



2020/2021

APPRENTICESHIP PROSPECTUS



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Healthcare Apprenticeships



Healthcare **Support Worker**

Level: 2

Duration: 12 Months

Funding Band: £3000 (Standard)

A **Healthcare Support Worker** is part of a team providing high quality and compassionate care to individuals, carrying out well defined clinical duties, checking on overall progress, comfort and wellbeing.

You will train alongside your employer in the workplace, undertaking units such as: Communication, Health Intervention, Personal development, and Equality and diversity.

Mandatory Qualifications; Apprentices without Level 1 English and Maths will need to achieve this level and take the test for Level 2 English and Maths prior to completion of their Apprenticeship, You will also be supported to achieve the Care Certificate.

Senior Healthcare **Support Worker**

Level: 3

Duration: 18 Months

Funding Band: £5000 (Standard)

As a **Senior Healthcare Support Worker** you will provide high quality, compassionate healthcare, following standards and policies.

You may work in a range of services e.g. hospital, community, midwifery led unit, operating theatre, nursing or care home, GP surgery, etc.

Mandatory Qualifications; Level 2 in English and Maths. You must complete a Level 3 Diploma in Healthcare Support prior to taking the end-point assessment, you will also be supported to achieve the Care Certificate.

Healthcare Cleaning Operative

Level: 2

Duration: 12 months

Funding Band: £4000 (Standard)

Healthcare Cleaning Operatives may work in establishments that require cleaning to a healthcare standard to prevent adverse effects on the health of high-risk service users, such as; hospitals, care homes, Healthcare settings within prisons and schools.

Those undertaking this apprenticeship, their role must solely be for the purpose of cleaning such areas and they must be able to achieve the full breadth of the knowledge, skills and behaviours required to successfully complete this apprenticeship within their everyday

Mandatory Qualifications; You may be required to take Functional Skills in English and Maths.

Healthcare Assistant Practitioner

Level: 5

Duration: 18 Months

Funding Bands: £12000 (Standard)

Assistant Practitioners work as part of the wider health and social care team and have direct contact with patients, service users or clients providing high quality and compassionate care. Assistant Practitioners work at a level above that of Senior Healthcare Support Workers and have a more in-depth understanding about factors that influence health and ill-health.

Mandatory Qualifications; Care Certificate, Level 5 Diploma for Assistant Practitioners in Healthcare or equivalent. You may be required to take Functional Skills in English and Maths.



Healthcare **Science Assistant**

Level: 2

Duration: 12-18 months

Funding Band: £5000 (Standard)

The Healthcare Science Assistant (HCSA) typically supports safe patient care across all care pathways from conception to end of life in job roles within hospitals, general practice and other settings in the healthcare sector and across all areas of healthcare science.

HCSAs perform a range of low risk, routine technical and scientific procedures usually within one broad area of HCS, following specific protocols and in accordance with health, safety, governance and ethical requirements. HCSAs work using standard operating procedures, initially under direct supervision but increasingly with experience, under indirect supervision.

Mandatory Qualifications; The AHCS will require the Level 2 Diploma in Healthcare Science as an underpinning qualification for the HCSA apprenticeship. Apprentices must achieve Level 1 English and mathematics and take the test for Level 2 prior to taking the end-point assessment.

Healthcare **Science Associate**

Level: 4

Duration: 24 Months

Funding Bands: £9000 (Standard)

Healthcare Science Associates typically work in hospitals, primary care and other healthcare settings, carrying out routine technical and scientific procedures. Supporting healthcare science (HCS) practitioners and clinical scientists.

HCSA's perform high quality, safe diagnostic, therapeutic and monitoring technical and scientific procedures from conception to end of life in job roles within hospitals, general practice and other settings in the healthcare sector and across all areas of HCS. They perform a wide range of routine technical and scientific procedures, with minimal supervision, within one of the Divisions in HCS

Mandatory Qualifications; The AHCS will require the Level 4 Diploma in HCS as an underpinning qualification for the HCS Associate apprenticeship. Apprentices without level 2 English and maths will need to achieve this prior to taking the end-point assessment.

Adult Social Care Apprenticeships



Adult Care Worker

Level: 2

Duration: 12 Months minimum

Funding Band: £3000 (Standard)

The Adult Care Worker role is key in the delivery of care and support to individuals in a number of different settings and situations. Employment opportunities range from residential care homes and care-at-home services, to supporting individuals to develop skills that enable them to live their lives with increasing independence and to reach their full potential.

Mandatory Qualifications; Functional Skills in English and Maths, Care Certificate. You must also Undertake the Enhanced Disclosure and Barring Service process and provide the result prior to starting

Lead Adult Care Worker

Level: 3

Duration: 18 Months minimum

Funding Band: £3000 (Standard)

As a Lead Adult Care Worker you will make a positive difference to someone's life when they are faced with physical, practical, social, emotional or intellectual challenges. You will be expected to exercise judgement and take appropriate action to support individuals to maintain their independence, dignity and control.

Mandatory Qualifications; Functional Skills in English and Maths, Care Certificate. You must also Undertake the Enhanced Disclosure and Barring Service process and provide the result prior to starting

Lead Practitioner in Adult Care

Level: 4

Duration: 18 Months

Funding Band: £7000 (Standard)

The Lead Practitioner in Adult Care will guide and inspire team members to make positive differences to someone's life when they are faced with physical, practical, social, emotional, psychological or intellectual challenges.

They will have achieved a level of self-development to be recognised as a lead practitioner within the care team. This standard also covers Lead Personal Assistants who can work at this senior level but they may only work directly for one individual who needs support and/or care services, usually within their own home.

Qualifications; Functional Skills in English and Maths, Level 4 Diploma in Adult Care.

Leader in Adult Care

Level: 5

Duration: 18 Months

Funding Band: £7000 (Standard)

The Leader in Adult Care will guide and inspire teams to make positive differences to someone's life when they are faced with physical, practical, social, emotional, psychological or intellectual challenges.

They will be a leader of the care team and will develop and implement a values-based culture at a service or unit level.

They may be responsible for business development, financial control, organisational resilience and continuity as well as for managing risk and leading on organisational change.

Qualifications; Functional Skills in English and Maths, Level 5 Diploma in Leadership & Management for Adult Care.



Customer Services



Customer Services Practitioner

Level: 2

Duration: 12 Months minimum

Funding Band: £3500 (Standard)

A Customer Service Practitioner delivers high quality products and services to the customers of their organisation. Core responsibilities include one off or routine contacts, dealing with orders or payments, offering advice, guidance and support, meet and greet, sales and aftercare.

You will train alongside your employer in the workplace, undertaking units such as: Knowing your customers, Dealing with customer conflict and challenge, Influencing skills, and Communication

Mandatory Qualifications; You may be required to take Functional Skills in English and Maths.

Customer Service Specialist

Level: 3

Duration: 15 Months minimum

Funding Bands: £4000 (Standard)

A **Customer Service Specialist** will be a 'professional' for direct customer support within all sectors and organisation types.

You will gather and analyse data and customer information that influences change and improvements in service. Utilising both organisational and generic IT systems to carry out your role with an awareness of other digital technologies.

Mandatory Qualifications; You may be required to take Functional Skills in English and Maths. Completion of this apprenticeship will lead to eligibility to join the Institute of Customer Service as an Individual member at Professional level.

Business, Leadership & Management



Team Leader/Supervisor

Level: 3

Duration: 12 months

Funding Band: £4500 (Standard)

A Team Leader is a first line management role which has operational / project responsibilities for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems and building relationships internally and externally

Mandatory Qualifications; You may be required to take Functional Skills in English and Maths.

Associate Project Manager

Level: 4

Duration: 24 Months minimum

Funding Band: £6000 (Standard)

This course has been designed to help you develop the Associate Project Manager skills that are used in your daily job role. Associate project managers need good planning, organisation, leadership, management and communication skills. Dependent upon the size of the organisations and the complexity of projects, associate project managers' job titles will vary, but typically they can include: assistant project manager, junior project manager, project team leader.

Mandatory Qualifications; You will be required to have Project management qualification recognised by the IPMA at level D or APM Project Management Qualification You may be required to take Functional Skills in English and Maths.

Operations/Departmental Manager

Level: 5

Duration: 30 Months

Funding Band: £7000 (Standard)

An Operations/Departmental manager manages teams and/or projects, and achieves operational or departmental goals and objectives as part of the delivery of the strategy of the organisation. They are accountable to a more senior manager or business owner. Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring.

Mandatory Qualifications; You may be required to take Functional Skills in English and Maths.



Business Administrator

Level: 3

Duration:

18 Months

Funding Band: £5000 (Standard)

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers.

Mandatory Qualifications; You may be required to take Functional Skills in English, Maths and ICT

School Business Professional

Level: 4

Duration: 18 Months

Funding Band: £6000 (Standard)

School Business Professionals (SBPs) perform a role which is unique to schools, administering and managing the financial, site and support services within the school context. They provide essential support to school leadership teams, implementing their financial and business decisions.

Mandatory Qualifications; You may be required to take Functional Skills in English and Maths.



HR Support

Level: 3

Duration: 18 months

Funding Band: £4500 (Standard)

HR Professionals in this role are typically either working in a medium to large organisation as part of the HR function delivering front line support to managers and employees, or are a HR Manager in a small organisation

This course will cover topics such as; Business Understanding, HR Legislation & Policy, HR Function, HR Systems & Processes, Service Delivery, Process Improvement, Managing HR information and much more.

Mandatory Qualifications; You may be required to take Functional Skills in English and Maths.





Facilities Management Supervisor

Level: 3

Duration: 18 Months

Funding Bands: £4000 (Standard)

This apprenticeship prepares an individual for managing a facilities management service, or a group of services, which can be labelled as 'hard' (estate/building management) or soft (catering/cleaning/administration/security). All apprentices will be required to supervise others; to understand the contractual requirements and service delivery targets between their employing organisation and the client/customer in order to achieve service targets.

Mandatory Qualifications; You may be required to take Functional Skills in English and Maths.

ICT Apprenticeships



Data Analyst

Level: 4

Duration: 24 Months minimum

Funding Bands: £15000 (Standard)

The primary role of a Data Analyst is to collect, organise and study data to provide business insight. Data analysts are typically involved with managing, cleansing, abstracting and aggregating data, and conducting a range of analytical studies on that data. They work across a variety of projects, providing data solutions to a range of stakeholders/customers issues.

Mandatory Qualifications; You may be required to take Functional Skills in English, Maths and ICT

Digital Marketer

Level: 3

Duration: 18 months

Funding Band: £11000 (Standard)

The primary role of a digital marketer is to define, design, build and implement digital campaigns across a variety of online and social media platforms. A digital marketer will typically be working as part of a team, in which they will have responsibility for some of the straightforward elements of the overall marketing plan or campaign. The marketer will work to marketing briefs and instructions.

Mandatory Qualifications; You may be required to take Functional Skills in English, Maths and ICT. Completion of the apprenticeship would also allow access to join as an Affiliate (Professional) member of the CIM (Chartered Institute of Marketing) and/or Associate membership of BCS.



Warehousing & Logistics



Supply Chain Warehouse Operative

Level: 2

Duration: 12 Months minimum

Funding Band: £3000 (Standard)

Warehouse Operatives work in a variety of warehouse environments. Work activities include taking deliveries, checking for damaged/missing items, storing goods, moving stock by various methods, picking/packing orders, loading goods for dispatch, maintaining stock records and documentation, and cleaning. They are required to safely use a range of equipment, machinery and vehicles, as relevant to their role and setting. This could include mechanical racking systems, materials handling equipment (MHE) or fork lift trucks.

Warehouse Operatives communicate with a wide range of people and customers. They have a passion to meet customers' expectations by providing a quality service that encourages repeat business. Individuals in this role are highly competent in using industry-recognised systems and associated services (eg Traffic/Warehouse Management Systems) and will be able to work under pressure to tight deadlines.

Mandatory Qualifications; You may be required to take Functional Skills in English, Maths and ICT

The Prevent Duty is not about preventing our learners from having political or religious views and concerns but about supporting them to address those concerns or act on them in non-extremist ways.

Steadfast Training Ltd aim to promote British Values in our work and build our learners resilience to radicalization.

Prevent Strategy is part of the Governments Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This guidance is issued under section 29 of the Act. The Act states that the authorities subject to the provisions must have regard to this guidance when carrying out the duty.

The Prevent strategy was explicitly changed in 2011 to deal with all forms of terrorism and with non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists then exploit. It also made clear that preventing people becoming terrorists or supporting terrorism requires challenge to extremist ideas where they are used to legitimise terrorism and are shared by terrorist groups. And the strategy also means intervening to stop people moving from extremist (albeit legal) groups into terrorist-related activity.

Safeguarding

Steadfast Training Ltd is committed to the safeguarding of all learners. Employers also have a responsibility to the learners they employ.

We understand that this may be of concern to employers and we are committed to providing all employers guidance and support in achieving safeguarding.

As the employer of a learner, it is important that you understand your responsibilities to the learner and what safeguarding means to you.

For further information advice and guidance in relation to safeguarding please contact Steadfast Training Ltd on:

0845 223 2401



Ofsted is the Office for Standards in Education, Children’s Services and Skills. We inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages.

Ofsted is a non-ministerial department.

Steadfast’s Most Recent Ofsted Visit:

Following the short inspection on 27 and 28 September 2017, I write on behalf of Her Majesty’s Chief Inspector of Education, Children’s Services and Skills to report the inspection findings. The inspection was the first short inspection carried out since the provider was judged to be good in July 2014. This provider continues to be good.





The Chartered Institution for Further Education was established to highlight the excellence of further education and skills training providers. They do this by recognising and celebrating high achievement in this vital sector.

They are the membership body for Further Education colleges and training providers in the UK with exceptionally high standards.

Corporate Members of the Institution, which is the only Royal Chartered Body for Further Education, are able to influence and raise the professional status of the sector.

Chartered status is a clear mark of excellence which shows potential new students and employers that an education provider is a centre of supreme quality in the areas of governance, leadership, professional development, teaching practice and community impact.

Steadfast Training is proud to announce that they were awarded Chartered Status in February 2017.



**THE CHARTERED INSTITUTION
FOR FURTHER EDUCATION**

Find out more online:

steadfasttraining.co.uk

Call us on:

[0845 223 2401](tel:08452232401)

Information, Advice and Guidance
can be found on our website at:

[steadfasttraining.co.uk/information-
advice-and-guidance/](http://steadfasttraining.co.uk/information-advice-and-guidance/)

STEADFAST
VOCATIONAL TRAINING

