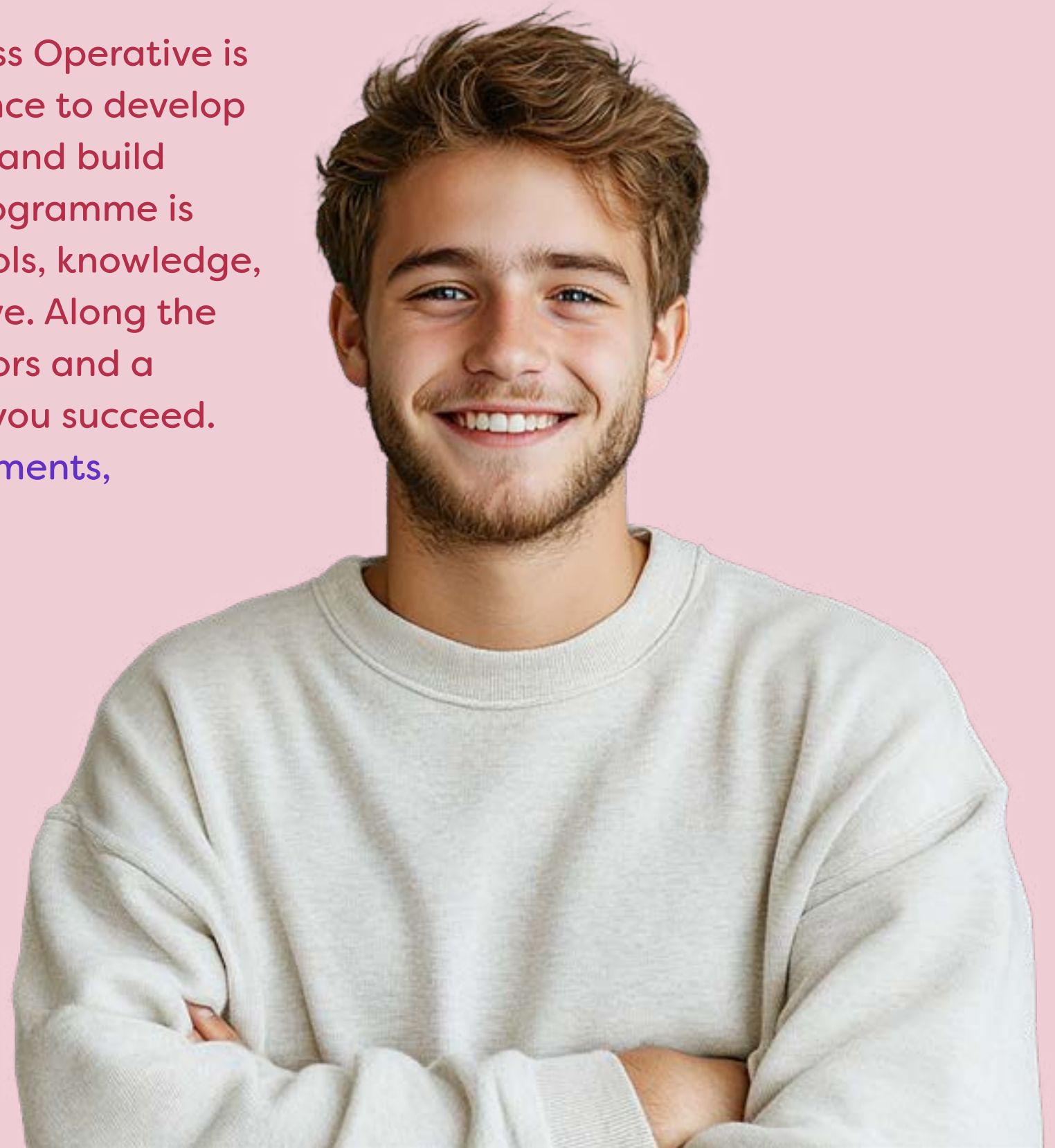


**Level 2**

# **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.



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## About us

Skills4Science is a Science Apprenticeship Training Provider dedicated to initiating and furthering the careers of Science Apprentices. 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.

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 end-point 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 Skills4Science 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 end-point 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. us.

# 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 Skills4Science.

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 Apprentice's and the employer's needs.

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## 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.

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### Gateway

Upon completion of their qualification, Apprentices will go through gateway. 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 end-point assessment. Once this is agreed upon, Apprentices will complete the end-point assessment with the independent End Point Assessment Organisation. They will receive support all the way up to the day of their End Point Assessment.

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### End Point Assessment

The End-point Assessment process usually lasts for around 3 months, learners will participate in activities set by the End Point Assessment Organisation, the mandatory requirements are:

The Final Awards Board will review the following:

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

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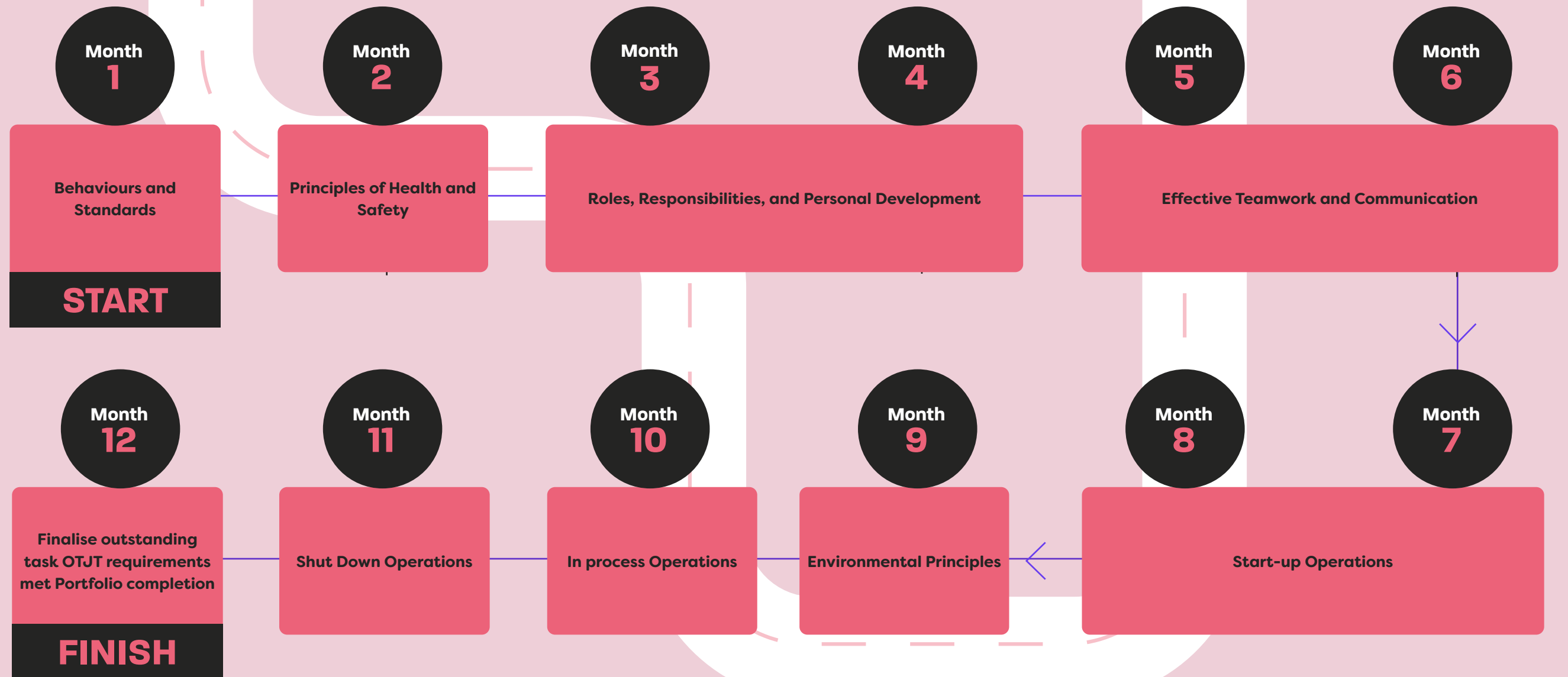
### Certification

On successful completion of EPA, Apprentices will receive a certificate confirming their achievement.

# Qualification Pathway

# Qualification Pathway

1 Year



# Off-the-job Training



# Off-the-job Training

## What is off-the-job training?

Off-the-job training is a statutory requirement for an English apprenticeship. It is training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship that is referenced in the apprenticeship agreement. By normal working hours, we mean the hours for which the apprentice would normally be paid, excluding overtime.



## Why during working hours?

An apprenticeship is a work-based programme. Therefore, it is reasonable that the training must be delivered during the apprentice's normal working hours, away from their productive job role. It would be unfair to expect an apprentice to undertake the apprenticeship in their own time, in addition to their (potentially full-time) job role.

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](https://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!

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