

# Pharmacy Technician Workforce Expansion Programme 2022/23: Guidance for Employers



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## Introduction

Health Education England are looking to work with employers to implement a 24-month training programme for pre-registration trainee pharmacy technicians (PTPTs) nationally across England

Individuals undergoing education and training to become a registered pharmacy technician are known as a pre-registration trainee pharmacy technician (PTPT) and will be referred to as 'PTPT' in this document.

The NHS Long Term Plan<sup>1</sup> has highlighted a need to grow pharmacy technician numbers to meet the increasing demand for patient-facing clinical pharmacy roles across care settings. With pharmacy technicians added to roles eligible for the Additional Roles Reimbursement Scheme (ARRS) within primary care networks, it is essential that we work to grow PTPT placement numbers, ensuring workforce demands and patient needs are met across all sectors moving forward.

Health Education England (HEE) are looking for community pharmacies and cross-sector partnerships that will deliver a work-based training programme for PTPTs that meets the General Pharmaceutical Council (GPhC) 2017 Initial Education and Training (IET) Standards<sup>2</sup> for pharmacy technicians. The knowledge component of PTPT training will be delivered by an education provider, ideally through the apprenticeship route.

Application will be via expressions of interest opening on 27<sup>th</sup> June and closing on 17 July 2022.

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<sup>1</sup> [NHS Long Term Plan](#)

<sup>2</sup> [General Pharmaceutical Council \(GPhC\) 2017 Initial Education and Training \(IET\) Standards](#)

## Participating in the programme

### What are the benefits of being part of this programme?

Taking on a PTPT is a long-term investment to 'grow your own workforce' and will support participants to meet the increased demand placed on clinical services across sectors. Many organisations are struggling to recruit qualified pharmacy technicians with the required experience, particularly in sectors not traditionally associated with the role, such as in primary care networks (PCNs) or General Practice (GP).

By participating in this training programme, you will be contributing to a future pharmacy technician workforce better prepared to deliver enhanced integrated healthcare system services from the point of qualification. This should in turn mean that less resource is required to establish new starters in these roles in the future.

Additional benefits for community pharmacy include an opportunity to address workforce challenges during the training period as the PTPT develops competencies, as well as ensuring that the community pharmacy technician workforce has the knowledge and skillset to support possible extension of community pharmacy services.

Cross-sector integrated PTPT training programmes offer added benefits to general practice and PCNs, as currently there is a limited pool of qualified pharmacy technicians to recruit in this sector. Also, PTPTs are unable to complete dispensary activities in this sector alone, so partnership with community or hospital pharmacy is needed which also means training and supervision responsibilities can be shared with the partner organisation/s.

The offer aims to be flexible and allow employers to develop training programmes in line with their service models. However, key principles will inform programme development. These principles are based on the training programme:

1. Having robust workplace training plans in place that meet the requirements of the GPhC Initial Education Standards (IET) for pharmacy technicians
2. Providing adequate supervision
3. Providing good experiential learning opportunities
4. Meeting the Health Education England quality framework<sup>3</sup>

### Who can participate and 'host' a PTPT?

We are looking for either community pharmacy employers to deliver PTPT training as a single-sector programme or employers to form cross-sector partnerships to develop training placements which must consist of a minimum of two healthcare settings, one of which must be either a community or hospital pharmacy. Ideally, we would like to see partnerships that include general practice/primary care networks. Healthcare settings eligible for cross-sector programmes are:

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<sup>3</sup> [Health Education England Quality Framework from 2021](#)

- ambulance service
- care homes
- community pharmacy
- community services
- general practice
- health and justice
- integrated care systems
- primary care networks
- secondary care
- mental health

There will be two application options for employers wishing to participate:

- **Option 1 – Community Pharmacy single-sector training**, the trainee is employed and completes their full 24 months' training programme in community pharmacy.
- **Option 2 – Cross-sector training**, the trainee completes their training in a minimum of two different healthcare settings (see Cross-sector partnerships – how do they work?).

### Option 1 – Community Pharmacy single-sector training

#### Community pharmacy single-sector training criteria

- Educational supervision capacity identified for 24-month period (a GPhC registered professional with a minimum of two years' post-qualification experience)
- Practice supervision capacity identified for 24-month period
- Outline of 24-month training plan (it is understood that this will be developed in further detail if application is successful)
- Payment of any additional costs considered and agreed (usually covered by the employer)
- Should, as a minimum, employ the PTPT meeting Agenda for Change (AfC) Annex 21 Band 4<sup>4</sup> pay or minimum wage/living wage as appropriate for age, whichever is greater
- PTPTs **must** be given one day per week to attend college or complete distance/e-learning
- **Must** meet the pharmacy technician (integrated) apprenticeship standard requirements<sup>5</sup>, including off the job training requirements (where apprenticeship route utilised)
- As part of their training, PTPTs will be expected to demonstrate accuracy in the assembly of medicines and the checking of others, as well as be able to undertake medicines reconciliation and supply

### Option 2 – Cross-sector training

#### Cross-sector training criteria

- Partnership identified with nominated employer & at least one other partner
- Payment of any additional costs considered and agreed (usually covered by the employer)
- Educational supervision capacity identified for 24-month period (a GPhC-registered professional with a minimum of two years' post-qualification experience)

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<sup>4</sup> [NHS Terms and Conditions of Service Handbook](#)

<sup>5</sup> [Pharmacy Technician \(Integrated\) apprenticeship standards](#)

- Practice/clinical supervision capacity identified for 24-month period
- Outline of 24-month training plan (it is understood that this will be developed in further detail if application is successful)
- Placement/sector rotations including durations and locations clearly identified for the 24-month period
- Placement model identified for the 24-month period (e.g. split week or 13-week blocks)
- Trainee must spend a minimum of 12 weeks in each sector per year
- Should as a minimum, employ the PTPT meeting Agenda for Change (AfC) Annex 21 Band 4 pay or minimum wage/living wage as appropriate for age, whichever is greater
- PTPTs **must** be given one day per week to attend college or complete distance/e-learning
- **Must** meet the pharmacy technician (integrated) apprenticeship standard requirements<sup>6</sup>, including off the job training requirements (where apprenticeship route utilised)
- As part of their training PTPTs will be expected to demonstrate accuracy in the assembly of medicines and the checking of others, as well as be able to undertake medicines reconciliation and supply

Please note, a dispensary within a dispensing doctors surgery cannot be used as an alternative placement setting to a community or hospital pharmacy. However, this can be used as a short supplementary placement as there is valuable experience to be gained from a PTPT working in a dispensing doctor dispensary.

### Cross-sector partnerships – How do they work?

Employers wishing to deliver a cross-sector programme are responsible for forming their own partnerships. In the first instance, if you have a good relationship with a local GP, pharmacy, care home, hospital, etc., start to have to have discussions about the programme and the type of placement they can offer. Although a minimum of two partners are required, larger partnerships may provide additional experiential learning opportunities for the PTPT; this will strengthen the cross-sector programme. Your local HEE pharmacy team, training hub or ICS workforce team can support conversations and partnership building.

Within the partnership; one partner will be the employer, with responsibility for:

- Employing the PTPT(s)
- Facilitating financial payments
- Agreeing and formalising the partnership, including who is responsible for any additional costs, e.g. wages, procedures for agreeing leave, changes in working patterns, supervision, employment on costs, etc
- Working with the other partners to agree a learning plan for the PTPT(s) that meets the GPhC IET standards for pharmacy technicians.

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<sup>6</sup> [Pharmacy Technician \(Integrated\) apprenticeship standards](#)

## Cross-sector partnerships – Forming a partnership and placements

The employer will identify a suitable partner or partners and agree an overview of which of the programme standards and objectives the PTPT will undertake during their placement with each partner.

Partnerships must consider what the placement model will be for instance, this may consist of block rotations in one placement/sector at a time, or a split week, e.g. 2 days a week rotating between placements, or whether a mixed model be adapted.

The table below provides three examples of what a placement model could look like. Partnerships have the freedom to deliver a different model to those suggested, as long as the PTPT spends a minimum of 12 weeks per year in each sector.

Model 1	Model 2	Model 3
<ul style="list-style-type: none"> <li>• 1 day a week college/distance learning</li> <li>• 4 x 13-week rotation in community or hospital pharmacy</li> <li>• 4 x 13-week split rotations consisting of:                             <ul style="list-style-type: none"> <li>• 2 days a week in General Practice</li> <li>• 2 days a week in care home</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 1 day a week college/distance learning</li> <li>• 2 days a week in community or hospital pharmacy</li> <li>• 2 days a week in General Practice</li> <li>• 1-week placement is in a specialist service, e.g. ambulance service</li> </ul>	<ul style="list-style-type: none"> <li>• The following repeated over 2 years</li> <li>• 1 day a week college or distance learning</li> <li>• 13 weeks in hospital pharmacy</li> <li>• 13 weeks in General Practice</li> <li>• 13 weeks in hospital pharmacy</li> <li>• 13 weeks in community pharmacy</li> </ul>

Other recognised community health and social care settings can be used for supplementary learning but could be shorter ‘taster’ placements with appropriate supervision. Evidence of quality placements exposing the trainee to a breadth of experiential learning opportunities will be reflective of a strong application.

**Please note:** The lead employer is responsible for organising and co-ordinating access to placements with the partner organisations over the 24-month training period. This is to ensure that the PTPT can meet all learning requirements. Where a trainee is unable to access the appropriate placements, there is a risk of the individual failing the programme and not being able to register as a pharmacy technician.

## Remuneration

### What funding is available and how can it be used?

To support the urgent need to increase the pharmacy technician workforce, HEE is offering a financial training contribution to support sites in developing a PTPT programme that meets the HEE quality framework.

The annual offer is a training contribution of:

- Year 1 - £22,772 per PTPT
- Year 2 - £23,327 per PTPT

The funding can be used flexibly and is intended to contribute to the cost of developing and running a two-year programme. The training contribution may be used towards the cost of salary, infrastructure costs such as practice supervision and/or educational supervision, or any other costs associated with the PTPT successfully completing this training programme/apprenticeship.

Payments will be made to the employer/system lead who **must** assure financial arrangements are in place to support the PTPT throughout the duration of the programme. It is up to partnerships to agree how these funds are utilised amongst partners for programme delivery.

**Please note, PTPTs must start the training programme by the end of February 2023 and complete the training programme within 24 months.**

## Application Process

Application is via an expression of interest (Eoi) submitted via an [online application form](#)<sup>7</sup>. Before completing the application form it is advised that the employer/system lead complete the relevant application template (Appendix 1 or 2). The application template should be completed in collaboration with the other partner/s and be retained by the employer/system lead.

The online application form will be used to evaluate your expression of interest against set evaluation criteria to determine if/where funding will be allocated. Please refer to the evaluation criteria in Appendix 3 to assist completion of your Eoi.

During the evaluation period, a member of the evaluation panel may contact the employer/system lead for clarification. It is therefore essential that a copy of the completed application template is available to them.

**Applications must be submitted via the online form by Sunday 11.59pm on 17 July 2022.**

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<sup>7</sup> [Online application form](#)



## Project Timeline

27 June 2022	Initial stakeholder engagement events to identify possible training sites and facilitate formation of partnerships
27 June 2022	Application opens for expressions of interests
17 July 2022	Closing date for expressions of interests
18-29 July 2022	Evaluation of applications
5 August 2022	Successful applicants informed
w/c 15 August 2022	Programme initiation meeting with employers to provide support with initial recruitment, e.g. advert, JD, apprenticeship funding guidance
15 August 2022	Employers develop 2-year training plan and where there are external placements, agree learning objectives for those placements
August - December 2022	Recruitment of trainees
September 2022 - February 2023	Trainees begin employment, local induction, etc.
By 28 February 2023	All trainees must be employed and have started college/distance learning programme

## Delivering the training programme

### Education provision

#### Choosing an education provider

Your local HEE Pharmacy team will support identification of an appropriate GPhC accredited education or apprenticeship provider. If utilising the apprenticeship route, employers may undertake their own procurement exercise or utilise the National Framework for Pharmacy Apprenticeships managed by Salisbury NHSFT.

It is a programme requirement that PTPTs **must** be given one day per week to attend college or complete distance/e-learning. This should be part of their paid employment and may contribute towards their 20% off-the-job training requirement if completing an apprenticeship. It is recommended that an additional three to four hours is also given to contribute towards assignment writing and evidence collection where possible.

#### How much are the training fees?

It is recommended that education provision is procured via the apprenticeship route, the following costs may apply:

- If you are classed as a 'levy payer' 100% of course fees will be funded by the levy
- If you are classed as a 'non-levy payer' you will pay 5% of the course fees (up to £400 for the entire 2-year programme), the remaining 95% will be paid by the government. A Digital Apprenticeship Service (DAS) account<sup>8</sup> will need to be set up to reserve these funds
- Non-levy payer organisations can utilise levy transfer to cover 100% of course fees

It is the responsibility of the employer to ensure, where relevant, levy funds are available. Your local HEE regional Talent for Care Managers can provide further advice if required, including signposting for guidance on provision of levy-transfer. If you do not know who your HEE regional Talent for Care Manager is then your local HEE pharmacy team can advise you.

Further information regarding the apprenticeship levy can be found on the Gov UK website.<sup>9</sup>

### PTPT recruitment

#### How will PTPTs be recruited?

The employer will be responsible for recruitment (in collaboration with their programme partner(s) if a cross-sector programme) and in line with the employer's Terms and Conditions.

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<sup>8</sup> [Create an account to manage apprenticeships](#)

<sup>9</sup> [Apprenticeship funding rules and guidance for employers](#)

Recruitment should as a minimum, meet Agenda for Change (AfC) Annex 21 Band 4 pay or minimum wage/living wage as appropriate for age, whichever is greater.

### Eligibility to train as a PTPT

Existing staff can be upskilled, or you can recruit new staff to the PTPT post. However, all applicants for the post must meet the following criteria:

- **GPhC Recognised Qualification/ GPhC Accredited Course**

The entry requirements will vary depending on the course provider. However, as a guide, your PTPT might be expected to have the equivalent of four GCSEs at Grade C and above, including mathematics, English language, science and one other subject. They will also need to be working in a pharmacy under the supervision of a pharmacist **or** pharmacy technician\* as per the [GPhC criteria for registration as a pharmacy technician in Great Britain – January 2021](#).

- Meet apprenticeship funding rules<sup>10</sup>
- Be 16 years of age or older (there is no maximum age limit)
- Have appropriate DBS check and references as per the employing organisation's HR policies

Your local HEE pharmacy team will be available to provide guidance around the recruitment process and provide advice on creating recruitment adverts and job descriptions.

Apprenticeship providers can also support employers with recruitment of PTPTs.

### How many hours will a PTPT work per week?

Due to the requirements of this intensive training programme, PTPTs should be employed on a full-time contract (minimum of 30 hours a week, and a maximum of 40). Time out with their working hours must be given to complete the required off the job training (for apprentices), attend college/complete distance learning and tasks related to their development as a PTPT.

Part-time employment (fewer than 30 hours a week) will be considered on a case-by-case basis, if the GPhC Initial Education and Training Standards can be met and there is no impact on programme attainment. **Please note**, to comply with apprenticeship funding rules PTPTs employed on a part-time basis will be by exception.

## Supervision requirements

All PTPTs must have an educational supervisor who will oversee the training programme and practice supervisors in each placement/rotation. Further information regarding supervision can be found in the GPhC's guidance on supervising pharmacy professionals in training.<sup>11</sup>

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<sup>10</sup> [Apprenticeship funding rules and guidance for employers](#)

<sup>11</sup> [GPhC Guidance on tutoring and supervising pharmacy professionals in training](#)

## Educational Supervisor

PTPTs must be assigned **ONE** named registered pharmacy professional to act as an educational supervisor who has been registered for at least 2 years at the point when the PTPT commences the programme.

To become a pharmacy educational supervisor, you must:

- be a registered pharmacy professional with a minimum of two year's post qualification experience
- meet the GPhC tutor suitability requirements
- meet the education provider's requirement

The educational supervisor should work collaboratively with the practice/clinical supervisors to ensure the overall training programme meets the GPhC's IET standards, monitor the PTPTs progress throughout the training programme and seek feedback for review meetings and appraisals, and final-sign-off for trainees.

It is expected that the PTPT will meet their educational supervisor at least once a month to ensure holistic care, review progress and provide support of the PTPT.

### Can an educational supervisor also be a practice/clinical supervisor?

Yes, they can. Although, when they meet with the PTPT they must make it clear what role they are carrying out.

## Practice supervisors

A practice supervisor (PS) in pharmacy is someone selected, appropriately trained and responsible for overseeing a specified PTPT's work and providing developmental feedback during a period of training. This role requires appropriate assessment skills. Practice supervisors will support PTPTs to identify opportunities for learning in the workplace and provide supervision of PTPTs on a day-to-day basis – identifying PTPTs requiring additional support. Practice supervisors are involved in and contribute to a work-based learning culture.

The GPhC 2017 IET standards require PTPTs to have the opportunity to work with the wider multi-professional team, to reflect the necessary knowledge and skills required of the role. We recognise that on occasion, specific periods of practice supervision may be best placed with others outside of the pharmacy profession, for example, a practice nurse supervising a PTPT counselling on inhaler technique or an experienced prescription clerk supervising a PTPT handling repeat prescription requests. Practice supervisors should ensure that any such activities are planned, and that supervision is undertaken by a suitably trained and experienced individual under the instruction of the educational supervisor.

Examples of roles which would be considered to provide practice supervision are:

- Skills-based assessor

- Work-based Expert witness
- Section/rotation/placement trainer
- Another multi-professional practice/clinical supervisor

The practice supervisor should meet with the PTPT at the start of a placement/rotation to agree learning outcomes, training and support. They should then meet with the PTPT mid-rotation to provide interim feedback and support and then again at the end of the rotation to give summative feedback.

### Supervision training

#### Educational frameworks

HEE LaSE Pharmacy have developed educational supervisor<sup>12</sup> and practice supervisor<sup>13</sup> frameworks. These can be used as a tool for supervisors to identify the competencies relevant to their role and to demonstrate competence against criteria by mapping their experience to them and identifying learning needs for their role as an educational supervisor or practice supervisor.

#### Supervisor training programmes

Contact your local HEE pharmacy team for advice regarding available supervision training. Contact details can be found on page 18.

## Support for programme development

As well as the financial support offered for being involved in the project, a range of additional support is available. HEE will appoint a regional programme facilitator to provide dedicated support. Additionally, partnerships can expect their local HEE Pharmacy team to support with:

- Development of a stakeholder network
  - Quarterly group partnerships meetings to share/develop resources, identify potential issues and identify solutions together
  - Resources and templates, e.g. examples of job descriptions, learning plans and placement objectives
- Support/signposting for partnership formation
- Advice for levy transfer (if/where applicable)
- Partnership visits to provide support and ensure robust educational infrastructure, quality processes and governance in place
- Tools to support training needs analysis of supervisors
- Access to free supervisor training

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<sup>12</sup> [Educational Frameworks - Educational Supervisors \(ES\) Framework 2019](#)

<sup>13</sup> [Educational Frameworks - Practice Supervisors \(PS\) Framework 2019](#)

## Contact details

Please email your local HEE pharmacy team if you have any questions regarding this programme or the application process

Regional Office	
East of England	<a href="mailto:pharmacy.eoe@hee.nhs.uk">pharmacy.eoe@hee.nhs.uk</a>
London	<a href="mailto:lasepharmacy@hee.nhs.uk">lasepharmacy@hee.nhs.uk</a>
Midlands	<a href="mailto:pharmacy.me@hee.nhs.uk">pharmacy.me@hee.nhs.uk</a>
North East and Yorkshire	<a href="mailto:medicinesoptimisation.north@hee.nhs.uk">medicinesoptimisation.north@hee.nhs.uk</a>
North West	<a href="mailto:medicinesoptimisation.north@hee.nhs.uk">medicinesoptimisation.north@hee.nhs.uk</a>
South East (Kent, Surrey and Sussex)	<a href="mailto:lasepharmacy@hee.nhs.uk">lasepharmacy@hee.nhs.uk</a>
South East (Thames Valley and Wessex)	<a href="mailto:Pharmacy.South@hee.nhs.uk">Pharmacy.South@hee.nhs.uk</a>
South West	<a href="mailto:Pharmacy.South@hee.nhs.uk">Pharmacy.South@hee.nhs.uk</a>

## Appendix 1: Option 1 – Community Pharmacy Single Sector Application Template

EoI Question	Response
What type of bid are you submitting?	<del>Cross sector</del> / Community pharmacy
Number of trainees	
Would you accept funding contributions for less trainees?	Yes / No
<b>Employing organisation</b>	
Name of employing organisation	
Address	
Contact's forename	
Contact's surname	
Contact's email	
Contact's telephone	
Is your organisation on Oriel?	Yes / No
<b>Demonstration of minimum criteria</b>	
Do you agree to pay the trainee at a minimum of AfC Annex 21 Band 4 pay or minimum wage/living wage as appropriate for age, whichever is greater?	Yes / No
Can you support payment of additional costs not covered by the training contribution (e.g. on costs, including pension, salary etc)?	Yes / No
How much time will the trainee be given out to attend college/complete distance learning <b>and</b> undertake assignments?	1 day per week 1 day per week, plus 1 hour 1 day per week, plus 2 hours 1 day per week, plus 3 hours 1 day per week, plus 4 hours 1 day per week, plus more than 4 hours
Will the trainee have access to adequate IT and protected space to complete knowledge learning/assessments in all placements – to complete the training requirements throughout the 24-month training programme?	Yes / No  Provide details
Has an educational supervisor been identified, who is a registered pharmacist or pharmacy technician with a minimum of 24 months post qualification experience and capacity to support the trainee for duration of programme (The name of this individual must be provided before the trainee starts via a data collection form)	Yes / No
Can you confirm you have practice supervision capacity identified for the full 24-month period?	Yes / No
<b>Supporting Information</b>	
Give an overview of how the work-based training delivered by you, the employer will meet the requirements of the GPhC IET standards for pharmacy technicians, including final accuracy	<b>Please bullet point</b> (Maximum of 1500 characters)

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checking of items dispensed by others, person-centred medicines optimisation, professionalism, and leadership	
Provide a brief overview of the planned educational infrastructure within your organisation, including details of relevant education and training experience of your staff, and additional information that may support the learning experiences of your trainee/s	(Maximum of 3000 characters)



## Appendix 2: Option 2 – Cross-sector Partnerships Application Template

EoI Question	Response
What type of bid are you submitting?	Cross sector / <del>Community pharmacy</del>
Number of trainees	
Would you accept funding contributions for less trainees?	Yes / No
<b>Employing organisation / System lead</b> If completing this form as part of a system-wide bid please provide the systems lead's details here (name, organisation, email address etc.) and include the employer details in the partnership section below.	
Name of employing/system lead's organisation	
Address	
Contact's forename	
Contact's surname	
Contact's email	
Contact's telephone	
<b>Partnership organisation's</b> For system-wide bids, please clearly identify the employer and their associated partners for each separate partnership below	
Partner organisations – please list each of your partner organisations where the PTPT will spend a minimum of 12 weeks per year on a training placement	
<b>Demonstration of minimum criteria</b>	
Does your/each partnership include a community and/or hospital pharmacy?	Yes / No
Do you agree to pay the trainee at a minimum of AfC Annex 21 Band 4 pay or minimum wage/living wage as appropriate for age, whichever is greater?	Yes / No
Can you support payment of additional costs not covered by the training contribution (e.g. on costs, including pension, salary etc)?	Yes / No
Who will pay the additional costs not covered by the training contribution?	Employer / Partner organisation / If Other, please specify
How much time will the trainee be given out to attend college/complete distance learning <b>and</b> undertake assignments?	1 day per week 1 day per week plus 1 hour 1 day per week plus 2 hours 1 day per week plus 3 hours 1 day per week plus 4 hours 1 day per week plus more than 4 hours

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Will the trainee have access to adequate IT and protected space to complete knowledge learning/assessments in all placements – to complete the training requirements throughout the 24-month training programme?	Yes / No Provide details
Has an educational supervisor been identified, who is a registered pharmacist or pharmacy technician with a minimum of 24 months' post-qualification experience and capacity to support the trainee for duration of programme? (The name of this individual must be provided before the trainee starts, via a data collection form)	Yes / No
Can you confirm you have practice supervision capacity identified for the full 24-month period for <b>each placement</b> ?	Yes / No
Does each placement have a registered pharmacy professional within their organisation?	Yes / No
What is your proposed placement model?	Split week Rotation blocks Other
Please provide brief details of proposed placement model	(Maximum of 500 characters)
Select the different sectors in which the trainee will be placed	Ambulance service Care homes Community pharmacy General Practice Health and justice Integrated care system Mental health Primary care networks Secondary care Other
<b>Supporting Information</b>	
Give an overview of how the work-based training delivered by the employer and partnerships sites will meet the requirements of the GPhC IET standards for pharmacy technicians, including final accuracy checking of items dispensed by others, person-centred medicines optimisation, professionalism, and leadership	(Maximum of 2000 characters)
Provide a brief overview of the planned educational infrastructure within your partnership including details of relevant education and training experience of your staff and additional information that may support the learning experiences of your trainee/s	(Maximum of 3000 characters)

## Appendix 3 – Evaluation Criteria

### Evaluation criteria for community pharmacy single-sector bids

Criteria with a Pass/Fail weighting must achieve a pass to be considered. Any criteria receiving a No response is a Fail which will result in that application being rejected.

There are four criteria that will be used to identify the strength of the applications to provide a comparative score. See table below for weighting for these questions.

Evaluation Criteria	Weighting
	Pass / Fail
Trainee will be paid a minimum of national wage/living wage or equivalent of NHS agenda for change annex 21, Band 4, whichever is greater	10%
Employer able to pay additional costs not covered by the training contribution (e.g. on costs, including pension, salary etc)	Pass / Fail
Trainee will be released for 1 day a week (min 7 ½ hours) to attend college/complete knowledge learning	Pass / Fail
Trainee will be given dedicated time to complete assessments in addition to 1 day per week to attend college/complete lessons	10%
Trainee will have access to adequate IT and protected space to complete knowledge learning/assessments in all placements - to complete the training requirements throughout the 24-month training programme	Pass / Fail
Educational supervisor identified, who is a registered pharmacist or pharmacy technician with a minimum of 24 months post qualification experience and capacity to support the trainee for duration of programme.	Pass / Fail
Practice supervision capacity identified for 24-month period	Pass / Fail
Evidence of how the work-based training delivered by the employer will meet the requirements of the GPhC IET standards for pharmacy technicians including final accuracy checking of items dispensed by others, person centred medicines optimisation, professionalism and leadership	40%
Provide a brief overview of the planned educational infrastructure including details of relevant education and training experience and additional information that may support learning experiences for the trainee/s.	40%

Yes = Pass / No = Fail

## Evaluation criteria for cross-sector partnerships

Criteria with a Pass/Fail weighting must achieve a pass to be considered. Any criteria receiving a No response is a Fail, which will result in that application being rejected.

There are four criteria that will be used to identify the strength of the applications to provide a comparative score. See the table below for weighting for these questions.

Evaluation Criteria	Weighting
Does your partnership include a community and/or hospital pharmacy partnership?	Pass / Fail
Trainee will be paid a minimum of national wage/living wage or equivalent of NHS agenda for change annex 21, Band 4, whichever is greater	5%
Employer able to pay additional costs not covered by the training contribution (e.g. on costs, including pension, salary etc)	Pass / Fail
Will the trainee be released for 1 day a week to attend college/complete knowledge learning?	Pass / Fail
Trainee will be given dedicated time to complete assessments in addition to 1 day per week to attend college/complete lessons	5%
Trainee will have access to adequate IT and protected space to complete knowledge learning/assessments in all placements - to complete the training requirements throughout the 24-month training programme	Pass / Fail
Educational supervisor identified, who is a registered pharmacist or pharmacy technician with a minimum of 24 months post qualification experience and capacity to support the trainee for duration of programme.	Pass / Fail
Practice supervision capacity identified for 24-month period for <b>each placement?</b> (The lead contact details must be provided when the trainee starts).	Pass / Fail
Does each placement have a registered pharmacy professional within their organisation?	10%
Proposed placement model and brief	20%
Evidence of how the work-based training delivered by the employer and partnership sites will meet the requirements of GPhC IET standards for pharmacy technicians including final accuracy checking of items dispensed by others, person centred medicines optimisation, professionalism and leadership	30%
Provide a brief overview of the planned educational infrastructure including details of relevant education and training experience across the partnership and additional information that may support learning experiences for the trainee/s.	30%

Yes = Pass / No = Fail