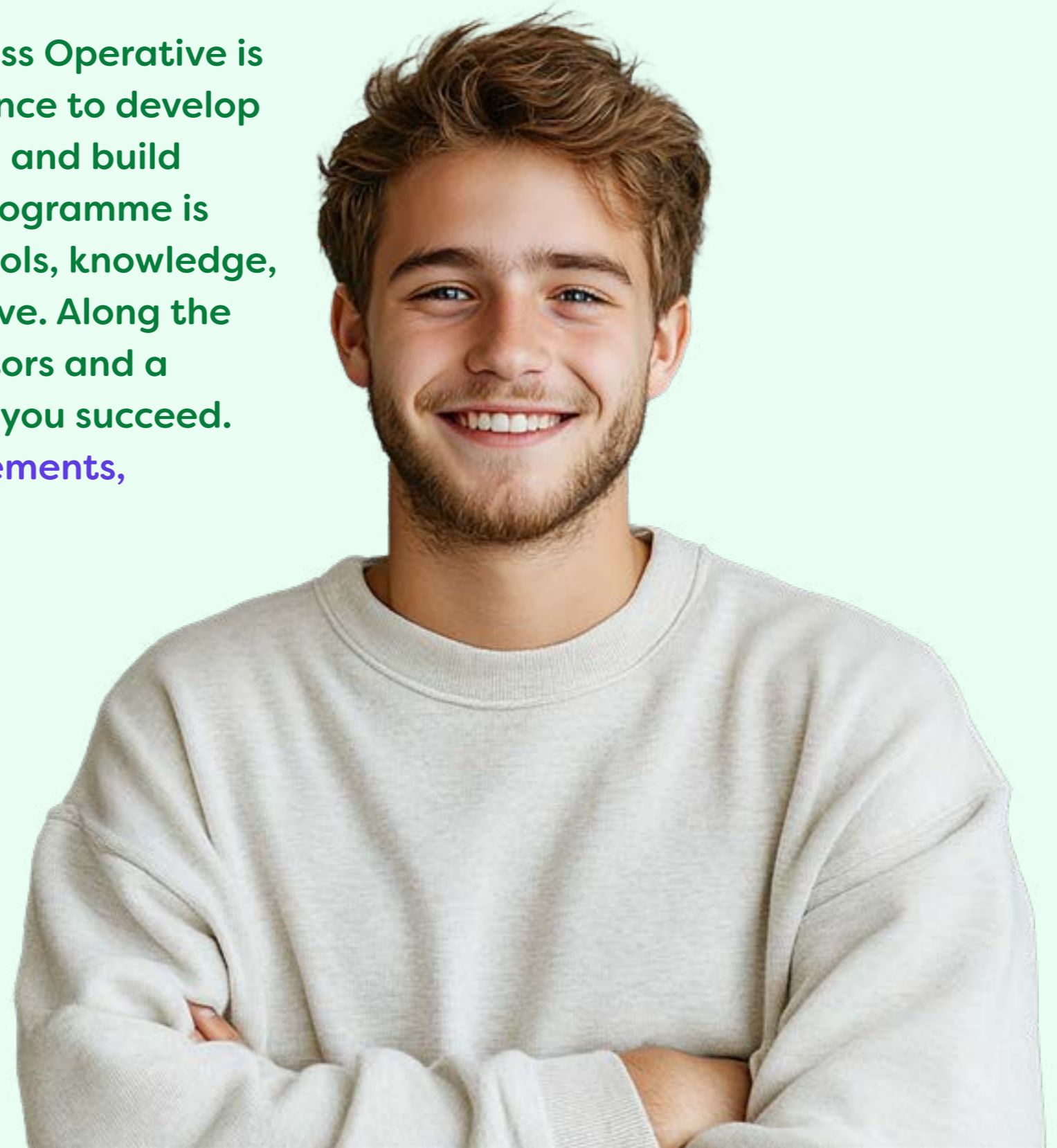


**Level 2**

# **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

**Skills4Pharmacy is a Pharmacy Apprenticeship Training Provider dedicated to initiating and furthering the careers of Pharmacy Technicians, Science 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 EPA

## 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 (SMT) 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 on – 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?

There are no formal entry requirements for the SMPO Apprenticeship.

We will carry out:

- BKSB assessment for English / Mathematics
- Skills scan to identify the current level of KSB

If Apprentices do not hold a GCSE English and GCSE Maths Grade C or above (or equivalent), it is a requirement of the apprenticeship for them to enrol on Maths and English Functional Skills at Level 2. Skills4Pharmacy has an experienced and dedicated team to support learners in achieving this whilst on the programme with 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 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 Apprentices 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, training and development are delivered virtually through weekly live interactive sessions.



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

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.

## 6

### 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

## 7

### Certification

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

# Unit Breakdowns

# Unit Breakdowns

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## 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 pharmacy 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 the preparation and processing technique

## 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 procedures – product set up.
- Carry out start-up procedures – sterilisation and decontamination

## Roles, Responsibilities and Personal Development in Pharmaceutical Technical Services

- Know what appropriate action should be taken in response to incident 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 pharmacy aseptic environment

# 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](http://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 wider parts of department
- ✓ 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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