

Apprenticeship Training

Programme and Added Value Courses



Apprenticeships

Apprenticeship Frameworks

Apprenticeship Frameworks Scotland

Apprenticeship Standards

General

Health & Social Care

Early Years

Management & Leadership Business Administration



Apprenticeships & Accredited Learning

GP Strategies Training Limited is one of the UK's top 10 providers of apprenticeship training having delivered to over 8,500 learners at over 3,000 employer sites in 2016.

A subsidiary of GP Strategies Corporation (NYSE:GPX) we offer local and national high quality assured training solutions and services for both government and commercial organisations.

As one of the largest training providers of the government apprenticeship provision in England, our work is recognised by Ofsted as being Good with outstanding features. In particular the inspectorate recognises as outstanding the strength of leadership and management, the quality of provision and our capacity to improve in providing high calibre programmes.

We offer a wide range of training and recruitment solutions including preemployment traineeship programmes through to higher and degree apprenticeship schemes.

GP Strategies Training Limited are a recognised and approved provider of Chartered Management Institute (CMI) and Institute of Leadership & Management (ILM) Management Apprenticeship Solutions and operates GP Assessment Services which is an independent end point assessment organisation recognised by the government.

If you are interested in end point assessment service for your employees then contact us for further information on
Tel: +44 (0)330 1000 610
or via email: apprenticeshipsUK@gpstrategies.com

Apprenticeship Frameworks

| Course Title | Level | Duration* |
|--|-------|-----------|
| Business Administration (Advanced) | 3 | 12 months |
| Business Administration (Intermediate) | 2 | 12 months |
| Business and Professional Administration | 4 | 15 months |
| Care Leadership and Management | 5 | 15 months |
| Children and Young People's Workforce (Early Years Educator) (Advanced) | 3 | 12 months |
| Children and Young People's Workforce (Intermediate) | 2 | 12 months |
| Children and Young People's Workforce (Residential Care) (Advanced) | 3 | 12 months |
| Children and Young People's Workforce (Social Care Pathway) (Advanced) | 3 | 12 months |
| Customer Service (Advanced) | 3 | 12 months |
| Customer Service (Intermediate) | 2 | 12 months |
| Health and Social Care (Advanced) | 3 | 12 months |
| Health and Social Care (Intermediate) | 2 | 12 months |
| Health Clinical Healthcare Support (Advanced) | 3 | 12 months |
| Health Clinical Healthcare Support (Intermediate) | 2 | 12 months |
| IT User (Advanced) | 3 | 12 months |
| IT User (Intermediate) | 2 | 12 months |
| Management | 4 | 15 months |
| Management (Advanced) | 3 | 12 months |
| Management and Leadership | 5 | 15 months |
| Playwork (Advanced) | 3 | 12 months |
| Retail Operations | 2 | 12 months |
| Retail Operations (Management pathway) (Advanced) | 3 | 12 months |
| Retail Operations (Sales pathway) (Intermediate) | 3 | 12 months |
| Retail Operations (Visual Merchandising pathway) (Advanced) | 3 | 12 months |
| Sales and Telesales (Advanced) | 3 | 12 months |
| Sales and Telesales (Intermediate) | 2 | 12 months |
| Supporting Learning in Physical Education and School Sport (Intermediate) | 2 | 12 months |
| Supporting Teaching and Learning in Physical Education and School Sport (Advanced) | 3 | 12 months |
| Supporting Teaching and Learning in Schools (Advanced) | 3 | 12 months |
| Supporting Teaching and Learning in Schools (Intermediate) | 2 | 12 months |
| Team Leading | 2 | 12 months |
| Warehousing and Storage (Advanced) | 3 | 12 months |
| Warehousing and Storage (Intermediate) | 2 | 12 months |

Apprenticeship Frameworks are being withdrawn from public funding and replaced by Apprenticeship Standards.

Apprenticeship Frameworks Scotland

| Course Title | Level | Duration* |
|-------------------------------------|-----------|-----------|
| AAT Accountancy | 5 & 6 | 12 months |
| Business and Administration | 5, 6 & 7 | 12 months |
| Digital Applications | 6 | 12 months |
| Digital Marketing | 6 | 12 months |
| Diploma for IT & Telecommunications | 6 & 8 | 12 months |
| Life Sciences | 6 & 7 | 15 months |
| Management | 7, 9 & 11 | 12 months |

Apprenticeship Standards

| Course Title | Level | Duration* | End Point Assessment Service** |
|--|-------|-----------|--------------------------------|
| Adult Care - Standard | 2 | 12 months | Yes |
| Business Administrator | 3 | 12 months | |
| Chartered Manager Degree Apprenticeship - Standard | 6 | 18 months | |
| Customer Service Practitioner - Standard | 2 | 12 months | |
| Health Care Support Worker | 2 | 12 months | |
| Lead Adult Care - Standard | 3 | 12 months | Yes |
| Operational Delivery Officer Apprenticeship - Standard | 3 | 18 months | |
| Operational Departmental Manager - Standard | 5 | 18 months | Yes |
| Retail Manager - Standard | 4 | 15 months | Yes |
| Retail Manager - Standard | 2 | 12 months | |
| Retail Team Leader - Standard | 3 | 12 months | Yes |
| Retailer - Standard | 2 | 12 months | Yes |
| Senior Financial Services Customer Service Advisor | 3 | 12 months | |
| Senior Healthcare Support Worker | 3 | 12 months | |
| Supply Chain Operator - Standard | 2 | 12 months | |
| Supply Chain Warehouse Operative - Standard | 2 | 12 months | Yes |
| Team Leader - Standard | 3 | 12 months | Yes |

*The length of the apprenticeship will vary dependant on the individual. Durations are agreed at the start of the course and monitored throughout for their appropriateness.

**End point assessment is a mandatory element of all apprenticeship standards. It is a synoptic set of tests carried out to validate the how the apprentice has developed during their course. GP Strategies Assessment Services is registered end point assessment provider. Please contact us for the latest information on how we can help in this area.

General

| Course Title | GLH |
|---|-----|
| DBS Check | - |
| Equality and Diversity | 3 |
| GP University | - |
| Level 3 Award in Paediatric First Aid at Work | 12 |
| Prevent Duty | 3 |
| Staying Safe Online | 3 |

Health & Social Care

| Course Title | GLH |
|--|-----|
| 6S Productivity Suite | 6 |
| Ageing (including Parkinsons) | 4 |
| Alcohol Misuse | 4 |
| Anxiety | 4 |
| Arthritis | 4 |
| Assessing Needs | 4 |
| Care Certificate Induction Package | - |
| Care Planning | 4 |
| Challenging Behaviour | 4 |
| Cognitive Behavioural Therapy | 4 |
| Communicating Effectively | 4 |
| Confidentiality | 4 |
| Consent | 4 |
| Continence Promotion | 4 |
| COSHH | 4 |
| Dementia Care | 4 |
| Depression | - |
| Deprivation of Liberty Safeguards (D.O.L.S.) | - |
| Diabetes Awareness | 4 |
| Dying, Death and Bereavement | 4 |
| Epilepsy Awareness | 4 |

| Course Title | GLH |
|---|-----|
| Fire Training | 4 |
| Food Allergy Awareness | 4 |
| Hand Hygiene | 4 |
| Health and Safety | 4 |
| Infection Control | 4 |
| IOSH | 7.5 |
| Learning Disabilities | 4 |
| Level 2 Food Hazard Analysis Critical Control Point (HACCP) | 4 |
| Level 2 Food Safety Hygiene | 4 |
| Level 3 Food Safety Hygiene | 4 |
| Mental Capacity | 4 |
| Moving and Handling Assessment | 4 |
| Moving and Handling Theory | 4 |
| Nutrition and Diet | 4 |
| Pain Management | 4 |
| Panic Attacks | 4 |
| Person Centred Care | 4 |
| Pressure Area Care | 4 |
| Principles of Care and Confidentiality | 4 |
| Record Keeping | 4 |
| Risk Assessment | - |
| Role of the Care Worker | - |
| Safe Administration of Medicines | 4 |
| Safeguarding of Vulnerable Adults | 4 |
| Self-Harm | 4 |
| Skin Care | 4 |
| Sleep | 4 |
| Stress Management | 4 |
| Strokes | 4 |
| Wound Care | 4 |

GLH - Guided Learning Hours

Early Years

| Course Title | GLH |
|---|-----|
| A new Approach to Child Poverty | 4 |
| An Introduction to 'Getting it Right for Every Child' | 4 |
| An Introduction to the Autism Spectrum | 4 |
| Awareness of Child Abuse and Neglect | 4 |
| Child Accident Prevention | 4 |
| Child Development - Motorways in the Brain Neural Development | 4 |
| Childhood Obesity | 4 |
| Early Child Development | 4 |
| Early Years Common Core Skills | 4 |
| Food Allergy Awareness | 4 |
| Information Sharing | 4 |
| IOSH | 7.5 |
| Level 2 Food Hazard Analysis Critical Control Point (HACCP) | 4 |
| Level 2 Food Safety Hygiene - City and Guilds | 4 |
| Level 3 Award in Paediatric First Aid | 12 |
| Level 3 Food Safety Hygiene - City and Guilds | 4 |
| Manual Handling for Carers and Parents | 4 |
| Manual Handling Practical | - |
| Risk Taking Behaviour in Young People | 4 |
| Safeguarding and Leadership | 4 |
| Safeguarding Children, Young Peoples and Adults at Risk | 4 |
| Self-Harm and Suicide Thoughts in Children and Young People | 4 |
| Supervision and Appraisal in Early Years Settings | 4 |
| Working with Children - Safer Working Practices | 4 |
| Working with Children with Disabilities | 4 |

Management & Leadership Business Administration

| Course Title | GLH |
|---|-----|
| An Introduction to Social Media in the Workplace | 4 |
| Confidentiality in the Workplace | 4 |
| Conflict Resolution in the Workplace | 4 |
| COSHH | 4 |
| Customer Excellence for Frontline Staff | 4 |
| Data Protection at Work | 4 |
| Health and Safety at Work and Fire Safety | 4 |
| How to Delegate Effectively | 4 |
| How to Develop a Culture of Openness and Trust in the Workplace | 4 |
| How to Develop and Effective Induction | 4 |
| How to Manage Coaching and Mentoring | 4 |
| How to Manage Conflict | 4 |
| How to Manage Discipline and Grievance | 4 |
| How to Manage Effective Meetings | 4 |
| How to Manage Equality and Diversity | 4 |
| How to Manage Learning and Development | 4 |
| How to Manage Performance Reviews | 4 |
| How to Manage Recruitment and Selection | 4 |
| How to Manage Redundancy | 4 |
| How to Manage Sickness and Absence | 4 |
| How to Manage Through Change | 4 |
| How to Recognise and Reward your Team | 4 |
| Introduction to Contract Management | 4 |
| Introduction to Display Screen Equipment | 4 |
| IOSH | 7.5 |

Management & Leadership Business Administration

| Course Title | GLH |
|--|-----|
| Managing Stress and Pressure | 4 |
| Moving and Handling in the Workplace | 4 |
| Presentation Skills | 4 |
| Problem Solving | 4 |
| Professional Boundaries | 4 |
| Risk Assessment at Work | 4 |
| Slips, Trips and falls | 4 |
| Standard Operating Procedures | 4 |
| The Bribery Act | 4 |
| Time Management | 4 |
| Understand the Rules of Customer Service | 4 |
| Visual Management | 4 |

GP Strategies Training Limited offer a range of complementary services to support your business needs. Our team of experts will discuss the options available to you.

Contact us for further information on Tel: +44 (0)330 1000 610 or via email: apprenticeshipsUK@gpstrategies.com

We're at **our best** when helping our clients achieve **their best**.

Together... making a meaningful impact on the world.



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