



Lancashire &
South Cumbria
PRIMARY CARE TRAINING HUB

PMA Apprenticeships

Thursday 28 September 2023

12 - 1pm

Introductions and Agenda



Lancashire &
South Cumbria
PRIMARY CARE TRAINING HUB

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Introduction to PMA

Apprenticeship Key Entry and Learning Requirements

Programme Information

- **Business Admin**
- **Community Health and Wellbeing Worker**
- **Health Care Support Worker**
- **Senior Health Care Support Worker**
- **Team Leader**
- **Business Analyst**

Recruitment Support

How to Apply

Q&A

Introduction to PMA



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- ❖ We are a community of over 50K across the entire health and care landscape. PMs, Business Managers, Senior Receptionists, and GPs & clinicians
- ❖ Our Focus is Primary Care and the wider health and care settings, with programmes predominantly focussed on the professional development of the non-Clinical teams
- ❖ We provide:
 - Over 120 CPD workshops – all delivered virtually since March 2020 with some face-to-face delivery now starting to re-emerge
 - Formal education programmes - at L2 to L7 and apprenticeships – all contextualised for health & care settings, both funded and non-funded.
 - A growing number of E-learning programmes – Excellence in finance, Excellence in HR, Excellence in Personalised Care Certificate, Excellence in Supporting Healthcare
 - Events and regional conferences
 - Consultancy services
 - Recruitment services of non-clinical professionals

Apprenticeship Key Entry Requirements



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Candidate

- is usually required to be **employed minimum 30 hours per week** for the duration of the apprenticeship. These apprenticeships may be extended to support staff who work less than this (will be looked at on individual basis).
- should have suitable evidence of **English and Maths at GCSE grade C/4 or Functional Skills Level 2**. *If they do not have this, they will complete Functional Skills Level 2 in Maths and/or English alongside apprenticeship. Alternatively, they may be able to access NHSE funded online revision and exam option. An Initial diagnostic assessment will be completed by Training Provider during pre-enrolment process.*

Employer

- To ensure Learner has **support and opportunities** to achieve the requirements of the apprenticeship.
- A member of staff, experienced in the role, to support and **mentor** the apprentice.

Apprenticeship Key Learning Requirements

A minimum 6 hours per week of a Learner's working hours must be dedicated to 'Off the Job Learning' (OTJ)

OTJ is dedicated learning and development to achieve the Knowledge, Skills and Behaviours (KSBs) of the Apprenticeship Standard, plus any additional programme requirements.

What is counted towards this?

Monthly Teaching and learning sessions

Monthly Progress Reviews

Tripartite Reviews (TRs) every 12 weeks between PMA, Employer and the Learner. TRs ensure that learners are making the required progress and employers can continue to input into curriculum development to make the programme specific to their needs.

Learning and Developing within Learner's place of work . Such as; shadowing colleagues, training and development such as in-house training and team meetings, completing programme assigned worked based portfolio/project work.

It is very important that learners record their OTJ Hours on a learning log to ensure that all achievements towards KSBs and additional programme requirements is recorded. This should be done as often as possible, ideally every day or once a every week.

Business Administrator (Level 3)

PMA's Business Admin Apprenticeship covers all things administration, such as communication, organisation, decision-making, interpretation of information and IT skills.

Duration: Usually 15 - 18 Months (inclusive of EPA)

Intakes: Throughout the Year

Tuition Fee: £5,000. For non-levy paying employers only 5% (£250) contribution required or potential for 100% levy transfer (£0).

Contextualised Options

Business Admin Primary Care Focused

Business Admin with Cancer Care Overlay*

Business Admin with Clinical Coding Overlay

***Proposed new Training Grant**

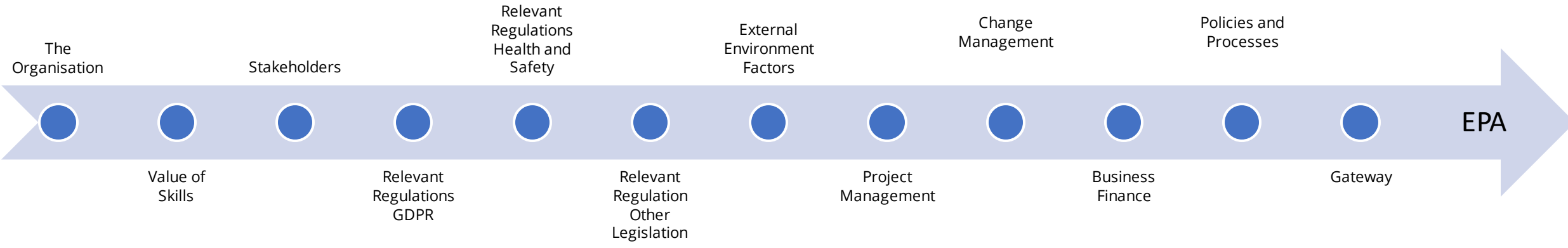


More Information: [Business Administrator \(Level 3\) - \(Iscthub.co.uk\)](https://www.iscthub.co.uk)

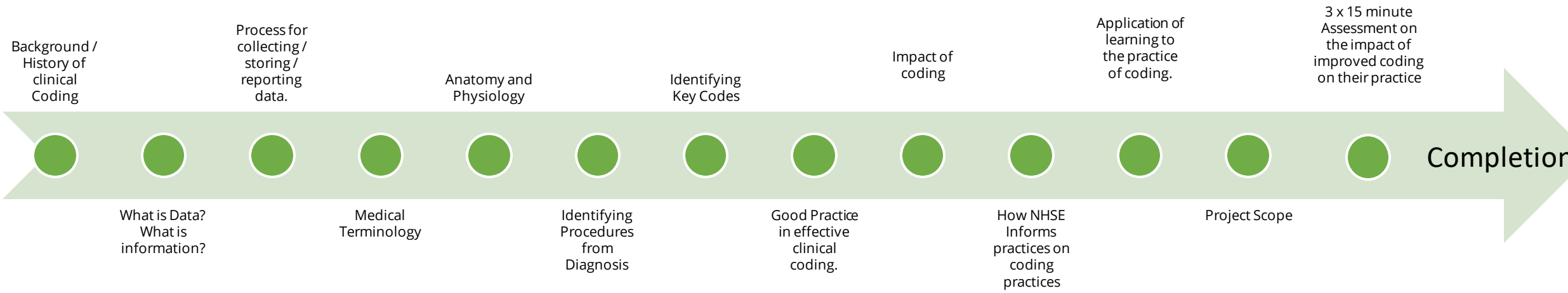


Programme Outline: Business Admin with Clinical Coding

Induction



Induction



EPA

Completion



Career Progression and Promotion opportunities.

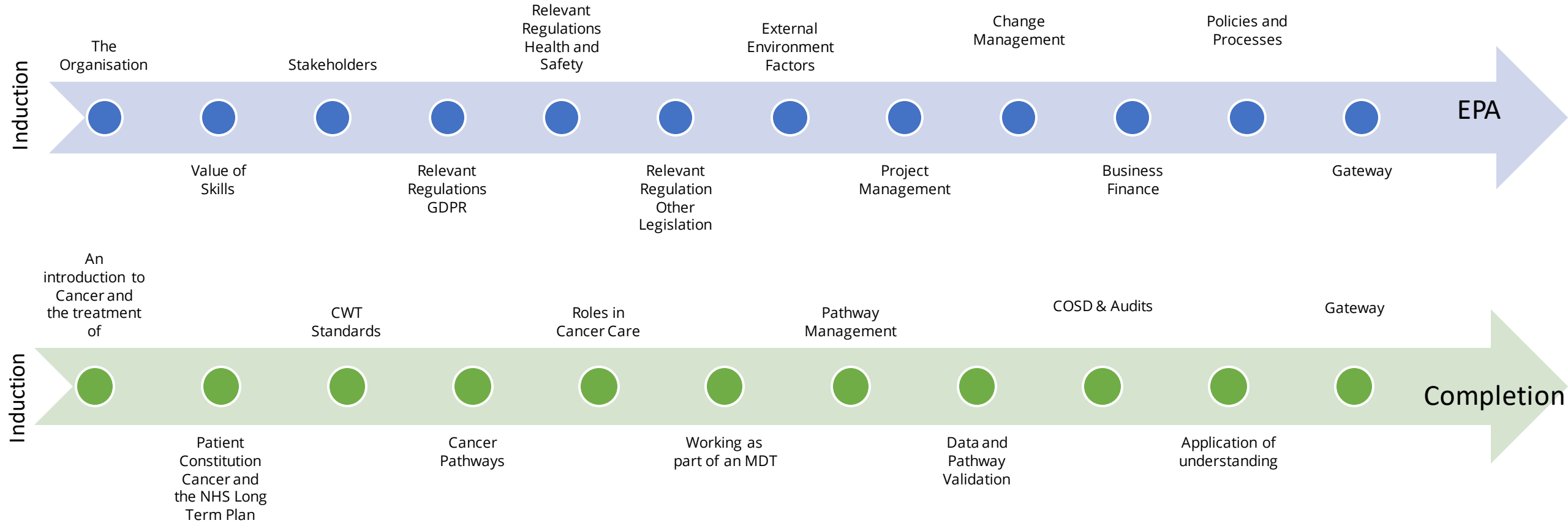
The administration role may be a gateway to further career opportunities, such as management or senior support roles



Enhance Knowledge, Skills and Behaviours



Programme Outline: Business Admin with Cancer Care



Career Progression and Promotion opportunities.

The role may be a gateway to further career opportunities, such as management or senior support roles



Enhance Knowledge, Skills and Behaviours

Community Health & Wellbeing Worker (Level 3)

Duration: Usually 15 Months (inclusive of EPA)

Intakes: Every Month

Tuition Fee: £7,000. For non-levy paying employers only 5% (£350) contribution required or potential for 100% levy transfer (£0).

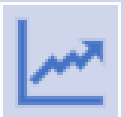
This apprenticeship is suitable for those wanting to develop in to or within roles such as:

- Care and Service Navigator
- Care Co-ordinator
- Social Prescribing Link Worker.



More Information: [Community Health and Wellbeing Worker \(Level 3\) - \(lscthub.co.uk\)](https://www.lscthub.co.uk)

Programme Outline: Community Health and Wellbeing Worker



Career Progression and Promotion opportunities.

An employee in this occupation will be responsible for: literature, information and materials (collateral) relating to health, care, education, welfare, employment,



Enhance Knowledge, Skills and Behaviours

Health Care Support Worker (Level 2)

Duration: Usually 15 (inclusive of EPA)

Intakes: Throughout the Year

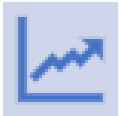
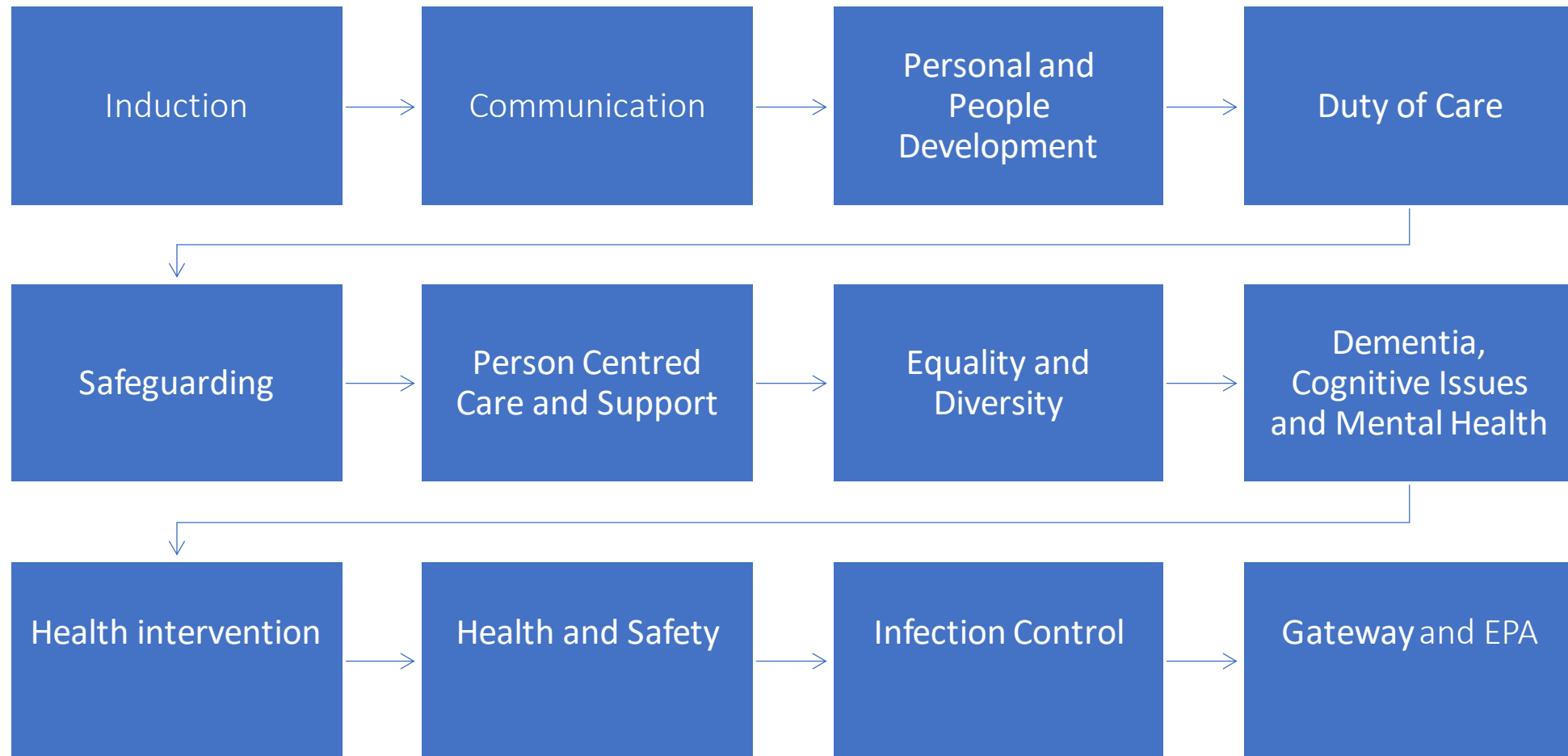
Tuition Fee: £3,000. For non-levy paying employers only 5% (£150) contribution required or potential for 100% levy transfer (£0).

Suitable for new recruits and current staff who are wanting to gain new skills, knowledge and qualification to progress in to or develop within a HCA/HCSW/Care worker role. Non-clinical staff with little or no clinical experience are able to apply for this apprenticeship.



More Information: [Healthcare Support Worker \(Level 2\) - \(lscthub.co.uk\)](https://lscthub.co.uk)

Programme Outline: Health Care Support Worker



Career Progression and Promotion opportunities.

You will be caring and compassionate; honest; conscientious and committed



Enhance Knowledge, Skills and Behaviours

Senior Health Care Support Worker (Level 3)

Duration: Usually 24 Months (inclusive of EPA)

Intakes: Every month

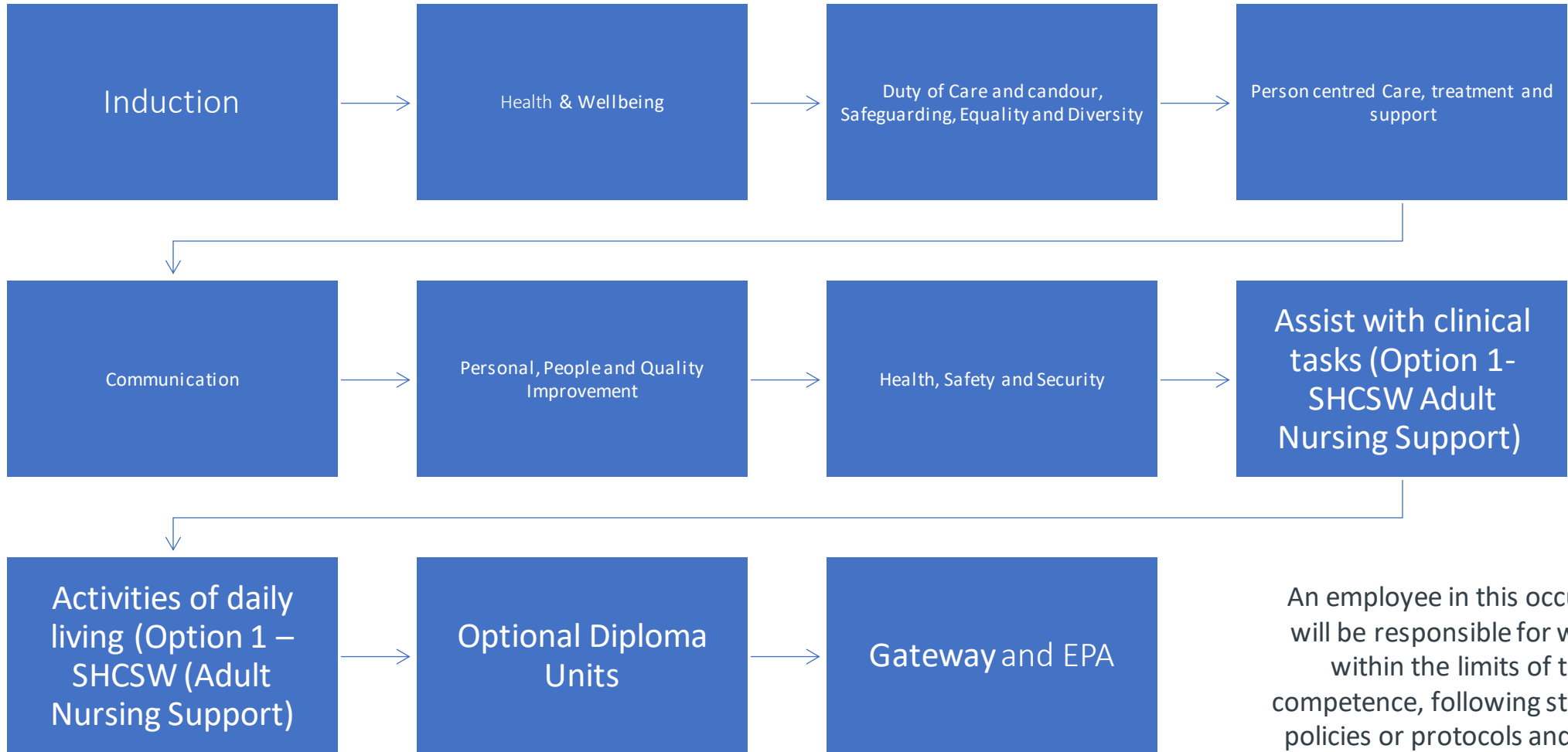
Tuition Fee: £5,000. For non-levy paying employers only 5% (£250) contribution required or potential for 100% levy transfer (£0).

Those with clinical experience wanting to progress in to a senior care role. This programme is ideal for HCAs/HCSWs/Care Workers. Non-clinical staff with prior clinical experience may be considered on an individual basis on the understanding they are mentoring or supervising others.



More Information: [Senior Healthcare Support Worker \(Level 3\) - \(lscthub.co.uk\)](https://www.lscthub.co.uk)

Programme Outline: Senior Healthcare Support Worker



An employee in this occupation will be responsible for working within the limits of their competence, following standards, policies or protocols and agreed ways of working to provide a range of clinical, diagnostic or therapeutic interventions as part of the wider health and care team.



Career Progression and Promotion opportunities.



Enhance Knowledge, Skills and Behaviours

Team Leader (Level 3)

Duration: Usually 18 Months (inclusive of EPA)

Intakes: Throughout the Year

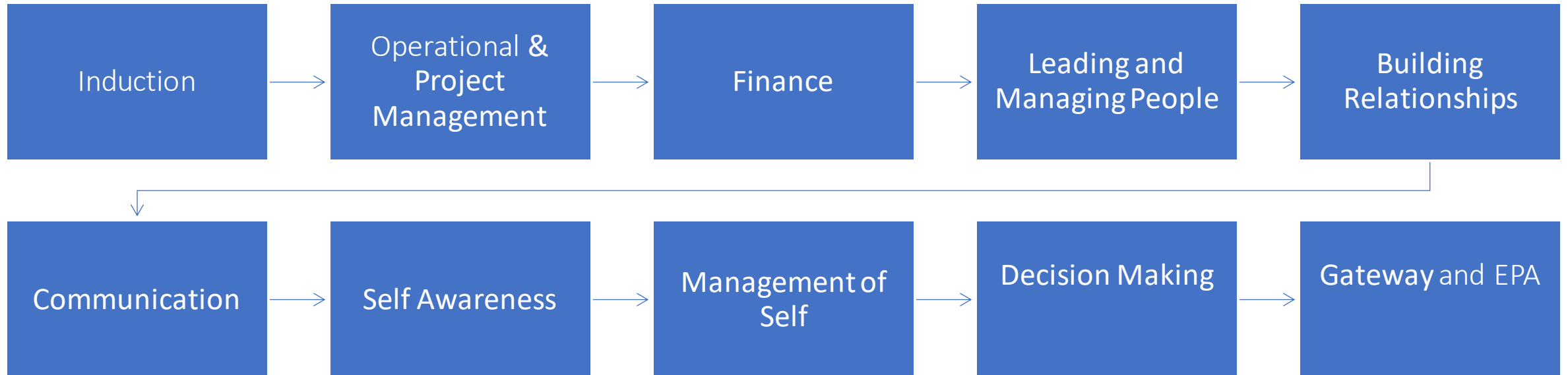
Tuition Fee: £4,500. For non-levy paying employers only 5% (£225) contribution required or potential for 100% levy transfer (£0).

Ideal for those new to a Supervisor/Team Leader role and those who already have some managerial experience but no formal management training.



More Information: [Team Leader/ Supervisor \(Level 3\) - \(lscthub.co.uk\)](https://www.lscthub.co.uk)

Programme Outline: Team Leader



Career Progression and Promotion opportunities.

On completion, apprentices may choose to register as Associate Members with the Chartered Management Institute and/or the Institute of leadership and management, to support their professional career development and progression.



Enhance Knowledge, Skills and Behaviours

Business Analyst (Level 4)

Duration: Usually 18 Months (inclusive of EPA)

Intakes: Throughout the Year

Tuition Fee: £18,000. For non-levy paying employers only 5% (£900) contribution required or potential for 100% levy transfer (£0).

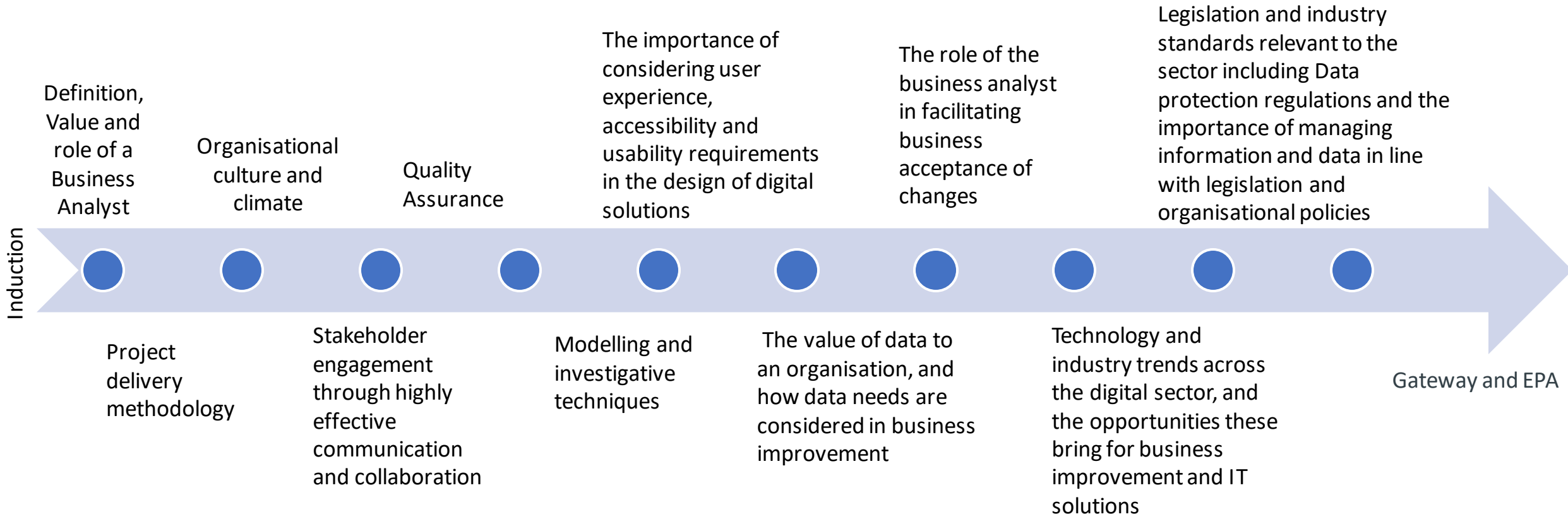
Business Analysts play a key role in multidisciplinary teams by collaborating with different groups of stakeholders, working to understand and communicate how digital solutions can support the organisation's needs. They interact with stakeholders through leading workshops, conducting interviews and using other techniques to effectively understand the business problems and user needs.



More Information: [Business Analyst \(Level 4\) - \(lscthub.co.uk\)](https://lscthub.co.uk)



Programme Outline: Business Analyst



Career Progression and Promotion opportunities.

Professional recognition
 This standard aligns with the following professional recognition:
 BCS, The Chartered Institute for IT for Register of IT Technicians (RITTech) level 4



Enhance Knowledge, Skills and Behaviours

Recruitment Support



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1. Initial meeting between PMA and Employer to discuss programme and recruitment support available
2. Application is started
3. Employer submits draft JD & PS to PMA for PMA to check
4. PMA will advertise the vacancy (their website and social media channels)
5. Employer to also advertise the vacancy (in their usual way plus on their Apprenticeship Account)
6. Training Hub can also help Employer to advertise vacancy on [NHS Careers NW](#)
7. PMA will filter applications depending on requirements (optional)
8. PMA will arrange interviews and support Employer during interviews (*one interview including questions to determine applicant's suitability for both the role AND suitability for the apprenticeship programme*)

[Click here for the Training Hub Apprenticeship Recruitment Guide](#)

How to Apply



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As soon as possible

- Complete Expression of Interest Form [HERE](#)
- Initial Checks
- Meeting with Training Provider
- If new recruit, start advertising vacancy approx 5-3 months before desired programme start

3 - 1 month before start

- Set up or Update DAS Account and complete Levy Transfer Request
- Programme Interview
- Official Application (plus RPL if applicable)
- Agreements and Contracts
- Update DAS Account and accept Levy Transfer or apply for Funding Reservation

4 - 2 weeks before start

- If new recruit, start employment
- Programme Enrolment
- Final Levy checks

Q & A



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If you are interested in applying for an apprenticeship or want to find out more, please complete the Training Hub [Expression of Interest form](#)

Olivia Murphy

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L&SC Primary Care Training Hub

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[Apprenticeships - \(lscthub.co.uk\)](https://www.lscthub.co.uk)

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[PMA Apprenticeships - \(pma-uk.org\)](https://www.pma-uk.org)

