

## **NES National Pre-registration Trainee Pharmacy Technician Scheme Steering Group**

### **General Points to Consider when Engaging with FE College(s) to Secure Technical Apprenticeship Funding.**

In response to the NES National Pre-registration Trainee Pharmacy Technician Scheme Steering Group members, NES pharmacy, in collaboration with Angela Cannon, Greater Glasgow & Clyde and Laura McKie, NES, have compiled the following guidance on general points employers may wish to consider whilst engaging with and securing TA funded places, via further education colleges.

The following points are for guidance only and NES do advise that boards liaise with their finance and procurement teams, employability leads and/or apprenticeship advisors for additional guidance.

#### **Planning**

- How many PTPTs is your service considering recruiting
- Upon training completion, please refer to local board policy with regards to recruitment and retention.
- Have you considered/planned for recruiting existing support workers into the PTPT role, or are you looking at new recruits and what the impact might be on the age profile? (Training Providers receive contract allocations in age group classifications with varying level of funding depending upon age)
- Has initial contact been made with the college to confirm the following:
  - course fees,
  - availability of places,
  - next intake of PTPTs
  - what day of the week online learning will be delivered.
- Is there an existing infrastructure of Work Based Assessors (WBA) to support the assessment of vocational qualification – if not, will there be an expectation that the college to do this for the service?
- Will the service have the ability to provide the necessary exposure to all elements of pharmacy practice, as per the GPhC IET Standards for Pharmacy Technicians and if not, can a placement be arranged to cover any gaps in the PTPTs training?
- Will the service have the necessary IT equipment e.g. Laptop, to ensure that there are no barriers to the PTPT attending online classes and is there a quiet place for the PTPT to work and study.
- Does the service have sufficient capacity to allow the trainees protected study time for college days and for SVQ portfolio work?

**Engaging with FE College(s)**

- What level of funding is the college able to allocate to each PTPT and can the details of how this is calculated be shared
- What age groups do you have funding for within this occupational grouping/framework? And are you charging employers for additional contributions for those aged 20-24 or 25+?
- What is your model of delivery? (days per week, remote access or hybrid delivery etc)
- Is there documentation to complete before the PTPT is enrolled onto the college programme e.g. Health & Safety, Equality and Diversity, Workplace Checklist and if so, who will complete this?
- How will you approach the formal induction of the trainees required for SDS purposes? What will college staff take responsibility for and what do you expect us, as the employer to do?
- Are you responsible for all registration and certification requirements for the qualifications and apprenticeship framework, and associate costs?
- As a provider, are you able to deliver on ALL components of the apprenticeship framework requirements?
- Do you have sufficient capacity to undertake the SVQ assessment activity or would you be expecting this to be delivered by local work-based assessors?
- If unable to deliver the SVQ assessment activity and you require local WBA to support this, what level of funding will you provide to the Health Board?
- Will any funding that is secured be affected if we require a member of the college team to help us with assessment and verification of the vocational qualification as well?
- If we are supporting SVQ activity, will we receive direct payments towards the PTPT throughout the training period or at the end of their training e.g. Milestones, and if so what will this process include.
- What is the process, and who is responsible for the quarterly progress reports which need to be completed every 13 weeks. Who is responsible for any associated compliance issues?
- Who will be responsible for maintaining all documentation completed throughout the training programme

- Who is the named lead/single point of contact for this apprenticeship delivery within the college?
- Will we be working with and be able to contact the same person at the college to ensure continuity and support if required?
- What is the process for the college providing us with attendance and progress reports?
- What is the college policy on managing apprentices with long term sickness and/or additional support needs which may impact upon their training and progression?
- What is the process for boards being notified if the PTPT has any learning difficulties or additional learning needs, that haven't been disclosed to us, as their employer?
- Will the PTPT be resulted/certified as soon as they have completed their qualification(s) to allow for timely GPhC registration i.e. college holidays.

### **General**

- What will the qualification induction include and how will this be delivered?
- How much notice will be given to prepare for external verification visits?
- Will the college external verification report be shared with all stakeholders, and if so, how is this done?
- Will the college provide standardisation meetings if necessary?
- Will the college provide training and support to PTPTs on their e-portfolio systems?
- What is the college process for supporting trainees in difficulty?