

Individual Training Plan: Level 2 Pharmacy Services Assistant Apprenticeship - Standard Version

This Individual Training Plan covers all aspects of the Level 2 Pharmacy Services Assistant Apprenticeship Standard. It acts both as your Delivery Plan for completing the various tasks required for the programme and also indicates which activities completed can count towards the required off-the-job training for the programme. The Individual Training Plan has been devised using the employer feedback during your enrolment process, alongside the results of the Skills Scan Part 2 call (RPL checks) with a Buttercups Tutor.

How to use the ITP

The "Periods" tab on the excel spreadsheet shows all of the activities to be completed in each period of training.

- Column A shows the period of training you are due to complete the activity within.
- Column B shows you the activity type so whether this is e-learning or workplace activity for example.
- Column C details the activity.
- Column D shows the planned OTJ time for this activity in hours, please note some might have 0 which will indicate the activity is ineligible for OTJ or does not need to be completed if an optional activity.
- Column E shows the link to the learning outcome of the standard for the activity. More information on this can be found on the Standards tab
- Column F shows the portfolio reference of the activity to the e-portfolio.
- Column G shows the portfolio reference of the activity to the e-portfolio.
- Column H indicates whether the activity will span over multiple periods of training.
- Column I shows the planned OTJ time in minutes.

Any further columns on the Periods tab are for internal use by your Tutor.

For each Period of Training, you will filter column A "Period" to show the relevant activities you are to complete and the planned off-the-job training time for that period. For example, for Period 1 you will filter column A "Period" to just tick "1". As you progress to Period 2, you will change the filter from "1" to "2". You will then refer to the "Delivery Plan" tab on the spreadsheet to access the dates for which you will aim to complete the set of activities.

The "Delivery Plan" tab on the excel copy of the Individual Training Plan shows the date ranges for the periods of training for the programme. The programme is split into 12 periods of training; the duration of the periods of training will be determined by your contracted working hours and programme duration. Your tutor will complete end of period review calls with you for each period of training, these will be formally booked in while you are on programme to ensure both your availability and your tutor's availability. Please use the "Delivery Plan" as a rough guide to indicate when the planned review calls will be, as they will be scheduled to align with the "Period End Date".

Off-the-job Training Requirements

Through the e-portfolio system, the apprentice will need to document how many off-the-job training hours have been completed and this will be signed off by the Workplace Training Supervisor. Off-the-job training is learning, development and training time relating specifically to the apprenticeship programme which takes place during the apprentice's paid working hours. This includes working through course materials and learning and practising new skills and responsibilities.

The Department for Education have a minimum off-the-job training requirement in place for apprenticeship programmes. Within your Commitment Statement, you and your employer have agreed to complete the planned off-the-job hours as listed in this Individualised Training Plan.

Please refer back to your Commitment Statement for full details on the off-the-job training required for your programme. Off-the-job training information can also be located in your programme B-Hive materials, where a flyer can be located and used as a reference guide.

Functional Skills

If you are completing Functional Skills courses as part of your programme you will have a specific plan of learning to complete your Functional Skills. These tasks will be documented in the relevant periods of training as activities to complete. You should be given time within your workplace to complete Functional Skills but they do not contribute to OTJ training hours. Instead the hours to complete Functional Skills will be recorded as "GLH" within the Functional Skills course on the Buttercups Training B-Hive.

Contracted working hours / week	30.00
Suggested off-the-job training / week	6.00
Statutory Leave for programme (weeks)	5.60
OTJ Stat Leave for programme (hours)	33.58
Start Date	31/07/2025
Minimum Duration Date	31/07/2026
Expected End Date	31/07/2026
Expected EPA Start date	01/08/2026
Expected EPA End date	31/10/2026

Period Number	Period Start Date	Period End Date	Expected OTJ Hours
<u>1</u>	31/07/2025	30/08/2025	24.00
<u>2</u>	30/08/2025	29/09/2025	28.00
<u>3</u>	29/09/2025	30/10/2025	24.50
<u>4</u>	30/10/2025	29/11/2025	18.50
<u>5</u>	29/11/2025	30/12/2025	19.00
<u>6</u>	30/12/2025	29/01/2026	23.00
<u>7</u>	29/01/2026	28/02/2026	20.00
<u>8</u>	28/02/2026	31/03/2026	48.50
<u>9</u>	31/03/2026	30/04/2026	43.50
<u>10</u>	30/04/2026	31/05/2026	47.00
<u>11</u>	31/05/2026	30/06/2026	6.00
<u>12</u>	30/06/2026	31/07/2026	2.50
			304.50

Period	Activity Type	Activity	OTJ hours	Learning Outcomes Covered	Portfolio Ref	Periods to Complete	OTJ (mins)
1	Buttercups led activities	Welcome session (on start date) with initial learning completed on GPhC / CQC Inspections	0.5	K1f, K10, K13, K14, K15a, K15b, K15c, S10a, S10b, B4	Learning Journal	1	30
1	Portfolio	eLPH Safeguarding Courses to be achieved at Level 1 and Level 2	4	1.1, K17b, SGW1	P01	1	240
1	E-Learning	Activities from Getting Started module to be completed	2	K1f, K10, K13, K14, K15a, K15b, K15c, S10a, S10b, B4	Learning Journal	1	120
1	E-Learning	Complete learning on Getting Started module	3	K1f, K10, K13, K14, K15a, K15b, K15c, S10a, S10b, B4	Learning Journal	1	180
1	Virtual Classroom	Tutor-led Welcome Learning Session Virtual Classroom and reflective account	1.5	K1f, K10, K13, K14, K15a, K15b, K15c, S10a, S10b, B4	Learning Journal	1	90
1	Portfolio	BPP Prevent, British Values and Staying Safe Online Training modules	2	1.2, K17b, SGW1	P02	1	120
1	E-Learning	Complete learning in Core Module 1: Working in a Pharmacy Environment (includes	5	K1, K9, K11, K16, K21, K25, S6, S7, S8, S20, S21, S22, B5	Learning Journal	1	300
1	Workplace Activity	Locating, reading and understanding the workplace SOPs on health and safety, data protection, confidentiality and safeguarding. Discussing with colleagues where required.	2	K1, K25, K8	Learning Journal	1	120
1	Portfolio	Activities and Activity Book of Core Module 1: Working in a Pharmacy Environment (includes Health and Safety) to be completed	3	K1b, K1c, K9a, K11, K16b, K21a, K21b, K25a, K25b, S6, S7, S8, S20, S21, S22, B5	P03	1	180
1	Workplace Activity	Following from the Core Module 1 learning, discuss with colleagues and complete additional research to write a reflection on the workplace and GPhC guidance on moral and religious beliefs, professionalism online, sexual boundaries and duty of candour.	1	K17b K21a, K21b, S8, B1, B2, B3, B4, B5	Learning Journal	1	60
1	Progress Review	Apprentice WTS Progress Review 01 - End of Period 1	0	S10a, S10b	Apprentice WTS Progress Review 01	1	0
1	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
1	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	1	0
1	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	1	0
1	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0
2	E-Learning	Using knowledge from Core Module 1: Working in a Pharmacy Environment, achieve 70% or more in the Health and Safety Test on the b-Hive	0	K25a, K25b	Learning Journal	1	0
2	Portfolio	Health and Safety Procedures and Diagrams with Stock Locations assessment	4	K1b, K25a, K25b, K8c, K8e, K8g	P04	2	240
2	Portfolio	Complete workplace H&S training and manual handling training and reflect on training	5	K1b, K1c, K9a, K11, K16b, K21a, K21b, K25a, K25b, S6, S7, S8, S20, S21, S22, B5	P05	2	300
2	Workplace Activity	BNF Resource Activity on fridge lines, medicines for diabetes and eyes, dressings and appliances. Complete the BNF Resource Activity worksheet for 5 different drugs in the topics listed.	3	K7a, K8c	Learning Journal	1	180
2	Welfare Review	Pastoral discussion with Buttercups Reviewer (Pastoral reviews at Periods 2, 6, 10)	0		Not on OneFile	1	0
2	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
2	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	1	0
2	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	1	0
2	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0
2	Progress Review	Interim Review 01 - Period 2	0	S10a, S10b	Interim Review 01 - Period 2	1	0
2	Portfolio	Create your own health and safety checklist. Complete the checklist for 2 weeks (60 mins a day to use, which will take 10 hours)	10	K25a, K25b, K26, S20, S21, S22	P06a	2	600
2	Portfolio	Be observed by your WTS to use your Health and Safety Checklist on 2 occasions	6	K26, S21, S22, B1	P06b	2	360
3	Portfolio	Write a reflective account after using your health and safety checklist for 2 weeks	3	K25a, K25b, K26, S20, S21, S22	P06c	2	180
3	Portfolio	Roles in Your Team: Shadowing staff to learn the roles, responsibilities and accountabilities of all roles within the team. Complete worksheet (primary/secondary care)	9	K1, K9, K11, K25, S6, S7, S8, S20, S21, S22, B5	P07a	1	540
3	Portfolio	List the additional roles in your workplace that are not in the worksheet. Research on roles in the worksheet that are not in your workplace	1	K1b, K1c, K9a, K11, K25a, K25b, S6, S7, S8, S20, S21, S22, B5	P07b	1	60
3	Virtual Classroom	Virtual Classroom on Health & Safety and reflection	1.5	K25a, K25b, K26, S20, S21, S22, B1, B2, B3, B4	Learning Journal	1	90
3	Workplace Activity	Prepare for a Professional Discussion on Health and Safety with your tutor	1	K25a, K25b, K26, S20, S21, S22	Learning Journal	1	60
3	Portfolio	Complete a Professional Discussion on Health and Safety with your tutor	0	K25a, K25b, K26, S20, S21, S22	P08	1	0
3	Workplace Activity	Complete a reflective account on your Professional Discussion on Health and Safety using the template provided, including your tutor's feedback on areas for improvement	1	K25a, K25b, K26, S20, S21, S22	Learning Journal	1	60
3	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
3	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	1	0
3	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	1	0
3	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0
3	Progress Review	Apprentice WTS Progress Review 02 - End of Period 3	0	S10a, S10b	Apprentice WTS Progress Review 02 - End of Period 3	1	0
3	E-Learning	Complete learning in Core Module 2: Teamwork and Person-Centred Care to achieve 70% or more in the test your understanding section	5	K1, K9, K10, K11, K12, K15, K18, K21, S3, S6, S7, S8, S11, B1, B2, B4, B5	Learning Journal	1	300
3	Portfolio	Activities and Activity Book from Core Module 2: Teamwork and Person-Centred Care to be completed	3	K1a, K1b, K9a, K10, K11, K12a, K15b, K18a, K18b, K21a, K21b, S3a, S6, S7, S8, S11a, S11b, B1, B2, B4, B5	P09	1	180
4	Portfolio	Teamwork Scenarios including EDI and whistleblowing	1	K10, K16a, K16b, K17b, K25a, S6, S7, S8, S18, B1, B2	P10a	1	60
4	Portfolio	Attend a team meeting - New skills development: putting new knowledge into practice to develop participation and collaboration skills through participation in team meetings. Positively contribute to team meetings evidenced by contribution of ideas, challenging colleagues, taking ownership of a meeting action or acting on feedback	2	K10, K25a, S6, S7, S8, S9a, S9b, S18, B1, B2, B3	P10b	1	120
4	Portfolio	Undertake a discussion with your WTS on the Responsible Pharmacist / GP processes in your workplace using knowledge gained in Core Module 1: Working in a Pharmacy Environment	1	K1b, K1e, K1f, K9a, K15a, K15b, K15c, K16b, K17b, S1a, S1b, S1c, S1d, S6, S7, S8, S9a, S11a, S11b, S14, S15a, S15b, S16, S20, S21, B1, B2, B3, B4, B5	P11a	1	60
4	Workplace activity	Read your workplace SOPs on receiving prescriptions and shadow colleagues undertaking this role.	0.5	K1b, K1e, K1f, K9a, K15a, K15b, K15c, K16b, K17b, S1a, S1b, S1c, S1d, S6, S7, S8, S9a, S11a, S11b, S14, S15a, S15b, S16, S20, S21, B1, B2, B3, B4, B5	Learning Journal	1	30
4	Portfolio	After reading the relevant SOPs, complete the Receiving Prescriptions Observations worksheet (primary/secondary care)	3	K1, K9, K15, K16, K17, S1, S6, S7, S8, S9, S11, S14, S15, S16, S20, S21, B1, B2, B3, B4, B5	P11b	1	180
4	Portfolio	Discussions, in the workplace, around leading on communication to a team following the implementation of a work-based changed, on how were the team informed, what worked well and what required improvement	3	K12a, K15a, K15c, B2, B3	P12	1	180
4	Workplace Activity	BNF Resource Activity on the NHS Dental Formulary and 2 topics of your choice that you want to learn more about (please refer to the list on the b-Hive). Complete the BNF Resource Activity worksheet for 5 different drugs in the topics listed	3	K7a, K8c	Learning Journal	1	180
4	Portfolio	Hygiene and Home Supply assessment - Building on knowledge from B-Hive modules and workplace research, complete e-portfolio activities on hygiene dispensing / aseptic processes, including disinfection, contamination and cross contamination	2	K1a, K1b, K1e, K1f, K1g	P13a	2	120
4	Portfolio	Hygiene and Home Supply assessment - Research on the types of supply to care homes / domiciliary / homecare, complete an assignment on supply processes and procedures in the workplace	3	K1a, K1b, K1e, K1f, K1g, K2a, K2b, K2c, K6a, K6b, K7d	P13b	2	180

4	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0	S16, B1, B3, B4, B5	ALS	1	0
4	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	1	0
4	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	1	0
4	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0
4	Progress Review	Interim Review 02 - Period 4	0	S10a, S10b	Interim Review 02 - Period 4	1	0
5	E-Learning	Complete learning in Technical Module: Clinical Governance to achieve 70% or more in the test your understanding section on the b-Hive	4	K1j, K16a, K16b, K17c, K19a, K19b, K22c	Learning Journal	1	240
5	E-Learning	Complete learning in Technical Module: Knowledge for Assembling Prescriptions to achieve 70% or more in the test your understanding section in the B-Hive	3	K1b, K8c	Learning Journal	1	180
5	E-Learning	Complete learning required in Technical Module: Knowledge for Assembling Prescriptions to achieve 70% or more in the test your understanding section for Calculations Test in the B-Hive	1	K3a, K3b, K3c, K4a	Learning Journal	1	60
5	Workplace Activity	Follow data protection and confidentiality processes in the workplace, includes learning how to use and access the PMR systems and tills.	0.5	B1,B2, B3,B4,B5	Learning Journal	1	30
5	Portfolio	PMR Access and Data Protection - Use online learning and organisational resources to learn how to access PMR and records appropriately, IT security, dealing with confidential records and data protection requirements	2	K1a, K1b, K1e, K1f, K1g, K2a, K2b, K2c, K16a, K17a, S13	P14	2	120
5	Workplace Activity	Read your workplace policies for: •Raising concerns, including whistleblowing and grievance •Handling complaints, including making referrals as part of the process •Information governance and data protection For each policy, write down how to access it and who to report concerns to. You should familiarise with these policies and you will apply your knowledge in the next task	1	K16a, K16b, K17a, K17b, K17c, S13	Learning Journal	2	60
5	Portfolio	Information Governance Scenarios, Referrals and Complaints: WTS Discussion on Information Governance scenarios	1	K16a, K16b, K17a, K17b, K17c, S13	P15a	2	60
5	Portfolio	Information Governance Scenarios, Referrals and Complaints: Reflection on dealing with referrals	1	K16a, K16b, K17a, K17b, K17c, S13	P15b	2	60
5	Portfolio	Information Governance Scenarios, Referrals and Complaints: Reflection on dealing with queries	1	K16a, K16b, K17a, K17b, K17c, S13	P15c	2	60
5	Portfolio	Information Governance Scenarios, Referrals and Complaints: Reflection on dealing with complaints	1	K16a, K16b, K17a, K17b, K17c, S13	P15d	2	60
5	Virtual Classroom	Virtual Classroom on Teamwork and reflection	1.5	K11, K12, K13, K14, S6, S7, S8, S9, S10	Learning Journal	1	90
5	Workplace Activity	Prepare for a Professional Discussion on Teamwork with your tutor	1	K9a, K9b, K10, K11, K12a, K12b, K13, K14, S6, S7, S8, S9a, S9b, S10a, S10b, S10c	Learning Journal	1	60
5	Portfolio	Complete a Professional Discussion on Teamwork with your tutor	0	K9a, K9b, K10, K11, K12a, K12b, K13, K14, S6, S7, S8, S9a, S9b, S10a, S10b, S10c	P16	1	0
5	Workplace Activity	Complete a reflective account on your Professional Discussion on Teamwork using the template provided, including your tutor's feedback on areas for improvement	1	K9a, K9b, K10, K11, K12a, K12b, K13, K14, S6, S7, S8, S9a, S9b, S10a, S10b, S10c	Learning Journal	1	60
5	Progress Review	Apprentice Appraisal 01 - Period 5	0	S10a, S10b	Apprentice Appraisal 01 -	1	0
5	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
5	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	1	0
5	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	1	0
5	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0
6	Portfolio	Complete learning in the understanding Safeguarding and Welfare workbook	1	K17b, SGW2	P17a	1	60
6	Portfolio	Complete additional learning required in the Safeguarding and Welfare Workbook to achieve 70% or more in the Safeguarding Knowledge Test	0.5	SGW2	P17b	1	30
6	Virtual Classroom	Virtual Classroom on Communication, Pharmacy Law and Ethics and reflective account	1.5	K15, K16, K17, S11, S12, S13	Learning Journal	1	90
6	Workplace Activity	Prepare for Professional Discussion on Communication, Pharmacy Law and Ethics with your tutor	1	K15a, K15b, K15c, K16a, K16b, K17a, K17b, K17c, S11a, S11b, S12, S13	Learning Journal	1	60
6	Portfolio	Complete a Professional Discussion on Communication, Pharmacy Law and Ethics with your tutor	0	K15a, K15b, K15c, K16a, K16b, K17a, K17b, K17c, S11a, S11b, S12, S13	P18	1	0
6	Workplace Activity	Complete a reflective account on your Professional Discussion on Communication, Pharmacy Law and Ethics using the template provided, including your tutor's feedback on areas for improvement	1	K15a, K15b, K15c, K16a, K16b, K17a, K17b, K17c, S11a, S11b, S12, S13	Learning Journal	1	60
6	Workplace Activity	BNF Resource Activity on controlled drugs (CDs) that require safe storage, CDs that do not require safe storage, and medicines for pain management. Complete the BNF Resource Activity worksheet for 5 different drugs in the topics listed	3	K7a, K8c	Learning Journal	1	180
6	Welfare Review	Pastoral discussion with Buttercups Reviewer (Pastoral Review at Periods 2, 6, 10)	0		Not on OneFile	1	0
6	Workplace Activity	Locate and read information and clinical governance SOPs	1	K8a, K8c, K8d, K8e, K8f, K8g, S4a, S4d, S4i	Learning Journal	1	60
6	Progress Review	Interim Review 03 - Period 6	0	S10a, S10b	Interim Review 03 - Period 6	1	0
6	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
6	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths	1	0
6	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English	1	0
6	E-Learning	Complete learning in Technical Module: Controlled Drugs to achieve 70% or more in the test your understanding section on the b-Hive	4	K1, K8, S1	Learning Journal	1	240
6	E-Learning	Complete learning in Technical Module: Stock to achieve 70% or more in the test your understanding on the b-Hive	4	K8, S4,	Learning Journal	1	240
6	Portfolio	Activities and Activity Book for Technical Module: Stock	3	K8a, K8c, K8d, K8e, K8f, K8g, S4a, S4d, S4i	P19	1	180
6	Portfolio	Activities and Activity Book for Technical Module: Controlled Drugs	3	K1e, K1f, K8g, S1b	P20	1	180
7	Portfolio	Stock Logs, includes receiving, ordering, maintaining stock. Stock training to enable logs completion should involve shadowing and being mentored on practices specific to your workplace	5	S4, S20, S21, S22, B1, B2, B3	P21	1	300
7	Portfolio	CD Stock Management - written assessment on ordering, receiving and storing CDs. This should involve shadowing and being mentored on practices specific to your workplace	3	K1b, K7b, K8c, K8g, K9a, K25a, K25b	P22a	1	180
7	Portfolio	CD Stock Management - written assessment on returning and disposing of CDs. This should involve shadowing and being mentored on practices specific to your workplace	2	K1b, K7b, K8c, K8g, K9a, K25a, K25b	P22b	1	120

7	Portfolio	CD Dispensing Practice - written assessment on dispensing, handing out and delivering CDs. This should involve shadowing and being mentored on practices specific to your workplace	3	K1b, K7b, K8c, K8g, K9a, K25a, K25b	P23	1	180
7	Portfolio	Special stock management assessment - what is a special order?	1	K8, K1, S4	P24a	1	60
7	Portfolio	Special stock management assessment - legal requirements of special orders	1	K8, K1, S4	P24b	1	60
7	Portfolio	Special stock management assessment - dealing with special orders	1	K8, K1, S4	P24c	1	60
7	Portfolio	Special stock management assessment - Professional discussion on special order management	1	K8a, K1e, S4a, S4i	P24d	1	60
7	Workplace Activity	BNF Resource Activity on creams and ointments, antibiotics, and medicines to manage arthritis. Complete the BNF Resource Activity worksheet for 5 different drugs in the topics listed	3	K7a, K8c	Learning Journal	1	180
7	Progress Review	Apprentice WTS Progress Review 03 - End of Period 7	0	S10a, S10b	Apprentice WTS Progress Review 03 - End of Period 7	1	0
7	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
8	Virtual Classroom	Virtual Classroom on Stock Management and reflection	1.5	K8, S3, S4, S5	Learning Journal	1	90
8	Workplace Activity	Prepare for a Professional Discussion on Stock Management with your tutor	1	K7d, K8a, K8b, K8c, K8d, K8e, K8f, K8g, S4a, S4b, S4c, S4d, S4e, S4f, S4g, S4h, S4i, S4j, S5a, S5b, S5c	Learning Journal	1	60
8	Portfolio	Complete a Professional Discussion on Stock Management with your tutor	0	K7d, K8a, K8b, K8c, K8d, K8e, K8f, K8g, S4a, S4b, S4c, S4d, S4e, S4f, S4g, S4h, S4i, S4j, S5a, S5b, S5c	P25	1	0
8	Workplace Activity	Complete a reflective account on your Professional Discussion on Stock Management using the template provided, including your tutor's feedback on areas for improvement	1	K7d, K8a, K8b, K8c, K8d, K8e, K8f, K8g, S4a, S4b, S4c, S4d, S4e, S4f, S4g, S4h, S4i, S4j, S5a, S5b, S5c	Learning Journal	1	60
8	E-Learning	Complete learning in Technical Module: Receiving and Interpreting Prescriptions to achieve 70% or more in the test your understanding section on the b-Hive	4	K1, K2, K8	Learning Journal	1	240
8	Workplace Activity	Locate and read the workplace SOPs on receiving prescriptions	0.5	K1a, K1b, K1h, K9a, K17a	Learning Journal	1	30
8	Workplace Activity	Learning prescription reception procedures in line with SOPs. This may include where relevant any till, phone or systems training used within your workplace	2.5	K1, K9, K17	Learning Journal	1	150
8	Portfolio	Locate and research the pharmacy resources that are available, what they are used for, who can access them and how to use them to complete portfolio activity	3	K1b, K9a, K17a	P26	2	180
8	E-Learning	Complete learning in Technical Module: Skills for Assembling Prescriptions to achieve 70% or more in the test your understanding section in the B-Hive	4	K1b, K1d, K4b, K6c, K7b, K9a	Learning Journal	1	240
8	Workplace Activity	Reading SOPs on dispensing practices in the workplace	1	K1a, K1b, K1d, K1e, K1f, K1g, K1j, K2a, K2b, K2c, K7a, K7b, K7c, K9a	Learning Journal	1	60
8	Workplace Activity	Learning knowledge of processes relating to dispensing practice to prepare for creating a checklist for in-process checks. This may include shadowing and being mentored on practices specific to your workplace	6	K1a, K1b, K1d, K1e, K1f, K1g, K1j, K2a, K2b, K2c, K7a, K7b, K7c, K9a	Learning Journal	2	360
8	Portfolio	Portfolio guided labelling exercises (primary and secondary care worksheets)	4	K3c, K5a, K7a, K16a, K17a, S1c, S3a, S12, S13	P27	2	240
8	Portfolio	Activities and Activity Book from Technical Module: Receiving and Interpreting Prescriptions to be completed	3	K1b, K2a, K2c, K8b	P28	2	180
8	Portfolio	Activities and Activity Book from Technical Module: Knowledge for Assembling Prescriptions module to be completed	3	K1b, K5a, K5b, K8c	P29	2	180
8	Portfolio	Activities and Activity Book from Technical Module: Skills for Assembling Prescriptions to be completed	3	K1b, K1d, K4b, K6c, K7b, K9a	P30	2	180
8	Portfolio	Portfolio guided assignment on the journey of a prescription	4	K1h, K1i	P31a	2	240
8	Portfolio	Shadow a delivery driver or pharmacy porter and find out about their role	4	K1b, K7d, K8c, K8g, K9a, K9b, S5a, S5b,	P31b	2	240
8	Workplace Activity	BNF Resource Activity on borderline substances (using knowledge on the Drug 1a)rit), suppositories and contraception. You should consider the patient counselling points for these medicines	3	K7a, K8c	Learning Journal	1	180
8	Progress Review	Interim Review 04 - Period 8	0	S10a, S10b	Interim Review 04 - Period 8	1	0
8	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
9	Portfolio	Create a checklist of in-process self-checking before signing for dispensing items	3	K1a, K1b, K1d, K1e, K1f, K1g, K1j, K2a, K2b, K2c, K7a, K7b, K7c, K9a	P32	2	180
9	E-Learning	Complete learning in Technical Module: Handing Out Prescriptions and Patient Counselling to achieve 70% or more in the test your understanding section on the b-Hive	4	K1, K17, K21, S5, S6, S7, S8, S20	Learning Journal	1	240
9	Workplace Activity	Locating and reading SOPs for issuing prescribed items in the workplace	0.5	K1, K7, K9	Learning Journal	1	30
9	Portfolio	Learning knowledge of processes relating to issuing prescribed medicines. This may include shadowing and being mentored on practices specific to your workplace. Annotate a copy of the SOP to highlight differences in practice	2	K1b, K7c, K9a	P33	1	120
9	E-Learning	Learning about communication skills to handle prescriptions from Virtual Pharmacy scenario to complete e-portfolio guided activity	1	K1a, K1b, K1e, K1f, K17b, K21a, K21b, S5a, S5b, S5c, S6, S7, S8, S20	Learning Journal	1	60
9	E-Learning	Complete Virtual Pharmacy activity on handling prescriptions	1.5	K1a, K1b, K1e, K1f, K17b, K21a, K21b, S5a, S5b, S5c, S6, S7, S8, S20	Learning Journal	1	90
9	Portfolio	Activities and Activity Books from Technical Modules: Handing Out Prescriptions and Patient Counselling, and Clinical Governance, completed	5	K1a, K1b, K1e, K1f, K17b, K21a, K21b, S5a, S5b, S5c, S6, S7, S8, S20, K1j, K16a, K16b, K17c, K19a, K19b, K22c	P34	1	300
9	Portfolio	Dispensing Log, Primary/secondary care version. Dispensary training to enable completion of 200-item Dispensing Log should involve	20	K1e, K1j, K2a, K2b, K2c, K3c, K4b, S1a, S1b, S1c, S1d, S2a, S2b, S3a, S3b, S3c, S3d, S6, S7, S8, S12, S13, S14, S15a, S15b, S20, S21, S22, B1, B2, B3, B5	P35	2	1200
9	E-Learning	Complete learning on the 3 Understanding Health Improvements Technical Modules: Health Inequalities, Health Messages, Encouraging Behaviour Change	3	K15, K16, K20, K22, K23, K24	Learning Journal	1	180
9	Progress Review	Apprentice WTS Progress Review 04 - End of Period 9	0	S10a, S10b	Apprentice WTS Progress Review 04 - End of Period 9	1	0
9	Virtual Classroom	Virtual Classroom on Dispensing and reflection	1.5	K1a, K1b, K1c, K1d, K1e, K1f, K1g, K1h, K1i, K1j, K2a, K2b, K2c, K3a, K3b, K3c, K4a, K4b, K5a, K5b, K6a, K6b, K6c, S1a, S1b, S1c, S1d, S2a, S2b, S2c, S3a, S3b, S3c, S3d	Learning Journal	1	90
9	Workplace Activity	Prepare for a Professional Discussion with your tutor on Dispensing	1	K1a, K1b, K1c, K1d, K1e, K1f, K1g, K1h, K1i, K1j, K2a, K2b, K2c, K3a, K3b, K3c, K4a, K4b, K5a, K5b, K6a, K6b, K6c, K7a, K7b, K7c, S1a, S1b, S1c, S1d, S2a, S2b, S2c, S3a, S3b, S3c, S3d	Learning Journal	1	60
9	Portfolio	Complete a Professional Discussion with your tutor on Dispensing	0	K1a, K1b, K1c, K1d, K1e, K1f, K1g, K1h, K1i, K1j, K2a, K2b, K2c, K3a, K3b, K3c, K4a, K4b, K5a, K5b, K6a, K6b, K6c, K7a, K7b, K7c, S1a, S1b, S1c, S1d, S2a, S2b, S2c, S3a, S3b, S3c, S3d	P36	1	0
9	Workplace Activity	Complete a reflective account on your Professional Discussion on Dispensing using the template provided, including your tutor's feedback on areas for improvement	1	K1a, K1b, K1c, K1d, K1e, K1f, K1g, K1h, K1i, K1j, K2a, K2b, K2c, K3a, K3b, K3c, K4a, K4b, K5a, K5b, K6a, K6b, K6c, K7a, K7b, K7c, S1a, S1b, S1c, S1d, S2a, S2b, S2c, S3a, S3b, S3c, S3d	Learning Journal	1	60
9	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
10	E-Learning	Complete Virtual Pharmacy complaint scenario	1	K1a, K1b, K9a, K10, K11, K12a, K15b, K18a, K18b, K21a, K21b, S3a, S6, S7, S8, S11a, S11b, B1, B2, B4, B5	Learning Journal	1	60
10	E-Learning	Complete learning in Technical Module: Wider Pharmacy Services to achieve 70% or more in the test your understanding section on the B-Hive	4	K2, K9, K19, K20	Learning Journal	1	240

10	E-Learning	Complete learning in the relevant modules required to achieve 70% or more in the test your understanding section for Dispensing and Stock Test in the B-Hive. Relevant modules include Technical Modules: Knowledge for Assembling Prescriptions, Skills for Assembling Prescriptions, Stock, Controlled Drugs, Clinical Governance	1	K2a, K2b, K9a, K9b, K19a, K19b, K20a	Learning Journal	1	60
10	Portfolio	Activities and Activity Book in Technical Module: Wider Pharmacy Services module completed	3	K2a, K2b, K9a, K9b, K19a, K19b, K20a	P37	1	180
10	Portfolio	Acquire and build on knowledge from Core Module 2: Teamwork and Person-Centred Care to complete e-portfolio activities on how MDT and healthcare teams work together to deliver person-centred care	4	K12b, K9b, S9a, S9b, B1, B2, B3, B4	P38	1	240
10	Portfolio	Research the GPhC inspection framework to complete e-portfolio activities on planning for, or reviewing the previous actions, of an inspection in the workplace	2	K1f, S8, S9a, B1, B2	P39	1	120
10	Portfolio	Shadow colleagues supporting patients with additional needs. Undertake research to identify different types of additional needs and support available in pharmacy. This may include being mentored on practices specific to your workplace	5	K9a, K15a, K15b, K15c, S15a, S15b, S18, B4, B5	P40	1	300
10	Portfolio	Activities and Activity Books within the 3 Understanding Health Improvements modules to be completed	1	K15a, K15b, K15c, K16b, K20a, K20b, K22a, K22b, K22c, K23a, K24a, K24b, K24c	P41	1	60
10	Portfolio	Health promotion: research on 5 health promotion topics and examples of how you are involved in health promotion of chosen topic	5	K20, K21, K22, K23, K24, B4, B5, S16, S17, S19, S5, S11	P42a	1	300
10	Portfolio	Health promotion: giving health promotion advice	1	K20a, K20b, K21a, K21b, K22a, K22b, K22c, K23a, K24a, K24b, K24c, B4, B5, S16, S17a, S17b, S19a, S19b, S5c, S11a	P42b	1	60
10	Portfolio	Health promotion: reflection on health promotion advice	0.5	K20a, K20b, K21a, K21b, K22a, K22b, K22c, K23, K24a, K24b, K24c, B4, B5, S16, S17a, S17b, S19a, S19b, S5c, S11a	P42c	1	30
10	Portfolio	Health promotion: WTS feedback	0.5	K20a, K20b, K21a, K21b, K22a, K22b, K22c, K23, K24a, K24b, K24c, B4, B5, S16, S17a, S17b, S19a, S19b, S5c, S11a	P42d	1	30
10	Portfolio	Patient-facing - Handing Out Medicines: observations on handing out prescriptions and dealing with patients with additional needs	11	S2c, S3a, S3b, S5a, S5b, S5c, S6, S7, S8, S15a, S15b, S16, S20, B1, B2, B3, B4, B5	P43a	1	660
10	Portfolio	Handing Out Medicines: reflection	0.5	S2c, S3a, S3b, S5a, S5b, S5c, S6, S7, S8, S15a, S15b, S16, S20, B1, B2, B3, B4, B5	P43b	1	30
10	Portfolio	Handing Out Medicines: WTS feedback own resources: activity on medicines, injections and medicines to manage chronic conditions: patients with additional needs.	0.5	S2c, S3a, S3b, S5a, S5b, S5c, S6, S7, S8, S15a, S15b, S16, S20, B1, B2, B3, B4, B5	P43c	1	30
10	Workplace Activity	Complete the BNF Resource Activity worksheet for 5 different drugs in the topics listed	3	K7a, K8c	Learning Journal	1	180
10	Progress Review	Interim Review 05 - Period 10	0	S10a, S10b	Interim Review 05 - Period 10	1	0
10	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
10	Welfare Review	Pastoral discussion with Buttercups Reviewer (Pastoral reviews at Periods 2, 6, 10)	0		Not on OneFile	1	0
10	Portfolio	Professional Development - SWOT Analysis on Your Performance and Development	1	K14, S10a, S10b, S10c	P44a	1	60
10	Portfolio	Professional Development - Review of Your Development	2	K14, S10a, S10b, S10c	P44b	1	120
10	Portfolio	Professional Development - Supporting the Development of Your Team	1	K14, S10a, S10b, S10c	P44c	1	60
11	Virtual Classroom	Virtual Classroom on Person-Centred Care and reflective account	1.5	K18a, K18b, K19a, K19b, K20a, K20b, K21a, K21b, K22a, K22b, K22c, K23, K24a, K24b, K24c, S14, S15a, S15b, S16, S17a, S17b, S18, S19a, S19b	Learning Journal	1	90
11	Workplace Activity	Prepare for a Professional Discussion on Person-Centred Care with your tutor	1	K18a, K18b, K19a, K19b, K20a, K20b, K21a, K21b, K22a, K22b, K22c, K23, K24a, K24b, K24c, S14, S15a, S15b, S16, S17a, S17b, S18, S19a, S19b	Learning Journal	1	60
11	Portfolio	Complete a Professional Discussion on Person-Centred Care with your tutor	0	K18a, K18b, K19a, K19b, K20a, K20b, K21a, K21b, K22a, K22b, K22c, K23, K24a, K24b, K24c, S14, S15a, S15b, S16, S17a, S17b, S18, S19a, S19b	P45	1	0
11	Workplace Activity	Complete a reflective account on your Professional Discussion on Person-Centred Care using the template provided, including your tutor's feedback on areas for improvement	1	K18a, K18b, K19a, K19b, K20a, K20b, K21a, K21b, K22a, K22b, K22c, K23, K24a, K24b, K24c, S14, S15a, S15b, S16, S17a, S17b, S18, S19a, S19b	Learning Journal	1	60
11	E-Learning	Complete learning required to achieve 70% or more in the PSA final course test	1	S2c, S3a, S3b, S5a, S5b, S5c, S6, S7, S8, S15a, S15b, S16, S20, B1, B2, B3, B4, B5	Learning Journal	1	60
11	Virtual Classroom	Virtual Classroom on EPA and reflection	1.5	K1a, K1b, K1c, K1d, K1e, K1f, K1g, K1h, K1i, K1j, K3a, K3b, K3c, K6a, K6b, K6c, K8a, K8b, K8c, K8d, K8e, K8f, K8g, K11, K14, K16a, K16b, K18a, K18b, K20a, K20b, K21a, K21b, S1a, S1b, S1c, S1d, S2a, S2b, S2c, S3a, S3b, S3c, S3d, S4a, S4b, S4c, S4d, S4e, S4f, S4g, S4h, S4i, S4j,	Learning Journal	1	90
11	Progress Review	Apprentice Appraisal 02 - Period 11	0	S10a, S10b	Apprentice Appraisal 02 - Period 11	1	0
11	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
12	Portfolio	Mock EPA: multiple choice assessment	0	All K criteria covered	P46	1	0
12	Portfolio	Mock EPA: observation assessment	0	All LO covered	P47	1	0
12	Portfolio	Mock EPA: professional discussion assessment	0	All LO covered	P48	1	0
12	1-2-1 Buttercups Contact	Review of outcomes of mock EPA and delivery of appropriate teaching to cover gaps	1	All LO covered	Learning Journal	1	60
12	Portfolio	Learning on gaps in knowledge on the topics of the 5 domains	1.5	GW2, GW4, GW5, GW6, GW7, GW8, GW9	P49	1	90
12	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS	1	0
6	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		Access Course		0

Standards Finder

Enter the learning outcome reference into the orange box below to read the description

	Enter reference in the orange box
--	-----------------------------------

Domain	Learning Outcome	Description
Dispensing and Supply of Medicines and Medicinal Products	K1a	Identify your role within dispensing and supply of medicines
	K1b	Recognise the SOPs in your workplace
	K1c	Describe the importance of adhering to SOPs at all times
	K1d	Define the classifications of medicines
	K1e	Recognise the legislation applied to different classes of medicines
	K1f	Outline the Laws relating to dispensing procedures and practice
	K1g	Describe a range of dispensary equipment and facilities
	K1h	Describe prescription payments and the exemptions from them
	K1i	Describe the journey of a prescription from receipt to supply
	K1j	Recognise near misses and errors, and ways to reduce them
	K2a	Recognise the different types of prescriptions available
	K2b	Recognise the different types of prescribers
	K2c	Identify processing requirements for different types of prescriptions
	K3a	Describe the calculations used in the dispensing and supply of medicines and medicinal products
	K3b	Calculate parts, ratios and percentages
	K3c	Calculate the quantities to dispense
	K4a	Convert units of weights and measures
	K4b	Select the correct weighing and measuring equipment and techniques
	K5a	Identify different routes of administration of medicines
	K5b	Describe different dosage formulations
	K6a	Recognise support required for patients with additional needs
	K6b	Recognise common concordance issues
	K6c	Explain the requirements for Patient Information Leaflets
	K7a	Describe the labelling and packaging requirements of medicines
	K7b	Describe the requirements for Prescription-only and Controlled Drugs registers
	K7c	Describe the processes for owing items on a prescription
	K7d	Describe documentation for additional routes of supply of medicines such as to wards or patients home.
	K8a	Identify purchasing contracts
	K8b	Recognise the differences between generic, banded and imported stock
	K8c	Identify different storage conditions
	K8d	Describe systems for ensuring the quality of medicines in use such as FMD and Drug alerts
	K8e	Explain the principles of stock holding
	K8f	Describe the use of stock management systems, including the use of robots
	K8g	Identify the storage requirements for Controlled Drugs
Team Work	S1a	Validate prescriptions
	S1b	Manage common errors on prescriptions and forged prescriptions
	S1c	Apply knowledge to interpret prescriptions
	S1d	Apply accurate prescription charges, invoicing and refunds
	S2a	Follow appropriate processes to dispense medicines safely
	S2b	Perform accurately in the dispensing process
	S2c	Issue prescribed medicines to patients or wards
	S3a	Follow all relevant Standard Operating Procedures (SOPs) in the dispensing and supply of medicines and medicinal products
	S3b	Dispense and supply medicines and medicinal products within workplace policies
	S3c	Meet legal requirements, for dispensing
	S3d	Contribute to improvements as a result of reviews of errors / near misses
	S4a	Order stock in line with organisational requirements and patient needs
	S4b	Check deliveries
	S4c	Store stock, in the appropriate location
	S4d	Deal with supply shortages
	S4e	Deal with damaged stock
	S4f	Check stock is fit for purpose
	S4g	Issue stock to wards or other pharmacies, or back to supplier
	S4h	Maintain cold chain storage
	S4i	Follow all relevant Standard Operating Procedures (SOPs) relating to stock
	S4j	Dispose of waste medicines / stock
	S5a	Supply prescribed medicines
	S5b	Supply other medicines or products
	S5c	Provide information to patients or their carers
	K9a	Identify roles within the pharmacy team
	K9b	Identify the roles of the wider Multidisciplinary Team
	K10	Describe the standards of behaviour expected to meet the responsibilities of your role
	K11	State the requirements and rationale of Standard Operating Procedures (SOPs)
	K12a	Explain relationships within a successful team
	K12b	Describe members of the multidisciplinary team supporting Person Centred Care
	K13	Explain where to obtain help and support at work
	K14	Describe the importance of learning and self-development
	S6	Perform within workplace policies
	S7	Conduct yourself appropriately, so as to support a safety culture
	S8	Work within GPhC, legal and ethical standards of your role
	S9a	Support the team goals and objectives
	S9b	Share good practice
	S10a	Conduct regular reviews of your progress and development
	S10b	Create a Personal Development Plan
	S10c	Apply learning from errors
	K15a	Describe effective communication techniques

Communication, Pharmacy Law and Ethics	K15b	Describe effective communication techniques for those with additional needs
	K15c	Identify barriers to communication
	K16a	Identify legislation that supports the access and handling of information
	K16b	Define confidentiality and patient consent
	K17a	Identify levels of access to pharmacy systems
	K17b	Recognise professionalism, social media and marketing restrictions and values
	K17c	Define the aspects of Clinical and Information Governance
	S11a	Deal with pharmacy queries, verbally and in written formats
Person Centred Care	S11b	Deal appropriately with complaints
	S12	Accurately update PMR in line with SOPs
	S13	Apply legislation and organisational policies to the use of IT systems and resources
	K18a	Describe person centred care
	K18b	Identify support patients may require to enable them to make choices about their own care
	K19a	Describe patient consent
	K19b	Recognise the importance of gaining patient consent
	K20a	Identify how patients can be involved in their own health and care
	K20b	Explain the importance of involving patients in their own health and care
	K21a	Recognise the individualism of patients
	K21b	Explain the importance of treating people as valuable and unique individuals
	K22a	Recognise advice and interventions that promote a healthy lifestyle
	K22b	Recognise resources for signposting to promote healthy lifestyles
	K22c	Explain Health Champions and the Quality Payment Scheme
	K23	Recognise how health inequalities can affect different parts of society
	K24a	Identify patient support groups
	K24b	Identify charities which can support the wellbeing of a patient
	K24c	Identify mental health support available to patients
	S14	Demonstrate person centred care and support within your ways of working
	S15a	Demonstrate patient safety culture
Health and Safety in the Workplace	S15b	Prioritise patient needs in your working practice
	S16	Use judgements to refer service users appropriately
	S17a	Apply Public Health campaigns in the best interest of patients / the public
	S17b	Find out the health needs of the local population
	S18	Show support for equality, diversity and inclusion
	S19a	Apply the use of brief interventions where appropriate
	S19b	Apply motivation and goal setting to promote healthy lifestyles to customers
Behaviours	K25a	Recognise workplace health and safety regulations
	K25b	Identify workplace risks and hazards
	K26	Describe appropriate action to be taken in response to workplace incidents or emergencies in relations to injury, fire and spillage
	S20	Work safely, in your role, within the workplace Standard Operating Procedures (SOPs)
	S21	Apply health and safety policies to your work
Assessment for Gateway	S22	Demonstrate how you prevent harm to yourself or others in the workplace
	B1	Be trustworthy and honest, respectful and caring
	B2	Act with integrity and fair conduct, have the courage to say when something is wrong
	B3	Be a reliable and capable member of the workforce and recognise your own value and that of your team
	B4	Display effective interpersonal skills
	B5	Respect patients' values
	SGW1	Achievement of Safeguarding and Welfare Qualification
	SGW2	Safeguarding and Welfare knowledge
	GW1	Workplace Training Supervisor assessments completed
	GW2	Trainer Professional Discussions completed
	GW3	Induction completed
	GW4	Reviews completed
	GW5	Functional skills completed or not applicable
	GW6	Aseptics completed or not applicable
	GW7	Extension tasks completed or not applicable
	GW8	Off the Job hours confirmed - minimum 20%
	GW9	Mock EPA achieved