



Support Services Apprenticeships Prospectus 2025

1: WELCOME

Introduction



We have put this prospectus together to help inform you about all of what you will need to know about the support services apprenticeships.

Each section has been carefully compiled with detailed information to provide you with what is vital to know at the early stages on your potential apprenticeship journey.

Any apprenticeship programme will be hard work, you need to understand how studying and working will require your full commitment and time.

Meet the Team

We are the Apprenticeship Team, overseeing support services apprenticeships (along with all Paramedic Apprenticeship pathways for SWAST as well):

Rich Francis: Apprenticeship Lead

Kerry Springle: L&D Senior Training Administrator - Apprenticeships

Connie Toy: L&D Senior Training Administrator - Apprenticeships (currently on maternity leave)

If you have any queries or need to contact us please email us at apprenticeships@swast.nhs.uk to ensure someone in the team will be able to respond to your message promptly.



1 - Stacey Robinson

Apprenticeship Education Manager



2 - Beth Small

Practice Placement Coordinator



3 - Sian Burnett

Practice Placement Coordinator



4 - Pamela Turner

L&D Senior Training Administrator - Apprenticeships

Please note, our email inbox is not monitored over weekends, we'll do our best to get back to you as soon as we can the following week.

2: APPRENTICESHIPS OVERVIEW

What is an apprenticeship?

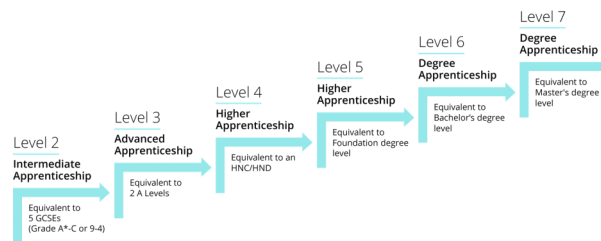


- Apprenticeships must last for at least 12 months, but can last up to 60 months
- An apprenticeship combines practical training in a job with study

- Apprentices are employed and receive a salary
- Full-time apprentices are entitled to a minimum of 6 hours per week 'off the job' training time as part of their job
- If not already achieved apprentices will undertake maths and English qualifications
- A qualification taken during an apprenticeship is equal to the same qualification taken elsewhere
- Depending on the apprenticeship, upon successful completion, apprentices may be eligible to apply for professional registration

Levels of apprenticeship

Apprenticeships are available across a number of different levels of role: from apprenticeships for new starters to higher and degree apprenticeships.



5 - Apprenticeship Levels - source: Pearson.com

It's important to note that the levels of an apprenticeship do not directly correlate to NHS job bandings.

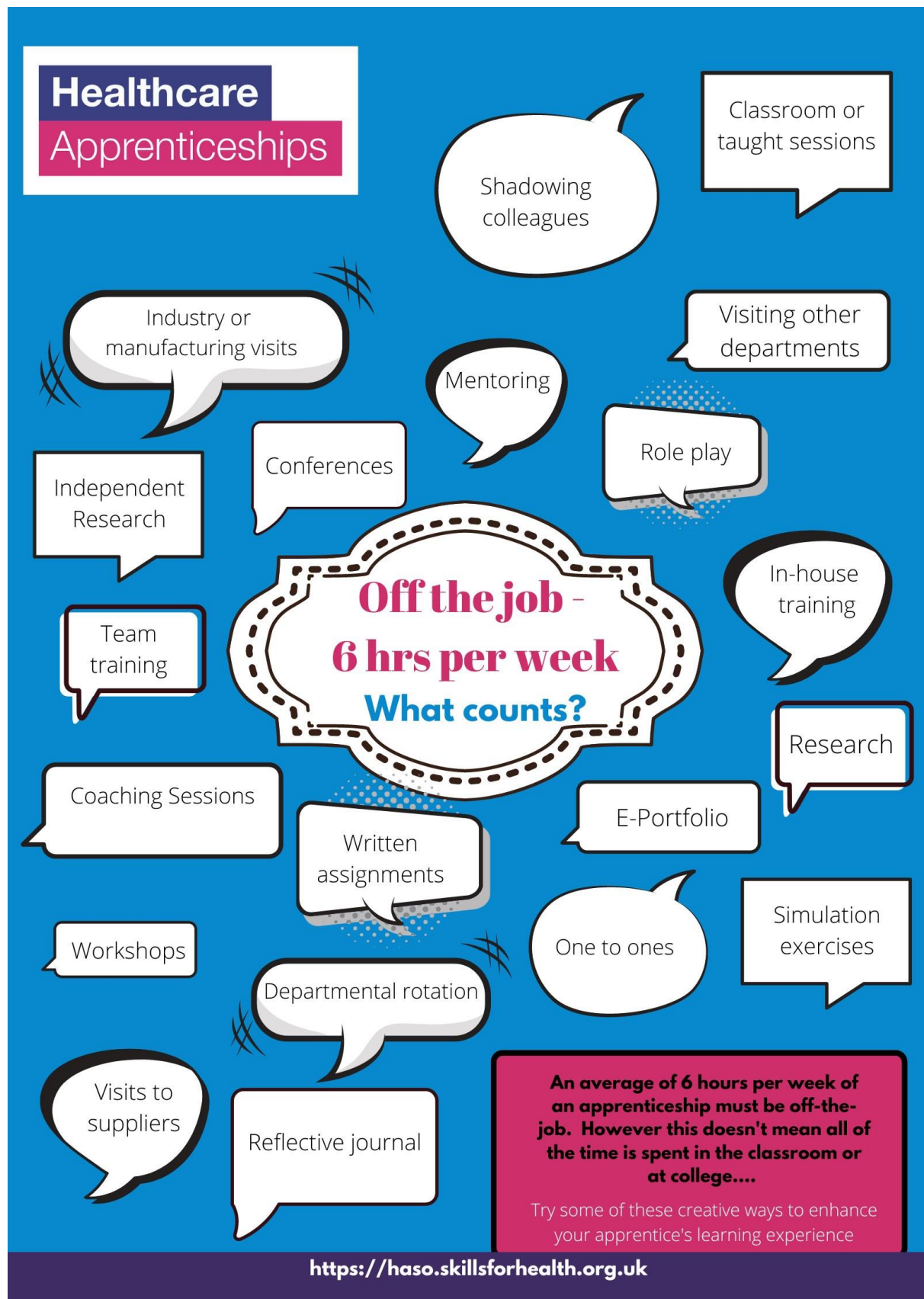
Entry Requirements

As a general minimum, to enrol on to an apprenticeship:

- you must have **lived in the UK for at least three years**
- you must not already be studying a government funded training programme at the time of enrolment
- you will usually need to have already achieved your **English** and **maths** (GCSE grade 4 or above or equivalent functional skills)

Further entry requirements are set by individual employers and training providers. You should check what the entry requirements are for each apprenticeship you are interested in.

What Counts as Off-the-Job Training



Hear from our current students



NHS
South Western
Ambulance Service
NHS Foundation Trust

“Being able to undertake a degree apprenticeship alongside work has been an amazing boost to my career and my self-confidence. Studying while working is hard but it’s also been far more rewarding than I ever expected.”

Lisa Rigby,
Head of Operational Scheduling -
Level 6 Chartered Manager
Degree Apprenticeship

**SKILLS
FOR LIFE**
APPRENTICESHIPS




NHS
South Western
Ambulance Service
NHS Foundation Trust

"I've already implemented some of the things I've learned, I definitely think my team will see a positive improvement on the way I manage."

Deanne Hill,
Patient Engagement Manager -
Senior Leadership Programme -
Level 7

**SKILLS
FOR LIFE**
APPRENTICESHIPS



NHS
South Western
Ambulance Service
NHS Foundation Trust

"The skills I have been taught along with the self-learning mean that I have now confidently led many serious jobs and come away feeling fulfilled and proud of my role."

Mark Walker,
Paramedic Apprenticeship
student – Cohort 5 - South &
West Devon

**SKILLS
FOR LIFE**
APPRENTICESHIPS

Break in Learning or Withdrawal

If you are struggling to cope with your studies or life has become particularly challenging, please let us know, as support is available.

If you do need to take a break with your studies, the below shows some of the options available to you.

Break in Learning

A formal break in your learning for up to 12 months. Reasons for a break in learning could include a change in work circumstances, medical treatment, parental leave or leave for other personal reasons.

Resume the apprenticeship when you are ready.

When you resume, the course provider will advise the most suitable return date for you to re-join the apprenticeship programme.

Withdrawal

This is only if you wish to stop your apprenticeship entirely and not resume it again in the future.

If you wish to withdraw from the apprenticeship, please speak with the SWAST Apprenticeship Team prior to making any final decision.

By choosing this option you will be formally withdrawn from the apprenticeship programme with no option to restart at any stage.

3: FREQUENTLY ASKED QUESTIONS

FAQs

Further information on all of the apprenticeship standards can be found here:

- [Home - HASO \(skillsforhealth.org.uk\)](https://www.skillsforhealth.org.uk)
- [Home / Institute for Apprenticeships and Technical Education](#)

Manager Resources

Why should I support my employee to do an apprenticeship?

An apprentice is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.

Benefits of working with apprentices include:

- Adapt their training according to the needs of your department
- Apprentices are motivated to learn new skills
- Expand and upskill your workforce

Things to think about

Employment

- If it is a current member of staff enrolling on to an apprenticeship they remain on the same contract.
- Completing an apprenticeship does not mean the apprentice will be re banded on completion of the apprenticeship.
- If you are employing a new to organisation apprentice, the initial contract length needs to be for the duration of the apprenticeship.

New ways of working

- Can any of your current entry level roles/vacancies be converted to an apprenticeship and bring in new to organisation apprentices, please see further through this guide for career maps.

- In health and social care organisations apprentices stay on average for 13.5 years, they are a great attraction and retention initiative.

What are the entry requirements?

To enrol on to an apprenticeship you must have lived in the UK for at least three years and not already be studying a government funded training programme at the time of enrolment.

Other entry requirements are set by individual employers and training providers. You should check what the entry requirements are for each apprenticeship vacancy that you want to apply to.

Entry requirements include things like: your work experiences to date, the academic qualifications you hold or are working towards, international qualifications you have taken and your levels of English and maths.

Many apprenticeships are at degree level. For these you will usually need to have already achieved your English and maths (GCSE grade 4 or above or equivalent functional skills) and attained a certain academic level prior to applying. Your employer and apprenticeship provider will be able to give you more details about the exact requirements for the apprenticeship you are interested in.

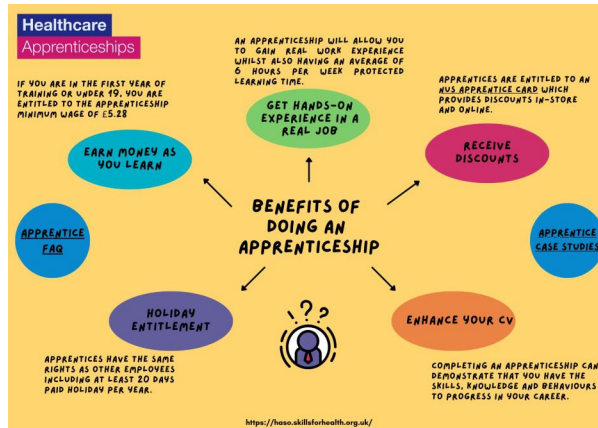
How long does an apprenticeship take?

An apprenticeship must be at least 12 months long.

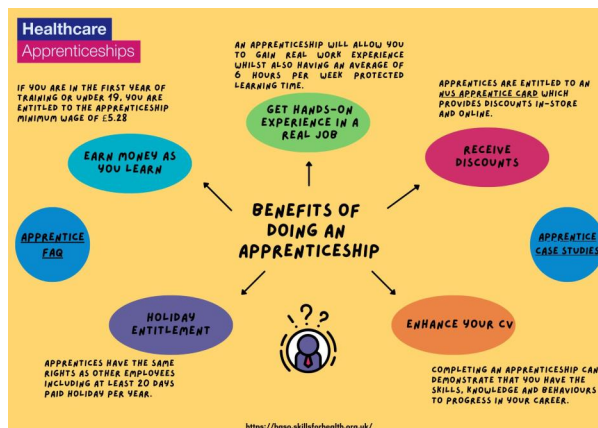
You can see the usual duration of the apprenticeship in each standard document. Some apprenticeships last for longer and, typically, degree apprenticeships last 36 – 60 months.

How much will the apprenticeship cost?

The apprenticeship will be paid for by SWAST through the apprenticeship levy and this will cover the cost of the desired apprenticeship standard. There is however a minimum of 6 hours **off the job training** per week, which would be taken during normal working hours and support is also required to develop the apprentice.



Apprentice Resources



Are apprentices paid?

Yes, all apprentices must be aged 16+ and will receive a salary. Pay is determined locally and may be based on current job banding.

[Read more about apprentice pay here.](#)

Do I have to pay for my apprenticeship?

No, your employer will pay your salary and any course fees for the apprenticeship.

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I have a SEN / EHCP / learning difficulty assessment, can I do an apprenticeship?

The minimum English and maths requirements needed to complete an apprenticeship are adjusted to **Entry level 3 functional skills** (instead of level 1 or 2 as listed in the apprenticeship standard) for people with learning difficulties and disabilities.

I work part-time, can I still do an apprenticeship?

For those needing to work and train part-time or flexibly – such as parents with young children, single parents, carers, care leavers, and those with disabilities – apprenticeship options can be limited when the majority of apprenticeship opportunities are offered on a full-time basis.

Working fewer than 30 hours a week is not a barrier to successfully completing an apprenticeship though; apprentices who work part-time just take a little bit longer to complete their apprenticeship. However, there are some apprenticeship standards that cannot be completed when working less than 30 hours a week due to academic timetables and the training delivery model.

There is a simple formula you can use when working out how long part-time staff should take to complete their apprenticeship (this is the minimum duration; they can complete over a longer period too):

12 x 30/average weekly hours = new minimum duration in months; or

52 x 30/average weekly hours = new minimum duration in weeks

Examples:

An apprentice works 22.5 hours per week and is completing a Level 2 apprenticeship over 12 months	$12 \times 30 / 22.5 =$ new minimum duration in months = 16 months
An apprentice works 15 hours per week and is completing a Level 3 apprenticeship over 18 months	$18 \times 30 / 15 =$ new minimum duration in months = 36 months (3 years)
An apprentice works 15 hours per week and is completing a Level 5 apprenticeship over 36 months	$36 \times 30 / 15 =$ new minimum duration in months = 72 months (6 years)

Can I apply if I already hold a degree?

Yes you can apply for an apprenticeship even if you already hold a degree.

However, to receive funding your employer must prove that the training provided is developing skills that you have not already learned at university when taking your first degree. Your apprenticeship has to contain at least 12 months of new learning for you.

APEL and RPL - does previous experience count?

Accreditation of Experiential Learning (APEL) and Recognition of Prior Learning (RPL) is something each apprentice will need to discuss with their chosen training provider as it is normally arranged on a case-by-case basis.

It will only be possible to acknowledge it if the apprenticeship will still provide at least 12 months of *new learning* for the apprentice.

What is a 'degree' apprenticeship?

At the end of a 'degree' apprenticeship, you will receive a full degree, equivalent to those awarded to students on a full-time academic programme.

Degree level apprenticeships enable you to be employed as an apprentice whilst completing your degree programme. This may appeal to people who may not otherwise have seen university as a viable option.

You will still need to meet the academic entry requirements set by the apprenticeship provider as well as being selected by your employer to do the apprenticeship. This is because you will have to study at the same level as all other students and need to be able to cope with the academic as well as the practical demands of the apprenticeship.

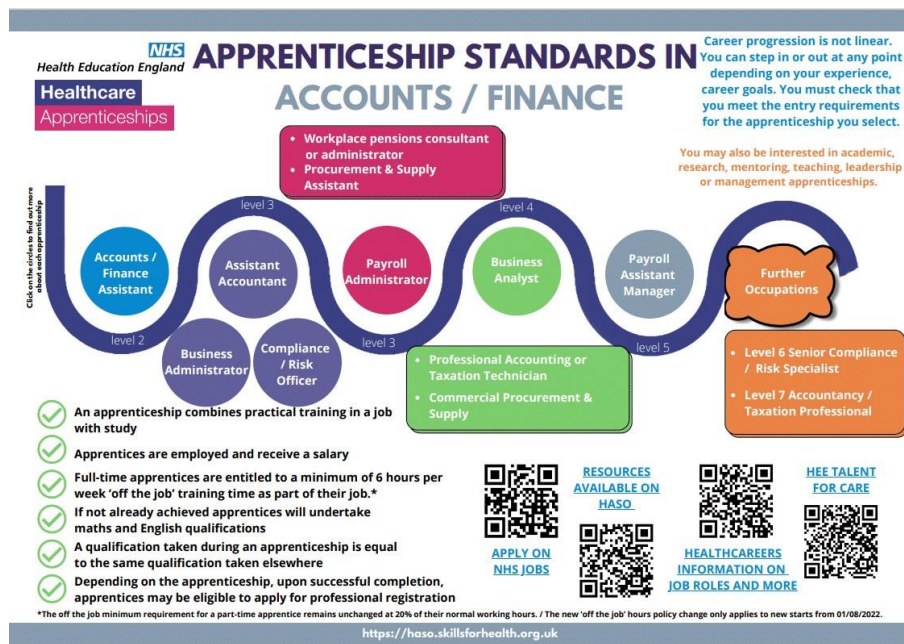
A common misconception is that a degree apprenticeship is not as challenging as a 'normal' degree. This is not the case – you will have to work equally hard to get your degree!

Current Apprentice Resources

[Apprentice Support Centre \(apprenticeships.gov.uk\)](https://www.apprenticeships.gov.uk)

4: APPRENTICESHIP PATHWAYS

Accounting & Finance Apprenticeship Pathway



Level 2

Accounts or Finance Assistant

- Duration: 12-14 months
- Apprentices will be required to take one of the professional qualifications listed below, as chosen by the employer to be most relevant to the job role:
 - AAT Level 2 Certificate in Accounting
 - ACCA Certificate in financial and management accounting (level 2)
 - IAB Level 2 certificate in bookkeeping
 - ICB Level 2 certificate in bookkeeping
- Please note: Apprentices must achieve level 1 English and maths and take the test for level 2 prior to taking their end-point assessment
- On completion, the apprentice will be able to apply for the appropriate level of professional membership aligned with this apprenticeship, dependent on the qualification chosen. Professional body memberships that are relevant to the options for this apprenticeship are:
 - IAB – Associate Level Membership
 - ICB – Associate Level Membership

- Neither AAT nor ACCA offer professional registration upon completion of this apprenticeship
- [Accounts or Finance Assistant Apprenticeship Standard](#)

Level 3

Assistant Accountant

- Duration: 15 months
- Typical job roles: **Accounting technician, Accounts clerk, Assistant accountant, Finance assistant, Purchase ledger clerk, Sales ledger clerk**
- Please note: Where an apprentice has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.
- This standard aligns with the following professional recognition:
 - AAT for Qualified Bookkeeper
- [Assistant Accountant Apprenticeship Standard](#)

Compliance & Risk Officer

- Duration: 15-18 months
- Please note: Where an apprentice has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.
- This standard allows the apprentice to apply for professional membership of the appropriate professional body, depending on which qualification is taken.
- [Compliance & Risk Officer Apprenticeship Standard](#)

Business Administrator

- Duration: 12-18 months
- Typical job roles: **HR Administrator, HR Services Team Leader, Organisational Development Officer, People Analytics Officer**
- Please note: Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.
- [Business Administrator Apprenticeship Standard](#)

Payroll Administrator

- Duration: 18 months
- Typical job roles: **Human resources and payroll administrator, Human resources and payroll officer, Payroll administrator, Payroll advisor, Payroll assistant, Payroll associate, Payroll co-ordinator, Payroll officer**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- [Payroll Administrator Apprenticeship Standard](#)

Procurement & Supply Assistant

- Duration: 18 months
- Typical job roles: **Procurement contracts officer, Procurement coordinator, Purchasing assistant**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- This standard aligns with the following professional recognition:
 - Chartered Institute Procurement & Supply for N/A
- [Procurement & Supply Assistant Apprenticeship Standard](#)

Workplace Pensions Consultant or Administrator

- Duration: 18 months
- Typical job roles: **Finance worker, Pensions administrator, Workplace pensions administrator**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- [Workplace Pensions Consultant or Administrator Apprenticeship Standard](#)

Level 4

Business Analyst

- Duration: 18 months
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.

- This standard aligns with the following professional recognition:
 - BCS, The Chartered Institute for IT for Register of IT Technicians (RITTech) level 4
- [Business Analyst Apprenticeship Standard](#)

Commercial Procurement & Supply

- Duration: 24 months
- Typical job roles: **Commercial support, Commercial analyst, Procurement operations support, Buyer, Assistant buyer, Commercial relationship support, Commissioning and Performance monitoring officer, Framework management support, Contract associate, Contract support**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.
- Completion of CIPS L4 gains eligibility for equivalent membership of the Institute. CIPS L4 is a pre- requisite for MCIPS (L6) and the full professional licence and offers the potential for Chartered status.
- [Commercial Procurement & Supply Apprenticeship Standard](#)

Professional Accounting or Taxation Technician

- Duration: 18-24 months
- Typical job roles: **Assistant auditor, Assistant management accountant, Assistant financial accountant, Accounts payable and Expenses supervisor, Commercial analyst, Payroll manager, Senior financial officer, Tax investigations officer, Personal tax assistant, Business tax assistant**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.
- The Professional accounting or tax technician standard allows student registration with a number of UK professional bodies in this sector. If a candidate seeks to become a member of a professional body there may be other requirements specific to the relevant professional body, which may be taken as part of, or alongside, the Apprenticeship at the employer's and candidate's discretion.
- [Professional Accounting or Taxation Technician Apprenticeship Standard](#)

Level 5

Payroll Assistant Manager

- Duration: 24 months
- Typical job roles: **Assistant payroll manager, Deputy payroll manager, Payroll assistant manager, Payroll supervisor, Payroll team leader, Senior payroll advisor, Senior payroll assistant, Senior payroll executive, Senior payroll officer, Senior payroll specialist**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.
- This standard aligns with the following professional recognition:
 - Upon successful completion of the apprenticeship apprentices may approach a range of Professional Bodies for recognition within the payroll sector. Due to the extensive number of Professional Bodies available no individual entity has been singled out by the Institute for particular prominence.
- [Payroll Assistant Manager Apprenticeship Standard](#)

Level 6

Senior Compliance or Risk Specialist

- Duration: 36 months
- Typical job roles: **Compliance manager, Credit monitoring manager, Financial crime manager, Operational risk manager, Risk & controls manager, Senior compliance specialist, Senior risk specialist**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.
- This standard aligns with the following professional recognition:
 - The Chartered Institute for Securities and Investment (CISI) for full membership of the Institute and MCSI designatory letters.
 - The Institute of Risk Management for recognition as a Certificate Member (IRMCert) when completing the Certificate qualifications and Graduate Member (GradIRM) when completing the Diploma.
 - The Chartered Banker Institute for recognition as a Certificated Member (CCBI) and able to use the professional designation 'CRP' (Climate Risk Professional).
 - The International Compliance Association for access to full professional membership of the ICA and permits the use of the MICA designatory letters.

- The Chartered Institute of Credit Management for Graduate Membership MCICM(Grad)
- [Senior Compliance or Risk Specialist Apprenticeship Standard](#)

Senior Procurement and Supply Chain Professional

- Duration: 30 months
- Typical job roles: **Category manager, Commercial manager, Head of procurement and supply chain, Procurement manager, Senior buyers, Supply chain manager**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.
- This standard aligns with the following professional recognition:
 - Chartered Institute of Procurement and Supply for Membership
- [Senior Procurement and Supply Chain Professional](#)

Level 7

Accountancy or Taxation Professional

- Duration: 36 months
- Typical job roles: **Financial accountant, Management accountant, Tax accountant, Tax adviser, Tax specialist, External auditor, Internal auditor, Financial analyst, Management consultant, Business advisor**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.
- Completion of the Accountancy or taxation professional apprenticeship will result in eligibility to apply for membership of one or more of the UK professional Bodies below, subject to meeting the requirements expected by the regulator and/or the relevant regulations where chartered status is involved.
 - The Association of Chartered Certified Accountants (ACCA)
 - The Chartered Institute of Management Accountants (CIMA)
 - The Chartered Institute of Public Finance and Accountancy (CIPFA)
 - The Chartered Institute of Taxation (CIOT)
 - The Institute of Chartered Accountants in England and Wales (ICAEW)
 - The Institute of Chartered Accountants of Scotland (ICAS)

- [Accountancy or Taxation Professional Apprenticeship Standard](#)

Business & Administration Support Apprenticeship Pathway



Level 2

Public Sector Organisational Support Assistant

No details yet - in development

Customer Service Practitioner

- Duration: 12 months
- Please note: Apprentices must achieve level 1 English and maths and take the test for level 2 prior to taking their end-point assessment
- Completion of this apprenticeship will lead to eligibility to join the Institute of Customer Service as an Individual member at Professional level.
- [Customer Service Practitioner Apprenticeship Standard](#)

Level 3

Business Administrator

- Duration: 12-18 months + 3 months for EPA
- Please note: Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.
- [Business Administrator Apprenticeship Standard](#)

Customer Service Specialist

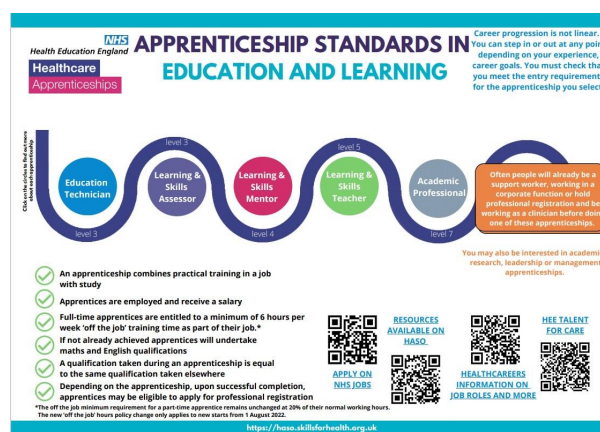
- Duration: 15 months
- Please note: Apprentices must achieve level 2 English and maths prior to taking the end point assessment.
- Completion of this apprenticeship will lead to eligibility to join the Institute of Customer Service as an Individual member at Professional level. Should you choose to progress on a customer service career path, you may be eligible for further professional membership including management.
- [Customer Service Specialist Apprenticeship Standard](#)

Level 4

Policy Officer

- Duration: 18 months
- Typical job roles: **Engagement and consultant officer, Policy advisor, Policy analyst, Policy and delivery officer, Policy officer, Policy researcher**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- [Policy Officer Apprenticeship Standard](#)

Education and Learning Apprenticeship Pathway



Level 3

Education Technician

- Duration: 24 months

- Typical job roles: **Assistant technician, Clinical simulation technicians, Clinical skills technician, Junior technician, Simulation technicians**
- This apprenticeship has two options:
 - Higher education assistant technician
 - Simulation-based education technician
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- This standard aligns with the following professional recognition:
 - Institute of Science and Technology (HE Option) for RSci Tech or Registered Practitioner
 - Association for Simulated Practice in Healthcare (SBE Option) for RSci Tech
- [Education Technician Apprenticeship Standard](#)

Learning & Skills Assessor

- Duration: 12 months
- Typical job roles: **Assessor, Training facilitator, Tutor**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- [Learning & Skills Assessor Apprenticeship Standard](#)

Level 4

Learning & Skills Mentor

- Duration: 12 months
- Typical job roles: **Academic mentor, Learning mentor, Occupational mentor, Training mentor**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- [Learning & Skills Mentor Apprenticeship Standard](#)

Level 5

Learning & Skills Teacher

- Duration: 18 months

- Typical job roles: **Education practitioner, Learning and skills practitioner, Learning and skills teacher, Lecturer, Tutor**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- [Learning & Skills Teacher Apprenticeship Standard](#)

Level 7

Academic Professional

- Duration: 18-24 months
- This apprenticeship has two options:
 - Specialist role in Teaching
 - Specialist role in Research
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- A successful apprentice who meets the requirements for the specialist teaching role will be eligible for professional recognition as a Fellow of the Higher Education Academy. Vitae is currently developing a similar scheme for professional recognition for those who meet the requirements for the specialist research role.
- [Academic Professional Apprenticeship Standard](#)

Facilities & Estates Management Apprenticeship Pathway



Level 2

Facilities Services Operative

- Duration: 12 months + 3 months for EPA

- Typical job roles: **Facilities assistant, Facilities coordinator, Facilities services assistant, Facilities services operative, Workplace coordinator**
- Please note: Apprentices must achieve level 1 English and maths and take the test for level 2 prior to taking their end-point assessment
- This standard aligns with the following professional recognition:
 - Institute of Workplace and Facilities Management for Associate
- [Facilities Services Operative Apprenticeship Standard](#)

Level 3

Facilities Management Supervisor

- Duration: 18 months + 3 months for EPA
- Typical job roles: **Facilities management coordinator, Facilities management supervisor, Facilities management team leader**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- [Facilities Management Supervisor Apprenticeship Standard](#)

Team Leader or Supervisor

- Duration: 12-18 months
- Typical job roles: **Supervisor, Team leader, Project officer, Shift supervisor, Shift manager**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- 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.
- [Team Leader or Supervisor Apprenticeship Standard](#)

Level 4

Facilities Manager

- Duration: 18-24 months + 3 months for EPA
- Typical job roles: **Facilities Manager, Facilities Management (FM) Operations Manager, Estates Manager, FM Contract Manager**

- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- **Professional recognition:** Successful completion of the apprenticeship will meet the full requirements of the IWFM at Associate grade. During the programme, apprentices will receive membership of IWFM at the Affiliate grade.
- [Facilities Manager Apprenticeship Standard](#)

Level 6

Senior and Head of Facilities Management (Integrated degree)

- Duration: 42-48 months + 3 months for EPA
- Typical job roles: **Senior facilities manager, Head of facilities, Head of estates, Head of facilities management operations**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- Successful completion of the apprenticeship will meet the full requirements of the IWFM at Member grade. During the programme, apprentices will receive membership of IWFM at the Affiliate grade.
- [Senior and Head of Facilities Management Apprenticeship Standard](#)

Chartered Manager (Degree)

- Duration: 48 months
- Typical job roles: **Manager, Senior Manager, Head of Department, Operations Manager, or anyone with significant management responsibilities**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- Successful apprentices will have the option to apply for:
 - Professional recognition as Chartered Managers and Members of the Chartered Management Institute (CMgr MCMI) and/or as a member of the Institute for Leadership & Management or other relevant professional body.
- [Chartered Manager Apprenticeship Standard](#)

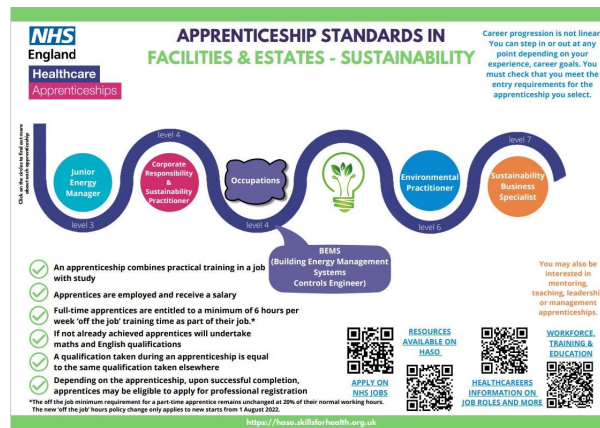
Level 7

Senior Leader

- Duration: 24 months

- Typical job roles: **Associate director, Business unit head, Chief executive officer, Chief financial officer, Chief information officer, Chief operating officer, Divisional head, Executive director, Head of department**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- This standard aligns with the following professional recognition:
 - Chartered Management Institute for Chartered Manager or Chartered Fellow individual member grade
 - The Institute of Leadership for Management for Fellow member grade
- [Senior Leader Apprenticeship Standard](#)

Facilities & Estates - Sustainability Apprenticeship Pathway



Level 3

Junior Energy Manager

- Duration: 24 months
- Typical job roles: Junior Energy Managers often work in fields such as facilities management, property or sustainability. Such broad fields offer specialised skillsets in a wide range of vocations.
- Please note: Apprentices without English or Maths GCSE at grade A* to C or equivalent must achieve this prior to the completion of the Apprenticeship.
- On successful completion of this Apprenticeship, the successful Apprentice will be eligible for relevant membership of energy management related bodies:
 - Technician Member status of the Energy Institute (TMEI)
- [Junior Energy Manager Apprenticeship Standard](#)

Level 4

Corporate Responsibility & Sustainability Practitioner

- Duration: 36 months
- Typical job roles: **Community investment coordinator, Corporate responsibility (cr) administrator, Corporate social responsibility (csr) administrator, Environmental social governance (esg) administrator, Responsible business coordinator, Social impact administrator, Sustainability coordinator**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- [Corporate Responsibility & Sustainability Practitioner Apprenticeship Standard](#)

BEMS (Building Energy Management Systems) Controls Engineer

- Duration: 36 months
- Typical job roles: **BEMS controls engineer, BEMS engineer**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- [BEMS \(building energy management systems\) controls engineer Apprenticeship Standard](#)

Level 6

Environmental Practitioner

- Duration: 53 months
- Typical job roles: Environmental Practitioners will combine a high level of knowledge and understanding of environmental principles and techniques to complex environmental systems, with their expertise being developed, adaptable or transferable to a range of environmental specialisms, for example, environmental policy and legislation, air quality, climate change, energy, water resources, waste management, ecology, acoustics, land contamination, sustainability, landscape or heritage.
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- This standard aligns with the following professional recognition:
 - Institute of Environmental Management and Assessment (IEMA) for Practitioner (P.IEMA)

- Institute of Environmental Sciences (IES) for Associate Member
- Royal Institution of Chartered Surveyors (RICS) for Chartered Environmental Surveyor (MRICS)
- Chartered Institution of Water and Environmental Management (CIWEM) for Non-Chartered Member (MCIWEM)
- Chartered Institute of Ecology and Environmental Management (CIEEM) for Associate member
- Society for the Environment (SocEnv) for Registered Environmental Practitioner (REnvP)
- Science Council (SciC) for Registered Scientist (RSci)
- [Environmental Practitioner Apprenticeship Standard](#)

Level 7

Sustainability Business Specialist

- Duration: 24 months
- Typical job roles: **Head of energy and sustainability, Head of responsible sourcing, Head of sustainability and environment, Sustainability manager, Sustainability specialist**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- This standard aligns with the following professional recognition:
 - The Institute of Environmental Management and Assessment (IEMA) for Associate Membership
- [Sustainability Business Specialist Apprenticeship Standard](#)

HR & OD Apprenticeship Pathway



Level 2

Recruitment Resourcer

- Duration: 12 months
- Typical job roles: **HR Services Administrator**
- Please note: Apprentices must achieve level 1 English and maths and take the test for level 2 prior to taking their end-point assessment
- [Recruitment Resourcer Apprenticeship Standard](#)

Level 3

HR Support

- Duration: 18-24 months
- Typical job roles: **HR/People Advisor, Assistant HR Services Manager**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to completion of their Apprenticeship.
- The successful apprentice may be eligible to apply for: Associate membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).
- [HR Support Apprenticeship Standard](#)

Business Administrator

- Duration: 12-18 months

- Typical job roles: **HR Administrator, HR Services Team Leader, Organisational Development Officer, People Analytics Officer**
- Please note: Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.
- [Business Administrator Apprenticeship Standard](#)

Learning & Development Practitioner

- Duration: 18-24 months
- Typical job roles: **Training Coordinator, Practice Placement Coordinator, Clinical Hub Educator**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- The successful apprentice may be eligible to apply for:
 - Associate membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).
- [L& D Practitioner Apprenticeship Standard](#)

Learning & Skills Assessor

- Duration: 12 months
- Typical job roles: **Lead Clinical Hub Educator, Learning Support Officer, Learning & Development Officer**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- [Learning & Skills Assessor Apprenticeship Standard](#)

Recruitment Consultant

- Duration: 12 months
- Typical job roles: **HR Officer (Recruitment), Assistant HR Services Manager, HR Services Team Leader**

- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- [Recruitment Consultant Apprenticeship Standard](#)

Level 4

Employability Practitioner

- Duration: 24 months
- Typical job roles: **Careers advisors, Case managers, Coaches or consultants, Employment advisors, Lead or senior employment advisors, Personal advisors, Student support workers**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- This standard aligns with the following professional recognition:
 - Institute of Employability Professionals for Associate or Member
- [Employability Practitioner Apprenticeship Standard](#)

Learning and Skills Mentor

- Duration: 12 months
- Typical job roles: **Academic mentor, Learning mentor, Occupational mentor, Training mentor**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- [Learning and Skills Mentor Apprenticeship Standard](#)

Level 5

People Professional

- Duration: 22 months
- Typical job roles: **Diversity and inclusion manager, Employee relations consultant, HR business partner, HR manager**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- This standard aligns with the following professional recognition:
 - Chartered Institute of Personnel and Development for Associate Member

- [People Professional Apprenticeship Standard](#)

L&D Consultant / Business Partner

- Duration: 18-24 months
- Typical job roles: **Learning and development consultant business partner**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- The successful apprentice may be eligible to apply for
 - Associate Membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).
- [L&D Consultant / Business Partner Apprenticeship Standard](#)

Coaching Professional

- Duration: 14 months
- Typical job roles: **Business coach, Career coach, Coaching professional, Performance coach, Sustainability coach, Wellbeing coach**
- Please note: Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end point assessment.
- This standard aligns with the following professional recognition:
 - The European Mentoring and Coaching Council for Accredited coaching practitioner
 - The Association for Coaching for Accredited coach
 - The International Coach Federation for Associate certified coach
- [Coaching Professional Apprenticeship Standard](#)

Level 6

Career Development Professional

- Duration: 24 months
- Typical job roles: **Career adviser, Career coach, Senior employability adviser**

- Typical job roles: **Supervisor, Team leader, Project officer, Shift supervisor / manager**
- Please note: Apprentices must achieve level 2 English and maths prior to taking their end-point assessment
- [Team Leader / Supervisor Apprenticeship Standard](#)

Level 5

Operations or Departmental Manager

- Duration: 30 months
- Typical job roles: **Operations manager, Regional/County manager, Divisional manager, Department manager**
- Please note: Apprentices must achieve level 2 English and maths prior to taking their end-point assessment
- On completion, apprentices can register as full members with the Chartered management institute and/or the Institute of leadership and management, and those with 3 years' of management experience can apply for Chartered manager status through the CMI.
- [Operations or Departmental Manager Apprenticeship Standard](#)

Level 6

Chartered Manager

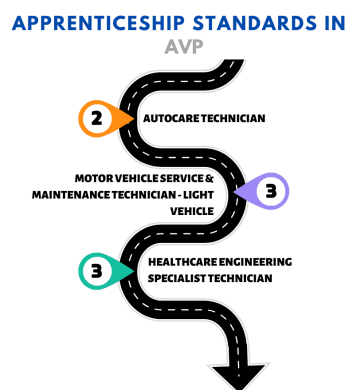
- Duration: 36-48 months
- Typical job roles: **Manager, Senior Manager, Head of Department, Operations Manager**, or anyone with significant management responsibilities.
- Please note: Apprentices must achieve level 2 English and maths prior to taking their end-point assessment. Most candidates will also have A levels (or equivalent) or existing relevant Level 3 qualifications. Other relevant or prior experience may also be considered as an alternative.
- Successful apprentices will have the option to apply for professional recognition as Chartered Managers and Members of the Chartered Management Institute (CMgr MCMI) and/or as a member of the Institute for Leadership & Management or other relevant professional body.
- [Chartered Manager Apprenticeship Standard](#)

Level 7

Senior Leader

- Duration: 24 months
- Typical job roles: **Associate director, Chief executive officer, Chief financial officer, Chief information officer, Chief operating officer, Divisional head, Executive director, Head of department**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship’s English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.
- This standard aligns with the following professional recognition:
 - Chartered Management Institute for Chartered Manager or Chartered Fellow individual member grade
 - The Institute of Leadership for Management for Fellow member grade
- [Senior Leader Apprenticeship Standard](#)

AVP Apprenticeship Pathway



Level 2

Autocare Technician

- Duration: 30 months
- An Auto-care Technician requires a unique combination of technical, retail and customer service skills. They will use a range of tools, measuring and diagnostic equipment to identify & repair simple system faults.

- Please note: Apprentices without level 1 English and maths will need to achieve this level and take the test for level 2 prior to taking their apprenticeship end-point assessment.
- On completion of this Standard the Autocare Technician will be eligible to apply for IMI membership as a Registered Young Professional or if they wish as an Associate Member. They would also gain entry onto the IMI Professional Register.
- [Autocare Technician Apprenticeship Standard](#)

Level 3

Motor Vehicle Service & Maintenance Technician - Light vehicle

- Duration: 36 months
- Typical job roles: **Automotive engineer, Automotive technician, Car maintenance technician, Car mechanic, Ev motor vehicle service and maintenance technician, Hybrid motor vehicle service and maintenance technician, Motor vehicle maintenance technician, Motor vehicle service technician**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- [Motor Vehicle Service & Maintenance Technician - Light Vehicle Apprenticeship Standard](#)

Healthcare Engineering Specialist Technician

- Duration: 48 months
- Typical job roles: **Biomedical technician, Building services technician, Clinical engineer, Maintenance craftsperson, Maintenance shift specialist, Medical electronics technical, Medical electronics technician, Medical engineering technician, Medical service engineer, Multi-skilled craftsperson, Radiotherapy engineering technician, Specialist craft person - electrical/mechanical**
- Please note: Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment.
- This standard aligns with the following professional recognition:
 - The Institution of Healthcare Engineering and Estate Management (IHEEM) for Technician (TIHEEM)
 - Engineering Council for Engineering Technician (EngTech)
- [Healthcare Engineering Specialist Technician Apprenticeship Standard](#)

Transport & Logistics (Stores) Apprenticeship Pathway

Level 2

Supply Chain Warehouse Operative

- Duration: 12 months
- Typical job roles: **Fork lift truck operator, Picker, Store person, Warehouse assistant, Warehouse operative, Warehouse person**
- Please note: Where an apprentice has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.
- [Supply Chain Warehouse Operative Apprenticeship Standard](#)

Level 3

Transport and Warehouse Operations Supervisor

- Duration: 12 months
- Typical job roles: **Depot supervisor, Hub supervisor, Senior warehouse operative, Traffic planners, Transport coordinator, Transport manager, Transport supervisor, Warehouse manager, Warehouse supervisor**
- Please note: Where an apprentice has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.
- This standard aligns with the following professional recognition:
 - CILT Transport Manager Certificate of Professional Competence for 3
- [Transport and Warehouse Operations Supervisor Apprenticeship Standard](#)

Pharmacy Technician (Integrated)

- Duration: 24 months
- Please note: Where an apprentice has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.
- Other mandatory qualifications: General Pharmaceutical Council - Level 3
- [Pharmacy Technician \(Integrated\) Apprenticeship Standard](#)

5: Application Process



Found an apprenticeship?

If you've found an apprenticeship you want to pursue, check the following process to see what to do next!



Step 1 - Complete the application form:

Please complete the apprenticeship [application form](#) - this will be sent to our inbox at apprenticeships@swast.nhs.uk



Step 2 - Check Your Eligibility:

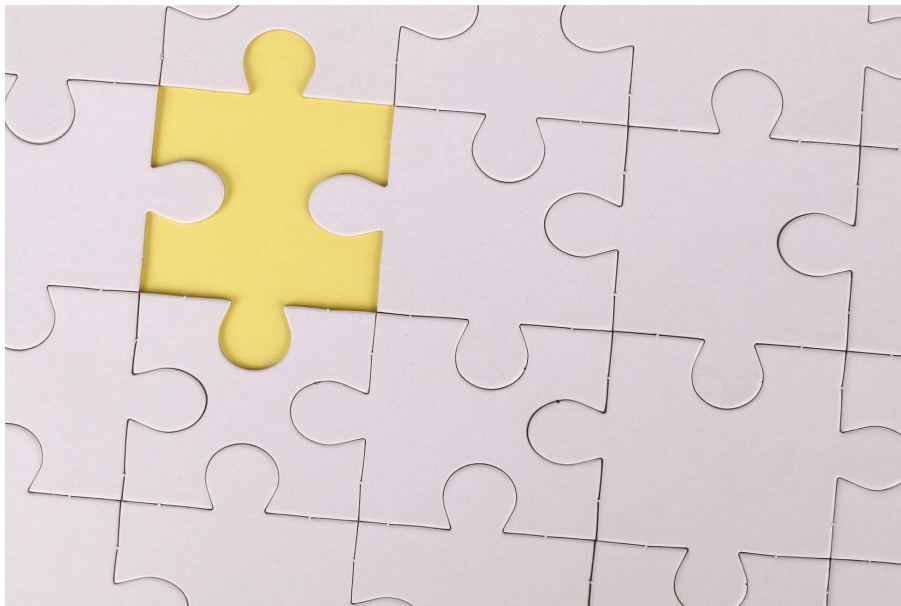
To avoid disappointment, please make sure your current skills and education level meet the entry requirements for your chosen apprenticeship. The requirements can be found under each pathway/level within the apprenticeship (it'll be called an apprenticeship standard link).

If you are not sure, please contact us and we'll help establish if you can apply.



Step 3 - Line manager support:

Have a chat with your manager, to check they are happy to approve and able to support your plans.



Step 4 - We will find a training provider:

Once we have line manager approval, we will search for a training provider who can offer your desired apprenticeship.



Step 5 - Check levy funding:

Once we have confirmed line manager approval, we will check that there is levy funding available for your desired apprenticeship. We will confirm this to you and let you know the next steps.



Step 6 - Training provider options & dates:

We will ask you to confirm your preferred training provider and course start date.

The training provider will then make contact with you to confirm the start date and arrange an initial meeting with you.



Start your apprenticeship!

You can now begin your apprenticeship - good luck!

6: Contact Us

Thank you for visiting our Page!

Please click [here](#) to contact us.

