



Apprenticeships

at Sheffield Teaching Hospitals
NHS Foundation Trust

What is an apprenticeship?

Apprenticeships are work-based, formal qualifications delivered to employees who are working while undertaking a recognised apprenticeship standard with an approved training provider.

An Apprenticeship sets people up to achieve their long-term career aspirations. That's why we offer Apprenticeships to everybody – from school leavers taking their first steps into the health service, through to existing members of staff who want to enhance their prospects.

An apprenticeship is a real job with training, so you can 'learn while you earn' and become fully trained in your chosen occupation by the end of the apprenticeship.

What do apprenticeships offer?

- A chance to study while in employment
- Practical on-the-job experience
- Formal qualifications
- Employment status
- Career progression
- Peer and tutor support
- Off-the-job learning for both full and part time staff

Why work for Sheffield Teaching Hospitals NHS Foundation Trust?



Sheffield Teaching Hospitals NHS Foundation Trust is one of the UK's busiest and most successful NHS foundation trusts. The Trust has a history of high quality care, clinical excellence and innovation in medical research.

We actively recruit people of all ages, backgrounds and levels of experience. This helps us understand the different needs of the patients and provide the best possible service.

We have around 18,000 employees, making us one of the biggest employers locally.

We aim to reflect the diversity of local communities and are proud of our new and existing partnerships with local people, patients, neighbouring NHS organisations, local authority and charitable bodies.

Whichever area you join, you become part of a talented, passionate team of people, committed to providing the best care and treatment to patients. You will also enjoy one of the most competitive and flexible benefits packages offered by any employer in the UK.

For more information about working in the NHS please visit www.healthcareers.nhs.uk



Types of Apprenticeships Available

Sheffield Teaching Hospitals offer a wide range of apprenticeships, they are a great opportunity to start a career and progress a career with one of the world's largest and best health care organisations.

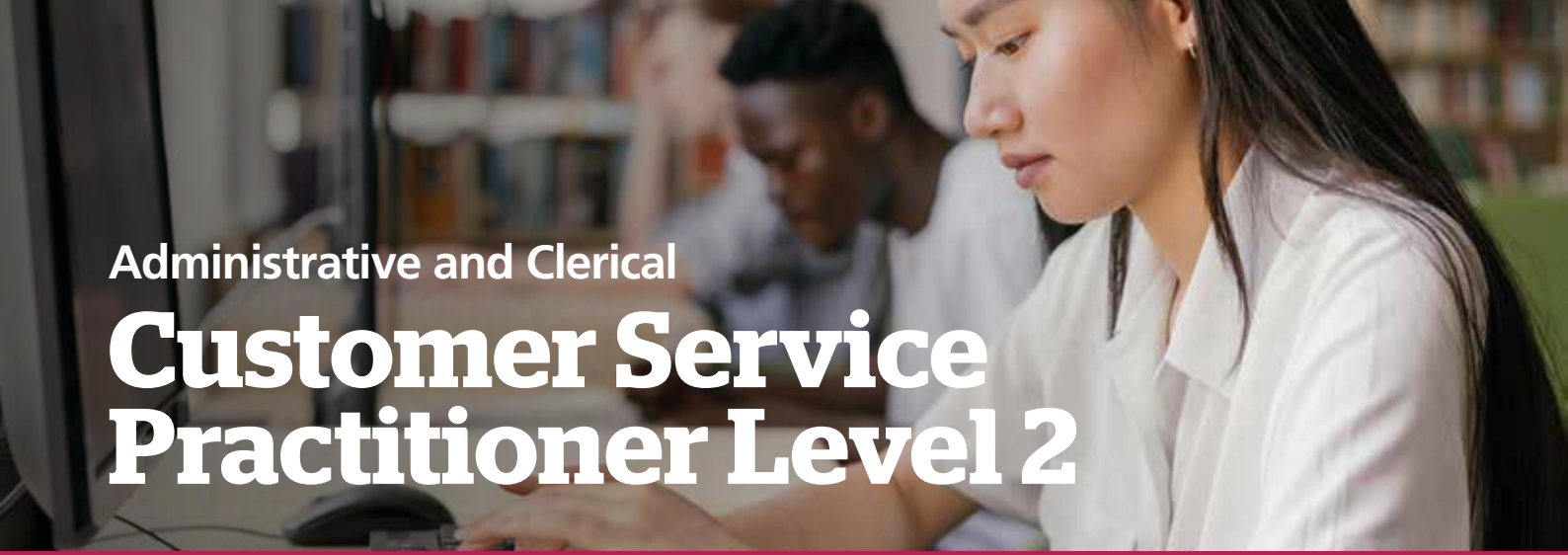
We provide a secure and stable environment for you during the apprenticeship with on-the-job training ensuring you become a valued part of the workforce.

We offer apprenticeships in the following areas:

- Healthcare
- Pharmacy
- Dental Nursing
- Healthcare Science including Physiological Science, Life Sciences and Clinical Engineering
- Administration and Clerical
- Estates and Ancillary including Carpentry and Joinery, Engineering Maintenance and Facilities Management
- Nursing and Midwifery
- Leadership and Management

This is not a definitive list and there are many more opportunities within Sheffield Teaching Hospitals.





Administrative and Clerical Customer Service Practitioner Level 2

Training provider: The Sheffield College

Overview:

Providing customer service products and services for businesses and other organisations including face-to-face, telephone, digital and written contact and communications.

Duration: 13 months including End Point Assessment

Qualification or Professional Recognition:

Level 2 Customer Service Practitioner Apprenticeship.

Following completion, apprentices will be eligible to join the Institute of Customer Service as an Individual member at Professional level.

Course Content:

This will include the following

- Understand who customers are
- Know the purpose of the business and what 'brand promise' means
- Know your organisation's core values and how they link to the service culture
- Know how to use systems, equipment and technology to meet the needs of your customers
- Use appropriate communication skills, along with reinforcement techniques (to confirm understanding) during non-facing customer interactions
- Be able to organise yourself, prioritise your own workload/activity and work to meet deadlines
- Frequently and consistently communicate and work with others in the interest of helping customers efficiently

Entry requirements:

English and Maths at Grade D/3 (or equivalents). To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Administrative and Clerical

Accounts or Finance Assistant Level 2

Training provider: The Sheffield College

Overview: Maintaining an efficient and accurate finance function within a business.

Duration: 12 months plus End Point Assessment

Qualification or Professional Recognition:

Level 2 Accounts or Finance Assistant Apprenticeship

Level 2 AAT (Association of Accounting Technicians) Foundation Certificate in Accounting

Course Content:

This will include the following

- Technical knowledge
- Business awareness
- Ethical standards
- Regulation and compliance
- Systems and processes
- Analysis
- Communication
- Planning and prioritisation
- Production of quality and accurate information
- Using systems and processes
- Problem Solving
- Adaptability
- Adding value
- Ethics and integrity
- Personal accountability
- Proactivity
- Professional scepticism

Entry requirements:

Four GCSEs at grade 4/C or above (or equivalents) including Maths and English. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Administrative and Clerical Business Administration Level 3

Training provider: The Sheffield College

Overview:

Supporting and engaging with different parts of the organisation and interact with internal or external customers.

Duration: 18 months plus End Point Assessment

Qualification or Professional Recognition:

Level 3 Business Administrator Apprenticeship
Level 3 NVQ Diploma in Business Administration


Course Content:

This will include the following

- Communication in a Business Environment
- Managing Personal and Professional Development
- Principles of Business Communication and Information
- Principles of Business and Administration
- Organise Business Travel and Accommodation
- Store, Retrieve, and Archive Information
- Administrative Support for Meetings and Producing Minutes
- Organisation of an Event
- Buddy a Colleague to Develop Their Skills
- Employee Rights and Responsibilities
- Promote Equality, Diversity, and Inclusion in the Workplace
- Customer Service – Reception and Visitors
- Security and Confidentiality
- Sustainability and Waste
- Health and Safety
- Principles of Leadership and Management

Entry requirements:

Four GCSEs at grade 4/C or above (or equivalents) including Maths and English. This programme is offered to individuals applying for Band 2 Administration vacancies. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Administrative and Clerical Payroll Administrator Level 3

Training provider: MBKB

Overview:

Setting up and operating the payroll within the organisation in which they are employed or on behalf of another organisation.

Duration: 18 months plus End Point Assessment

Qualification or Professional Recognition:

Level 3 Payroll Administrator Apprenticeship

Following completion, apprentices may obtain recognition from a range of Professional Bodies within the payroll sector.

Course Content:

This will include the following

- Payroll Core
- Payroll Technical
- Communication and Engagement; Team Working and Collaboration
- Planning and Prioritisation
- Systems and Processes
- Regulations and Compliance
- Analysis Skills and Reporting
- Production of Quality and Accurate Information
- Pensions (State)
- Pensions (Workplace)

Entry requirements:

Four GCSEs at grade 4/C or above (or equivalents) including Maths and English. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Estates and Ancillary

Carpentry and Joinery Level 2

Training provider: The Sheffield College

Overview:

Using timber products to create and install building components. This typically involves shaping and cutting materials, installing finished materials like partitions, doors, staircases, window frames, mouldings, timber floor coverings and erecting structural components such as floor joists and roofs.

Duration: 24 months plus End Point Assessment

Qualification or Professional Recognition:

Level 2 Carpentry and Joinery Apprenticeship

Successful completion of this course also enables learners to apply for the CSCS Blue Skilled Worker card.

Course Content:


This will include the following

- Health, Safety and Welfare in Construction
- Principles of Building Construction, Information and Communication
- Maintaining and Using Carpentry and Joinery Hand Tools
- Set up and Operation of a Circular Saw

You will also take additional units in either the Site Carpentry or Bench Joinery route, depending on the type of work you are carrying out.

Entry requirements:

Four GCSEs including English and Maths at Grade D/3 (or equivalents). Experience in the industry would be beneficial, but is not essential. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Estates and Ancillary

Production Chef Level 2

Training provider: HIT

Overview:

Working as part of a team in time-bound and often challenging kitchen environments. They report to the Senior Production Chef or appropriate line manager. Production chefs are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes.

Duration: 12 months plus End Point Assessment

Qualification or Professional Recognition:

Level 2 Production Chef Apprenticeship


Course Content:

This will include the following

- **Kitchen operations** - Techniques for the preparation, assembly, cooking, regeneration and presentation of food. How to check fresh, frozen and ambient foods are fit for purpose. Procedures for the safe handling and use of tools and equipment
- **Nutrition** - Key nutrient groups, their function and main food sources
- **Legal and governance** - Allergens and the legal requirements regarding them. The importance of following legislation and the completion of legal documentation
- **People** - How to communicate with colleagues, line managers and customers effectively. Principles of customer service and how individuals impact customer experience
- **Business/Commercial** - The role of the individual in upholding organisations' vision, values, objectives and reputation. The financial impact of portion and waste control. How technology can support food production organisations
- **Personal Development and Performance** - How personal development and performance contributes to the success of the individual, team and organisation. Different learning styles

Entry requirements:

Four GCSEs including English and Maths at Grade D/3 (or equivalents). To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Additional Clinical Services

Healthcare Support Worker Level 2

Training provider: The Sheffield College

Overview:

Providing high-quality and compassionate health and social care for a wide range of people. You will prepare individuals for healthcare activities carried out by other members of the healthcare team, looking after them before, during and/or after those activities in line with their care plan.

Duration: 13 months including End Point Assessment

Qualification or Professional Recognition:

Level 2 Healthcare Support Worker Apprenticeship
Care Certificate

Course Content:

This will include the following

- Communication
- Health Intervention - including person-centred care; dementia, cognitive issues and mental health; basic life support; physiological measurement
- Personal and people development
- Health, safety and security - including duty of care; safeguarding; infection prevention; moving and handling
- Equality and diversity

Entry requirements:

English and Maths at Grade D/3 (or equivalents). To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Additional Clinical Services

Senior Healthcare Support Worker Level 3

Training provider: The Sheffield College

Overview:

Senior Healthcare Support Workers help registered practitioners deliver healthcare services to people. As an experienced support worker, you carry out a range of clinical and non-clinical healthcare or therapeutic tasks, under the direct or indirect supervision of the registered healthcare practitioner.

Duration: 18 months plus End Point Assessment

Qualification or Professional Recognition:

Level 3 Senior Healthcare Support Worker Apprenticeship
Level 3 Diploma in Healthcare Support
Care Certificate

Course Content:

This will include the following

- Health and Well-being
- Duty of Care and Candour, Safeguarding, Equality and Diversity
- Person Centred Care, Treatment and Support
- Communication
- Personal, People and Quality Improvement
- Health, Safety and Security

STH currently follows the Maternity and Paediatric Support pathway of this Apprenticeship.

Entry requirements:

GCSE grade 4/C or above (or equivalents) in Maths and English. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Additional Clinical Services

Nursing Associate Level 5

Training provider: The University of Sheffield

Overview:

Providing care for people of all ages and from different backgrounds, cultures and beliefs. Delivering high quality, compassionate care under the direction of a registered nurse.

Duration: 24 months plus End Point Assessment

Qualification or Professional Recognition:

Level 5 Nursing Associate Apprenticeship

Nursing Associate is a protected title and may only be used by someone on the Nursing and Midwifery Council Register.

Course Content:

This will include the following

- Physical Needs
- Psychological Needs
- Public Health Needs
- Learning Disabilities Needs and Considerations
- Social, economic, spiritual and other factors in the planning and delivery of care
- Foundations in Health for Nursing Associates
- Developing Nursing Associate Practice: Caring for People with Acute and Short-term Needs
- Developing Nursing Associate Practice: Caring for People with Long-term and Complex Needs
- Transition to Professional Nursing Associate Practice

Entry requirements:

Four GCSEs at grade 4/C or above (or equivalents) including Maths and English. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Healthcare Science

Healthcare Science Assistant Level 2

Training provider: The Sheffield College

Overview:

Carrying out routine technical and scientific procedures and support within hospitals, doctor surgeries and other healthcare settings for a wide range of people.

Duration: 13 months including End Point Assessment

Qualification or Professional Recognition:

Level 2 Healthcare Science Assistant Apprenticeship
Level 2 Diploma in Healthcare Science

Course Content:

This will include the following

- Professional practice
- Personal and professional development
- Health, safety and security
- Quality
- Technical scientific services
- Clinical care
- Audit/Service improvement
- Research and innovation
- Leadership

Entry requirements:

Five GCSEs at grade 4/C or above (or equivalents) including Maths, English and Science. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Scientific & Technical Dental Nurse Level 3

Training provider: The Sheffield College

Overview:

Assisting other dental health professionals, providing chair side support and a high level of patient care.

Duration: 18 months plus End Point Assessment

Qualification or Professional Recognition:

Level 3 Dental Nurse (Integrated) Apprenticeship

A Level 3 qualification which has been approved by the General Dental Council as meeting the requirements for entry to the professional register as a dental nurse.

Course Content:

This will include the following

- Dental and regional anatomy
- Health promotion and disease prevention
- Transmission of infectious diseases and their prevention
- Materials, equipment and resources
- Medical emergencies
- Legislative compliance and regulatory requirements
- Communication
- Self-management
- Health promotions
- Clinical skills
- Patient care
- Patient management
- Professionalism
- Management and communication skills

Entry requirements:

Five GCSEs grades A* - C/4-9 including English, Maths and Double Science. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Scientific & Technical

Pharmacy Services Assistant Level 2

Training provider: Bradford College/The Sheffield College

Overview:

The Pharmacy Service Assistant provides a variety of pharmacy and medicines services to patients, the public and other professional healthcare teams. The role supports the delivery of pharmacy services in a variety of pharmacy environments.

Duration: 13 months including End Point Assessment

Qualification or Professional Recognition:

Level 2 Pharmacy Services Assistant Apprenticeship


Course Content:

This will include the following

- Dispensing and supply of medicines and medicinal products
- Teamwork
- Communication, pharmacy laws and ethics
- Person centred care
- Health and safety in the workplace

Entry requirements:

GCSEs grades C/4 including English and Maths. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.



Scientific & Technical

Pharmacy Technician Level 3

Training provider: Bradford College/The Sheffield College

Overview:

Assisting the pharmacist in chemists and hospital dispensaries. Pharmacy technicians manage the supply of medicines and devices in a pharmacy and assist pharmacists with advisory services.

Duration: 24 months including End Point Assessment

Qualification or Professional Recognition:

Level 3 Pharmacy Technician (Integrated) Apprenticeship

Course Content:

This will include the following

- Achieve the best possible outcome through a person's medicines by managing, ordering, receiving, maintaining and supplying medicines and other pharmaceutical products safely, legally and effectively, whilst meeting the regulatory standards
- Provide person-centred health advice to all patients
- Support the management of the day to day operation of the pharmacy
- Provide training to pharmacy and the wider healthcare teams
- Maintain a quality service through auditing and evaluating the service and processes, and respond to feedback
- Advise people, in a wide range of settings, on the safe and effective use of their medicines and devices
- Manage your own professional and personal development
- Ensure patient safety, by promoting safe practices, and the effective use of systems
- Provide specialist services in response to local and national needs and initiatives
- Respond appropriately to medical emergencies

Entry requirements:

Five GCSEs grades A* - C/4-9, including English, Maths and Double Science. To gain employment within the Trust you need to be aged 16 years or over on the start of the programme and satisfy all employment clearances.

Where Can I find Further Information?

If you want to see what apprenticeship vacancies are currently available at Sheffield Teaching Hospitals please visit our website www.jobs.sth.nhs.uk

For further information on apprenticeships in the health and social care sector www.haso.skillsforhealth.org.uk

To see what apprenticeships are available at any level and in all sectors, please visit: www.instituteforapprenticeships.org



Hear what our staff have to say about their apprenticeship journey

Miles - Nursing Associate Level 5

"I joined the Trainee Nursing Associate apprenticeship from a non-clinical background. The apprenticeship has allowed me to become part of a team of skilled individuals, with a shared goal of providing high-quality care to service users. It has also developed my confidence. I would recommend the TNA apprenticeship to anyone passionate about caring and wanting to make a difference every day."

Rebecca - Customer Service Level 2

"It's been really successful, it's built my confidence, it's made me feel loads better about myself. The main thing is that it's given me drive to go out and get what I want."

Paige - Business Administrator Level 3

"It's brilliant and the tutors I have been in contact with have been brilliant as well."

Jess - Customer Service Level 2

"I wouldn't see myself leaving the Trust, not now. It just offers so much and the support. And if you want to go and do a degree they'll support that, they'll help you with the funding. It's just a really great company to work for."

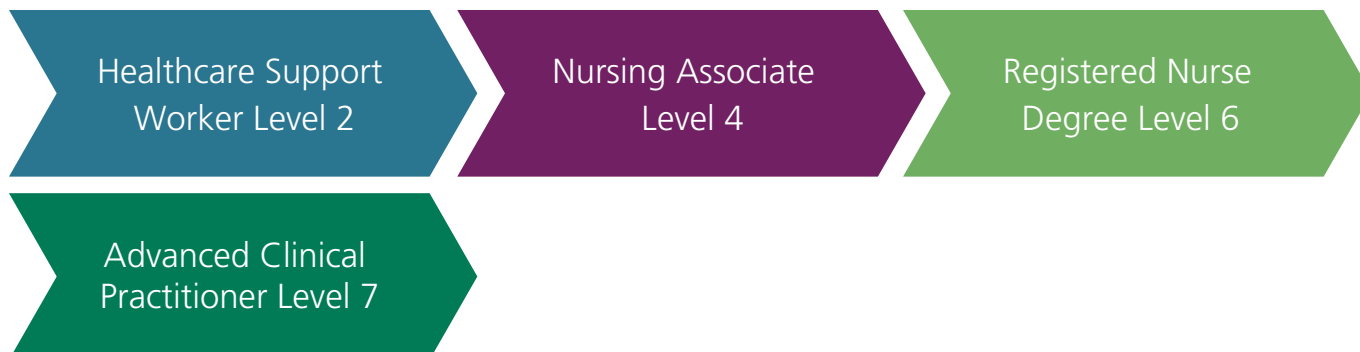
Sophie - Healthcare Science Level 6

"Being an apprentice definitely helped my career progression and I think will in the future. It allows you to learn in a proactive way and take advice from your colleagues."

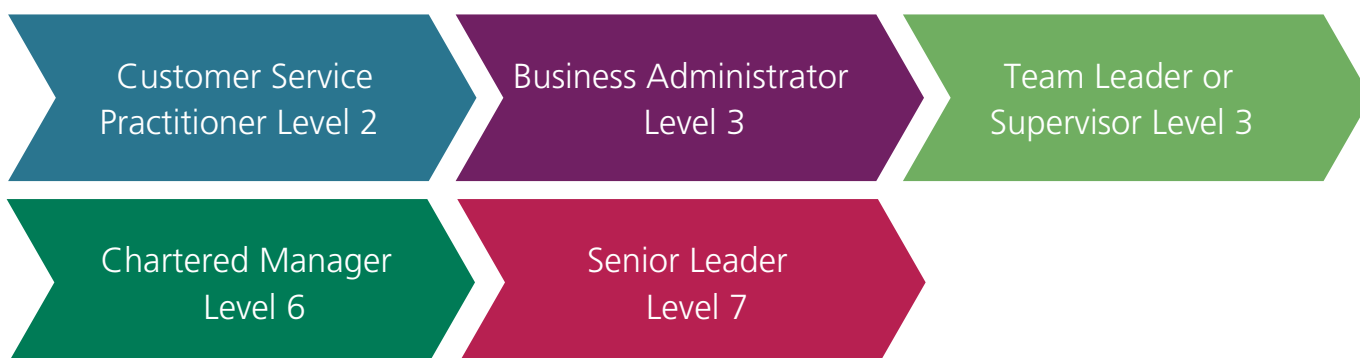
NHS Apprenticeship Career Pathways

There are many NHS Apprenticeship Career Pathways you can choose within STH. Here are some examples of the progression routes available via apprenticeship training.

Nursing



Business Administration and Management



Accountancy



Carpentry



Healthcare Science



NHS Staff Benefits

NHS Pension - Automatic enrolment onto the NHS Pension Scheme

Salary Sacrifice Schemes - including car parking and childcare which means you will save on statutory salary deductions

Day Nurseries - The Trust operates two day nurseries on site at the Northern General and Royal Hallamshire Hospitals

Health and Wellbeing Services - including health checks, mindfulness sessions, staff physiotherapy service and many more

Staff Discounts - Subsidised on-site restaurants and discounts at many shopping, gym and restaurant outlets

Education & Development Opportunities - The Trust is committed to developing staff to achieve their full potential

Travel - STH members of staff can access the H1 Shuttle bus that runs between the hospital sites free upon production of a valid STH ID badge

Support of Work/Life Balance - Flexible patterns of working, special leave and generous annual leave

Appreciating Our Staff - Thank you awards, long service award and retirement gift

Financial Support - Sheffield Credit Union is a financial co-operative that exists for the benefit of its members who live or work in Sheffield and we have additional services to help staff manage debt



Frequently Asked Questions

How long does an apprenticeship take to complete?

As a minimum an apprenticeship takes 12 months to complete but can be up to five years depending on the programme and level.

Will I be an employee during my apprenticeship?

Yes, an apprentice is employed and has the same employment rights as any other member of staff. If you are already employed by STH your terms and conditions will remain the same.

What happens if I leave STH during my apprenticeship?

You have the option to continue your training with a new employer, but STH will stop supporting you if you leave your employment.

Can the apprenticeship programme be paused?

Yes, you can take a 'break in learning' for example if you are long term sick or if you take maternity leave. You need to be in work to complete your apprenticeship training.

If I already have a university degree, can I do an apprenticeship?

Yes, if the apprenticeship chosen requires you to undertake a significant amount of new learning.

What is End Point Assessment (EPA) for apprenticeships?

This is the final assessment that an apprentice must pass to achieve their chosen apprenticeship standard. The nature and duration of this assessment depends on the apprenticeship and End Point Assessment Organisation (EPAO)

What is Off-The-Job Learning?

Off-the-job learning is defined as any activity that is not part of an apprentice's day-to-day role which supports their apprenticeship training. This must be equivalent to at least six hours of off-the-job learning per week for individuals who work 30 hours or more per week. Off-the-job learning hours for part-time apprentices will be calculated on an individual basis. Off-the-job training can occur naturally from the programme and does not need to be completed off site.

Can I enrol onto an apprenticeship if I work part time?

Yes, if you work less than 30 hours per week the duration of the apprenticeship is extended to accommodate your working hours.

Who can be an apprentice?

Apprenticeships can be offered to both new and existing staff. Different Apprenticeships have different entry requirements. Apprenticeships are open to all ages and abilities.

Will I be able to access student discounts?

Yes, all apprentices can buy an apprenticeship NUS Card. This can be done via www.cards.nusextra.co.uk You can also join the Association of Apprentices www.associationofapprentices.org.uk





Sheffield Teaching Hospitals
NHS Foundation Trust

Health Careers

www.healthcareers.nhs.uk

Institute for Apprenticeships and Technical Education

www.instituteforapprenticeships.org

Our website

www.sth.nhs.uk/work-for-us/apprenticeships

PROUD TO MAKE A DIFFERENCE

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

