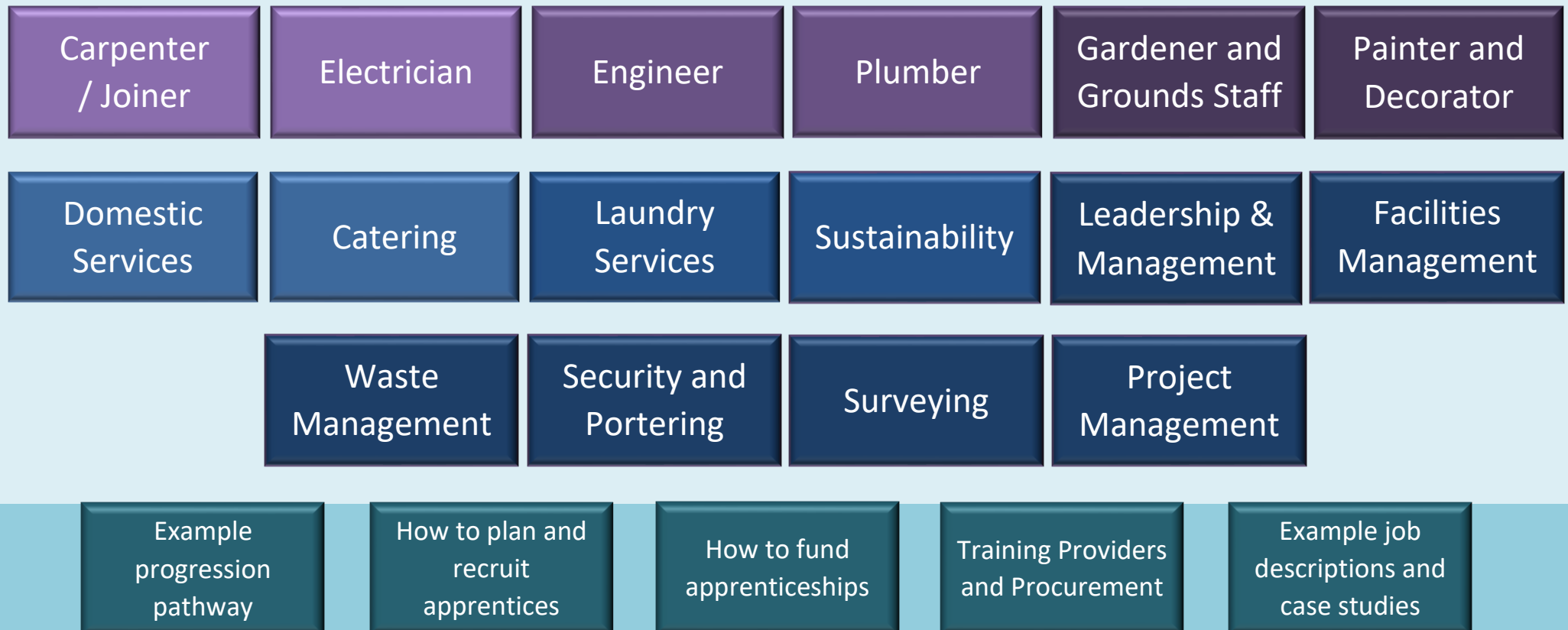


Estates and facilities apprenticeships in the NHS

Did you know there are dozens of apprenticeship qualifications that can be used for roles in estates and facilities? You can use these apprenticeship qualifications to train new talent and upskill your existing workforce.

 Click on the boxes below to explore some example apprenticeship routes that you could use in your own workforce



Carpenter/Joiner

Carpentry and Joinery

Level 2

This apprenticeship is about developing skills and knowledge to prepare and install basic building components. Working with building materials (most often wood) to create and instal building components. Apprentices will learn how to shape and cut materials, install finished materials like partitions, doors, staircases, window frames, mouldings, timber floor coverings and erecting structural components, using the appropriate tools and to the quality specified.

Advanced Carpentry and Joinery

Level 3

This apprenticeship is about advanced skills and knowledge to prepare and instal complex building components. Apprentices will learn to utilise a range of advanced skills which allow them to carry out complex carpentry or joinery work to high standards and demanding tolerances including measuring, marking out, fitting, cutting, splicing, finishing, positioning and securing.

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Electrician

Installation electrician and maintenance electrician

Level 3

This apprenticeship is about learning to instal, maintain and repair electrical systems in industrial, commercial and domestic environments; such as switchboards, fuses, thermal relays, fault current protection switches, heating, lighting, air conditioning and metering equipment as well as crime and fire alarm systems and renewable energy technologies.

Electrical, electronic product service and installation engineer

Level 3

This apprenticeship is about learning to install and service a range of domestic and commercial equipment. They will develop skills to diagnose faults and repair electrical & electronic products.

Building services design engineer

Degree Apprenticeship

Apprentices will develop skills in the key areas of building services systems design, management of complex projects combined with low-carbon and renewable energy strategies as they relate to the built environment. The apprenticeship combine the disciplines of engineering design, management and the built environment

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Engineer

Clinical engineering, medical electronics, multi skilled, maintenance

<p>Healthcare engineering specialist technician Level 3</p> <p>This is a core and options apprenticeship standard. There are two options:</p> <p>Option 1: Healthcare medical devices technician</p> <p>Option 2: Healthcare estates technician</p> <p>Apprentices will learn to ensure patient safety and service continuity for specialist healthcare medical devices or healthcare estates in a clinical setting. They will conduct planned maintenance and reactive maintenance.</p>	<p>Healthcare Science Associate Level 4</p> <p>This apprenticeship is based in healthcare science, apprentices can specialise in decontaminating, repairing and maintaining medical devices, e.g. in Clinical Engineering medical device maintenance/calibration (including electro-medical); managing technical data and writing technical reports.</p>	<p>Building services engineering site management Degree Apprenticeship</p> <p>Apprentices will develop skills and knowledge to understand engineering principles, codes and standards including, but not limited to: electrical, mechanical, plumbing and building management systems. They will develop project management, performance management, costing, budgeting, planning commissioning and risk management skills.</p>	<p>Building services design engineer Degree Apprenticeship</p> <p>Apprentices will develop skills in the key areas of building services systems design, management of complex projects combined with low-carbon and renewable energy strategies as they relate to the built environment. The apprenticeship combine the disciplines of engineering design, management and the built environment</p>	<p>Electro-mechanical engineer Degree Apprenticeship</p> <p>Apprentices will develop advanced skills and knowledge to identify and derive technical requirements for electro-mechanical projects or systems. They will create and utilise technical analyses models or simulations to predict the performance of products or systems. This includes modelling and analysis of electrical circuit behaviour and of mechanical behaviour.</p>	<p>Healthcare Science Practitioner (Clinical Engineering) Degree Apprenticeship</p> <p>This apprenticeship develops advanced skills in the scientific basis of engineering, the pathophysiology of disease, and anatomy and physiology. Specialising in areas such as: radiation engineering, rehabilitation engineering, medical engineering, renal technology.</p>
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Plumbing

Plumbing and domestic heating technician Level 3

Apprenticeship will learn how to select, install, service, commission and maintain all aspects of plumbing and heating systems.

Plumbing and Heating apprentices will learn to instal plumbing and heating systems, including, accurate measuring, marking, cutting, bending and jointing metallic and non-metallic pipework.

Appliances and equipment can include gas, oil and solid fuel boilers as well as pumps, heat emitters, bathroom furniture or controls as part of a cold water, hot water, and central heating or above ground drainage and rainwater systems.

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Gardener and Grounds Staff

Horticulture or landscape operative Level 2

This apprenticeship is about developing industry understanding of the importance and benefits of green-space and the types of horticultural skills appropriate to different businesses and sites. Apprentices will develop skills and knowledge in plant environmental conditions, plant growth, tools, equipment and machinery, vegetation, plant identification, soil science and basic pest and disease identification and symptoms and control methods.

Landscape or horticulture supervisor Level 3

Apprentices will develop advanced skills in horticulture, they will be able to supervise a project including project processes, planning and specification. Apprentices will develop advanced skills and knowledge in plant environmental conditions, plant growth, tools, equipment and machinery, vegetation, pest control methods. They will learn how to assess and repair hard structures, evaluate hazards and damage and if appropriate carry out repair or report.

Horticulture and landscaping technical manager

Level 5

Apprentices will learn to plan future development and maintenance of the site through a management plan design. They will analyse environmental conditions of the site to include soil, water and existing vegetation. They will learn how to be responsible for the implementation of those plans through direct staff and/or contractors. They will develop budgetary skills.

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Painter and Decorator

Painter and decorator Level 2

Apprenticeship will develop knowledge of paint coatings and wallcoverings and understand and comply with statutory, safety and environmental requirements.

They will be able to select, use, maintain and store, paint, tools, wallcoverings, spray equipment, steps, ladders and towers safely.

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Domestic Services

Healthcare Cleaning Operative Level 2

An apprenticeship for domestic team members who want to develop their skills and service. With focus on duties such as deep cleaning and rapid response cleaning to a hygienic standard of cleanliness this is a perfect pick to train and nurture your cleaning teams.

Team Leader Level 3

An apprenticeship to hone and develop management and leadership skills. Learners look at areas such as finance, team supervision and communication to grow efficient teams and future leaders.

Operations / departmental manager Level 5

Apprentices will develop skills and knowledge to create and deliver operational plans, manage projects, lead and manage teams, manage change, financial and resource management, talent management, coaching and mentoring.

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Catering

Hospitality Team Member Level 2

This apprenticeship is about developing fantastic 'hospitality' skills and knowledge such as recognising customer needs, knowing how to match them to the products and services of the business and working as part of a team to ensure that every customer has a great experience.

Production Chef Level 2

This apprenticeship focuses on the operations within a hospital's kitchen. Learners will focus on the importance of nutrition within a healthcare setting, health and safety, communication with their teams and how their role and actions impact on the business function of the trust.

Commis Chef Level 2

A commis chef apprentice prepares food and carries out basic cooking tasks under the supervision of a more senior chef. A primary objective of the commis chef is to learn and understand how to carry out the basic functions in every section of the kitchen.

Senior Production Chef Level 3

Focusing on producing customers' meals consistently to perfection according to predetermined specifications. Promoting the ability to work independently and lead the team within the hot and highly challenging NHS kitchen environments.

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Laundry Services

Textile care operative Level 2

Apprentices will learn how to sorting and identify incoming products. They will develop skills in decontamination in laundering quality standards, e.g. Risk and Bio-Contamination in the Laundry Environment (British Standard European Norm BS EN 14065), Decontamination of Linen in health and social care (Health Technical Memorandum HTM 01-04) and, BS EN 13795 surgical drapes, gowns and clean air suits, used as medical devices for patients, clinical staff and equipment.

Team Leader Level 3

An apprenticeship to hone and develop management and leadership skills. Learners look at areas such as finance, team supervision and communication to grow efficient teams and future leaders.

Operations / departmental manager Level 5

Apprentices will develop skills and knowledge to create and deliver operational plans, manage projects, lead and manage teams, manage change, financial and resource management, talent management, coaching and mentoring.

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Sustainability

<p>Junior energy manager Level 3</p> <p>This apprenticeship is about developing the theory and practices that underpins how energy flows in an out of buildings, equipment and processes and how key energy systems operate. They will help the organisation meet sustainability commitments by reducing energy consumption and reducing costs.</p>	<p>Corporate responsibility and sustainability practitioner Level 4</p> <p>This apprenticeship focuses the how organisations manage the resources they use and the waste they generate according to environmentally friendly principles. Apprentices will learn how to lead, manage and deliver sustainable business projects, such as carbon foot printing, impact assessment and change management.</p>	<p>BEMS (building energy management systems) controls engineer Level 4</p> <p>Learners undertaking this apprenticeship develop skills and knowledge to ensure building Energy Management Systems are implemented in buildings with mechanical, HVAC (heating, ventilation and air conditioning) and electrical systems to enable energy efficient control of the internal environment.</p>	<p>Environmental practitioner Level 6</p> <p>Apprentices will develop a high level of professional environmental expertise, for example, environmental policy and legislation, air quality, climate change, energy, water resources, waste management, ecology, acoustics, land contamination, sustainability, landscape or heritage.</p>	<p>Sustainability business specialist Level 7</p> <p>Focusing on how organisations can manage the resources they use and the waste they generate according to environmentally friendly principles. On completion of the apprenticeship learners will be able to implement and monitor sustainability strategies, influencing behaviour of stakeholders.</p>
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Leadership & Management

<p>Team leader / supervisor Level 3</p> <p>This apprenticeship is about developing first line management skills, including; supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans and resolving problems.</p>	<p>Operations / departmental manager Level 5</p> <p>Apprentices will develop skills and knowledge to create and deliver operational plans, manage projects, lead and manage teams, manage change, financial and resource management, talent management, coaching and mentoring.</p>	<p>Chartered manager Degree Apprenticeship</p> <p>Apprentices will learn to take responsibility for people, projects, operations and/or services to deliver long term organisational success. They will learn financial management, project management, innovation, risk management, & develop stakeholder relationships.</p>	<p>Senior Leader Level 7</p> <p>Apprentices will learn how to set, manage and monitor core objectives that are aligned to the overall strategic objectives of their organisation. They will lead on the development and critical review of operational policies and practices within their area, lead and influence agreed projects to deliver organisational strategy and make decisions about organisational resource requirements (budgets, people, technology).</p>
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Estates and Facilities Services Management

<p>Facilities services operative Level 2</p> <p>This apprenticeship can be used broadly to develop someone to provide facilities services support to customers and FM departments. This may include services such as security, supporting hard FM functions i.e. maintenance and engineering, and Soft FM i.e. cleaning, catering, front-of-house logistics, post-room services and portering.</p>	<p>Facilities management supervisor Level 3</p> <p>This apprenticeship can be used broadly to develop someone to manage a facilities management service, or a group of services, both hard and soft FM. All apprentices will be required to supervise others; to understand the contractual requirements and service delivery targets between their employing organisation and the client/customer in order to achieve service targets.</p>	<p>Facilities manager Level 4</p> <p>Apprentices will learn to manage the delivery of all FM services within their local area of responsibility for one or more contracts/services e.g. cleaning, catering, maintenance or fleet services. They will ensure that levels of performance delivered exceed customer expectations within budget for the properties, assets and services.</p>	<p>Senior and head of facilities management Degree Apprenticeship</p> <p>Apprentices will learn to overseeing the financial and operational performance of the FM function, managing client relationships, building the FM client base, business growth and developing the organisational capability of the FM workforce.</p>
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Waste Management

Waste resource operative level 2

Learners will develop skills and knowledge in the collection, transport, processing, disposal and recycling of waste and recyclables. Including The principles and purpose of environmental protection and health and safety legislation e.g. Manual handling, Control of Substances etc..

Team leader / supervisor Level 3

This apprenticeship is about developing first line management skills, including; supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans and resolving problems.

Operations / departmental manager Level 5

Apprentices will develop skills and knowledge to create and deliver operational plans, manage projects, lead and manage teams, manage change, financial and resource management, talent management, coaching and mentoring..

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Security and Portering

<p>Customer Service level 2</p> <p>Apprentices will develop skills and knowledge to deliver high quality services to the customers (patients). They will understand the different needs and priorities of customers (patients) and the best way to manage their expectations, recognising and knowing how to adapt style to be highly effective.</p>	<p>Security first line manager Level 3</p> <p>Apprentices will learn to be competent in supervising people and activities in line with regulatory requirements; undertaking security risk assessments; providing security advice to others; understanding threat, vulnerability and risk; security methods, operations and activities.</p>	<p>Team leader / supervisor Level 3</p> <p>This apprenticeship is about developing first line management skills, including; supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans and resolving problems.</p>	<p>Operations / departmental manager Level 5</p> <p>Apprentices will develop skills and knowledge to create and deliver operational plans, manage projects, lead and manage teams, manage change, financial and resource management, talent management, coaching and mentoring.</p>
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Surveying

<p>Surveying technician level 3</p> <p>Apprentices will develop skills and knowledge to enable them to collect information from site inspections to inform advice to clients on land, property or construction.</p>	<p>Building services engineering technician Level 3</p> <p>Apprentices will learn to support engineers, surveyors and architects on construction projects. They will assist in the delivery of building services solutions and systems such as mechanical (heating, ventilation, and cooling), electrical (power, lighting etc) and public health (water services and drainage).</p>	<p>Engineer surveyor Level 4</p> <p>Apprentices will develop skills and knowledge to undertake independent engineering inspections across a wide variety of equipment in workplaces such as factories, shops, quarries, hospitals and schools. They specialise in either:</p> <p>Engineer Surveyor (Mechanical) or Engineer Surveyor (Electrical)</p>	<p>Chartered surveyor Degree apprenticeship</p> <p>There are three distinct pathways within this apprenticeship:</p> <p>Building Surveying or Quantity Surveying & Project Management or Property</p>
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Project Management

Project controls technician Level 3

This apprenticeship develops skills and knowledge in project controls including the technical disciplines of estimating, planning, scheduling and cost engineering for which this apprenticeship gives a comprehensive grounding leading to roles such as project controller, estimator, planner, scheduler and cost engineer.

Associate project manager level 4

Apprentices will develop skills and knowledge in project governance, stakeholder management, project communication leadership, planning, budgeting and cost control, business case and benefit management, project scheduling, risk management and quality control.

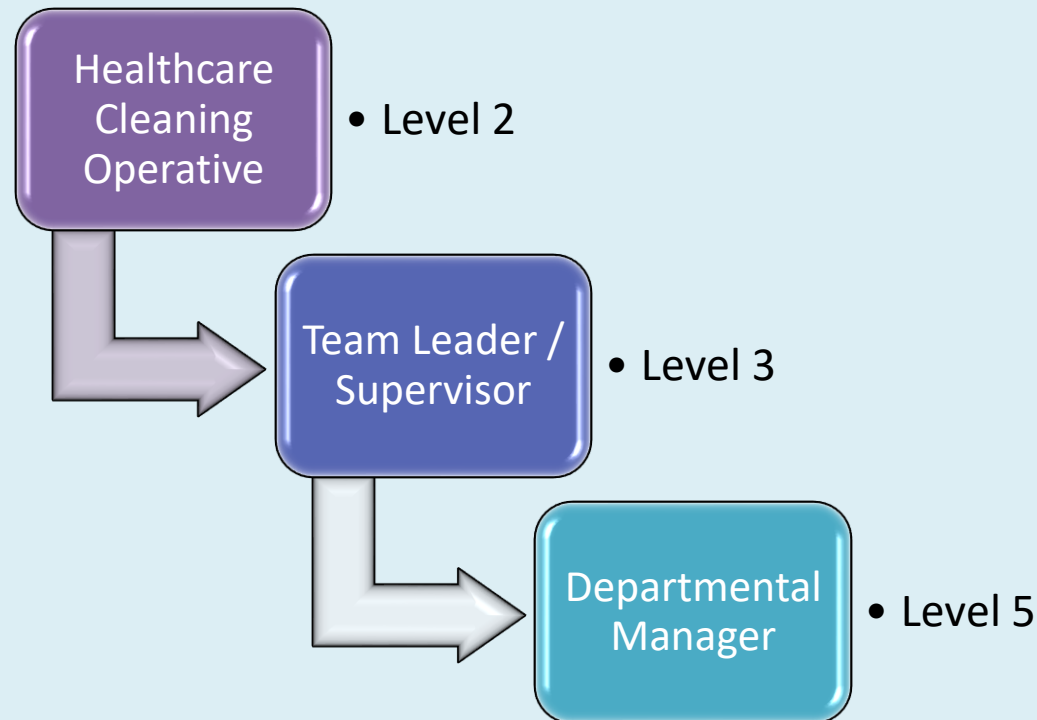
Project Manager Degree Apprenticeship

Apprentices will be able to apply appropriate governance and project management methods and techniques to initiate and execute projects, interfacing with other projects within larger project programmes to meet the strategic objectives of the organisation. They will gain an appreciation of programme management techniques and an understanding of how projects are managed within a larger programme.

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Create a progression pathway using apprenticeships

You can use apprenticeship qualifications to create progression pathways within your workforce. This supports succession planning, retention and creates a skilled workforce. For example:



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HEE has created a financial tool to help users plan for future apprenticeship cohorts. The tool shows the overall salary costs (including on costs) and the cost of the off-the-job or supernumerary time. It is hoped that this will allow employers to use the tool for both new hires and existing staff.

[Click here to access this tool](#)

Grow your team

How to plan, recruit and develop apprentices

Step 1: Identify

Assess your workforce development need: identify the skills gaps of your workforce and their current qualification level relating to their role. Think about any vacancies that could be considered as a future apprentice role.

Step 2: Funding

Estimate how much salary funding you would need to spend on apprenticeship roles.

(See funding options on the next page for some suggestions)

Step 3: Access Levy

Access apprenticeship levy funding to pay for the tuition costs of the apprenticeship.

Speak to your organisations apprenticeship lead who will be able to advice about apprenticeship levy.

Step 4: Training Provider

Choose apprenticeship training and assessments: find a training provider who will offer the right apprenticeship qualification and assess your apprentice over the duration of their qualification.

Browse apprenticeship training and search for local providers at: [Find Apprenticeship Training](#)

Step 5: Recruitment

Advertise a vacancy: you can work with your training provider to help with advertising and shortlisting. They can also help you identify an existing employee as well as recruit new apprentices.

Step 6: Ongoing Support

Provide ongoing support for the apprentice: including, helping the new apprentices to adjust to the workplace, nominating a member of the team to be the apprentice's mentor, planning workload to provide the necessary opportunities to complete practical tasks in line with training goals. Also build in time for the apprentice to receive regular assessment / workplace reviews by the training provider.

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How to fund apprenticeships

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Apprenticeship Levy

Employers with a pay bill over £3 million each year, pay the apprenticeship levy.

Levy paying employers can spend apprenticeship levy funding on apprenticeship training and end-point assessment (the assessment of apprentices by an independent organisation, required before they can complete the apprenticeship).

Apprenticeship levy can only be used to fund eligible training costs. It cannot be used to fund salaries.

Your organisation's apprenticeship lead will be able to support you to access your organisation's apprenticeship levy.

How to access funding if you aren't a levy paying employer

Non-levy paying employers can receive 95% of the apprenticeship cost through government funding. This is called 'co-investment'.

Non-levy employers pay 5% towards the cost of apprenticeship training. The government will pay the rest (95%) up to the funding band maximum.

The 95% funding is paid by the Government straight to the provider. The 5% employer contribution is paid to the provider by the employer.

Apprenticeships can also be funded via levy transfers; this is when a levy paying employer agrees to fund the course fees for an apprentice who is employed by a different employer.

How to fund salary costs

Option 1

Recruit to a vacancy, pay the apprentice annex 21 and utilise the remaining salary costs for backfill.

Option 2

Develop a board business case for rolling training posts – you can find an example business case [HERE](#)

Option 3

Calculate long term return on investment and utilise predicted future savings to fund salary costs.

Option 4

Utilise other income generation to fund salaries for apprentices

How do wholly owned subsidiaries access apprenticeship funding?

If you are a [connected company](#) with a combined annual pay bill of more than £3 million you will pay apprenticeship levy and be able to spend apprenticeship levy funding on apprenticeship training and end-point assessment. If your annual pay bill is less than £3 million please see "How to access funding if you aren't a levy paying employer"

Training provider and procurement guidance

Why do I need to procure apprenticeship education?

Apprenticeship levy funding is counted as public money and therefore demonstration of best value is required.

What is the National Procurement Framework?

Salisbury NHS Foundation Trust manage a supported procurement service and have worked closely with IHEEM to develop Estates and Facilities apprenticeship offerings within Salisbury's National Apprenticeship framework, with a wide range of providers, courses and learning options.

This framework provides a menu of training providers that enable employer choice; all training providers listed in the framework have met certain criteria to ensure employers of a quality programme.

How do I access the procurement framework?

Please contact Simon Dennis for further details - simon.dennis@nhs.net

You can also browse apprenticeship training providers on the government website [Find Apprenticeship Training](#)

Example Job Descriptions and Case Studies

You can find a selection of example job descriptions and case studies on the NHS Estates collaboration Hub.

The collaboration Hub is run by The NHS Estates team within NHS England and NHS Improvement, with a dedicated apprenticeship page where you can find:

- Example apprenticeship job adverts
- Guidance
- Case studies and more information about the Estates and Facilities 2022/23 apprenticeship challenge

To join the collaboration hub visit the [NHS Estates and Facilities Collaboration Hub](#) and e-mail england.efmportalsubmissions@nhs.net to register.

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Further Resources

You can find information on the [national minimum wage, the apprenticeship rate, and the definition of an employee](#) on GOV.UK.

[20% off the job training](#)

[What is an apprenticeship and what does it involve?](#)

[ESFA Funding Rules](#)

[Apprenticeship Implementation Toolkit](#)

[Apprenticeships in Primary and Social Care Information Pack](#)

[How do I pay for apprenticeship training?](#)

[Apprenticeship Funding Toolkit](#)

[What are the requirements for English and Maths?](#)

[Is there an age limit?](#)

[What happens at the end of an apprenticeship?](#)