#### Shape your future

# Become an apprentice





### What is an apprenticeship?

An apprenticeship is a training programme that will help you learn specific skills, gain qualifications, and get valuable work experience needed for a job.

Apprenticeships offer an exciting career path! There are 3 levels, lots of different apprenticeship types and a range of job roles to choose from.

### Apprenticeship types

While you're at school, you could do a Foundation Apprenticeship in S5 and S6. You'll gain a qualification and learn skills to add to your CV when applying to college, university, a higher-level apprenticeship, or a new job.

If you're leaving school or ready to discover new career opportunities, a Modern Apprenticeship could be for you. You'll have a job and earn a wage while you learn and study for a nationally recognised qualification.

Because you'll get training in the skills employers want, you'll also have more career options. After completing your apprenticeship, you could continue working, get promoted, or go on to a higher level of education to further your career. This could include starting a Graduate Apprenticeship with the same employer.

A Graduate Apprenticeship will help you get the higher-level knowledge and skills you need to succeed and progress in a career. Combine work and study while you learn in the workplace and earn a university degree or professional qualification.

### Working in the NHS

The NHS is the largest employer in Scotland, with a workforce of over 180,000.

We deliver high-quality services 24 hours a day, 365 days a year, that protect the health and wellbeing of over 5 million people.

If you want to contribute to your community and work alongside colleagues who are passionate about what they do, an apprenticeship is an excellent way to:

- Familiarise yourself with the NHS workplace.
- Find your place in an organisation delivering highquality healthcare.

Discover how an apprenticeship can lead to a rewarding and successful career in the NHS.



### Foundation Apprenticeships

Start learning skills and earn qualifications that could lead to a career in the health and care sector while you're still at school.

There is no better time to explore the wide range of careers we can offer you.

A Foundation Apprenticeship means you can:

- Learn new skills and get real work experience.
- Study alongside your other school subjects.
- Earn a work-based qualification at the same SCQF level as a Higher.
- Explore the range of career options on offer.

You'll study with a college or learning provider for one to two years, depending on the Foundation Apprenticeship type you choose. They'll give you the support you need to fulfil your potential while gaining a recognised qualification. You'll also attend a work placement one day a week. In the workplace, you'll have a coach or mentor helping you learn valuable work skills.

Colleges and learning providers partner with local employers to provide suitable work placement sites for Foundation Apprenticeships. Your work placement may not be with the NHS. Talk to your college or learning provider about your options.

### Which Foundation Apprenticeship is right for you?

Foundation Apprenticeships cover a wide range of careers relevant to the health and care sector.

NHSScotland has supported young people to develop skills in the workplace and explore careers through the following Foundation Apprenticeship types:

- Social Services and Healthcare – You could experience various health and social care jobs in the NHS, care homes, and local authorities.
- Business Skills You'll learn what working in a nonclinical business support team is like and how to use business skills in the workplace.

- Creative and Digital Media

   You'll complete projects
   related to digital content,
   including social media,
   communications, and
   marketing campaigns.
- Engineering You'll prepare tools, help plan engineering jobs, carry out risk assessments, and learn about health and safety in the workplace.
- Scientific Technologies you'll learn about working in
  a hospital laboratory,
  manually testing biological
  samples and recording the
  results.

Learn more at <a href="mailto:apprenticeships.scot">apprenticeships.scot</a>



### Farhaan's story

Farhaan did a Business Skills Foundation Apprenticeship with a work placement in the HR department at NHS Lanarkshire.

"Doing a Foundation Apprenticeship is worth it. I've enjoyed meeting new people, working in a team, and learning work-based skills to help me in the future."



### Sarah's story

Sarah did a Foundation Apprenticeship in Social Services and Healthcare. It included a work placement with the speech and language therapy team at NHS Fife.



"The work placement helped me get a clear understanding of what speech and language therapists do. I observed patient therapy sessions and diagnostic tests."

Sarah has accepted a place at university to study speech and language therapy.

### Modern Apprenticeships

Are you leaving school and trying to figure out what to do next? Thinking about changing careers but need guidance on where to start?

A Modern Apprenticeship will help you unlock your potential and develop the knowledge and skills you'll need for a successful career.



## Kick-start your NHS career with a Modern Apprenticeship

We use Modern Apprenticeships to attract new talent for our workforce and upskill our existing employees who want to progress in their careers.

Becoming a Modern Apprentice is a great way to start your career in the NHS.

An NHSScotland Health Board will employ you while you work towards a nationally recognised qualification with a college or learning provider.

You don't need to be a school leaver. You can apply for a Modern Apprenticeship in the NHS if you're aged 16 to 24 or up to 29 if you're disabled or care experienced.

Modern Apprenticeship vacancies are listed on our recruitment website.

If you're already working in the NHS, there may be opportunities to do a Modern Apprenticeship to boost your career. If you're ready to take a step closer to achieving your career goals, speak to your manager. You can also reach out to your board's learning and education team to find out more.

### Modern Apprenticeship facts

### What you need to know about becoming a Modern Apprentice in NHSScotland:

- Entry requirements can include National 4, National 5, or Higher qualifications, depending on the Modern Apprenticeship type and role.
- You'll be paid at least the Scottish Living Wage. All our vacancies include salary information.
- Your qualification will be accredited by the Scottish Qualifications Authority, so you can be sure your training and knowledge are up-todate and transferable to other employers.

- Most Modern
   Apprenticeships take 12 to
   24 months to complete, but
   some can take up to 4 years
- You must be eligible to work in the UK. You'll also need to meet Skills Development Scotland's funding criteria.

As a modern apprentice, you'll initially be employed on a fixed-term contract with the same terms and conditions as other employees. Most modern apprentices progress to permanent NHS employment after successfully completing their apprenticeship.

Some boards offer different contract types and progression models, so please ask when applying for an apprenticeship vacancy.

### Find the right Modern Apprenticeship for you

There are lots of different Modern Apprenticeship opportunities in the NHS.

You could be a modern apprentice theatre support worker helping to prepare patients for a general anaesthetic before surgery.

The Technical Apprenticeship in Pharmacy Services will help you get the experience and skills you'll need as a pharmacy technician.

A Modern Apprenticeship in Business Administration gives you the opportunity to develop skills such as communication, teamwork, and problem-solving in an office environment.

You'll also find lots of Modern Apprenticeship opportunities in the wider health and care sector.

Modern Apprenticeship programmes available in NHSScotland include:

- Business Administration
- Dental Nursing
- Digital Technology
- Electrical Engineering
- Electronic Engineering
- Healthcare Support (clinical and non-clinical)
- IT and Telecommunications
- Life Science and Related Science Industries
- Mechanical Engineering
- Plumbing
- Pharmacy Services
- Prosthetics and Orthotics Technician

Discover more Modern Apprenticeship types at <u>apprenticeships.scot</u>



### Jodie's story

Not only did Jodie learn the skills needed to become a midwifery support worker, but the Modern Apprenticeship programme also helped to boost her confidence.



"The best thing about my job is learning from the women in the maternity unit I care for. I bond with them and become someone they speak to and confide in.

I've also made lasting friendships with my colleagues. We're a strong team that helps and supports each other."

Jodie is now a maternity support worker caring for women and their babies in a busy hospital maternity unit.

Read more about Jodie's Modern Apprenticeship experience at NHS Grampian –

careers.nhs.scot/blog/jodie



### Jack's story

A Modern Apprenticeship helped Jack take the next step towards his career goal of becoming a registered biomedical scientist.



"When I was at school, I wasn't sure which career path to take. I did National 5 Biology and Higher Chemistry, which gave me a good base-level scientific knowledge.

"I liked the idea of working in a laboratory, so my Jobcentre Plus work coach helped me find a work-based training programme when I finished school.

"During the 6-month programme, I was lucky enough to get some experience working in a hospital lab. I then applied to do a Life Science and Related Science Industries Modern Apprenticeship with NHS Lothian."

Find out more about Jack's career journey – <a href="mailto:careers.nhs.scot/blog/jack">careers.nhs.scot/blog/jack</a>



### **Graduate Apprenticeships**

Step up your career opportunities with a Graduate Apprenticeship in the NHS.

You'll get all the benefits of paid employment on a training salary while studying at a Scottish university. It's an excellent way to develop your knowledge and skills and progress your career in a role where you can make a difference to others.

If you love learning by actively putting knowledge and skills to work, you're an ideal candidate for a Graduate Apprenticeship.

You must also:

- Be aged 16 or over.
- Have the right to work in the UK for the duration of the Graduate Apprenticeship.
- Qualify for funding from the Student Awards Agency Scotland (SAAS).

Satisfy the entry
requirements for degreelevel study included in the
vacancy information.
Usually, this means having
SQA Highers at SCQF level
6 or equivalent.

During your studies, you'll be supported by your manager, a workplace mentor, and university staff delivering the qualification. Together, you'll agree time for your studies and identify a series of workbased projects that suit your job role as you progress through the course.

Find out more about Graduate Apprenticeships at apprenticeships.scot



### Which Graduate Apprenticeship is right for you?

#### The following Graduate Apprenticeship types are available in the NHS:

- Business Management
- Project Management
- Cyber Security
- Software Development
- Data Science
- Construction and the Built Environment

The NHS will pay your salary and offer study time so you can go to university lectures and complete your assignments.

Work-based projects are a key part of a Graduate Apprenticeship. They are also submitted as assessments for grading. Your university and NHS employer will make sure your projects are interesting and relevant to your role.



### Lyndsay's story

Lyndsay was a network coordinator at NHS Education for Scotland when the Graduate Apprenticeship opportunity was advertised. Since graduation, she's become a project support officer.



"I wanted to study at degree level to progress in my career, but I hadn't been financially able to do so. The programme offered a fantastic way to gain an undergraduate degree while learning more about the NHS.

"Although there were challenges, I am so glad I committed to doing a Graduate Apprenticeship to support my career progression, and you can too."

Learn more about Lyndsay's Graduate Apprenticeship experience - <a href="mailto:careers.nhs.scot/blog/lyndsay">careers.nhs.scot/blog/lyndsay</a>



### Liam's story

After successfully completing a Modern Apprenticeship, Liam had the opportunity to do a Graduate Apprenticeship in Data Science with Public Health Scotland.



For Liam, it was the perfect way to study at degree level while earning a wage and getting valuable work experience as an information analyst.

"Although balancing full-time work and the degree programme was challenging, my colleagues, work mentor, and university staff provided support when I needed it.

"I've gained a lot of personal experience and pride from completing the Graduate Apprenticeship. I've also earned an undergraduate degree, which has helped me progress to a more senior role in my workplace and hopefully further in the future."

Discover Liam's education and training pathway to achieving an undergraduate degree in Data Science – <a href="mailto:careers.nhs.scot/blog/liam">careers.nhs.scot/blog/liam</a>



### Help with recruitment

NHSScotland Health Boards recruit modern and graduate apprentices throughout the year.

Opportunities are listed on our recruitment website. If you've found an apprenticeship you'd like to apply for, please complete an online application.

View our vacancies on our recruitment website - <a href="mailto:apply.jobs.scot.nhs.uk">apply.jobs.scot.nhs.uk</a>



Read our Help with recruitment guide to learn more about our recruitment process, from applying online to interview preparation - <a href="mailto:careers.nhs.scot/recruitment">careers.nhs.scot/recruitment</a>





### Other ways to find out more about apprenticeship opportunities near you:

- Follow health boards on social media.
- Sign up for job alerts on our recruitment website.
- Join recruitment mailing lists where available to be emailed about future apprenticeship vacancies.
- Bookmark health board recruitment web pages.

You'll also find Modern and Graduate Apprenticeship vacancies at <a href="mailto:apprenticeships.scot">apprenticeships.scot</a>





### NHSScotland employers

NHSScotland is made up of 14 regional health boards. Each is responsible for protecting and improving the population's health and delivering frontline healthcare services in its geographic area.

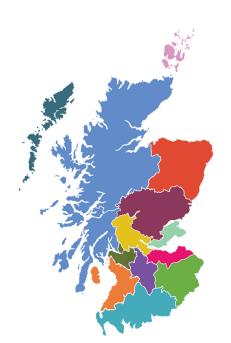
There are also 8 national health boards. They support the regional boards by providing specialist and national services across the whole of Scotland.

### Regional health boards

There are 14 regional health boards in Scotland.



- NHS Ayrshire and Arran
- NHS Borders
- NHS Dumfries and Galloway
- NHS Fife
- NHS Forth Valley
- NHS Grampian
- NHS Greater Glasgow and Clyde
- NHS Highland
- NHS Lanarkshire
- NHS Lothian
- NHS Orkney
- NHS Shetland
- NHS Tayside
- NHS Western Isles



### National health boards

#### These are our 8 national boards:

- Healthcare Improvement Scotland
- NHS 24
- NHS Education for Scotland
- NHS Golden Jubilee
- NHS National Services Scotland
- Public Health Scotland
- Scottish Ambulance Service
- State Hospital

Find out more about NHSScotland employers - careers.nhs.scot/nhsscotland-employers





#### Your route to an NHS career

Apprenticeships offer a route to many exciting careers in health and care where you can make a difference.

Shape your future. Become an apprentice in the NHS - careers.nhs.scot/apprenticeships



### NHSScotland careers

For more inspiration on apprenticeships, visit our website and follow us on social media.



careers.nhs.scot



careers.nhs.scot/blog



instagram.com/nhsscotlandcareers



<u>linkedin.com/company/nhsscotland-careers</u>



twitter.com/NHSScotCareers

#### NHSScotland Jobs

Search for vacancies on our recruitment website.



apply.jobs.scot.nhs.uk

### Apprenticeships.scot

You can find out more about Scottish apprenticeships on the apprenticeships.scot website and social media channels.



apprenticeships.scot



instagram.com/apprentice\_scot



<u>linkedin.com/company/scottish-apprenticeships</u>



twitter.com/apprentice\_scot



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