



# Community Pharmacy Technician Apprenticeship Programme (CPTAP) 2026



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### Application Guidance for Employers

This document is designed to support employers in completing the **Application of Funding (AoF)** for the Community Pharmacy Technician Apprenticeship Programme (CPTAP) 2026.

It should be used alongside the official NHSE contractor guidance document [Community Pharmacy Technician Apprenticeship Programme 2026.pdf](#)

## 1. Programme Overview

Pharmacy Technician apprenticeships are an effective way to build workforce capacity while ensuring compliance with professional standards. All training must align with:

- The **approved apprenticeship standard – Pharmacy Technician (Integrated) ST0300**
- GPhC Regulatory requirements
- IET Standards set by the General Pharmaceutical Council (GPhC)

## 2. Key Programme Information

Detail	Information
Funding	£15,505 per trainee per year (for 2 years)
Total Places	700+ nationally
Allocation Rule	1 funded place per pharmacy group per NHS England region (max 7 nationally)

<b>Priority</b>	Community pharmacies that have never previously received NHS England funding for PTPTs, followed by those that last received funding in or before 2023/24, then 2024/25, and finally 2025/26.
<b>Application Window</b>	Opens: 27 April 2026
<b>Closing Date</b>	18 May 2026 (midday)
<b>Learner Deadline</b>	Must be enrolled on programme by 30 September 2026
<b>Restriction</b>	Multiple applications under same ownership/directorship are not permitted

### 3. Preparation Before Applying

Ensure you have the following ready:

- Your Pharmacy **ODS code**
- Your **GPhC number**
- Educational Supervisor (ES) **GPhC number**
- Access to the **NHSE CPTAP 2026 guidance document**

## 4. Workplace Induction Requirements

A structured induction should include:

- Introduction to pharmacy team members
- Reporting lines and Educational Supervisor role
- Standard Operating Procedures (SOPs)
- Dispensing workflows and stock systems
- Health & safety protocols
- Safeguarding and data protection
- Medicines legislation and GPhC expectations
- Patient care pathway overview

## 5. Apprenticeship Guidance by Section

### Key information to consider

We strongly recommend attending the **Regional Stakeholder Engagement sessions** before completing your Application of Funding (AoF). These sessions provide valuable insights, including region-specific information relevant to each of the seven NHS England regions.

Attendance at sessions is an important part of the process and will support and strengthen your application.

Below is guidance and key considerations to support your application, based on common questions from employers on how best to answer each section.

Please note that Skills4Pharmacy has not included any questions relating to **GPhC inspections, active enforcement actions, or training costs** within this guidance.

Section	Focus Area
Section 1	Pharmacy Learning Environment
Section 2	Supervision & PTPT Support
Section 3	Training & Learner Experience
Section 4	Pharmacy Owner & Site Information

Application Of Funding (AOF)	
Section 1 – Pharmacy learning environment	
Q4. Will the PTPT have IT access to complete the academic component of their apprenticeship?	It is important to ensure that a suitable workspace is available for the apprentice throughout the duration of their programme, as this will be a key factor in their success in both their role and apprenticeship.
Q5. Are there suitable facilities and resources in place to support the trainee’s learning including a dedicated workspace?	It is important to ensure you have appropriate facilities, support, and a dedicated workspace consistently available for the apprentice to study within the workplace environment.
Q6. Do you receive funding from NHS England for PTPTs based at this pharmacy that will still be on programme on 01 September 2026?	<p>The correct option for this question should be selected, as funding is allocated based on prioritisation criteria.</p> <p><b>Prioritisation (if oversubscribed in regions):</b></p> <ul style="list-style-type: none"> <li>• <b>Pharmacies that have never received NHS England PTPT funding</b></li> <li>• <b>Last funded in or before 2023/24</b></li> <li>• <b>Last funded in 2024/25</b></li> <li>• <b>Last funded in 2025/26</b></li> </ul>

Section 2- Supervision and PTPT support	
Q8. What is the total protected paid study time per week that the PTPT will receive	To provide a supportive and structured learning environment for your CPTAP learner, we advise allocating no less than the equivalent of <b>one day per week</b> as protected study time.
Q9. Has a designated Educational Supervisor (ES) been identified?	It is important to have discussed and agreed the <b>Educational Supervisor (ES)</b> role within the branch(es) where you plan to host a CPTAP learner. The ES must be a qualified Pharmacist or Pharmacy Technician.  Skills4Pharmacy provides Educational Supervisor training as part of its wraparound support offer, which can be accessed once the apprentice is enrolled.
Q10. Has this person been informed and agreed to undertake this role?	As outlined above, the Educational Supervisor (ES) must be formally agreed, fully informed, and appropriately supported. They should receive clear, in-depth guidance on their role and the level of support they are expected to provide to the apprentice.
Q13. How often will the designated ES have protected time to formally meet the PTPT to review progress and provide support?	Skills4Pharmacy aims to ensure that each apprentice receives the appropriate level of support. A <b>monthly</b> formal support session is considered the minimum requirement, with more frequent informal meetings (e.g., weekly) recommended where possible.  This will be reviewed during programme delivery, so it is important that this is protected time at the selected frequency is consistently in place.
Q14. Does the pharmacy commit to providing appropriate support and reasonable adjustments for the PTPT, in line with relevant legislation and	It is important you have a clear understanding of the relevant legislation, along with the ability to provide appropriate support and reasonable adjustments to help your apprentice successfully complete their programme.  <a href="#">standards for the initial education and training of pharmacy technicians october 2017_1.pdf</a>

programme requirements?	<a href="#">Education Quality Framework_0.docx</a> <a href="#">NHS England &gt; Safe Learning Environment Charter</a>
<b>Section 3 – Training and learner experience</b>	
Q15. Is there a structured work-based induction in place for this training programme.	Your question selection should demonstrate appropriate preparation is completed so the apprentice is effectively supported from day one and throughout the programme.
Q.16 Is there a work-based training plan in place (this covers the training that you will deliver in the workplace)	<p>A structured work-based training plan must be in place to support the apprentice from day one.</p> <p>If you require support in developing this plan, please contact your Skills4Pharmacy representative for guidance.</p>
Q17. What training activities will the PTPT undertake at this pharmacy?	<p>It is important to select all services that your pharmacy provides. This section should be carefully considered and accurately completed for each region you are applying to, as services may vary between branches.</p> <p>If your application is successful, it is important to ensure that the apprentice will receive clear guidance and appropriate training across these services while in post.</p>
<b>Section 4 – Pharmacy Owner and Site Information</b>	
Please read this section on the <a href="#">Community Pharmacy Technician Apprenticeship Programme 2026.pdf</a>	
<b>Before starting your AoF so you have all relevant information to hand</b>	

Skills4Pharmacy is committed to supporting the community pharmacy sector and has a dedicated team available to guide and advise you throughout the application process. The above guidance can be discussed in more detail.

Please contact your Business Development representative or use the link below to register for application support.

[Register for Application support.](#)

Skills4Pharmacy has a dedicated recruitment team that provides a complimentary, no-cost service to support you in finding your future talent. Levy transfer opportunities are also available; please speak with your local Skills4Pharmacy account manager for more information.

### **Important note**

If an employer submits an application using a different director's name linked to a separate Companies House business in an attempt to bypass the CPTAP check processes, both applications will be subject to rejection.