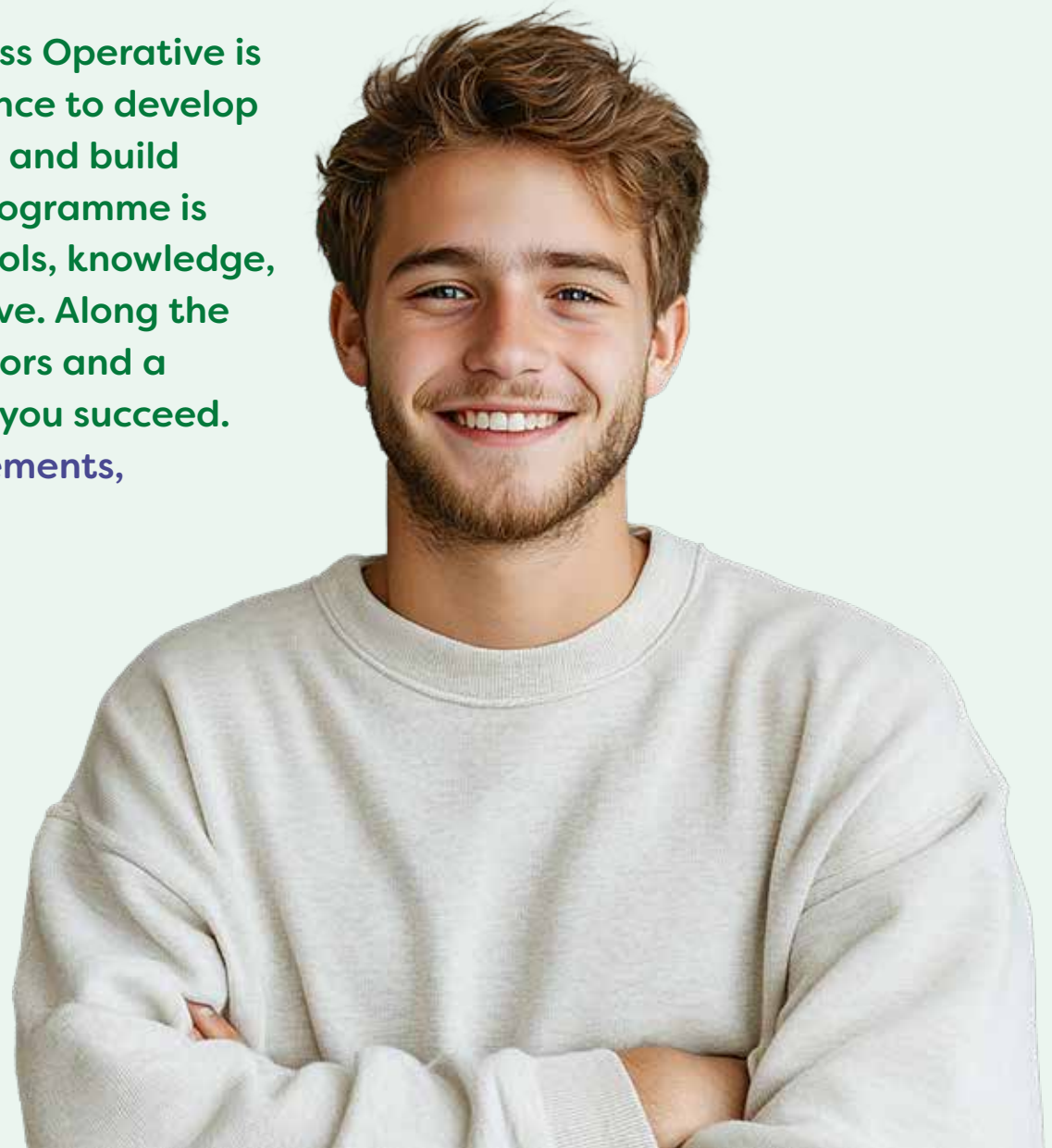


Level 2

Science Manufacturing Process Operative (SMPO) Apprenticeship Programme

Welcome

Becoming a Science Manufacturing Process Operative is more than just a qualification – it's a chance to develop life-changing skills, grow your confidence, and build a career in a vital healthcare field. This programme is designed with you in mind, offering the tools, knowledge, and hands-on experience to help you thrive. Along the way, you'll be supported by dedicated tutors and a network of professionals who want to see you succeed. Every step brings new challenges, achievements, and opportunities to grow.



Contents

- 02 Welcome
- 03 Contents
- 04 About us
- 06 Course Information
- 09 Your Learning Journey
- 13 Unit Breakdowns
- 14 Qualification Pathway
- 15 Off-the-job Training

About us

Skills4Pharmacy is a Pharmacy Apprenticeship Training Provider dedicated to initiating and furthering the careers of Pharmacy Technicians, Science Manufacturing Technicians, Science Manufacturing Process Operatives (SMPO) and Pharmacy Services Assistants. We take pride in delivering high-quality training programmes to Apprentices and have a team of tutors ready to guide and support Apprentices on their journey to certification. Skills4Pharmacy is Pharmacy Founded and Clinically Grounded.

Our Level 2 Apprenticeship Standard for Science Manufacturing Process Operatives meets the General Pharmaceutical Council (GPhC) minimum competence requirements.

Course Information

Course Information



Who is the course for?

This qualification is designed to help professionals in technical services roles develop their knowledge and skills in basic principles and aseptic practices relevant to supporting these services.

Course duration:

12 months plus 3 months for Apprenticeship Assessment

At Level 2, there are various topics that apprentices will learn including:

- ✓ Behaviours and Standards in Pharmaceutical Technical Services
- ✓ Effective Teamwork and Communication
- ✓ Environmental Principles
- ✓ In-process Operations

Completing the Skills4Pharmacy SMPO apprenticeship programme provides a solid foundation for learners who wish to progress to the Level 3 Science Manufacturing Technician Apprenticeship.

How will Apprentices be taught?

2 hours fortnightly live online sessions

Learn via Microsoft Teams. Stay connected and grow your skills!

On-demand, one-to-one support

Need help? Get personalised support whenever you need it, no waiting around.

Quarterly reviews

We'll track your progress and keep you on the right path with regular check-ins every three months.

24/7 online training platform 'Bud' access

Access all your learning resources anytime, anywhere – learning on your terms!

Support from Your Team Leader

Your Team Leader ensures you have the guidance and resources to succeed, supporting your training every step of the way.

Dedicated support in the workplace

Your Educational Supervisor is there to help, guide, and mentor you every step of the way.

What is covered?

The sequence of teaching and learning is planned to provide a knowledge and skills framework to build progressive steps from induction to module endpoints and apprenticeship standard Apprenticeship Assessment. The apprenticeship aims to build an increasing body of knowledge that enables learners to perform skills that assist in this Technical Services role. British Values are integral to encouraging learners to voice their opinions through various avenues such as online teaching, workbook activities and discussions during the learning programme.

What are the Entry Requirements?

To enrol onto this course, English and Maths requirements differ depending on the learner's age:

For learners aged 16–18: It is mandatory to either already hold, or be able to work towards and achieve, the required English and Maths qualifications as part of the apprenticeship. These must be completed prior to gateway.

For learners aged 19 and over: It is recommended that applicants hold GCSE English and Maths at Grade C/4 or above (or an equivalent qualification). If evidence of prior achievement is not available at enrolment, learners may choose to complete these subjects separately through Skills4, with full funding and support provided.

While English and Maths are optional for adult learners to enrol onto this apprenticeship, completing them is strongly advised – particularly for those intending to progress to a higher-level qualification in the future.

Your Learner Journey

Your Learner Journey



1

Skill Scan and Initial Assessment

Once Apprentices have commenced the enrolment process, they will be asked to submit any evidence of prior learning/GCSE results. They will receive a link to complete a BKSBS English & Maths initial assessment which must be done prior to a sign-up meeting being arranged between themselves, the employer and the enrolment team. It is important that time is taken with this and the BKSBS is completed to the best of their ability so that we can offer tailored support whilst completing the apprenticeship. During the enrolment meeting, Apprentices will be required to undertake a skills scan to establish their starting point on the programme and help us to individualise their learning with Skills4Pharmacy.



2

Induction

Apprentices will receive a detailed induction onto their apprenticeship, which will include key information needed to start the programme. This also includes welcome activities such as careers, advice and guidance information. Furthermore, Apprentices will attend a live and interactive induction where they will learn:

- Key information concerning the apprenticeship
- How to develop Maths, English and digital skills
- The apprentice role and responsibilities in Safeguarding, Prevent and British Values
- The expectations and requirements of the General Pharmaceutical Council (GPhC)



3

Tutor Support

Apprentices will be allocated a tutor who will coach, support and guide them throughout their apprenticeship. They will have full access to Bud, our online training platform, so that on day 1 of their apprenticeship they will be able to review activities, live sessions and coursework immediately.

Completing these activities will contribute to off-the-job learning. Apprentices can book a 1:1 with their tutor to discuss Bud in detail, exempting activities where relevant and also setting their personalised activities that are tailored to the Apprentice's and the employer's needs.

4

On programme

During this stage of the apprenticeship, Apprentices will work to improve knowledge, skills and behaviours required for the apprenticeship standard and complete the required off-the-job training. This will involve regular 1:1 meetings with their tutor, in addition to live sessions during which they will plan to stretch and challenge their learning. They will also be learning and developing new skills/competencies and knowledge in the workplace.

Throughout the duration of the apprenticeship, live fortnightly, sessions are delivered virtually.

Learners will be required to undertake three observational assessments during their apprenticeship, demonstrating the skills required to work safely in a technical services environment.



On our online learning platform, Apprentices will be able to access learning and recap all of their own learning at their own convenience. They will be given submission deadlines for assessments and will be expected to submit work that has been set by their tutor, providing evidence of competence and knowledge.

Formal progress reviews are scheduled every 10 to 12 weeks with the learner, their educational supervisor and their tutor. Progress reviews are an opportunity to review and reflect on progress to date, visualising how they have developed against the required knowledge, skills and behaviours. Progress reviews are also an opportunity to discuss career aspirations, welfare, current affairs and other hot topics.

5

Gateway to Completion

Upon completion of their qualification, Apprentices will go through Gateway to Completion. This is a 3 way meeting with the learner, employer and tutor to confirm mandatory aspects of the apprenticeship are complete and that the learner is ready to undertake the Apprenticeship Assessment. Once this is agreed upon, Apprentices will complete the Apprenticeship Assessment with the independent Assessment Organisation. They will receive support all the way up to the day of their Apprenticeship Assessment.

6

Apprenticeship Assessment

The Apprenticeship Assessment process usually lasts for around 3 months, learners will participate in activities set by the Assessment Organisation.

The Final Awards Board will review the following mandatory requirements:

- Observation with questions
- Interview underpinned by a portfolio of evidence
- Multiple choice test

7

Certification

On successful completion of Apprenticeship Assessment, Apprentices will receive a certificate confirming their achievement, and a Level 2 Certificate in Principles and Practices for Pharmaceutical Technical Support Services.

Unit Breakdowns

Unit Breakdowns



Behaviours and Standards in Pharmaceutical Technical Services

- Know the importance of equality and diversity
- Know how to identify and respond to safeguarding concerns in the workplace
- Know how to provide person-centred care in a Pharmaceutical Technical Services setting

Effective Teamwork and Communication in Pharmaceutical Technical Services

- Understand how to manage and record information in a Pharmaceutical Technical Services setting
- Know the importance of communicating effectively in a Pharmaceutical Technical Services setting
- Understand factors that contribute to effective team working

In-process operations in Pharmaceutical Technical Services

- Be able to prepare the working area prior to manufacture
- Be able to identify and apply correct preparation and processing techniques

Principles of Health and Safety in Pharmaceutical Technical Services

- Know how to work safely in a Pharmaceutical Technical Services setting
- Be able to identify risks and hazards in a workplace environment

Start-up Operations in Pharmaceutical Technical Services

- Know the principles and legislation regarding manufacturing in Pharmaceutical Technical Services
- Explain the principles and importance of pharmaceutical calculations, weights and measures
- Be able to complete start-up processes – product set up
- Carry out start-up processes – sterilisation and decontamination

Roles, Responsibilities and Personal Development in Pharmaceutical Technical Services

- Know what appropriate action should be taken in response to incidents or emergencies, following local guidelines

- Know the responsibilities of the Pharmaceutical Technical Services and wider healthcare teams.
- Know how to develop own practice

Environmental Principles in Pharmaceutical Technical Services

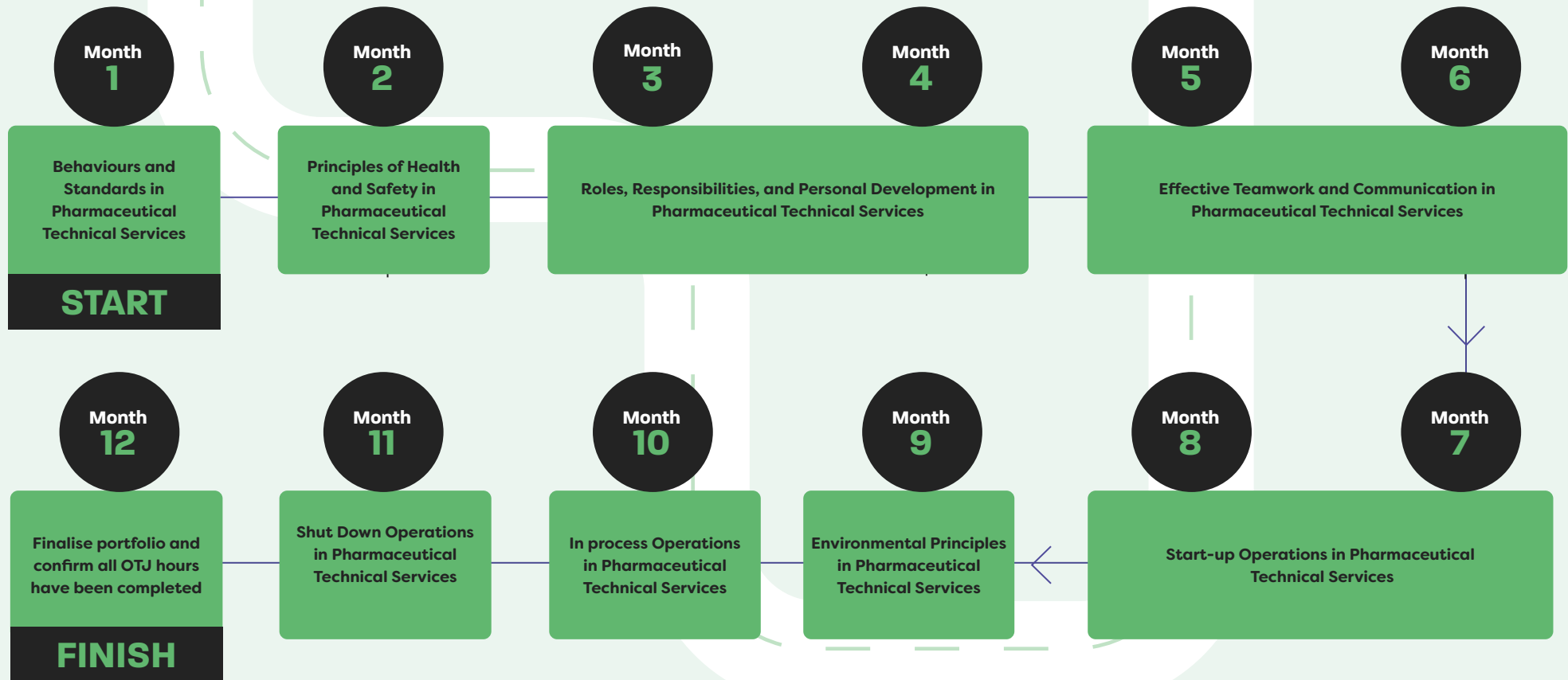
- Know the legislation and guidance relating to environmental principles in Pharmaceutical Technical Services
- Be able to carry out environmental checks within the workplace

Shut Down Operations in Pharmaceutical Technical Services

- Be able to carry out shut down processes in a pharmaceutical aseptic environment

Qualification Pathway

1 Year



Off-the-job Training

What is off-the-job training?

Off-the-job training is a vital and mandatory part of every apprenticeship programme. It refers to any learning undertaken by the apprentice during their paid working hours that is outside of their usual day-to-day duties, but directly related to the development of the knowledge, skills, and behaviours required by their apprenticeship standard.

It's important to note that off-the-job training must take place during the apprentice's normal working hours, this means the hours they are paid for, excluding any overtime. Recently, the Department for Education (DfE) introduced changes to how off-the-job training is measured and delivered. Rather than applying a single standard approach across all apprenticeships, the requirement is now tailored to each apprenticeship programme.

This means that the minimum number of off-the-job training hours an apprentice must complete will differ depending on the specific apprenticeship they are enrolled on.

These hours are not optional. Apprentices must meet the minimum off-the-job training requirement in order to progress to the Gateway to Completion stage, the point at which they are assessed for successful completion of their apprenticeship.

If this requirement is not met, they cannot move forward, which may cause delays and affect both the apprentice's progress and their apprenticeship duration.

Employers play a key role in supporting this part of the apprenticeship. This includes allowing your apprentice time within their normal working hours to complete their off-the-job learning, working closely with the training provider to plan and structure training time effectively, and creating a supportive environment.

If you are unsure about the required off-the-job hours for a particular apprenticeship or need support in structuring this into your apprentice's schedule, our team is here to help guide you through the process.

Why during working hours?

If the required off-the-job training must, by exception, take place outside of the apprentice's normal working hours (e.g. in an evening or at the weekend, for an apprentice that normally works Mon-Fri 9-5), the apprentice must agree to this and be compensated for this time (e.g. through time off in lieu (TOIL) or by being paid for these hours). The majority of the programme must not be delivered in this way.

More information on off-the-job training can be found on the www.gov.uk website

Theory:

- ✓ Classes & workshops
- ✓ Online Webinars
- ✓ Masterclasses
- ✓ Reading & Research
- ✓ Lunch & Learn Sessions
- ✓ Roleplay & Simulation Exercises.

Practical Training:

- ✓ Job Shadowing Mentoring
- ✓ Attending Meetings
- ✓ Networking & Events
- ✓ Visits to Other Departments or Sites
- ✓ Project Work.

Learning Support:

- ✓ Writing Assignments
- ✓ Writing Self Assessments
- ✓ Revision
- ✓ Exam Prep
- ✓ One-to-one Tutorials
- ✓ Peer Discussions.

Get Started Today!

0161 794 0528

info@skills4pharmacy.co.uk

skills4pharmacy.co.uk

Skills 
Pharmacy