

Apprenticeships in Primary Care bitesize information session 4

Management and Leadership apprenticeship programmes

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Session content

- Management and Leadership apprenticeship programmes
- Top tips for a successful apprenticeship
- Entry requirements
- Funding
- How to get started
- Useful contacts and links

Management and Leadership apprenticeship programmes

Team Leader / Supervisor L3

Introduction to first line management
12 months + End Point Assessment

Operations / Departmental
Manager L5

Level 5, equivalent to foundation degree
Operational plus more strategic management
18 – 30 months

Chartered Manager L6

Learning full range of management operations
and strategic planning.
48 months

Senior Leader L7

Senior management responsibility
18 – 24 months + End Point Assessment

Age
16 – 160!

Existing staff
from aspiring
to senior
lead/Partner

New staff e.g.
on a Trainee
Management
programme

Develop and
retain your
workforce –
there's no
upper age limit

Level 7 Senior Leader

A Senior Leader influences at a higher organisational level, including sometimes at Board level, and sets the culture and tone across their area of responsibility.

- Setting direction, vision, governance and providing a clear sense of purpose
- Identifying longer-term opportunities and risks using data from internal intelligence sources and external influences
- Leading and promoting sustainable business practices
- Responding and managing crisis situations

Accreditation including CMI, ILM, MBA options – from included to full cost c.£14,000

Top tips

Plan and prepare for your apprenticeship. Managers have multiple work streams to lead; the apprenticeship programme is the same!

End point assessments – think about potential projects, business change/improvement proposals

Carefully select your training provider, you will be working with them for at least 1.5 years. There are different models of training available, find a provider that has good outcomes and is the best fit for your learner and business.

Who are the natural mentors in your business or wider network, for the different facets of your qualification? E.g. who is good at budgeting and forecasting, who has the HR/Workforce development skills, who understands good change principles?

Entry requirements

- All apprenticeships require evidence of GCSE grade C / 4 or Functional Skills level 2 in English and maths. On degree programmes, typically there are university requirements for these qualifications to be achieved before entry. Please see the resources slide if you need support with this or have misplaced your certificates.
- The apprentice must have resided in England for a period of 3 or more years or are a resident on an eligible residency scheme
- Be 16 years of age or older (there is no maximum age limit)
- There is a minimum of 6 hours of-the-job learning: mixture of workshops, self-directed learning and achievement of competencies during the programme
- Supervisor attendance to tri-partite review meetings
- Visa and fixed term contracts must not expire before duration of apprenticeship.

Funding

- For employers that are a 'levy payer' 100% of the course fees will be funded by the levy. Most primary care employers are classed as a 'non-levy payer' you will pay 5% of the course fees, and the remaining 95% will be paid by the government.
- Alternatively, non-levy payers can access 100% of course fees through Levy Transfer – for support with levy transfers contact your local training hub.

How to get started

- Find a programme that suits your needs:
 - Search the gov.uk training provider list: [Apprenticeship training courses \(education.gov.uk\)](https://education.gov.uk/apprenticeship-training-courses)
 - For a list of local providers delivering Level 6 and 7 Management and Leadership programmes in the healthcare sector, click [here](#) or email your local training hub
 - NHS Salisbury framework is procurement framework that is available to primary care – email your local training hub for access to the list of pre-selected providers
- [Set up your Digital Apprenticeship Service account](#)
- [Request a levy transfer](#) if you wish to receive full funding
- Support is available for setting up an apprenticeship – see the ‘Useful Contacts’ slide.

Useful contacts and links

- Local support email: england.primarycareschooltvw.se@nhs.net
- Case studies and information videos: [Management and Leadership Apprenticeships in Primary Care \(youtube.com\)](#)
- [Interview with a Senior Leader apprentice in Primary Care \(youtube.com\)](#)
- For all apprenticeship resources across the Thames Valley and Wessex: [Apprenticeships in Primary Care - Working across Wessex \(hee.nhs.uk\)](#)
- [Functional Skills - Working across Wessex \(hee.nhs.uk\)](#)

Apprenticeships: information sessions

6th March – Apprenticeships: What’s available for Primary Care and how to get started – recording : [Understanding apprentices in Primary Care and how to get started. \(youtube.com\)](#)

1st May – Apprenticeships: Understanding levy transfers – [Understanding-Levy-Transfers-in-Primary-Care.pptx \(live.com\)](#)

3rd July – Apprenticeships: Understanding the Pharmacy Technician apprenticeship - [Apprenticeship-bitesize-Pharmacy-Tech-L3-final.pptx \(live.com\)](#)

4th September – Apprenticeships: Management and Leadership

6th November – Apprenticeships: Digital and Quality

All sessions run from 12:30 – 13:00

Click [here](#) for more information and to book.