

## **PTPT apprenticeship – guidance for GP Practices**

This document has been designed to help primary care employers navigate the training provider and recruitment process for the Pharmacy Technician Apprenticeship programme. There are 2 considerations:

- A. Select a training provider for the apprenticeship programme and understand their cohort start dates and onboarding timeframe, so that you can allow sufficient time for recruitment (if you are recruiting a new employee).
- B. Recruit your Trainee Pharmacy Technician (if applicable).

Both strands can be carried out simultaneously, although it is best if you select your provider as soon as possible, so that you work to their application timelines and provide key information to potential candidates in your recruitment process. The training provider will need to verify applicant eligibility onto the programme.

## **Section A Training**

The table below provides an overview of the providers delivering the Level 3 Pharmacy Technician apprenticeship across the Thames Valley region, and they are listed in the National Framework for Pharmacy Apprenticeships managed by Salisbury NHS Foundation Trust.

If you choose not to utilise the apprenticeship pathway, most training providers listed do offer the direct route and your local NHS England pharmacy team can support with identifying an appropriate GPhC accredited education provider.

# Pre-registration Trainee Pharmacy Technician (PTPT) Workforce Expansion

<u>Training Provider</u>	<u>Programme delivery</u>	<u>Start date</u>	<u>Enrolment dates</u>	<u>Entry requirements</u>	<u>Additional information</u>
<b>Skills 4 Pharmacy</b> <a href="#">Skills 4 Pharmacy   Pharmacy Apprenticeship Training Provider</a> <a href="#">Level 3 Brochure (216 x 303mm) (skills4pharmacy.org.uk)</a> Contact: Jamie Crinigan <a href="mailto:jamie@skills4pharmacy.com">jamie@skills4pharmacy.com</a>	Weekly 2-hour live online interactive sessions	Monthly	Monthly	English and maths GCSE grade C/4 + Science qualification recommended	Each unit requires an assessment to maintain progress.  Maximum of 20 learners in a cohort.
<b>Bradford College</b> <a href="#">Courses - Bradford College</a> Contact <a href="mailto:s.bradshaw2@bradfordcollege.ac.uk">s.bradshaw2@bradfordcollege.ac.uk</a>	1 day per week online. Various live lessons throughout the day from 08:30-17:00 (recording available)	February	Submission deadline: December	4 GCSE's grade 4/C or above (including maths, English and one science subject)	Structured academic approach. Units must be passed to continue during the programme.
<b>Buttercups Training</b> <a href="#">Pharmacy Technician Training Programme (Apprenticeship Pathway)   Buttercups Training</a> Contact: <a href="mailto:Nina.Firth@buttercups.co.uk">Nina.Firth@buttercups.co.uk</a>	Virtual induction followed by self-directed online learning with support built-in to programme	February	Submission deadline: January 5-week onboarding process	GCSE grade C/4 English, maths and science or a screening assessment to meet minimum criteria	Virtual classroom offered with every module, in mixed groups with access to break-out rooms.

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<p><b>University of East Anglia (UEA)</b></p> <p><a href="#"><u>Certificate of Higher Education</u></a> <a href="#"><u>Certificate of Higher Education in Pharmacy Technician Practice</u></a> <a href="#"><u>Apprenticeship 2024/25   UEA</u></a></p> <p>Contact: Laura Ellis <a href="mailto:laura.ellis@uea.ac.uk"><u>laura.ellis@uea.ac.uk</u></a></p>	<p>This is a level 4 Certificate of Higher Education.</p> <p>2 days virtual induction followed by:</p> <p>Mixture of face-to-face and online study.</p> <p>4 face-to-face study days, various locations available including London</p>	<p>February</p> <p>September</p>	<p>applications close January</p> <p>applications close mid-July</p>	<p>Minimum of 4 GCSE grade C/4+ Must include English, maths and science</p>	<p>Structured academic approach</p> <p>Learner must pass year 1 to progress</p> <p>Lead educational supervisor from host organisation will attend UEA supervision training.</p> <p>Supervisors are required to sign off initial learner submissions</p> <p>UEA have set questions for the employer to include at interview.</p>
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## Section B Recruitment

If you will be offering the PTPT role to an existing employee and are satisfied that all entry criteria are met, with evidence available, e.g. certificates, your key action is step 4 below, if you are utilising apprenticeship funding.

If you are recruiting a new trainee into your organisation, you will need to consider:

1. Create a job description – templates for job descriptions and adverts can be accessed by the NHSE southeast pharmacy technician team or contact your local training hub.
2. If you would like support with advertising your apprenticeship vacancies in the Frimley ICB area, contact Kusham Nijhar: [frimley.traininghub@nhs.net](mailto:frimley.traininghub@nhs.net)
3. It is advised that you request certificates for the qualification requirements at application stage, to avoid delays later at apprenticeship onboarding. Without evidence of the required qualifications, learners will not be able to enrol onto the programme.
4. You must create a Digital Apprenticeship Service account – this is the system by which payments will be made to the training provider and if you choose to receive a levy transfer, funding will be transferred via this system. [Follow this link to create your account.](#)
5. Inform the training hub if you wish to seek a levy transfer to cover the full costs of the programme, or alternatively you can enter Government 95% co-funding, via the apprenticeship service account.

### Key contacts:

Practice in the Frimley ICB area: [frimley.traininghub@nhs.net](mailto:frimley.traininghub@nhs.net)

Practices in the BOB ICB area: [england.primarycareschooltvw.se@nhs.net](mailto:england.primarycareschooltvw.se@nhs.net)