



Hertfordshire and West Essex Integrated Care System



Hertfordshire and West Essex Integrated Care Board

Hertfordshire and West Essex ICB



APPRENTICESHIP HANDBOOK



Hertfordshire Community NHS Trust

NHS
Hertfordshire Partnership University
NHS Foundation Trust

NHS
The Princess Alexandra Hospital
NHS Trust

NHS
West Hertfordshire Hospitals
NHS Trust


NHS
Central London Community Healthcare
NHS Trust

NHS
Garden House Hospice Care
East and North Hertfordshire
NHS Trust



Credit to Black Country ICB for original handbook design

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FOREWORD



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Published in January 2019, the Long-Term Plan established a framework for how the NHS sets out to deliver high quality, sustainable care into the future.

Recommendations included expanding the number of Nurses, Midwives, Allied Health Professionals (AHPs), and other staff.

Apprenticeships offer important opportunities for creating a diverse Health and Social Care workforce that represents the community of which it serves. Higher Education Institutions (Universities) and the NHS have worked collaboratively to develop an accessible route to a healthcare careers in an ‘earn as you learn’ format.

More recently, the publication in June 2023 of the NHS Long-Term Workforce plan (LTWP) highlights the need for ensuring the NHS has the workforce it needs for the future and how important apprenticeships are to implement that growth.

The following handbook has been developed by the Hertfordshire and West Essex Health and Care Academy to show the range of apprenticeship opportunities available to current staff or those being recruited.



Inside this booklet you will find information about apprenticeship programmes run across Hertfordshire and West Essex, and further around the UK. The handbook seeks to arm potential apprentices, service leads, line managers and apprenticeship leads with the knowledge needed for career growth.

Please remember when using the guide, that courses and guidelines may alter, therefore please follow the relevant links or contact your apprenticeship leads to obtain further information. Please also remember for potential apprentices, you **MUST** have your managers support, so please start by having that career conversation.

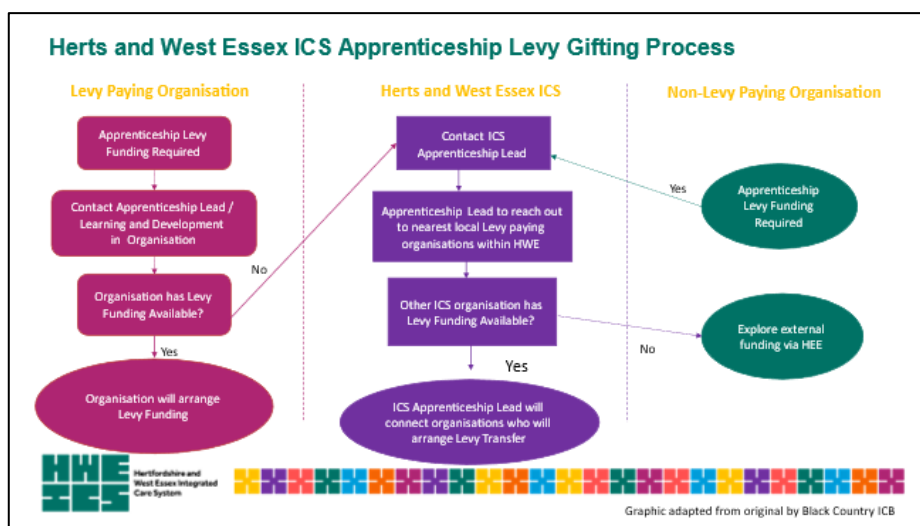
Apprenticeship are hands-on paid jobs allowing the employee to learn valuable skills and obtain a qualification at the end of the course and vary between 1 - 6 years.

For the majority of apprenticeships:

Fees will be covered for your course and qualification by your employer from the apprenticeship levy. You will not be eligible for student finance as you will receive a salary.

The Apprenticeship levy was introduced by the government to fund plans to increase apprenticeship numbers and quality.

If the organisation of which you work does not pay into the apprenticeship levy, you can follow the below process to request a levy transfer from a levy paying organisation. We do this to ensure we are supporting all aspects of health and social care and encouraging our wider voluntary, community, faith and social enterprises to upskill their staff.



WHAT IS AN APPRENTICESHIP?

- An apprenticeship, which must last for a minimum of 12 months, combines hands-on work with the opportunity to train and obtain qualifications.
- It is paid employment, so you earn while you learn.
- An apprentice must spend 80% on the job and at least 6hrs off the Job (OTJ) for those working 30+hrs a week. The rest of your time is spent applying your knowledge and skills in the actual workplace, doing the job that you set out to get.
- At the end of it, you will gain official certification, which will be equivalent to traditional qualifications.
- Apprenticeships are designed to be flexible.

APPRENTICESHIP LEVELS

Apprenticeship levels are set and equivalent to as follows:

- 2 (Intermediate): GCSEs
- 3 ((Advanced): A-Levels
- 4 (Higher): Foundation Degree
- 5 (Higher): Foundation Degree / Year 1 of Bachelor's Degree
- 6 (Degree): Bachelor's Degree
- 7 (Degree): Master's Degree

Internal

Step 1 – Speak with your supervisor / line manager about your desire to complete an apprenticeship.

Step 2 – Supervisor / line manager to discuss with learning and development team to understand if funding is available from the apprenticeship levy and which providers run the course.

Step 3 – Choose a provider and ensure you meet the minimum entry requirements for the apprenticeship. This includes having the physical certificates where needed. (If you don't hold the minimum entry requirements, please discuss further with your learning and development team about enrolling onto courses that will get you academically ready.)

Step 4 – The learning and development team should take over the onboarding process from here and keep you and your line managers updated.



All apprenticeship providers require the apprentice to have passed Level 2 English & Maths (ie GCSE grade 4-9 / A* - C) by the end of their apprenticeship. Within Hertfordshire and West Essex we strongly encourage completion of functional skills prior to commencing an apprenticeship.

For all level 2 qualifications, please initially contact your Trust apprenticeship lead to enrol you onto an online or face to face course.

Learning – Maths & English

Functional skills is fully funded and supported by organisations within Hertfordshire and West Essex ICB. You will undergo an initial assessment which will allow the provider to place you at the correct level.

- Entry level 3, 2, 1
- Level 1
- Level 2

You can also find fully funded access to Basic Key Skills Builder (BKSB) software that supports functional skills learning for all Health and Social Care employers. Allows self-directed study from anywhere via a laptop, PC, tablet mobile phone.

<https://haso.skillsforhealth.org.uk/bksb/>

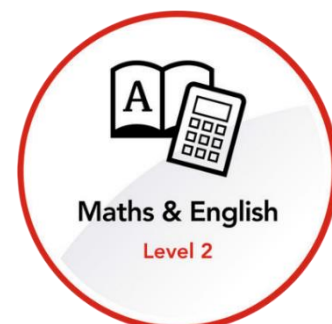
Exams – Maths & English

There is also free access to the English & Maths level 2 exams with Open Awards. The FS exams are either online or on paper.

<https://openawards.org.uk/what-we-offer/functional-skills/>

All Health & Social Care employees can gain Maths & English through the above scheme.

As well as online Level 2 English and Maths (functional skills), there are also options for local face to face providers.



Local Providers

North Hertfordshire College - [Adult GCSE Maths, English and ESOL Courses at North Hertfordshire College](#)

- Hitchin Campus: Cambridge Road, Hitchin, Hertfordshire, SG4 0JD
- Stevenage Campus: Monkswood Way, Stevenage, Hertfordshire, SG1 1LA
- Engineering and Construction Campus: Units 1-6 Fulton Close, Stevenage, Hertfordshire, SG1 2AF

West Herts College - [Entry Level Functional Skills Maths | West Herts College](#)

- Watford Campus: Hempstead Road, Watford, WD17 3EZ
- Hemel Hempstead Campus: Marlowes, Hemel Hempstead, HP1 1HD

Hertford Regional College - [Course Search - Hertford Regional College](#)

- Broxbourne Campus: Turnford, Broxbourne, Herts, EN10 6AE
- Ware Campus: London Road, Ware. Herts, SG12 9JF

Harlow College - [Harlow College - Functional Skills Applications](#)

- Main Campus: Harlow College, Velizy Avenue, Harlow, Essex, CM20 3EZ

Digital Skills

As well as functional skills, you can undertake digital skills to grow your confidence within this area.

You can find local courses here: [Results](#) | [Find a Course](#) | [National Careers Service](#)



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Clinical Apprenticeships Level 2 - 7

CLICK ON THE LOGOS TO BE TAKEN TO THE SUPPORTING UNION OR COLLEGE



LEVEL 2 – Healthcare Support Worker

Adult Care Workers are essential frontline staff who provide care and support to adults with various needs. Their primary objective is to help these individuals achieve their personal goals, live safely and independently, and have control and choice over their lives. This apprenticeship will grow the skills, knowledge, and behaviours required for their chosen role and industry. Adult Care Workers should possess the right values and behaviours, develop relevant skills and competencies to deliver high-quality, compassionate care and support.

This apprenticeship takes place in the workplace and your line manager may release you from your substantive duties to complete study leave.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role
- Level 1 English & Maths
- Completed Care Certificate
- Right to remain and work in the UK for the length of the course

Length of course

- 12 Months

Location

- Steadfast Vocational Training (at workplace) - [Adult Care Worker - Steadfast Training - Start your Career](#)



LEVEL 3 – Senior Healthcare Support Worker

Senior Healthcare Support Workers (SHCSWs) support registered practitioners to deliver high quality, compassionate health and social care to people.

SHCSWs carry out a range of clinical and non-clinical healthcare or therapeutic tasks, under the direct or indirect supervision of the registered healthcare practitioner. They work in a range of services eg hospital, primary, community, health or day case units and many other settings.

- Duties are delegated to you in line with care plans
- Not all duties are routine and you will need to use your knowledge, experience and understanding to take decisions within your area of responsibility
- You are accountable for your work and for reviewing
- The role is undertaken following a period of experience in healthcare so you are able to demonstrate best practice and act as a role model
- You may supervise or guide the healthcare support worker.
- You follow the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role
- GCSE English and Maths at grade C/4 (or a Level 2 Functional Skills in English and Maths)
- Completed Care Certificate
- Right to remain and work in the UK for the length of the course

Length of course

- 18 - 24 Months

Location

- Steadfast Vocational Training (at workplace) - [Senior Healthcare Support Worker - Steadfast Training - Start your Career](#)
- North Hertfordshire College - [Senior Healthcare Support Worker - Apprenticeships with Hart Learning & Development](#)



LEVEL 5 – Associate / Assistant Practitioner

This programme will support you to become an assistant practitioner in your choice of one of the following fields of healthcare: radiography, midwifery, occupational therapy, physiotherapy, and health social care. You will choose one of five pathways to specialise in: radiography, midwifery, occupational therapy, physiotherapy, and health social care. As well as studying a set of generic modules alongside students from all pathways, you will study three distinct modules (two in year one and one in year two) which are specific to your field of practice.

You will be required to complete one virtual study day per week alongside applying your new knowledge within your place of work.

This course has 2 cohorts per year: September & January

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship for at least 2 years.
- GCSE English and Maths at grade C/4 (or a Level 2 Functional Skills in English and Maths)
- Right to remain and work in the UK for the length of the course
- This course can lead you on to the Speech and language Therapy apprenticeship top up.

Length of course

- 2 Years

Location

- University of Cumbria - [FdSc Assistant Practitioner \(Health\) - University of Cumbria](#)
- University of Derby - [Assistant Practitioner Higher Apprenticeship - Apprenticeships courses - University of Derby](#)
- Bedfordshire University – Coming February 2025

LEVEL 5 - Nursing Associate

Nursing Associates will have the ability to provide quality patient care to people of all ages in a wide variety of health and social care settings. This apprenticeship will teach you the skills and knowledge you'll need to become a safe, accountable and proficient nursing associate. From technical skills like taking blood pressure and an ECG to learning how to effectively communicate with patients, families and carers. You'll learn how to prioritise and manage your own case load to meet patient's needs safely and effectively. Every step of the way, you'll benefit from constructive professional feedback. By learning how to evaluate your own delivery of care, you'll become an extremely knowledgeable, reflective and self-aware practitioner.

Nursing Associates are expected to attend University one day per week for 45 weeks of the year, and they also have three six-eight week placement blocks during the academic year.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship for at least 2 years.
- GCSE English and Maths at grade C/4 (or a Level 2 Functional Skills in English and Maths)
- Right to remain and work in the UK for the length of the course

Length of course

- 2 Years

Location

- University of Hertfordshire - [Nursing Associate Degree Apprenticeship | Uni of Herts](#)



Following completion of the level 5 foundation degree apprenticeship - nursing associate, you can continue your studies to become a registered nurse by completing the registered nursing top up apprenticeship.

Nurses play a vital role in providing, leading, coordinating and evaluating care that is compassionate, evidence based, and person centered. They are accountable for their own actions and those who they delegate to and must be able to work autonomously, or as an equal partner with a range of other professionals. They provide nursing care for people across the whole lifespan who could have complex and concurrent mental, physical, cognitive and behavioural care needs and for people at the end of their life.

Registered nurses make an important contribution to the promotion of health, health protection and the prevention of ill health. They do this by empowering people, communities and populations to exercise choice, take control of their own health decisions and behaviours and by supporting people to manage their own care where possible.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship for at least 2 years.
- GCSE English and Maths at grade C/4 (or a Level 2 Functional Skills in English and Maths)
- Have qualified as a Level 5 Nursing Associate and consolidated your learning for at least 6 months
- Right to remain and work in the UK for the length of the course

Length of course

- 19 - 24 months (including end point assessment)

Location

- University of Hertfordshire - [Registered Nurse – BSc \(Hons\) Nursing \(Top-Up\) – Higher and Degree Apprenticeships](#)
- Anglia Ruskin University - [Registered Nurse \(Adult\) - BSc \(Hons\) - ARU](#)
- University of Bedfordshire - [Registered Nurse Apprenticeship | University of Bedfordshire](#)



LEVEL 3 - Maternity Senior Healthcare Support Worker

As a maternity support worker, you'll work under the supervision of a registered midwife. They are sometimes also known as maternity healthcare support workers or midwifery assistants.

You'll be:

- helping to care for mothers and babies
- making routine observations (temperature, pulse, blood pressure, breathing, etc)
- updating records and other admin tasks
- educating parents one-to-one or in groups
- taking blood samples for testing
- ordering stationery and equipment
- preparing equipment
- promoting breastfeeding
- reporting problems to a registered midwife or nurse



Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship for at least 2 years.
- GCSE English and Maths at grade C/4 (or a Level 2 Functional Skills in English and Maths)
- Right to remain and work in the UK for the length of the course

Length of course

- 21 Months (including end point assessment)

Location

- Dynamic Training (at workplace) - [Level 3 Maternity Support Apprenticeship | Dynamic Training](#)

Midwives provide care and support to women, birthing people and their families throughout pregnancy, labour, and during the postnatal period. Often the role is thought to be one of assisting women as they give birth, and whilst this is a vital part of the role, the scope of the role of the midwife is much broader than this. They work in partnership with a wide variety of health and social care professionals, but usually remain the lead health professional for the woman, birthing person and their family, providing evidence-based information and supporting informed decision making about the options and services available throughout their pregnancy.

Entry Criteria

- Working a minimum of 30 hours p/w in a relevant support worker role
- 5 GCSEs at grade 4/C and above including English Language and Maths (Level 2 Functional Skills in English and Maths is also accepted)
- 112 points with at least 96 points from 3 A 'level's or BTEC level 3 QCF qualifications and other qualifications in the UCAS tariff.
- Access to HE diploma in health studies, health science, nursing or another science- based course. 15 credits at level 2 and 45 credits at level 3 of which at least 12 credits should be graded at distinction level and at least 12 credits at merit.
- Diploma in higher education or BSc degree.
- IELTS score of 6.5 overall, with a minimum score of 6 in any area, where English is a second language (unless already registered with the NMC as a nurse or nursing associate).
- Right to remain and work in the UK for the length of the course



Length of course

- 3 Years

Location

- University of Bedfordshire - [Midwife | University of Bedfordshire](#)
- Anglia Ruskin University - [Midwife - degree apprenticeship - BSc \(Hons\)](#)



LEVEL 6 – Physiotherapy

This integrated degree apprenticeship is a three/four year course requiring a combination of day release (approximately one day a week) and clinical placements (between six and eight weeks long). Employers and tutors work in close partnership to develop apprentices' skills and expertise in all core areas of physiotherapy. At the end of the course, apprentices who successfully pass all modules and the End Point Assessment (EPA) will receive a BSc (Hons) Physiotherapy degree and will be eligible to apply to the Health and Care Professions Council (HCPC).

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- English and Maths at Level 2. For example: GCSE grade A-C/4-9, or a Level 2 Functional Skill in English and Maths, or Level 2 Adult Literacy and Adult Numeracy.
- 115 UCAS Points: Level 3 qualification with a natural science focus - A Levels/BTEC/Access to HE/apprenticeship with science as main focus.
- Prior learning and experience will be considered on an individual basis.
- Recent academic study (within the past 5 years)
- Right to remain and work in the UK

Length of course

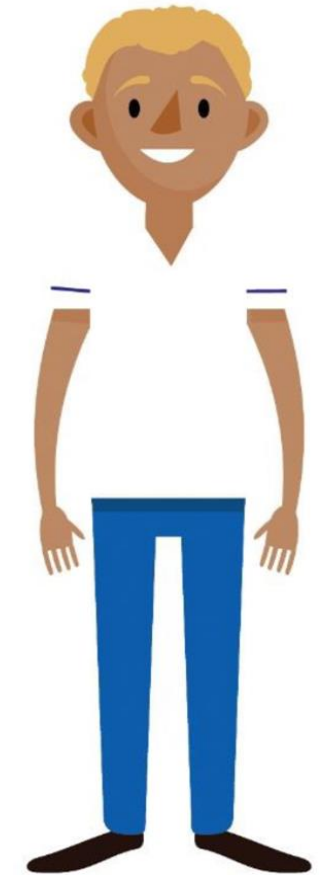
- 3-4 Years

Location

- University of Essex – Colchester Campus (4 years) [Sport, Rehabilitation and Exercise Sciences Apprenticeships | University of Essex](#)
- Coventry University (4 years) – Priory Street [Health and Science - Applicant | Coventry University Apprenticeships](#)
- University of East London (3 years) [BSc \(Hons\) Physiotherapy | University of East London \(uel.ac.uk\)](#)



hcpc health & care
professions
council



LEVEL 6 – Occupational Therapy

Occupational therapy is about being able to do the things you want and have to do. That could mean helping you overcome challenges learning at school, going to work, playing sport or simply doing the dishes. Everything is focused on your wellbeing and your ability to participate in activities. This programme integrates academic study with practice-based learning across all years of study. You will be required to attend university once per week except when you are on block placement.

Drawing on an enquiry-based approach, learning is designed around scenarios involving individuals, carers, families, groups and communities from birth to end of life. It recognises the diversity of occupational therapy practice and embraces a commitment to produce practitioners who are cognisant of health and social disparities and promotes an inclusive and participatory society. The programme affords learners the opportunity to acquire the knowledge, skills and competencies for eligibility to apply for registration as Occupational Therapists with the Health and Care Professions Council (HCPC) and to become members of the Royal College of Occupational Therapists (RCOT).

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- 5 x GCSEs at grade C/4 or above to include English, Maths and Science. Higher qualifications will be considered.
- 104 UCAS Points: Level 3 qualification

A Levels BCC BTEC DMM – DDM Access to HE (12 credits at D, 18 credits at M)

**Prior learning and experience will be considered on an individual basis.

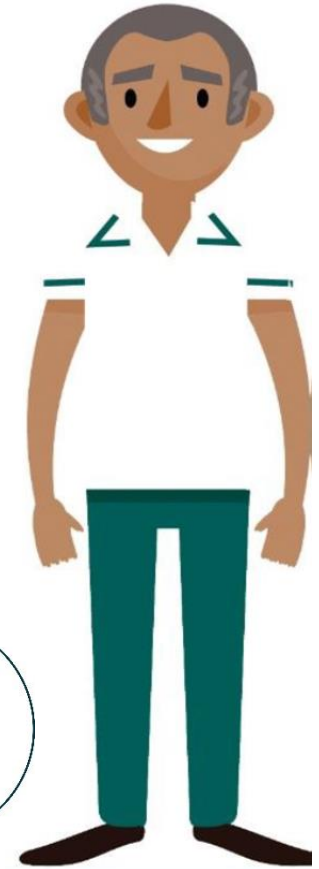
- Recent academic study (within the past 5 years)
- Right to remain and work in the UK

Length of course

- 3 Years

Location

- University of Hertfordshire – [Occupational Therapist Degree Apprenticeship | Uni of Herts](#)



LEVEL 6 – Speech and Language Therapy (top up)

This programme will support you through a combination of theory-based lectures, practical workshops, e-learning and clinical placements. The RCSLT pre-registration Eating, Drinking & Swallowing (EDS) competencies are embedded into the teaching and placement curriculum. Across your academic programme you will have an opportunity to achieve EDS knowledge and practical competencies in a variety of settings. You will attend university twice per week and be supporting your substantive team for the remainder of your time, accept when you are on a block practice placement, where you will be required to complete full 37.5-hour weeks.



Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- Relevant foundation degree or equivalent level 5 qualification (e.g. Associate practitioner level 5).
- English and Maths at Level 2. For example: GCSE grade A-C/4-9, or a Level 2 Functional Skill in English and Maths, or Level 2 Adult Literacy and Adult Numeracy.
- Prior learning and experience will be considered on an individual basis.
- Recent academic study (within the past 5 years)
- Right to remain and work in the UK

Length of course

- 2 Years

Location

- University of Essex – Colchester Campus (4 years) [Health and Social Care Apprenticeships | University of Essex](#)



LEVEL 6 – Operating Department Practitioner

Operating Department Practitioners (ODP) are registered Allied Health Professionals (AHP) that are specifically trained and work within the Operating Department and associated areas. Working alongside other professionals, such as nurses, surgeons, anaesthetists and health care support workers, care will be delivered to patients during all three phases of this acute care environment. This programme will provide the key knowledge and skills to achieve what is both required and expected within the contemporary healthcare setting through both classroom based teaching and clinical placement throughout the duration of study. Various approaches to teaching and learning will be used, including simulation, lectures, seminars, group activities and student-centred approaches.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- Right to remain and work in the UK

Length of course

- 3 Years

Location

- Buckinghamshire New University – [Operating Department Practitioner Apprenticeship \(Level 6\) | Buckinghamsh \(bucks.ac.uk\)](#)



LEVEL 6 – Dietician

Dietitians assess, diagnose, plan, implement, monitor, review and evaluate nutrition and dietetic interventions, utilising the most up-to-date public health and scientific research on food, health and disease to inform their practice. They work in partnership with a diverse range of people to provide tailored, evidence-based practical advice to individuals, groups and populations across the lifespan. They are key members of the MDT and use advanced communication and behaviour-change skills to influence patients' health and wellbeing.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- 96 UCAS points from three A levels or equivalent qualifications such as BTEC Nationals, Cambridge Technicals, OCR Nationals and T Levels.
- Access to HE Diploma from a QAA recognised Access to HE course
- Level 3 Apprenticeship in Allied Health
- Previous degree in healthcare
- Right to remain and work in the UK

Length of course

- 39 months + end point assessment

Location

- Sheffield Hallam University - [Dietitian | Sheffield Hallam University](#)
- University of Hertfordshire – Coming Spring 2025



LEVEL 6 – Diagnostic Radiography

Diagnostic radiographers utilise the latest imaging technology to take high-quality images of inside the body. These images are used to diagnose and monitor illnesses/injuries so patients receive the correct treatment. To produce and interpret diagnostic images, radiographers are equipped with broad knowledge and skills, including patient care and management, anatomy, physiology, professional practice and digital technology. Due to the specialist expertise needed and pressures on healthcare services, Diagnostic Radiographers are in high demand, providing vital practice care and supporting the patient through their diagnostic pathway.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- 120 UCAS points from three A levels (including a C in a science Subject) or equivalent qualifications such as BTEC and T Levels.
- Access to HE Diploma in a Science subject (to include 15 level 3 credits at Merit)
- Level 3 Apprenticeship in Allied Health
- Previous degree in healthcare
- Right to remain and work in the UK

Length of course

- 36 months

Location

- University of west England - [Diagnostic Radiographer - BSc\(Hons\) Diagnostic Radiography - UWE Bristol: Courses](#)
- University of Hertfordshire – Coming January 2025 - [Diagnostic Radiography Degree Apprenticeship | Courses | Uni of Herts](#)



LEVEL 6 – Therapeutic Radiography

As a therapeutic radiographer, you'll be part of a team helping people who are dealing with cancer. Based in a hospital, you'll work with patients and colleagues to design treatment programmes and support patients until their treatment ends. From taking an initial X-ray, to using a CT scanner or a linear accelerator, you'll use some of the most complex and advanced technology to treat tumours. Therapeutic radiographers are also central to a wider multidisciplinary team, working and consulting with colleagues across various departments.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- 120 UCAS points from three A levels (including a C in a science Subject) or equivalent qualifications such as BTEC and T Levels.
- Access to HE Diploma in a Science / Health Studies subject (to include 24 level 3 credits at distinction)
- Level 3 Apprenticeship in Allied Health
- Previous degree in healthcare
- Right to remain and work in the UK

Length of course

- 36 months

Location

- University of Hertfordshire – Coming January 2025 - [Therapeutic Radiography Degree Apprenticeship | Courses | Uni of Herts](#)



Podiatrists study the structure and function of the whole body and specialise in the foot, ankle and lower limb. In addition, podiatrists also take a lead role in supporting people who live with long term conditions that affect the health of the foot and ankle such as arthritis, diabetes, or cardiovascular disease.



Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- 120 UCAS points from three A levels BBB (including a biology / chemistry subject) or equivalent qualifications such as BTEC and T Levels.
- Single A-Level (grade B) in a science subject as a mature student.
- Access to HE Diploma in a Science subject (to include 24 level 3 credits at Distinction)
- Level 3 Apprenticeship
- Previous degree in healthcare
- Right to remain and work in the UK

Length of course

- 36 months

Location

- University of East London - [Allied Health Apprenticeships | University of East London](#)



LEVEL 7 - Art, Drama or Music Therapy

An art, music or drama psychotherapist's task is to support processes of emotional integration by providing a safe, reliable, and therapeutic environment within which the patient or client can create and use art, drama or music-making to express thoughts and feelings, leading to personal insight and positive change.

Herts and west Essex only currently host the Art Therapy Apprenticeship.

Entry Criteria

To apply for the Art Therapy MSc, you will require one of the following:

- a good honours degree (at least a 2.2) in a subject related to the field of study
- a post-experience or professional qualification
- equivalent qualifications (including international qualifications).

Length of course

- 30 months

Location

- Teesside University - [Arts Therapist \(Degree Apprenticeship\) MSc course | Teesside University](#)



LEVEL 7 - Advanced Clinical Practitioner

Advanced clinical practitioners come from a range of professional backgrounds such as nursing, pharmacy, paramedics and occupational therapy. They are healthcare professionals educated to Master's level and have developed the skills and knowledge to allow them to take on expanded roles and scope of practice caring for patients. Advanced clinical practice (ACP) is a defined level of practice within clinical professions such as nursing, pharmacy, paramedics and occupational therapy. This level of practice is designed to transform and modernise pathways of care, enabling the safe and effective sharing of skills across traditional professional boundaries.

Entry Criteria

- Normally a first degree in a health-related discipline.
- Applicants with evidence of equivalent professional development or academic proficiency will be considered.
- Applicants with non-European academic qualifications will need to supply evidence of equivalency through [ENIC](#)
- Current registration with one of the statutory regulators of health and care professions
- Evidence of employer support to undertake the programme including the provision of a mentor with 'occupational competence' and the availability of appropriate clinical supervision
- Normally a minimum of 3 years post-qualification experience.
- Working a minimum of 30 hours per week as a healthcare professional in an appropriate setting
- Right to remain and work in the UK

Length of course

- 3 Years

Location

- University of Hertfordshire - [MSc Advanced Clinical Practice | Courses | Uni of Herts](#)
- Anglia Ruskin University - [MSc Advanced Practice \(Clinical\) - MSc - ARU](#)
- University College London - [Optometry and Ophthalmology \(Advanced Clinical Practice\) MSc | Prospective Students Graduate - UCL – University College London](#)
- The University of Warwick - [Advanced Clinical Practice \(MSc/PGDip/PGCert\) \(2025 Entry\)](#)



LEVEL 2 - Pharmacy Services Assistant

The Pharmacy Services Assistant (PSA) works under the supervision of a Pharmacist, Pharmacy Technician, or other accountable healthcare professional. A PSA will be involved in supporting the supply, preparation and assembly of medicines and products; issuing them to patients and other healthcare professionals and assisting in providing advice to patients to help them to make effective use of their medicines. They will be responsible for ordering and receiving medicines, as well as their storage, disposal and return.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship for at least 2 years.
- GCSE English and Maths at grade C/4 (or a Level 2 Functional Skills in English and Maths)
- Right to remain and work in the UK for the length of the course

Length of course

- 12 – 15 months

Location

- West Suffolk College - [Pharmacy Services Assistant Level 2](#)



LEVEL 3 - Pharmacy Technician

The Certificate of Higher Education in Pharmacy Technician Practice forms part of the apprenticeship standard for Pharmacy Technicians in England.

Each trainee must be allocated an Educational Supervisor in the workplace who will have the responsibility of overseeing the trainees work-based training for the duration of the course. This can be either a pharmacist or pharmacy technician with appropriate experience. UEA provides mandatory training for anyone undertaking this role.

As a blended learning course, trainees will work through a curriculum of interactive online learning, face to face study days and work-based learning.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship for at least 2 years.
- A minimum of 2 GCSEs Grade A-C/4-9 including:
- English and Maths (or a Level 2 Functional Skills in English and Maths) &
- GCSE Science
- Or level 2 Pharmacy Services Assistant
- Right to remain and work in the UK

Length of course

- 2 Years

Location

- University of East Anglia – [Certificate of Higher Education Certificate of Higher Education in Pharmacy Technician Practice Apprenticeship 2024/25 | UEA](#)



Healthcare Science Associates are pivotal to the healthcare science workforce, bridging the gap between Healthcare Science Practitioners and Clinical Scientists. They are engaged in a diverse range of essential diagnostic, therapeutic, and monitoring activities, ensuring seamless patient care from the beginning to the end of life. With minimal oversight, they adeptly manage routine technical and scientific tasks across multiple disciplines within healthcare environments such as hospitals and general practices, demonstrating both versatility and expertise in their field. Completion of this apprenticeship will give you the opportunity to progress onto a degree apprenticeship as a Healthcare Science Practitioner.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- GCSE English and Maths at grade C/4 (or a Level 2 Functional Skills in English and Maths)
- Right to remain and

Length of course

- 12 – 15 months (including end point assessment)

Location

- Dynamic Training - [Healthcare Science Associate | Healthcare Apprenticeships | Dynamic Training](#)



LEVEL 6 - Healthcare Scientist

There are over 50 different specialisms in healthcare science. Our scientists work in laboratories and directly with patients to assess and diagnose disease and illness. Our engineers help patients live independent and fulfilling lives. Our data and technology experts improve systems that benefit patients. Being a healthcare scientist isn't just emotionally rewarding; it offers a career with purpose. With ongoing training, you'll be able to quickly progress, moving to more senior positions.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- 3 A Levels (including a science) or equivalent Level 3 science based qualification
- GCSE English and Maths at grade C/4 (or a Level 2 Functional Skills in English and Maths)
- Right to remain and work in the UK for the length of the course

Length of course

- 3 – 4 years

Location

- Middlesex University - [Healthcare Science \(Cardiac Physiology\) \(Degree Apprenticeship\) BSc Honours 2025 | Middlesex University](#)
- University of Gloucestershire – [Healthcare Science \(Ophthalmic Imaging\) Degree Apprenticeship - University of Gloucestershire](#)
- Aston University - [Healthcare Science \(Audiology\): Degree Apprenticeship | Aston University](#)
- University of West England - [Healthcare Science Practitioner \(Physiological Sciences\) - BSc\(Hons\) Healthcare Science - three Physiological Sciences specialisms - UWE Bristol: Courses](#)





Hertfordshire and
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Hertfordshire and
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Non - Clinical Apprenticeships

Level 2 - 7



LEVEL 2 – Science

Manufacturing Process Op

The broad purpose of the occupation is to complete science-based manufacturing processes to produce materials and products following standard operating procedures. Products are varied and may include battery cells, composite wind turbine parts, drugs, plastic bottles, proteins, and solvents. This involves checking and preparing materials and using specialist science-based manufacturing process plant or equipment. They monitor the process and take action to resolve deviations. Maintaining the work area is part of the role. They contribute to quality control, continuous improvement, and problem-solving activities. They also complete work records, which are important in regulated workplaces.

Entry Criteria

- Working a minimum of 30 hours p/w in a licensed or unlicensed (section 10) Pharmacy Aseptic/manufacturing/technical services environment. (Hospital, Pharmacy Industry or Hubs).
- Right to remain and work in the UK

Length of course

- 18 months (including end point assessment)

Location

- West Suffolk College - [Science Manufacturing Process Operative Level 2](#)

LEVEL 3 – Science

Manufacturing Technician

Science manufacturing technicians work in a wide range of companies, including, but not exclusively, chemical, primary and secondary pharmaceutical, biotechnology, formulated products and nuclear manufacturing. A science manufacturing technician will operate the systems and equipment, involved in the production of products. They may work in varied conditions including wearing specialist safety equipment, shift work and on sites running 365 day operations. Many companies operate under highly regulated conditions and a premium is placed on appropriate attitudes and behaviours to ensure employees comply with organisational safety and regulatory requirements.

Entry Criteria

- Working a minimum of 30 hours p/w in an assistant role relevant to chosen apprenticeship.
- May require 5 GCSEs grade 4-9 (A* – C) including English & Maths. If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- or
- Level 2 in relevant subject.
- Right to remain and work in the

Length of course

- 21 months (+ 6 months allowed to complete end point assessment)

Location

- West Suffolk College - [Science Manufacturing Technician Level 3](#)
- CSR Scientific Training Limited - [Scientist Training Program | Apprenticeship Provider | CSR Group / Science manufacturing technician 2023 / Institute for Apprenticeships and Technical Education](#)

LEVEL 3 – Heating & Ventilating, Servicing & Maintaining H&V Systems

Building Services Engineering makes buildings work. It is a specialist branch of engineering within the construction sector. Craftspersons undertake the installation, testing, precommissioning, commissioning and decommissioning of large-scale engineering systems which are used for heating workplaces such as those found in industrial and commercial buildings like office blocks, factories, schools and hospitals. These engineering systems operate by moving temperature-controlled water around the inside of buildings, providing heating and cooling, and utilise fossil fuels and sustainable energy systems. Craftspersons have detailed knowledge of the system's operating principles.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

- 36 - 48 months (including end point assessment)

Location

- Choice Training - [Choice Training | Services Engineering Craftsperson Level 3](#)



LEVEL 3 – Engineering Maintenance

Machinists in the Advanced Manufacturing Engineering sector are predominantly involved in highly skilled, complex and precision work, machining components from specialist materials using conventional and/or CNC machine tools such as centre lathes, vertical and horizontal milling machines, horizontal and cylindrical grinding machines, electro discharge machines, single and multi- axis CNC machine tools centres. They will be expected to be able set up, operate and adjust/edit equipment settings as applicable to the machine tool being used. When using CNC equipment you will be expected to be able to produce, prove and/or edit programmes. During and on completion of the machining operations you will be expected to measure and check the components being produced and make adjustments to the equipment/programme to ensure components meet the required specification.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Level 2 in engineering based qualification preferred or BTEC in manufacturing.
- Relevant work experience may be considered
- Right to remain and work in the UK

Length of course

- 48 months (including end point assessment)

Location

- Dudley College of Technology - [Engineering Technician \(Machining\) - Level 3 ST0457](#)

LEVEL 3 - Business Administration

The business administrator is responsible for supporting and engaging with different parts of the organisation and interacting with internal or external customers. They are expected to demonstrate strong communication skills, a proactive approach to skill development, and the ability to manage priorities and solve problems. The role also involves contributing to the efficiency of the organisation through support of functional areas and resolving issues as requested. Business administrators have a highly transferable set of knowledge, skills, and behaviours that can be applied in various sectors, and they work towards developing key skills and behaviours to support their progression towards management responsibilities.

Entry Criteria

- Working a minimum of 30 hours p/w in an administrative role.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- Right to remain and work in the UK

Length of course

- 18 months

Location

- Steadfast Training - [Business Administrator - Steadfast Training - Start your Career](#)
- Ixion Holding (Contract) Limited - [Business Administrator – Level 3 Apprenticeship | Ixion Holdings](#)

LEVEL 3 – HR Support

Human resources (HR) make sure that our colleagues both on the frontline and behind the scenes are fully supported and able to do their jobs. They will be involved in the recruitment of staff, maintaining up to date records, assisting employees if they run in to problems within the workplace and work closely with health unions and professional bodies.

You'll manage all issues relating to the employment of your NHS colleagues. This could involve also advise and support managers in dealing with, for example:

- managing performance – making sure staff are doing their jobs as they should
- disciplinary – dealing with staff who do something wrong
- absence – including holiday leave, sick leave, study leave or compassionate leave

Entry Criteria

- Working a minimum of 30 hours p/w in a HR role.
- English & Maths at grade 4 - 9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

- 15-18 months (including end point assessment)

Location

- Lifetime Training Group Limited - [HR Support Level 3 apprenticeship](#)
- North Hertfordshire College - [HR Support - Apprenticeships with Hart Learning & Development](#)
- Together Training - [Together Training](#)





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LEVEL 3 - Library, Information & Archive Services Assistant



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Library, Information and Archive Services (LIAS) Assistants perform a front line/global role in all sectors (including public, health, legal, commercial, educational, government, heritage/cultural and entertainment), supporting society through anticipating, determining, stimulating and satisfying the needs of existing and potential users for access to information in an ethical and fair or appropriate manner.

In summary, LIAS Assistants help users find the information and resources they need in order to resolve their specific query. User needs vary across sectors and could include finding textbooks to support their learning; legal materials to support law activities; images to create a design; trademark information to create a new product; health information to diagnose a patient etc. Digital services, digital literacy, information literacy, general literacy, customer service, problem solving, organisation of resources and systems underpin and characterise the work in this profession.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- Right to remain and work in the UK

Length of course

- 18 months (including end point assessment)

Location

- SCCU - [Library & Archive Assistant L3 \(Standard\)](#)



LEVEL 3 – Assistant Accountant

An assistant accountant is a **junior or mid-level role within the finance and accounting team**. They support the accounting team in completing basic bookkeeping and clerical tasks, such as preparing budgets, collecting documentation, and gathering information for payroll processes. They usually report to a financial accountant, management accountant, or finance manager. Their primary duties include reconciling accounts, managing payroll, and preparing financial reports. They help in the operation of day-to-day financial activities and may be involved in regulatory financial requirements.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- Typically 5 GCSEs grade 4-9 (A* - C) including English & Maths. If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

15-18 months (including end point assessment)

Location

- First Intuition (at workplace) - [Level 3 Assistant Accountant - First Intuition Apprenticeships](#)



LEVEL 3 – Team Leader / Supervisor

A Team Leader, or Supervisor, leads and manages a team of employees. Their duties include setting team workloads, training staff members and ensuring employees work towards company goals and objectives.

- Communicating goals and deadlines to team members
- Planning workloads and delegating tasks
- Creating a productive work environment for the team using gamification, trust and other appropriate strategies
- Assessing team performance and providing feedback to employees
- Assisting with hiring and training employees
- Assisting with the daily operation of the organisation
- Performing customer service functions, including interacting with customers and answering questions
- Providing teams with information about recent developments, programmes and policy changes of management

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- Typically 5 GCSEs grade 4-9 (A* - C) including English & Maths. If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Relevant work experience may be considered
- Right to remain and work in the UK

Length of course

- 16 months (including end point assessment)

Location

- BPP (at workplace) - [Level 3 Team Leader Apprenticeship - BPP](#)
- Raise the Bare Limited (at workplace) - [Excelling in Team Leadership - Raise the Bar](#)
- Riverside Training Limited (at workplace) - [Level 3 Team Leader - Riverside Training](#)

LEVEL 4 – Data Analyst

The broad purpose of the occupation is to ascertain how data can be used in order to answer questions and solve problems. Data analysis is a process of requirement-gathering, inspecting, cleansing, transforming and modelling data with the goal of discovering useful information, informing conclusions and supporting decision-making. Data analysis has multiple facets and approaches, encompassing diverse techniques under a variety of names. In today's world, data analysis plays a crucial role in making decisions more evidence-based and helping organisations operate more effectively.

For example: a data analyst may investigate social media trends and their impact on the organisation. In retail, a data analyst may break down sales figures to make recommendations on product placement and development. In HR a data analyst may investigate staff retention rates, in order to decide on recruitment strategy. In a hospital, a data analyst may investigate wait times for different departments, in order to provide a better service to its patients.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- No previous computer science degree
- Right to remain and work in the UK

Length of course

- 14 - 24 months

Location

- Cambridge Spark (at workplace) - [Level 4 Data Analyst Apprenticeship](#)



LEVEL 4 - Business Analyst

The broad purpose of the occupation is to understand the needs of stakeholders and how these can be met through business change and digital solutions. Business Analysts are change professionals that help organisations deliver business and digital change successfully.

Business Analysts document business problems and user needs, and create solution requirements that align to best practice, and present them in a meaningful and logical way appropriate to the audience. Business Analysts manage stakeholder relationships, ensuring collaboration between business and technical stakeholders. By focusing on benefits and outcomes they ensure the right problems are solved and the right products are developed.

A common area of focus for the Business Analyst role is to model business processes and to facilitate, coordinate and document requirements for the proposed business and IT changes. Business Analysts will determine and present solutions of how technology can be used to deliver business improvements, and support business acceptance to ensure that the proposed solution meets the defined requirements.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- Right to remain and work in the UK

Length of course

- 15 months (including end point assessment)

Location

- Multiverse Group Limited (at workplace) - [Business Transformation Fellowship](#) | [Transformation Courses](#) | [Level 4 apprenticeship](#) | [Multiverse](#)

LEVEL 4 – Information Manager

The broad purpose of the occupation is to support the delivery and management of critical information, whether digital or otherwise, in the delivery phase of an infrastructure project and the ongoing management of that information within the operational phase of the resulting asset. The Information Manager ensures that information meets required quality and specifications and is collected, managed and transferred effectively ensuring its value is understood, maximised and reused where it describes its physical asset counterpart (the digital twin). Effective information management not only enables efficiencies to be achieved throughout an asset's lifecycle, it also provides the opportunity to develop further insight or innovation by using, collaborating and manipulating information in more effective ways.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- Level 3 Business Administration
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Relevant work experience may be considered with evidence of project management and line management skills.
- Right to remain and work in the UK

Length of course

- 18 months (including end point assessment)

Location

- Yeovil College (at workplace) - [Course - Yeovil College Yeovil College](#)

LEVEL 4 – DevOps Engineer

A DevOps Engineer enables organisations to get valuable working software out in front of active users, both external and internal, frequently and safely, reducing time to market, delivering increased value - both with respect to the end user and the business - and improving the quality of digital services. At its simplest, DevOps is a philosophy and way of working that brings together two historically disparate parts of the IT organisation, namely those who develop the software and those who are then required to support it in the live environment. The DevOps Engineer encapsulates both disciplines, requiring the individual to understand and appreciate how their code functions when being used in the real world and troubleshoot any issues that may arise, while taking a cloud-infrastructure focused perspective. This means taking responsibility for all aspects of the development and operations process - the design, build, test, implement, release and continual iteration of products.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- A Level in STEM subject, or Level 3 BTEC in STEM Subject, or Level 3 IT Apprenticeship.
- Relevant work experience may be considered
- Right to remain and work in the UK

Length of course

- 19 months (including end point assessment)

Location

- QA Limited (at workplace) - [DevOps Engineer Level 4 Apprenticeship | QA](#)

LEVEL 4 – Network Engineer

A Network Engineer provides networks and systems to deliver the objectives of varied organisations. They will make sure that systems are working at optimum capacity and problem solve where they are not. To be able to do this effectively a Network Engineer must interpret technical information and understand organisational requirements and expectations. They support delivery of legislatively compliant solutions to challenges in network and infrastructure.

Network Engineers deal with both hardware and software issues. They are a key part of putting things right quickly when networks fail, and they communicate problems that they have identified with network integrity or performance rapidly to ensure service is resumed and downtime minimised. Network Engineers help customers both technical and non-technical to install computer networks, maintain them, and offer technical support to users where necessary.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- A Level in ICT, or Level 3 BTEC in IT, or Level 3 IT Apprenticeship.
- Relevant work experience may be considered
- Right to remain and work in the UK

Length of course

- 18 months (including end point assessment)

Location

- QA Limited (at workplace) - [Network Engineer Apprenticeship Level 4 | QA](#)

LEVEL 4 – Improvement Practitioner

Improvement Practitioners use a blend of Lean and Six Sigma, project and change management principles and tools to identify and lead the delivery of change across organisational functions and processes. Improvement Practitioners can be found across all sectors and functions including automotive, banking, engineering, food products, IT, property, retail, telecoms, Local and County Councils, NHS, Voluntary / Charity, Utilities, Pharmaceuticals, Insurance, Hospitality etc.

Typically, Practitioners lead smaller projects and/or play a key supporting role in a larger programme – tackling issues that may require swift problem solving, or re-occurring challenges that require in-depth analysis and the implementation of a range of effective and sustainable countermeasures. They are the focal point for all stakeholders and responsible for communication throughout a project.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- English & Maths at grade 4 - 9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

- 14 - 18 months (including end point assessment)

Location

- Capella (at workplace) - [Level 4 Improvement Practitioner Apprenticeship - PMI](#)
- Reflect Learning (at workplace) - [Level 4 Improvement Practitioner — Reflect Learning](#)



Hertfordshire and
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LEVEL 4 – Associate Project Manager



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With this project management level 4 qualification, you'll show you have the skills and knowledge to follow a range of career paths, whether as a project manager, improvement specialist, or change lead. Once you've finished the programme, you'll have the opportunity to pursue an additional specialist professional qualification through our partnership with Firebrand. This includes globally-recognised standards such as APM PMQ, PRINCE2 Foundation and Practitioner, or APMG AgilePM Foundation and Practitioner.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- Typically 5 GCSEs grade 4-9 (A* - C) including English & Maths. If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- 48+ UCAS points is recommended.
- Relevant work experience may be considered with 2+ years supporting project delivery.
- Right to remain and work in the UK

Length of course

- 18 months (including end point assessment)

Location

- BPP (at workplace) - [Project Management Apprenticeship - BPP](#)
- Steadfast Training Limited (at workplace) - [Associate Project Manager Apprenticeship - Steadfast Training - Start your Career](#)



Hertfordshire and
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LEVEL 4 – Commercial Procurement and Supply



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The Level 4 Procurement and Supply Chain Practitioner Apprenticeship suits newcomers in roles like Category Buyer. SRSCC's Procurement and Supply Apprenticeship focuses on competencies across the procurement cycle, emphasising Contract Support. Participants gain expertise in evaluating quotations, preparing for careers in commercial procurement and supply management.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

- 24 months (including end point assessment)

Location

- SR Supply Chain Consultants (at workplace) - [L4 Procurement and Supply Chain Practitioner Apprenticeship | SRSCC](#)



LEVEL 4 – Data Protection and Information Governance Practitioner

This occupation is found in organisations of all sizes across all sectors where personal and commercial data is processed. Data protection and information governance practitioners work in varied environments including in an office, onsite, or remotely.

The broad purpose of the occupation is to provide regulatory and technical advice and guidance providing assurance to key stakeholders and regulators of compliance with information governance (IG) and data protection (DP) requirements. Organisations must comply with information governance legislation to protect the confidentiality, integrity and availability of its information assets. The data protection and information governance practitioner (DP&IGP) will contribute to the annual work plan and assist in the planning and organisation of IG, ethics and DP activities. The DP&IGP will also provide advice and training with regard to improving data management and will support the senior team in the development and delivery of operational and strategic information requirements.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

- 19 months (including end point assessment)

Location

- Damar Training (at workplace) - [Data Protection and Information Governance Apprenticeships - Damar Training](#)

LEVEL 5 – Data Engineer

This occupation is found in a wide range of public and private sector organisations who work with large data sets including Government departments, NHS, financial and professional services, IT companies, retail and sales and education providers.

The purpose of the occupation is to build systems that collect, manage, and convert data into usable information for data scientists, data analysts and business intelligence analysts to interpret. A data engineer's main aim is to make data accessible and valid so that an organisation can use it to evaluate and optimise their performance. The role of the data engineer is pivotal to any organisation; it ensures that data pipelines are established to support data scientists and other business stakeholders.

A data engineer will build and implement data flows to connect operational systems, and re-engineer manual data flows to enable scalable and repeatable use. They integrate, support and manage the build of data streaming systems, writing extract transform and load scripts that perform in line with business requirements.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

- 14 months (including end point assessment)

Location

- Cambridge Spark (at workplace) - [Level 5 Data Engineer Apprenticeship](#)



LEVEL 5 – People Professional

People professionals will often be required to make decisions and recommendations on what the business can/should do in a specific situation. They will be influencing managers to change their thinking as well as bringing best practices into the organisation. They are also likely to lead the people related elements of business or HR projects. Whatever their role, they will need to link the work they do to the context and priorities of the business. In a larger organisation, they may be one of a team supporting the business and they may also have responsibility for managing people.

Entry Criteria

- Working a minimum of 30 hours p/w in a support worker role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- Right to remain and work in the UK

Length of course

- 18 months

Location

- North Hertfordshire College - [People Professional \(Level 5\) - Apprenticeships with Hart Learning & Development](#)
- Lifetime Training Group Limited (at workplace) - [People Professional Level 5 apprenticeship](#)
- BPP (at workplace) - [Level 5 HR Apprenticeship - BPP](#)



LEVEL 5 - Operations or Departmental Manager

An Operations or Departmental Manager manages teams and/or projects to achieve operational goals as part of the organisation's strategy. They are accountable to a higher-level manager or owner, and work in all sectors and organisation sizes. Their responsibilities may include creating and delivering operational plans, managing projects, leading teams, managing resources, coaching and mentoring.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- Level 2 in English & Maths (GCSE C/4 or above or Functional Skills)
- Right to remain and work in the UK

Length of course

- 30 months

Location

- Always Consult Limited (at workplace) - [Operations Departmental Manager - Level 5 - AC Training](#)
- Captiva Learning Limited (at workplace) - [Operations/ Departmental Apprenticeship | Level 5 - CMI](#)
- Learning Curve Group Limited (at workplace) - [Operations Manager Apprenticeship](#)
- Paragon Education & Skills Limited (at workplace) - [Level 5 Operations Departmental Manager Apprenticeship | Paragon Skills](#)
- Raise The Bar Limited (at workplace) - [PowerPoint Presentation](#)
- Steadfast Training Limited (at workplace) - [Operations Manager Apprenticeship - Steadfast Training - Start your Career](#)

LEVEL 5 - Coaching

The broad purpose of the occupation is to work with a wide range of individuals and teams across organisations, to empower and engage with them to enhance their professional performance. Coaching is a way of leading in a non-directive manner, helping people to learn through deep listening and reflective, open questions rather than instructing, giving advice or making suggestions.

Coaching is a way of treating people, a way of thinking and a way of being which is seen as vital to supporting individuals and organisations in increasingly volatile and ever-changing environments. The underlying and ever present purpose of coaching is building the self-belief of others, regardless of the context, to be curious and self-aware, better equipping them to collaborate, innovate, deal with the increasing pace of change and get the best from increasingly diverse environments. Effective coaching is future focussed, releases potential, and enables transition, transformation and change for business improvement. Understanding self, commitment to self-development, managing the contract, building the relationship, enabling insight and learning, outcome and action orientation, use of models and techniques and evaluation are key overarching areas which feature within this occupational area

Entry Criteria

- Working a minimum of 30 hours p/w in role relevant to chosen apprenticeship.
- English & Maths at grade 4 - 9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

- Typically 14 months (including end point assessment)

Location

- Academy of Leadership & Management (at workplace) - [The School of Leadership and Management – Level 5 Coaching Professional Apprenticeship - Academy of Leadership & Management](#)
- BPP (at workplace) - [Coaching Apprenticeship - BPP](#)
- Ixion Holdings (contracts) Limited (at workplace) - [Coaching Professional – Level 5 Apprenticeship | Ixion Holdings](#)

LEVEL 5 – L&D Consultant

A Learning & Development (L&D) Consultant/ Business Partner is accountable for ensuring L&D contributes to, and influences, improved performance in the workplace. They also have the responsibility to align learning needs with the strategic ambitions of the business. They are agents for change, influencing key stakeholders, making decisions and recommendations on what the business can / should do in an L&D context. They are also likely to lead on any L&D-related elements of business projects. The L&D Consultant / Partner will often have expertise and competence in a specific field whether it be technical, vocational or behavioural. The role can be a generalist L&D or more specialist, where the expertise is in a specific area such as organisation development, digital / blended learning, resourcing, or talent management.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

- 21 months (including end point assessment)

Location

- Riverside Training Limited (at workplace) - [Learning & Development Consultant/Business Partner Level 5 - Riverside Training](#)



LEVEL 6 – Chartered Manager

A Chartered Manager is a **professional who has achieved the highest status in the management and leadership industry**. They have exceptional skills and a high commitment to continuing professional development (CPD), and their status as a Chartered professional in recognition of their expertise.

The programme blends academic learning with on-the-job training, enabling apprentices to become confident, capable and independent Chartered Managers (CMgr), the industry gold standard for management professionals.

Taught units are supported by work-based projects that focus on live business scenarios and real-world problem-solving.

Entry Criteria

- Working a minimum of 30 hours p/w in a role relevant to chosen apprenticeship.
- 104 - 120 UCAS points at A Level or equivalent Level 3 qualification BTEC, Access to HE, T Levels etc.
- English & Maths at grade 4-9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Relevant work experience may be considered
- Right to remain and work in the UK

Length of course

- 36 - 48 months

Location

- Manchester Metropolitan University (at workplace) - [Chartered Manager Degree Apprenticeship | Manchester Metropolitan University](#)
- Hertfordshire University - [Chartered Manager Degree Apprenticeship | Courses | Uni of Herts](#)
- Arden University (at workplace) - [Level 6 Chartered Manager Degree Apprenticeship, BSc \(Hons\) Health and Care Management \(CMI\) | Arden University](#)

LEVEL 7 – Accountancy or Taxation Professional

An Accountant is a trained financial professional, whose responsibility is managing and analysing financial data, and providing financial advice.

A tax professional is a certified professional who assists individuals and businesses in planning and filing their taxes. They ensure compliance with federal, state and local tax laws and identify tax-saving opportunities.

Entry Criteria

- Working a minimum of 30 hours p/w in an assistant role relevant to chosen apprenticeship.
- 5 GCSEs grade 4-9 (A8-C) including English & Maths. If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Right to remain and work in the UK

Length of course

- 36 months

Location

- First Intuition (at workplace) - [Level 7 Professional Accountant - Apprenticeships - First Intuition](#)

LEVEL 7 – Senior Leader

Strategic management and leadership is an exciting area, rich with possibilities. We'll support you to become a responsive, responsible and inclusive leader. Our course content has been designed to meet the needs of employers, meaning you'll gain up-to-date relevant knowledge and skills every step of the way. Through personal and professional development, you'll foster expert leadership capabilities. You'll develop a rich self-awareness, giving you the insight to respond, adapt and make decisions with clarity.

Entry Criteria

- Working a minimum of 30 hours p/w
- English & Maths at grade 4 - 9 (A* - C). If English & Maths has not been achieved at the required level, you will be required to complete Level 2 Functional Skills.
- Honours Degree 2:2 or A Higher Degree or a Professional Qualification of equivalent standard in any discipline.
- Minimum of 3 years of relevant full time work experience.
- Right to remain and work in the UK

Length of course

- 24 months (including end point assessment)

Location

- Arden University (at workplace) - [L7 Senior Leader Apprenticeship \(Health & Care\) plus optional Exec MBA | Arden](#)
- University of Hertfordshire - [Senior Leader Higher Apprenticeship | Courses | Uni of Herts](#)
- Captiva Learning Limited (at workplace) - [Senior Leadership Programme](#)
- University of Reading (at workplace) - [Senior Leader Apprenticeship | Leadership... | Henley Business School](#)
- University of Manchester (at workplace) - [Elizabeth Garrett Anderson Senior Leader Apprentice | Management Practice Course | Alliance MBS](#)



Hertfordshire and
West Essex Integrated
Care System

Trust / Organisation Contacts



Hertfordshire and
West Essex
Integrated Care Board

East and North Hertfordshire Trust – enh-tr.apprenticeships@nhs.net

Hertfordshire Community Trust – hct.learninganddevelopment@nhs.net

Princess Alexandra Hospital Trust – paht.apprenticeships-work-experience@nhs.net

Hertfordshire Partnership Foundation Trust – hpft.apprenticeship@nhs.net

Essex Partnership University Foundation Trust – epunft.apprenticeships@nhs.net

Central London Community Trust – clcht.apprenticeships@nhs.net

West Hertfordshire Hospital Trust – westherts.apprenticeships@nhs.net

Primary Care Training Hub – hwetraininghub@nhs.net

Rennie Grove Peace – learning&development@renniegrovepeace.org

Garden House Hospice – enquiries@ghhospicecare.org.uk

