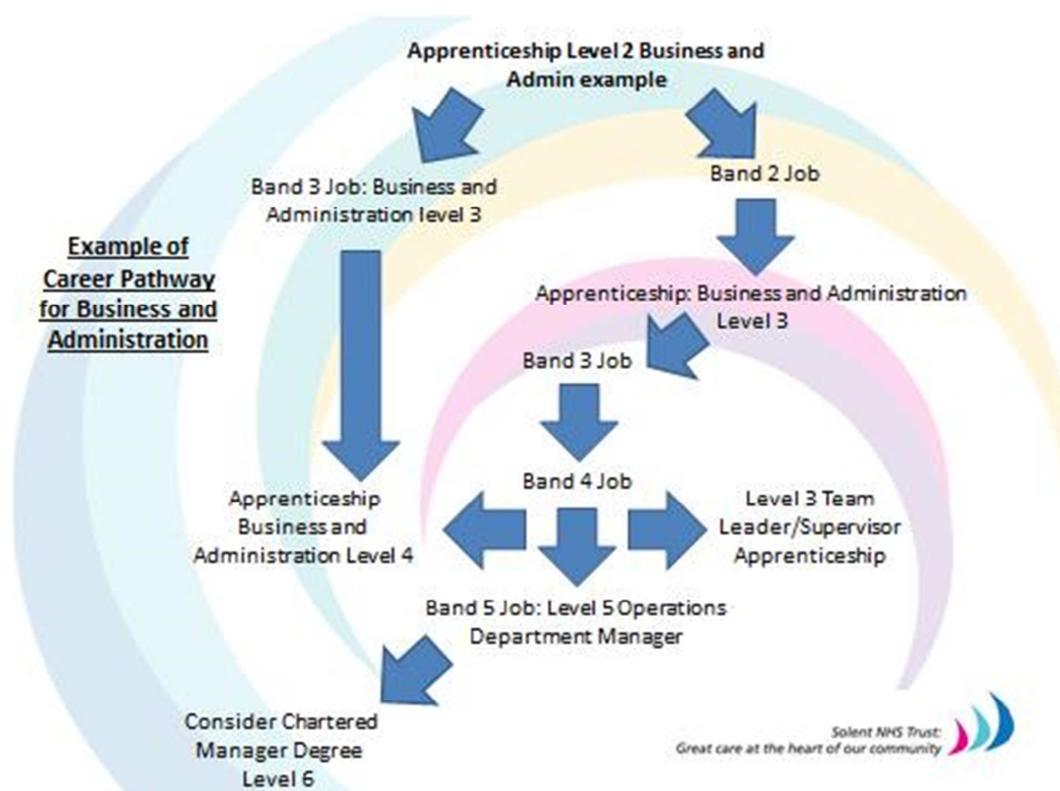


Administration Pathways

We offer apprenticeships and educational programmes which are funded through the apprenticeship levy. We advertise apprenticeship roles through our vacancy page on NHS Jobs and there is not age restriction on who can apply.



Apprenticeship programmes

The entry point onto a career pathway will be dependent on prior learning, qualifications, experience and job role.

This will be determined at interview between training provider and apprentice manager.

You will also need to be aware that 20% of your time will need to be kept aside for training (this will be a combination of onsite and off -site training in various formats such as workshops, online training, forum discussions, shadowing and coaching).

Level 2 Business and Administration - no entry requirements.

Will complete level 1 functional skills by the end of your apprenticeship and take test for level 2, if do not have GCSE grade C/4 or above

Length of course: 15 Months

Current Training provider is: Chichester College

Level 3 Business and Administration

You must be successful in a doing the job to provide evidence ideally level 2 qualifications but experience and job role will be taken into account.

Must be doing the job to provide evidence ideally level 2 qualifications but experience and job role will be taken into account this will be ascertained on initial interview. You will need to of completed your functional skills level 2 by the end of the course, if you do not hold Maths and English GCSE grade C or above.

Length of course: 22 months

Current Training provider is Chichester College

Level 4 Business and Administration

Must be doing the job to provide evidence ideally level 3 qualifications but experience and job role/supervising staff will be taken into account

Length of course: 24 months

Current Training provider is Chichester College

Level 3 Team Leader/Supervisor

Entry Requirements-5 GSCE- A-C-Must be doing the job to provide evidence and have at least a level 2 qualification.

Length of course: 12 months.

Current training Provider TBC

Level 5 Operational/Department Manager

Entry Requirements-5 GSCE- A-C- this is flexible, in a job role that you are supervising staff so you can meet the standards for the level 5 qualification. You need to provide evidence and have at least a level 3 qualification.

Length of course: 30 months

Current Training Provider TBC

Level 6 Chartered Manager degree

Entry Requirements - A levels (or equivalent) or existing relevant level 3 qualifications, English, maths and information communications technology (ICT) at level 2. You should also be working in a job role you can meet the standards for Level 6.

Length of Course: 48 months, Training Provider is Solent University