 and above.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Project report presented as a formal business report</li> <li>• Presentation &amp; Questioning</li> </ul>
<b>Qualification:</b>	Level 4 Diploma in Procurement and Supply
<b>Professional recognition:</b>	Eligible for Associate membership of the Chartered Institute of Procurement & Supply (CIPS).
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# CUSTOMER SERVICES PRACTITIONER

<b>Role Profile:</b>	People in this role may be the first point of contact in the Trust and your actions will influence patients, their families and visitors' experiences and their satisfaction. They provide high quality services to the customers which can be face to face, by phone, digital or written communications.
<b>Programme Summary:</b>	The apprenticeship standard prepares individuals to provide a high-quality service to patients, visitors, and staff in line with Trust policy and procedures.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Understanding the organisation</li> <li>• Regulation and legislation</li> <li>• Systems and resources</li> <li>• Product and service knowledge</li> <li>• Influencing skills</li> <li>• Developing self</li> <li>• Team working</li> </ul>
<b>Level:</b>	2
<b>Duration:</b>	12
<b>Maximum funding:</b>	£3,500
<b>Who is it for?</b>	Individuals with good organisational skills, able to prioritise own workload or activity and work to meet deadlines
<b>Entry criteria:</b>	Apprentices must satisfy mandatory apprenticeships criteria and any entry requirements set by the Trust. At Gateway, they must have achieved Level 1 English and Maths and to have taken Level 2 English and maths tests.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Apprentice Showcase (presentation, report, journal, storyboard etc.)</li> <li>• Observation of practice</li> <li>• Professional Discussion</li> </ul>
<b>Qualification:</b>	This apprenticeship does not include a mandatory qualification
<b>Professional recognition:</b>	Eligible to join the Institute of Customer Service as an Individual member at Professional level
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# DATA ANALYST

<b>Role Profile:</b>	Data analyst work in any division that uses data to make decisions – including finance, HR, business intelligence, supplies, logistics and media.
<b>Programme Summary:</b>	The broad aim of the apprenticeship is to enable individuals to competently gather, interrogate, interpret, transform, model, and use data to support and inform decision-making. For example, this could be investigating wait times for different departments to provide a better service to its patients.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Principles and types of data</li> <li>• Mathematics and computing</li> <li>• Information systems and databases</li> <li>• Data structure, database design and data architecture</li> <li>• EMC exam preparation</li> <li>• Legal and regulatory requirements</li> </ul>
<b>Level:</b>	4
<b>Duration:</b>	18-24 months
<b>Maximum funding:</b>	£15,000
<b>Who is it for?</b>	Existing non-graduate employees and school leavers looking to gain a higher education certificate as well as a professional certificate to start or progress their career.
<b>Entry criteria:</b>	Apprentices must satisfy mandatory apprenticeships criteria and any entry requirement set by the Trust and training providers; typically, 80 UCAS points achieved from A-levels, or an equivalent Level 3 qualifications achieved by one of the following BTEC National, NVQ, SVQ or appropriate digital Level 3 apprenticeship.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Structured interview underpinned by a portfolio of evidence</li> <li>• Business-related project</li> <li>• Employer reference</li> </ul>
<b>Qualification:</b>	Level 4 Data Analyst Apprenticeship. NB: This apprenticeship does not include a mandatory qualification
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible/Negotiable

# DATA TECHNICIAN

<b>Role Profile:</b>	Data technicians are responsible for the collection, recording and retrieval of medical records and health information. They process and maintain complex medical databases according to strict legal, administrative, and regulatory standards. They read source documents, verify the accuracy of the information, and prepare reports. Typical job roles: Data support, Data technician, Information analyst.
<b>Programme Summary:</b>	The broad aim of the apprenticeship is to equip individuals with the knowledge and skills to source, format, and present data securely that is appropriate for analysis. To analyse structured and unstructured data to support business outcomes and apply ethical and legal principles when manipulating data.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Data Gathering</li> <li>• Storage and management of data</li> <li>• Data Analysis and Validation</li> <li>• Distribution and dissemination of data</li> <li>• Legal and ethics related to gathering, storage and use of data</li> <li>• Self-management &amp; Team working</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	24
<b>Maximum funding:</b>	12000
<b>Who is it for?</b>	Tech savvy individuals already in, or moving to, a role in information analytics. Good at maths, can concentrate for long periods of time and with a strong attention to detail. Comfortable working alone, very responsible and can communicate well with others.
<b>Entry criteria:</b>	Applicants must satisfy mandatory apprenticeship criteria, including achieving Level 1 English and Maths and attempting Level 2. They must also meet any entry requirements set by Trust and training provider.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Scenario demonstrations with questioning</li> <li>• Professional discussion underpinned by a portfolio</li> </ul>
<b>Qualification:</b>	Level 3 Data Technician Apprenticeship
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Negotiable

# DIGITAL AND TECHNOLOGY SOLUTIONS PROFESSIONAL (integrated degree)

<b>Role Profile:</b>	Competent to operate in a range of related digital roles, supporting the use of digital technologies to develop new products and services.
<b>Programme Summary:</b>	This apprenticeship is designed to develop technical, business, project, and interpersonal skills to operate effectively in the digital economy. It is contextualised for workplace occupational competency in six operational roles: Software Engineer, IT Consultant, Business Analyst, Data Analyst, Cyber Security Analyst, Network Engineer. Applicants usually gain digital expertise in year one and specialise in years 2-3.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Using technological solutions to create competitive advantage</li> <li>• Strategic decision making</li> <li>• Developing business cases for technology solutions</li> <li>• Role of data management systems in managing organisational data and information</li> <li>• Effective team working</li> <li>• Project management</li> <li>• Network infrastructure &amp; cyber security</li> </ul>
<b>Level:</b>	6
<b>Duration:</b>	36 – 48 months
<b>Maximum funding:</b>	£25,000
<b>Who is it for?</b>	An employee already in or moving into a job role that is aligned to one of six specialisms.
<b>Entry criteria:</b>	Applicants must satisfy mandatory apprenticeship criteria and meet any requirements set by the Trust and individual provider. Typically, 96-112 UCAS points from A-levels, equivalent BTEC or a relevant Level 3 apprenticeship.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Synoptic work-based project (includes employer assessment)</li> <li>• Presentation &amp; Q&amp;A</li> </ul> <p>The project marks significantly influence the overall BSc (Hons) classification.</p>
<b>Qualification:</b>	BSc (Hons) Digital & Technology Solutions
<b>Professional recognition:</b>	N/A
<b>Regulated Occupation?</b>	No.
<b>Start dates:</b>	September/October, January

## HR CONSULTANT OR PARTNER

<b>Role Profile:</b>	People in this role provide support across a range of core HR areas. They can also focus on and have in depth expertise in Resourcing, Total Reward, Organisation Development, HR operations.
<b>Programme Summary:</b>	The apprenticeship is aimed at individuals are new-to-role or are progressing their career. It provides good grounding across all discipline and includes options to specialisms and for people management responsibilities. On completion the apprentice will have an in-depth knowledge of HR in their chosen option. They can continue to develop in that option to post graduate level.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• HR technical expertise</li> <li>• Business understanding</li> <li>• HR function</li> <li>• MI and Technology</li> <li>• Providing Support and Advice</li> <li>• Building HR Capability</li> <li>• HR Information Analysis</li> <li>• Relationship Management</li> <li>• Specialisms: Core HR, Resourcing, Total Reward, OD, HR Operations</li> </ul>
<b>Level:</b>	5
<b>Duration:</b>	18-36
<b>Maximum funding:</b>	£7, 000
<b>Who is it for?</b>	This standard is aimed at HR professionals who are leading on people initiatives or playing a key contributing role.
<b>Entry criteria:</b>	Applicants must meet the mandatory apprenticeship criteria and satisfy any entry requirements set by the Trust and training provider. Level 3 HR Support apprenticeship is desirable.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Consultative project</li> <li>• Professional discussion</li> </ul>
<b>Qualification:</b>	CIPD Level 5 Intermediate Certificate in Human Resource Management
<b>Professional recognition:</b>	Eligible to apply for Associate Membership of the Chartered Institute of Personnel and Development (CIPD)
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible/Negotiable



# HR SUPPORT

<b>Role Profile:</b>	People in this role are usually working as part of a large team providing human resources. They work on a range of HR processes varying from transactional to relatively complex issues from recruitment through to retirement.
<b>Programme Summary:</b>	The course prepares individuals take ownership for providing advice to managers on a wide range of HR issues. They will have the knowledge, skills, and confidence to use organisational policy and current law to ensure the organisation is compliant and give guidance to prevent issues going to employment tribunal.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Business understanding,</li> <li>• HR legislation and policy,</li> <li>• HR function, systems, and processes,</li> <li>• Service delivery,</li> <li>• Communication</li> <li>• Managing HR information</li> <li>• Personal development</li> </ul>
<b>Level:</b>	3
<b>Typical duration:</b>	18 – 24
<b>Maximum funding:</b>	£4, 500
<b>Who is it for?</b>	This apprenticeship is a suitable entry route for individuals looking to start a career in HR.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeships criteria and any entry requirements set by the Trust and training provider.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Project</li> <li>• Professional Discussion</li> </ul>
<b>Qualification:</b>	No required qualifications, but some providers offer
<b>Professional recognition:</b>	Eligible for Associate membership of CIPD
<b>Regulated Occupation?</b>	No
<b>Start dates</b>	Flexible

# IMPROVEMENT LEADER

<b>Role Profile:</b>	Leaders in this role are responsible for developing improvement strategy, providing leadership in improvement for their organisation and for coaching and supporting improvement specialist in advanced analysis. Improvement Leaders have high-level expertise in Lean, Six Sigma, Project and Change management and are recognised as the specialists in leading improvement strategy. They typically report to Board members or Heads of Departments.
<b>Programme Summary:</b>	The standard enables apprentices to develop the professional behaviours, knowledge and skills required for occupational competency. They are equipped to work across all functions of organisation to support the setting up and achievement of strategic improvement goals.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Strategic deployment of continuous improvement</li> <li>• Business benefits</li> <li>• Team formation and leadership</li> <li>• Capability development</li> <li>• Root Cause analysis,</li> <li>• Lean concept and tools</li> <li>• Project Management, Project selection &amp; scoping</li> <li>• Change management</li> <li>• Process mapping and analysis</li> <li>• Data analysis &amp; statistical process control</li> </ul>
<b>Level:</b>	6
<b>Duration:</b>	18-24
<b>Maximum Funding:</b>	£15,000
<b>Who is it for?</b>	Ideal for staff who are responsible for setting up and achieving business goals and who are looking to develop their improvement capabilities.
<b>Entry Criteria:</b>	Apprentices must meet mandatory apprenticeship criteria and entry requirement set by the Trust and training provider. Typically, A-levels or equivalent.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Professional discussion underpinned by portfolio of evidence</li> <li>• Dissertation, presentation, and questioning</li> </ul>
<b>Qualification:</b>	This apprenticeship does not include a mandatory qualification
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible/Negotiable

# IMPROVEMENT PRACTITIONER

<b>Role Profile:</b>	Improvement practitioners typically lead small projects or play key role supporting the delivery of large programmes. They are responsible for issues that require swift problem solving or in-depth analysis. They are usually the contact point for stakeholders and are responsible for effective communication throughout the project.
<b>Programme Summary:</b>	The course equips apprentices with the knowledge and skills to lead project teams towards improvements in their own process areas.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Effective leadership and motivation</li> <li>• Using statistics to analyse process data</li> <li>• Project planning and establishing objectives</li> <li>• Project deployment and managing teams</li> <li>• Measuring improvement processes</li> <li>• Identifying and mapping processes</li> <li>• Using advanced modelling tools to predict future performance</li> </ul>
<b>Level:</b>	4
<b>Duration:</b>	12-18 months
<b>Maximum funding:</b>	£6,000
<b>Who is it for?</b>	Suitable for individuals moving into or progressing their career in quality improvement.
<b>Entry criteria:</b>	Apprentices must satisfy mandatory apprenticeships criteria and any entry requirements set by the Trust and training providers.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Multiple Choice exam</li> <li>• Project report, presentation, and questioning</li> <li>• Professional discussion</li> </ul>
<b>Qualification:</b>	This standard does not include a mandatory qualification
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# IMPROVEMENT SPECIALIST

<b>Role Profile:</b>	Improvement specialists are responsible for leading the deployment of improvement strategy, training others and for providing broad and deep technical expertise. Improvement specialists typically report to improvement leaders who develop the improvement strategy and governance processes.
<b>Programme Summary:</b>	The apprenticeship equips individuals with the knowledge, skills, and behaviours necessary to for occupational competency.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Business Case</li> <li>• Project and change Planning</li> <li>• Process mapping and analysis</li> <li>• Principles and methods for improvement</li> <li>• Delivering Improvement</li> <li>• Root cause analysis</li> <li>• Lean concepts and tools</li> <li>• Measuring impact</li> <li>• Failure mode avoidance</li> <li>• Sustainability and control</li> <li>• Leading improvement teams</li> <li>• Professionalism</li> </ul>
<b>Level:</b>	5
<b>Duration:</b>	14-18
<b>Maximum funding:</b>	£9,000
<b>Who is it for?</b>	This course is suitable for individuals with improvement experience who is progressing from a practitioner role and looking to take on more responsibilities.
<b>Entry criteria:</b>	Applicants must meet mandatory apprenticeships criteria and any entry requirement set by the Trust and training provider. Applicants should also have 2-years prior experience in an improvement, managerial or analytical role.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Professional discussion underpinned by portfolio of evidence</li> <li>• Examination, based on case-studies</li> </ul>
<b>Qualification:</b>	This apprenticeship does not include a mandatory qualification
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# IMPROVEMENT TECHNICIAN

<b>Role Profile:</b>	People in this role are responsible for delivery and coaching of improvement activities within their area of responsibility. They typically work as a member of an operational team to resolve problems and to support improvement of performance.
<b>Programme Summary:</b>	The course equips individuals with the necessary skills, knowledge, and behaviours for occupational competency.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Effective business communication</li> <li>• Data collection and analysis</li> <li>• Project planning</li> <li>• Project implementation and measurement</li> <li>• Business metrics</li> <li>• Value chain and waste</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	14-18
<b>Maximum funding:</b>	£4,000
<b>Who is it for?</b>	Staff who are in or new to a role with responsibility for setting and achieving business goals, accountable for improvement activities.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeships criteria and any entry requirement set by the Trust and training provider.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Multiple choice exam</li> <li>• Project report, presentation, and questioning</li> <li>• Professional discussion</li> </ul>
<b>Qualification:</b>	This apprenticeship does not include a mandatory qualification
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	September

# LIBRARY, INFORMATION AND ARCHIVE SERVICES ASSISTANT

<b>Role Profile:</b>	Assistants use their knowledge and skills to help people using libraries and archives to find the information and resources they need.
<b>Programme Summary:</b>	The apprenticeship equips individuals with the knowledge, skills, and behaviours to create, gather, organise, store and access specific information and other resources that relates directly to the services offered within physical and digital collections.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Understand the needs of people using information in all its formats: e.g., digital, and analogue/physical</li> <li>• Organise and manage information resources</li> <li>• Promote and market resources and provide access</li> <li>• Provide a range of services such as library, archive, learning support that help people to use and value the resources available</li> </ul>
<b>Level:</b>	3
<b>Typical duration:</b>	18
<b>Maximum funding:</b>	£6,000
<b>Who is it for?</b>	Suitable for computer literate individuals with exceptional communication skills who are looking to start a career in library and information or knowledge management.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeships criteria and any entry requirement set by the Trust and training provider. Typically, five GCSEs at grade C/4 and above.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Project report and presentation, with questions</li> <li>• Professional discussion underpinned by a portfolio of evidence</li> </ul>
<b>Qualification:</b>	This standard does not include a mandatory qualification
<b>Professional recognition:</b>	Eligible to apply for membership of: <ul style="list-style-type: none"> <li>• The Chartered Institute of Library and Information Professional (CLIP)</li> <li>• The Archive and Records Association (ARA)</li> </ul>
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# OPERATIONS OR DEPARTMENTAL MANAGER

<b>Role Profile:</b>	People in this role are responsible for managing teams and projects.
<b>Programme Summary:</b>	The apprenticeship delivers a broad range of practical management knowledge and skills to equip individuals with the tools they need to develop and progress their management career. It provides a professional pathway for future development as a chartered manager.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Operational management</li> <li>• Project management</li> <li>• Leading and managing people</li> <li>• Financial management</li> <li>• Building relationships</li> </ul>
<b>Level:</b>	5
<b>Typical duration:</b>	24 – 30
<b>Maximum funding:</b>	£7,000
<b>Who is it for?</b>	Existing supervisors or junior managers looking to progress to a more senior management role.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeships criteria and any entry requirements set by the Trust and training providers. Typically, five GCSE/ equivalent or a Level 3 qualification and related work-place experience.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Professional Discussion</li> <li>• Project proposal, presentation and questioning</li> </ul>
<b>Qualification:</b>	This apprenticeship does not include a mandatory qualification
<b>Professional recognition:</b>	Eligible to register as full members with the Chartered Management Institute (CMI) and/or the Institute for Leadership and Management (ILM). Apprentices with 3 years relevant management experience can apply for Chartered Manager status through the CMI.
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# PROCUREMENT AND SUPPLY ASSISTANT

<b>Role Profile:</b>	Procurement assistants are responsible for ensuring data is correctly administered and maintained in accordance with legislation and the organisations own procedures. Typical roles: Procurement contracts officer, procurement coordinator, purchasing assistant.
<b>Programme Summary:</b>	Equip individuals with the knowledge, skills, and confidence to support the wider procurement team with quotations, tender responses evaluation, supplier database maintenance, purchase order review and stakeholder liaison.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Demand and spend management, analysis and forecasting techniques</li> <li>• Development and evaluation of requests for quotes and tenders</li> <li>• Research methods for procurement</li> <li>• Legal and regulatory environment</li> <li>• Organisational contractual obligations towards suppliers</li> <li>• Create, maintain, and amend purchase order and contract records</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	18 months
<b>Maximum funding:</b>	£6,000
<b>Who is it for?</b>	Suitable for individuals with 1-2 years' general experience in administration, supplies, finance, or quality improvement who are looking to take on more specific responsibilities.
<b>Entry criteria:</b>	Applicants must satisfy any requirement set by the Trust and provider. Applicants are recommended to complete the free CIPS ethical test: <a href="https://www.cips.org/learn/e-learning/ethical-procurement-and-supply/">https://www.cips.org/learn/e-learning/ethical-procurement-and-supply/</a> .
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Work-based project followed by presentation with Q&amp;A</li> <li>• Interview underpinned by a portfolio of evidence</li> </ul>
<b>Qualification:</b>	Advanced Certificate in Procurement and Supply Operations
<b>Professional recognition:</b>	Eligible for registration with the Chartered Institute Procurement & Supply
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Negotiable



# PROFESSIONAL ACCOUNTING/ TAXATION TECHNICIAN

<b>Role Profile:</b>	People in this role are responsible for creating, and/or verifying and reviewing, accurate and timely financial information within their organisation.
<b>Programme Summary:</b>	The apprenticeship provides the specialist behaviours, knowledge and skills apprentices' needs to progress within an accounting or finance role. Apprentices study the core competencies plus the specific technical competencies for either accounting or taxation.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Technical knowledge accounting or tax</li> <li>• Business Awareness</li> <li>• Ethical Standards</li> <li>• Regulation and compliance</li> <li>• Systems and processes</li> <li>• Team working</li> <li>• Leadership</li> </ul>
<b>Level:</b>	4
<b>Duration:</b>	18-24 months
<b>Maximum funding:</b>	£8,000
<b>Who is it for?</b>	Individuals already working in accountancy, taxation or finance assistant's role looking to progress their career and specialism.
<b>Entry criteria:</b>	Apprentices must satisfy the mandatory apprenticeships criteria and any entry requirement set by the Trust and training provider. Typically, five GCSE grades C/4 and above, considerable work experience and/or two A-levels one of which must be mathematics of statistics.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Portfolio of evidence including reflective statements</li> <li>• Role simulation</li> </ul>
<b>Qualification:</b>	<p>This apprenticeship does not include a mandatory qualification. However, the Trust could negotiate for requirements to achieve any of the following to be incorporated in the apprenticeship. Professional exam fees are paid separately from the apprenticeship.</p> <ul style="list-style-type: none"> <li>• AAT Level 4 – Professional Diploma in Accounting</li> <li>• CFAB – Certificate of Finance and Business</li> <li>• ACCA Level 4 Applied Knowledge</li> <li>• CIMA Level 4 – Certificate</li> <li>• ATT – Association of Taxation Technician</li> </ul>
<b>Professional recognition:</b>	Eligible to apply for registration with a range of professional bodies. Apprentices wishing to register, may be required to undertake additional units alongside the apprenticeship as dictated by the relevant professional body.
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

## PROJECT MANAGER (integrated degree)

<b>Role Profile:</b>	Project managers are responsible to the project sponsor/owner for the end –to-end delivery of a project or subset of a project. They are instrumental in making sure projects are completed on time within budget and to any specification.
<b>Programme Summary:</b>	The apprenticeship equips people with the knowledge, skills, and behaviours for occupational competency. They will be able to manage people, time, and financial resources to deliver successful projects. They will also develop transferable business skills including the ability to work collaboratively and use digital technologies to deliver projects.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Governance and financial control of projects</li> <li>• Stakeholder and communication management</li> <li>• Organisational Change and Management</li> <li>• Estimating, planning, and scheduling</li> <li>• Project justification</li> <li>• Risk and Quality management</li> <li>• Procurement and Contract Management</li> <li>• Project Change Control</li> <li>• Organisational Strategy</li> <li>• Leadership, Collaboration and Teamwork</li> <li>• Integrity, ethics, and professionalism</li> </ul>
<b>Level:</b>	6
<b>Duration:</b>	48 months
<b>Maximum funding:</b>	£22, 000
<b>Who is it for?</b>	Staff who are new or progressing from an associate project manager to take on more responsibilities managing programmes or projects.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeship criteria and any entry requirement set by the Trust and training provider. Typically, 120 UCAS Tariff points achievable from A-levels or equivalent Level 3 qualification.
<b>End Point Assessment (EPA):</b>	<p>The EPA contributes 40 credits to the degree. Apprentices who do not complete the EPA will not be awarded the degree.</p> <ul style="list-style-type: none"> <li>• Work-based project report</li> <li>• Professional review based on portfolio of evidence</li> </ul>
<b>Qualification:</b>	<p>BA (Hons) or BSC (Hons) in Project Management</p> <p>International Project Management Association (IPMA) Level D/Equivalent</p>
<b>Professional recognition:</b>	Eligible for full membership of the Association of Project Management (APM)
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	September/October

# SENIOR PEOPLE PROFESSIONAL

<b>Role Profile:</b>	People in this role are the in-house experts in people, work, and change. They champion people agenda to create working environments and cultures that help get the best out of people, delivering great organisational outcomes.
<b>Programme Summary:</b>	<p>The apprenticeship prepares individuals to improve people practices in their organisation to drive organisational performances and effectiveness. They will develop the knowledge, skills, and behaviours to lead people, projects, and programmes, engaging with stakeholders, seeking out, evaluating, and using technology to deliver the organisation's people strategy. All apprentices take the core modules then specialise in one of three pathways:</p> <ul style="list-style-type: none"> <li>• Human Resources (HR)</li> <li>• Learning &amp; Development (L&amp;D)</li> <li>• Organisational Development (OD)</li> </ul>
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Employee lifestyle and People Practices</li> <li>• Organisational culture, values &amp; Impact</li> <li>• Business acumen and Organisational Strategy</li> <li>• Change methodology</li> <li>• Strategic workforce planning</li> <li>• Diversity and Inclusion</li> <li>• Project management</li> </ul>
<b>Level:</b>	7
<b>Typical duration:</b>	36
<b>Maximum funding:</b>	£19,000
<b>Who is it for?</b>	Ideal for staff already in an operational role in HR, L&D or OD who want to move into a more senior management or strategic role; alternatively, staff progressing from a Level 5 HR or L&D apprenticeship or part of a fast-track graduate management career pathway.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeships criteria and any entry requirement set by the Trust. Training providers typically require a minimum Level 5 or above qualification in a related subject and relevant job experience.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Project proposal, presentation and questioning</li> <li>• Professional Discussion underpinned by a portfolio of evidence</li> </ul>
<b>Qualification</b>	CIPD Advanced Diploma in Strategic People Management; or Level 7 Diploma in Learning and Development
<b>Professional recognition:</b>	Eligible to apply for CIPD Chartered Membership
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# SENIOR LEADER

<b>Role Profile:</b>	Senior leaders influence at high organisation level, including Board, providing clear, inclusive, strategic leadership and direction within their area of responsibility. Typical job roles: Associate director, Chief financial officer, Head of Department.
<b>Programme Summary:</b>	The revised apprenticeship equips individuals to set, manage and monitor achievement of core objectives aligned to organisational strategic objectives. They interact with internal stakeholders and externally act as an ambassador for the Trust.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Leading people and teams</li> <li>• Strategy and innovation</li> <li>• Change</li> <li>• Financial management</li> <li>• Management skills</li> <li>• Resource Management</li> </ul>
<b>Level:</b>	7
<b>Duration:</b>	24
<b>Maximum funding:</b>	£14,000
<b>Who is it for?</b>	Suitable for any individual moving into a senior role looking to develop their strategic leadership capabilities.
<b>Entry criteria:</b>	Applicants must satisfy mandatory apprenticeship criteria and any entry requirements said by the Trust. Individual training providers set their own entry requirements. Typically, a good honours degree (2.2 and above) plus 2-3 years relevant leadership and management experience.
<b>End Point Assessment:</b>	<ul style="list-style-type: none"> <li>• Strategic business proposal, presentation with questioning</li> <li>• Professional discussion underpinned by a portfolio of evidence</li> </ul>
<b>Qualification:</b>	<p>Level 7 Senior Leader Apprenticeship</p> <p>The revised standard does not include a mandatory qualification. The following are negotiable:</p> <ul style="list-style-type: none"> <li>• Inclusive or top-up MBA/MSc</li> <li>• CMI Level 7 postgraduate Certificate of Diploma in Strategic Management</li> </ul>
<b>Professional recognition:</b>	<p>Eligible to apply for chartered status with the Chartered Management Institute</p> <p>Eligible to apply for fellowship of the Institute of Leadership and Management</p>
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

# SUPPLY CHAIN PRACTITIONER

<b>Role Profile:</b>	Co-ordinates and connects businesses, people, information, activities, and resources involved in moving required goods and services to the Trust services and departments.
<b>Programme Summary:</b>	Supply chain apprentices will have a comprehensive understanding of the entire supply chain equipping them to deliver best value for the Trust. They will develop skills in relationship building, stakeholder management, influencing, communication, alongside analytical, information technology, numeracy, and ability to work in fast-paced environments. Supply chain functions include procurement, forecasting, planning manufacture, customer service and logistics.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Critical supply chain KPI</li> <li>• Key legislation, policies, and procedures</li> <li>• Characteristics and needs of different customer groups</li> <li>• Principles of Continuous Improvement (CI) management and problem solving</li> <li>• Costing</li> <li>• Procurement</li> <li>• Customer Service</li> <li>• Logistics</li> <li>• Documentation and audit requirements</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	30 months
<b>Maximum funding:</b>	£15,000
<b>Who is it for?</b>	Suitable for staff already working in logistics environment aiming to gain the skills and knowledge to become a competent and confident Supply Chain Practitioner.
<b>Entry criteria:</b>	Applicants must satisfy the mandatory apprenticeships criteria and any entry requirement set by the Trust and training providers.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Written knowledge test</li> <li>• Workplace project and presentation</li> <li>• Professional dialogue and interview underpinned by examples of work based on current job role</li> </ul>
<b>Qualification:</b>	Level 3 Apprenticeship Certificate in Supply Chain Practice, and any mandatory qualification agreed by the Trust.
<b>Professional recognition:</b>	No
<b>Regulated Occupation?</b>	No
<b>Start dates:</b>	Flexible

## TEAM LEADER OR SUPERVISOR

<b>Role Profile:</b>	This is a first line management role with operational responsibilities. People in this role lead or supervise a small team.
<b>Programme Summary:</b>	This foundation course prepares individuals for their first leadership and management role. Offering practical knowledge and skills from team-leading through to project and resource management.
<b>Learning Outcomes:</b>	<ul style="list-style-type: none"> <li>• Team building and development</li> <li>• Organisational culture and strategy</li> <li>• Project management</li> <li>• Data Analysis</li> <li>• Communication and Problem solving</li> <li>• Managing self</li> </ul>
<b>Level:</b>	3
<b>Duration:</b>	12-18 months
<b>Maximum funding:</b>	£4, 500
<b>Who is it for?</b>	<p>Eligible staff from any clinical and non-clinical discipline who are new to a team leading role and who have responsibility for supporting, supervising, developing, and managing teams.</p> <p>This apprentice is currently embedded within the post-qualifying consolidation year of newly qualified doctors, nurses, midwives, and allied health professional.</p>
<b>Entry criteria:</b>	Applicants must satisfy mandatory apprenticeships criteria and any entry requirements set by the Trust and training providers.
<b>End Point Assessment (EPA):</b>	<ul style="list-style-type: none"> <li>• Presentation with Q&amp;A</li> <li>• Professional Discussion underpinned by a portfolio of evidence</li> </ul>
<b>Qualification:</b>	Level 3 Certificate in Team Leading and any mandatory qualification agreed by the Trust
<b>Professional recognition:</b>	Eligible for membership of the Institute for Leadership and Management (ILM) or the Chartered Management Institute (CMI)
<b>Regulated Occupation?</b>	No
<b>Typical start dates:</b>	Flexible – driven by demand

# Functional Skills

In today's world we are often asked to evidence our functional skills qualifications at level 2 – maybe we want to apply for another job or enrol on a qualification or course with a college or university. If you are not able to provide this evidence the Education Academy can offer a range of options to achieve your qualifications that will suit all types of learner. As a starter we recommend that all learners register with BKSB.

## Option 1 BKSB

BKSB is an online toolkit aimed at providing learners with the opportunity to assess the level of their current functional skills ability and then access a wide range of materials to “up skill” in the areas that need development. Although

BKSB doesn't give you the option to take exams, it can give you the chance to study in your own time, brush up on your English and Maths and take regular skill assessments to see how you are improving. To register with BKSB please email:

[bartshealth.functionalskills@nhs.net](mailto:bartshealth.functionalskills@nhs.net)

Alternatively, staff can check availability at the FE College nearest to where they live. As part of the national Skills Agenda, colleges are funded to deliver level 2 English and Maths. Access is to free or discounted programmes based on postcode.

**Please note your passport and a recent letter are required as verification of identity**

## Option 2

For staff aged 19+, if you like to learn at work and in the classroom and have the support of a tutor, we recommend that you sign up for one of our functional skills courses. We work closely with 4 training providers who provide a mixture of either Face-to-Face training and/or online tutor led virtual sessions.

Barking and Dagenham College, New City College and Professional Training Solutions all deliver weekly, tutor led, sessions for Entry Level 3, Level 1 and Level 2 Functional Skills.

They provide access to their online learning platform, tutor feedback and support and mock and formal exams. You will undertake an initial assessment and diagnostics to identify your current level of skill.

**For more information please contact:**

[bartshealth.functionalskills@nhs.net](mailto:bartshealth.functionalskills@nhs.net)

## Option

For those who are confident of their functional skills levels we can arrange for you to be registered with an organisation called 'Open Awards'. This option allows you to go straight to the exam phase. Open Awards practice assessments are available to all learners registered with Open Awards.

**For more information please contact:**

[bartshealth.functionalskills@nhs.net](mailto:bartshealth.functionalskills@nhs.net)

# SUPPORT FOR STAFF

## Support Available

### LOST CERTIFICATES

If you obtained qualifications in the UK and you know the Awarding Body (e.g. OCR, City& Guilds) you can contact them directly and request a replacement.

### UK ENIC (formerly NARIC)

The Trust offers staff the opportunity to have their internationally obtained qualifications compared to UK qualifications. This service is supported by Health Education England and is free to bona fide Trust employees.

### TRUST APPRENTICESHIP SERVICE

The Trust Apprenticeship Service offers information, advice and guidance to managers and prospective apprentices allowing them to make informed choices about the most appropriate standard, level, and training providers for the individual and service needs.

To contact the service email:

[apprenticeships.bartshealth@nhs.net](mailto:apprenticeships.bartshealth@nhs.net)

### APPRENTICESHIP STANDARDS

For apprenticeships specifically relevant to healthcare, visit:

[Standards – HASO \(skillsforhealth.org.uk\)](https://www.skillsforhealth.org.uk)

For additional information about all apprenticeships available in England, please visit:

[Apprenticeship standards / Institute for Apprenticeships and Technical Education](#)











**Barts Health**  
NHS Trust

# **Barts Health 2024/2025**

*Shaping the Future*

