Level 2 Pharmacy Services Assistant Apprenticeship - Blended Learning Teaching Plan (Primary Care)

Individual Training Plan works in conjunction with Commitment Statement and forms part of the Evidence Pack

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 indicates whether the activity will span over multiple periods of training.
- Column H 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. Review calls 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 government 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	40.00
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	03/11/2026
Minimum Duration	12.00
Minimum Duration Date	03/11/2027
Expected End Date	03/11/2027
Expected EPA Start date	04/11/2027
Expected EPA End date	03/02/2028

Period Number	Period Start Date	Period End Date	Expected OTJ Hours
1	03/11/2026	03/12/2026	24.00
2	03/12/2026	02/01/2027	29.00
3	02/01/2027	02/02/2027	23.50
4	02/02/2027	04/03/2027	26.00
5	04/03/2027	04/04/2027	24.50
6	04/04/2027	04/05/2027	21.00
7	04/05/2027	03/06/2027	24.50
8	03/06/2027	04/07/2027	49.00
9	04/07/2027	03/08/2027	36.50
10	03/08/2027	03/09/2027	43.50
11	03/09/2027	03/10/2027	2.00
12	03/10/2027	03/11/2027	1.50
			305.00

Period	Activity Type	Activity	OTJ hours	KSBs	Portfolio Ref
1	Buttercups led activities	Welcome session (on start date) with initial learning completed on GPhC / CQC Inspections	0.5	K4a, K4b, K4c, K11a, K12a, K13, K19, S18a, S18b	Learning Journal
1	Portfolio	eLFH Safeguarding Courses to be achieved at Level 1 and Level 2	4	K8, K10	D01
1	E-Learning	Complete learning on Programme Introduction module	3	K4a, K4b, K4c, K10, K11a, K12a, K13, K19, S18a, S18b	Learning Journal
1	E-Learning	Activities from Programme Introduction module to be completed, includes creating your Personal Development Plan (PDP) which will be used throughout the programme	2	K4a, K4b, K4c, K11a, K12a, K13, K19, S18a, S18b	Learning Journal
1	Virtual Classroom	Tutor-led Welcome Learning Session Virtual Classroom and reflective account	1.5	K9, K10, K13, K14a, K15, K19, K21, K22, S13, S14, S18a, S20, B2, B3, B4	Learning Journal
1	Portfolio	Prevent, British Values and Staying Safe Online Training module	2	K8, K10	D02
1	Welfare Review	Pastoral discussion with Buttercups Reviewer in Week 2 (Pastoral reviews in Periods 1, 2, 4, 6, 10)	0		Not on Onefile
1	E-Learning	Complete learning in Core Module 1: Working in a Pharmacy Environment (includes Health and Safety knowledge) to achieve 70% in the end of module test	5	K1c, K5a, K5b, K6, K7, K9, K11b, K16, K14a, K17a, K17b, K17c, K18, S3, S6, S7, S8, S9, S10a, S10b, S13, S14, S15, S16a, S16b, S16c, S17, S18a, S18b, B1, B2, B3, B4	Learning Journal
1	Portfolio	Activities and Activity Book of Core Module 1: Working in a Pharmacy Environment (includes Health and Safety) to be completed	3	K1c, K5a, K5b, K6, K9, K10, K11b, K14a, K17a, K17b, K18, S10a, S10b, S16a, S16b, S16c, S17, B1	D03
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	K17a, K17b, K17c, K18	Learning Journal
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	K1c, K8, S17, B1, B2, B3	Learning Journal
1	Progress Review	Apprentice WTS Progress Review 01 - End of Period 1	0	S18a, S18b, B1, B2, B3, B4	Apprentice WTS Progress Review 01 - End of Period 1
1	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS
1	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths
1	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English
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
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	K17a, K17b, K17c, S16b, S16c	Learning Journal
2	Portfolio	Health and Safety Procedures and Diagrams with Stock Locations assessment	4	K12r, K12t, K12u, K17a, K17b, K18	D04
2	Portfolio	Complete workplace H&S training and manual handling training and reflect on training	5	K1c, K5a, K5b, K6, K11b, K14a, K17a, K17b, K18, S10a, S10b, S16a, S16b, S16c, S17, B1	D05

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	4	K12m, K12r	Learning Journal
2	Progress Review	Interim Review 01 - Period 2	0	S18a	Interim Review 01 - Period 2
2	Welfare Review	Pastoral discussion with Buttercups Reviewer (Pastoral reviews in Periods 1, 2, 4, 6, 10)	0		Not on Onefile
2	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS
2	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths
2	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English
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
2	Portfolio	Create your own health and safety checklist	6	K17a, K17b, K17c, S16a, S16b, S16c	D06a
2	Portfolio	Use the Health and Safety checklist completed for assessment D06a for 1 hour daily for 10 working days. Be observed using your checklist by your WTS on 2 occasions	10	K17c, S16b, S16c, B1	D06b
3	Portfolio	Write a reflective account after using your health and safety checklist for 2 weeks	3	K17a, K17b, K17c, S16a, S16b, S16c	D06c
3	Welfare Review	Tutor Check-in Call with Buttercups Tutor at start of Period 3	0		Not on Onefile
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	K1a, K1b, K2a, K2b, K4a, K4b, K4c, K11a, K11b, K13, K14a, K14b, K15, K18, K20, K22, S1a, S1b, S2, S4, S5, S10a, S10b, S13, S14, S15, S17, B1, B2, B3	Learning Journal
3	Portfolio	Activities and Activity Book from Core Module 2: Teamwork and Person-Centred Care to be completed	3	K1a, K1b, K1c, K2a, K2b, K4b, K11a, K11b, K14a, K15, K18, K22, S4, S5, S10a, S10b, S11h, S17, S21, B1, B2	D07
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	K11b, K14a, K17a, K17b, K18, S10a, S10b, S16a, S16b, S16c, S17, B1	D08a
3	Portfolio	Describe the roles in your multidisciplinary team	1	K11b, K14a, K17a, K17b, K18, S10a, S10b, S16a, S16b, S16c, S17, B1	D08b
3	Workplace Activity	Prepare for Professional Discussion with your Buttercups Tutor on the principles of person-centred care and how you contribute to this in your role (for portfolio activity D08c)	1	K2a, K2b	Learning Journal
3	Portfolio	Professional Discussion with your Buttercups Tutor on the principles of person-centred care and how you contribute to this in your role	0	K2a, K2b	D08c
3	Portfolio	WTS Testimony on working effectively in a pharmacy team	0	K3, K9, K16, S3, S6, S7, S13, B1, B2, B3	D08d
3	Progress Review	Apprentice WTS Progress Review 02 - End of Period 3	0	S18a, S18b, B1, B2, B3, B4	Apprentice WTS Progress Review 02 - End of Period 3
3	Virtual Classroom	Virtual Classroom on Staying Safe and Secure (health and safety, information and clinical governance) and reflective account	1.5	K6, K7, K9, K10, K11b, K12e, K17a, K17b, K17c, K18, K19, K20, S7, S8, S10a, S10b, S11k, S16a, S16b, S16c, S17, S18a, S19a, B1, B2, B3, B4	Learning Journal
3	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS
3	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths
3	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English
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

4	Portfolio	Sustainability in pharmacy practice	4	K7, K8, K12b, K17a, K17b, K20, K22, S7, S8, S9, S16a, S16b, S19a, S21	D09
4	Portfolio	Teamwork Scenarios including EDI and whistleblowing	2	K3, K5a, K5b, K6, K7, K8, K11a, K17a, S3, S10a, S10b, S17, B1, B2	D10a
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	K3, K11a, K17a, S3, S10a, S10b, S14, S17, S19a, B1, B2, B3	D10b
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	K6, K8, K12a, K14a, K18, S1a, S1b, S10a, S10b, S14, S15, S16a, S17, B3	D11
4	Workplace activity	Read your workplace SOPs on receiving prescriptions and shadow colleagues undertaking this role. Learn prescription reception procedures in line with SOPs. This may include where relevant any till, phone or systems training used in your workplace	4	K4a, K4b, K4c, K5a, K5b, K6, K7, K8, K12a, K12c, K12d, K14a, K14b, K18, S1a, S1b, S2, S4, S5, S10a, S10b, S11a, S11b, S11c, S11d, S14, S15, S16a, S16b, S17, B1, B2, B3	Learning Journal
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	K4a, K4c, K15, B2, B3	D12
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	4	K12m, K12r	Learning Journal
4	Portfolio	Understanding Mental Wellbeing modules. Complete the 4 modules on the b-Hive, end-of-module tests and Final Test on the Testzone	6	K21, S20	D13
4	Progress Review	Interim Review 02 - Period 4	0	S18a	Interim Review 02 - Period 4
4	Welfare Review	Pastoral discussion with Buttercups Reviewer (Pastoral reviews in Periods 1, 2, 4, 6, 10)	0		Not on Onefile
4	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS
4	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths
4	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English
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
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	K12r, K12i, K18, S16a	Learning Journal
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	K12g	Learning Journal
5	Workplace Activity	Follow data protection and confidentiality processes in the workplace, includes learning how to use and access the PMR systems, tills and digital technologies such as barcode scanners, trackers, automation/dispensing robots, emails and communication platforms	2	K6, K7, K8, S7, S8, S9, B1, B2, B3	Learning Journal
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	K7, K8, K12a, K12b, K12f, K18, S9	D14a

5	Portfolio	Digital technologies and AI awareness in pharmacy practice	4	K8, S9	D14b
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	K5a, K5b, K6, K7, K12e, S1a, S11k, S14, S16a, S17, S19a, S19b	Learning Journal
5	Workplace Activity	Read your workplace policies and SOPs for: •Raising concerns, including whistleblowing and grievance •Handling complaints, including making referrals as part of the process •Clinical governance For each policy, write down how to access it and who to report concerns to. You should familiarise yourself with these policies to support application of this knowledge in the next task	2	K5a, K5b, K6, K7, K8, K12q, K12r, K12s, K12t, K12u, S9, S11L, S11o, S11s, S16a, S17	Learning Journal
5	Workplace Activity	Prepare for a Professional Discussion with your Buttercups Tutor on Information Governance scenarios (for portfolio activity D15a)	1	K5a, K5b, K6, K7, K8, S9	Learning Journal
5	Portfolio	Information Governance Scenarios, Referrals and Complaints: Professional Discussion with your Buttercups Tutor on Information Governance scenarios	0	K5a, K5b, K6, K7, K8, S9	D15a
5	Portfolio	Information Governance Scenarios, Referrals and Complaints: Reflection on dealing with referrals	1	K5a, K5b, K6, K7, K8, K13, K16, S9, S13	D15b
5	Portfolio	Information Governance Scenarios, Referrals and Complaints: Reflection on dealing with queries	1	K5a, K5b, K6, K7, K8, S9	D15c
5	Portfolio	Information Governance Scenarios, Referrals and Complaints: Reflection on dealing with complaints	1	K5a, K5b, K6, K7, K8, S9	D15d
5	Virtual Classroom	Virtual Classroom on Working Effectively in the Pharmacy Team (teamwork, roles and responsibilities, multidisciplinary team) and reflective account	1.5	K4a, K4b, K4c, K6, K9, K10, K11a, K11b, K12j, K14a, K14b, K15, K16, K19, K20, S1a, S1b, S2, S4, S5, S7, S10a, S13, S14, S15, S18a, S19a, B1, B2, B3, B4	Learning Journal
5	Welfare Review	Prepare for Appraisal call with Buttercups Tutor	1	S18a, S18b	Learning Journal
5	Progress Review	Apprentice Appraisal 01 - Period 5	0	S18a, S18b	Apprentice Appraisal 01 - Period 5
5	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths
5	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English
5	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS
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
6	Portfolio	Complete learning in the Safeguarding section on the b-Hive, Programme Introduction	1	K8, K10	D16a
6	Portfolio	Complete additional learning required in the Safeguarding section to achieve 70% or more in the Safeguarding Knowledge Test	1	K8, K10	D16b
6	Portfolio	WTS Discussion on Workplace Safeguarding Scenario	1	K8, K10	D16c
6	E-Learning	Complete learning in Technical Module: Stock to achieve 70% or more in the test your understanding on the b-Hive	4	K12q, K12r, K12s, K12t, K12u, S11L, S11m, S11n, S11o, S11p, S11q, S11r, S11s, S16a, S17	Learning Journal
6	Portfolio	Activities and Activity Book for Technical Module: Stock	3	K12q, K12r, K12s, K12t, K12u, S11L, S11o, S11s	D17

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	K12a, K12d, K12e, K12n, K12r, K12t, K12u, K18, S11a, S11b, S11c, S11e, S11f, S11g, S11h, S11i, S11j, S13, S15, S16a, S17	Learning Journal
6	Portfolio	Activities and Activity Book for Technical Module: Controlled Drugs	3	K12a, K12b, S11b	D18
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	4	K12m, K12r	Learning Journal
6	Progress Review	Interim Review 03 - Period 6	0	S18a	Interim Review 03 - Period 6
6	Welfare Review	Pastoral discussion with Buttercups Reviewer (Pastoral reviews in Periods 1, 2, 4, 6, 10)	0		Not on Onefile
6	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills Maths
6	Functional Skills	Functional Skills activities only to be added here if you are not Functional Skills exempt	0		Functional Skills English
6	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS
6	E-Learning	Activities will be added here if the apprentice requires teaching support following screening at the beginning of the programme	0		
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	8	K12s, S11m, S11n, S11o, S11p, S11q, S11r, S11s, S16a, S16b, S16c, B1, B2, B3	D19
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	K12n, K12r, K12u, K14a, K17a, K17b, K18	D20a
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	K12n, K12r, K12u, K14a, K17a, K17b, K18	D20b
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	K12n, K12r, K12u, K14a, K17a, K17b, K18	D21
7	Portfolio	Special stock management assessment - what is a special order?	1	K12a, K12q, S11L, S11s	D22a
7	Portfolio	Special stock management assessment - legal requirements of special orders	1	K12a, K12q, S11L, S11s	D22b
7	Portfolio	Special stock management assessment - dealing with special orders	1	K12a, K12q, S11L, S11s	D22c
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	4	K12m, K12r	Learning Journal
7	Virtual Classroom	Virtual Classroom on Sustainable Pharmacy Practice (teamwork, communication, sustainability, digital tools) and reflective account	1.5	K15, K22, S14, S21	Learning Journal
7	Progress Review	Apprentice WTS Progress Review 03 - End of Period 7	0	S18a, S18b, B1, B2, B3, B4	Apprentice WTS Progress Review 03 - End of Period 7

7	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		
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	K12a, K12c, K12d, K12f, K18, S7, S8, S9, S11a, S11b, S11c, S11d, S13, S14, S15, S16a, S17	Learning Journal
8	Portfolio	Activities and Activity Book from Technical Module: Receiving and Interpreting Prescriptions to be completed	3	K12f, K12q, K18	D23
8	Portfolio	After reading the relevant SOPs, complete the Receiving Prescriptions Observations Form	3	K4a, K4b, K4c, K5a, K5b, K6, K8, K12a, K12c, K18, S1a, S1b, S2, S4, S5, S10a, S10b, S11a, S11b, S11c, S11d, S14, S15, S16a, S17, B1, B2, B3	D24
8	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	K12a, K12b, K18	D25
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	K8, K14a, K18	D26
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	K12a, K12h, K12L, K12n, K12o, K12p, K14a, K18, S9, S11e, S11i, S11j, S11f, S11h, S16a, S17	Learning Journal
8	Portfolio	Portfolio guided labelling exercises (primary and secondary care worksheets)	4	K7, K8, K12g, K12i, K12m	D27
8	Portfolio	Activities and Activity Book from Technical Module: Knowledge for Assembling Prescriptions module to be completed	3	K12i, K12r, K18	D28
8	Portfolio	Activities and Activity Book from Technical Module: Skills for Assembling Prescriptions to be completed	3	K12a, K12h, K12L, K12n, K14a, K18	D29
8	Workplace Activity	BNF Resource Activity on Borderline Substances (using knowledge on the Drug Tariff), suppositories and contraception. You should consider the patient counselling points for these medicines. Complete the BNF Resource Activity worksheet for 5 different drugs in the topics listed	4	K12m, K12r	Learning Journal
8	Workplace Activity	Read SOPs on dispensing practices in the workplace. Learn 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	7	K12a, K12b, K12e, K12f, K12m, K12n, K12o, K14a, K18, S16a	Learning Journal
8	Portfolio	Portfolio guided assignment on the journey of a prescription	4	K12c, K12d	D30a
8	Workplace Activity	Prepare for a Professional Discussion with your Buttercups Tutor on the role of a delivery driver or pharmacy porter (for portfolio activity D30b)	1	K12d, K12p, K12r, K12u, K14a, K14b, K18, K22, S11t, S11u, S21	Learning Journal
8	Portfolio	Shadow a delivery driver or pharmacy porter and find out about their role (4 hours OTJ). Then carry out a Professional Discussion with your Buttercups Tutor to discuss your findings (0 OTJ)	4	K12d, K12p, K12r, K12u, K14a, K14b, K18, K22, S11t, S11u, S21	D30b
8	Progress Review	Interim Review 04 - Period 8	0	S18a	Interim Review 04 - Period 8
8	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS
9	Portfolio	Create a checklist of in-process self-checking before signing for dispensing items	3	K12a, K12b, K12e, K12f, K12L, K12m, K12n, K12o, K14a, K18	D31
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	K7, K8, K12a, K12c, K12d, K12j, K12k, K18, S7, S8, S9, S10a, S10b, S11g, S11h, S11i, S11t, S11u, S12, S13, S15, S16a, S17	Learning Journal

9	Portfolio	Activities and Activity Books from Technical Module: Handing Out Prescriptions and Patient Counselling to be completed	2	K1c, K8, K12a, K18, S10a, S10b, S11t, S11u, S12, S16a, S17	D32
9	E-Learning	Learning about communication skills to handle prescriptions from Virtual Pharmacy scenario to complete activities in the Technical Modules: Handing Out Prescriptions and Patient Counselling, and Clinical Governance	1	K1c, K8, K12a, K18, S10a, S10b, S11t, S11u, S12, S16a, S17	Learning Journal
9	E-Learning	Complete Virtual Pharmacy activity on handling prescriptions	1.5	K1c, K8, K12a, K18, S2, S10a, S10b, S11h, S11t, S11u, S12, S16a, S17	Learning Journal
9	Workplace Activity	Locating and reading SOPs for issuing prescribed items in the workplace	0.5	K12a, K12c, K12d, K12m, K12n, K12o, K12p, K14a, K18, S16a, S17	Learning Journal
9	Portfolio	Activities and Activity Books from Technical Module: Clinical Governance to be completed	3	K5a, K5b, K6, K7, K12e	D33
9	Portfolio	Dispensing Log. Primary/secondary care version. Dispensary training to enable completion of 200-item Dispensing Log should involve shadowing and being mentored on practices specific to your workplace	20	K12a, K12e, K12f, K12g, K12h, S1a, S1b, S2, S8, S9, S10a, S10b, S11a, S11b, S11c, S11d, S11e, S11f, S11h, S11i, S11j, S11k, S16a, S16b, S16c, S17, S19a, B1, B2, B3	D34
9	Virtual Classroom	Virtual Classroom on Pharmacy Services (patient safety, pharmacy services - 8 essential services, advanced/enhanced services, PGDs) and reflective account	1.5	K1a, K1b, K1c, K2a, K2b, K4a, K9, K10, K13, K14a, K14b, K15, K16, K19, K20, S1a, S1b, S2, S4, S10b, S12, S13, S14, S15, S18a, S19a, B1, B2, B4	Learning Journal
9	Progress Review	Apprentice WTS Progress Review 04 - End of Period 9	0	S18a, S18b, B1, B2, B3, B4	Apprentice WTS Progress Review 04 - End of Period 9
9	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS
10	E-Learning	Complete Virtual Pharmacy complaint scenario	1	K1c, K2a, K2b, K11a, K11b, K14a, K15, K16, K18, S4, S5, S10a, S10b, S11h, S17, B1, B2, B3	Learning Journal
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	K1a, K1b, K5a, K5b, K12f, K14a, K14b, S6, S13, S14, S15, S16a, S17	Learning Journal
10	Portfolio	Activities and Activity Book in Technical Module: Wider Pharmacy Services module completed	3	K1a, K5a, K5b, K12f, K14a, K14b	D35
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	K14b, S14, S19a, B1, B2, B3	D36
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	K12a, S17, S14, B1, B2	D37
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	K3, K4a, K4b, K4c, K8, K14a, S1a, S1b, S3, S9, B1	D38a
10	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	K12a, K12b, K12f, K12j, K12k, K12p, K18	D38b
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	K1a, K5a, K5b, K12f, K14a, K14b	Learning Journal
10	Portfolio	Patient-facing - Handing Out Medicines: observations on handing out prescriptions and dealing with patients with additional needs	11	S1a, S1b, S8, S10a, S10b, S11g, S11h, S11i, S11t, S11u, S12, S15, S16a, S17, B1, B2, B3	D39a
10	Portfolio	Handing Out Medicines: reflection	0.5	S1a, S1b, S8, S10a, S10b, S11g, S11h, S11i, S11t, S11u, S12, S15, S16a, S17, B1, B2, B3	D39b
10	Portfolio	Handing Out Medicines: WTS feedback	0.5	S1a, S1b, S8, S10a, S10b, S11g, S11h, S11i, S11t, S11u, S12, S15, S16a, S17, B1, B2, B3	D39c

10	Workplace Activity	BNF Resource Activity on vaccines, injections and medicines to manage ADHD. Consider patients with additional needs. Complete the BNF Resource Activity worksheet for 5 different drugs in the topics listed	4	K12m, K12r	Learning Journal
10	Virtual Classroom	Virtual Classroom on Developing Professionally in Pharmacy Practice (self reflection, CPD, career progression) and reflective account	1.5	K11a, K13, K19, K20, S10b, S13, S18a, S18b, S19b, B2, B3, B4	Learning Journal
10	Portfolio	Professional Development - SWOT Analysis on Your Performance and Development	1	K19, S18a, S18b, S19b, B4	D40a
10	Workplace Activity	Prepare for a Professional Discussion with your Buttercups Tutor on your professional development (for portfolio activity D40b)	1	K13, K19, K20, S18a, S18b, S19b, B4	Learning Journal
10	Portfolio	Professional Development - Professional Discussion and Review of Your Development. Refer to your PDP	0	K13, K19, K20, S18a, S18b, S19b, B4	D40b
10	Portfolio	Professional Development - Supporting the Development of Your Team	1	K8, K19, K20, S9, S18a, S18b, S19b, B4	D40c
10	Progress Review	Interim Review 05 - Period 10	0	S18a	Interim Review 05 - Period 10
10	Welfare Review	Pastoral discussion with Buttercups Reviewer (Pastoral reviews in Periods 1, 2, 4, 6, 10)	0		Not on Onefile
10	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		ALS
11	E-Learning	Complete learning required to achieve 70% or more in the PSA final course test	1	S1a, S1b, S10a, S10b, S11g, S11h, S11i, S11t, S11u, S12, S15, S16a, S17, B1, B2, B3	Learning Journal
11	Portfolio	Complete the PSA Final Test, record your score and complete a reflective account	1	S1a, S1b, S10a, S10b, S11g, S11h, S11i, S11t, S11u, S12, S15, S16a, S17, B1, B2, B3	D41
11	Progress Review	Apprentice Appraisal 02 - Period 11	0	S18a, S18b	Apprentice Appraisal 02 Gateway Readiness Report
11	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		
12	Portfolio	Learning on gaps in knowledge on the topics of the 8 duties	1.5	Last-day-of-learning	D42
12	Additional Learning Support	Activities will be added here if identified that the apprentice requires additional support	0		
			305		

Standards Finder

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

k18	**K18: Legal and regulatory requirements, local processes and standard operating procedures as applicable to the role.**

Duty	Learning Outcome	Description
Duty 1: To work under the supervision of a registered pharmacy professional and within the limits of own competence, following the relevant local and national standards, policies and protocols used in the workplace.	K1	K1: How to maintain the interests of individuals and groups, making patients and their safety the first concern within pharmacy services.
	K1a	K1a: Identify how patients can be involved in their own health and care
	K1b	K1b: Explain the importance of involving patients in their own health and care
	K1c	K1c: Explain the importance of recognising the individualism of patients to maintain their interests, making patients and their safety the first concern within pharmacy services
	K2	K2: Principles that underpin person-centred care and support.
	K2a	K2a: Describe person-centred care
	K2b	K2b: Identify support patients may require to enable them to make choices about their own care
	K3	K3: Principles of equality, diversity and inclusion and cultural differences, and how person-centred care is not compromised because of personal values and beliefs.
	K10	K10: Procedures and systems to follow when recognising and raising concerns about safeguarding, particularly children and vulnerable adults.
	K13	K13: The limits of own knowledge and skills and how to seek support and refer to others when needed.
	K16	K16: How to refer issues and individuals as appropriate to another member of the pharmacy team, other health and social care staff, organisations or services.
	K18	K18: Legal and regulatory requirements, local processes and standard operating procedures as applicable to the role.
	S1	S1: Maintain the interests of individuals and groups, making patients and their safety the first concern.
	S1a	S1a: Demonstrate patient safety culture
	S1b	S1b: Prioritise patient needs in your working practice, maintaining the interests of individuals and groups
	S2	S2: Provide person-centred care and support in pharmacy settings, including settings where patients are not physically present.
	S3	S3: Respect equality, diversity and inclusion and cultural differences, ensuring that person-centred care is not compromised because of personal values and beliefs.
	S17	S17: Apply and work within the legal and regulatory requirements, local processes and standard operating procedures as applicable to the role.
	S19	S19: Apply legal and regulatory requirements, including best practice in the context of the role, using systems and accurate performance of pharmacy tasks.
	S19a	S19a: Apply legal and regulatory requirements, including best practice in the context of the role, using systems and accurate performance of pharmacy tasks.
	S19b	S19b: Apply learning from errors
	B1	B1: Show compassion, respect and empathy.
	B2	B2: Act with integrity and have the courage to say when something goes wrong.
	B3	B3: Be adaptable, reliable and consistent.
Duty 2: Contribute to the daily running and administration of an effective and efficient pharmacy service or team.	K5	K5: Principles of informed consent as they apply to the role.
	K5a	K5a: Describe patient's informed consent
	K5b	K5b: Recognise the importance of gaining patient's informed consent
	K9	K9: Procedures and systems to follow when recognising and raising concerns, even when it is not easy to do so.
	K14	K14: The roles and responsibilities of those they work with and functions of the wider pharmacy and healthcare system.
	K14a	K14a: Identify roles and responsibilities within the pharmacy team
	K14b	K14b: Describe the roles and members of the multidisciplinary team supporting Person Centred Care
	S6	S6: Apply the principles of consent as appropriate to the role.
	S14	S14: Work effectively as part of the pharmacy team and the wider healthcare team.
	S15	S15: Refer issues and individuals as appropriate to another member of the pharmacy team, other health and social care staff, organisations or services.
Duty 3: Use communication methods and	K4	K4: Communication techniques to maximise understanding including when individuals have specific communication needs or wishes.
	K4a	K4a: Describe effective communication techniques
	K4b	K4b: Describe effective communication techniques for those with additional needs

Duty 3: Use communication methods and techniques to overcome barriers and meet individuals' wishes, preferences and needs.	K4c	K4c: Identify barriers to communication
	S4	S4: Listen to and communicate effectively with users of pharmacy services, which may include individual patients, carers, other members of the pharmacy or healthcare team, other health and social care staff using a range of techniques to determine their needs.
	S5	S5: Adapt information and communication style to meet the needs of particular audiences and communication channels.
Duty 4: Support the pharmacy team in the safe and effective delivery of pharmacy services.	K11	K11: Systems and ways of working independently and as part of a team when undertaking pharmacy tasks and assisting in the provision of pharmacy services.
	K11a	K11a: Describe the standards of behaviour expected to meet the responsibilities of your role when undertaking pharmacy tasks and assisting in the provision of pharmacy services
	K11b	K11b: State the requirements and rationale of Standard Operating Procedures (SOPs) when undertaking pharmacy tasks and assisting in the provision of pharmacy services
	K12	K12: Legal and regulatory requirements that underpin the safe, effective and accurate dispensing and supply of medicines and medical devices, including advice on their use.
	K12a	K12a: Outline the laws relating to medicine classifications, dispensing procedures and practice
	K12b	K12b: Describe a range of dispensary equipment and facilities
	K12c	K12c: Describe the prescription payments and the exemptions from them
	K12d	K12d: Describe the journey of a prescription from receipt to supply
	K12e	K12e: Recognise near misses and errors, and ways to reduce them
	K12f	K12f: Identify the different types of prescribers, prescriptions and processing requirements
	K12g	K12g: Describe the calculations used in the dispensing and supply of medicines and medicinal products
	K12h	K12h: Select the correct weighing and measuring equipment and techniques
	K12i	K12i: Describe different routes of administration of medicines and dosage formulations
	K12j	K12j: Recognise support required for patients with additional needs
	K12j	K12k: Recognise common concordance issues
	K12L	K12L: Explain the requirements for Patient Information Leaflets
	K12m	K12m: Describe the labelling and packaging requirements of medicines
	K12n	K12n: Describe the requirements for Prescription-only and Controlled Drugs registers
	K12o	K12o: Describe the processes for owing items on a prescription
	K12p	K12p: Describe documentation for additional routes of supply of medicines such as to wards or pateints' home
	K12q	K12q: Identify purchasing contracts and recognise the differences between generic, branded and imported stock
	K12r	K12r: Identify different storage conditions
	K12s	K12s: Describe systems for ensuring the quality of medicines in use such as drug alerts and recalls
	K12t	K12t: Describe the principles of stock holding and the use of stock management systems, including the use of robots
	K12u	K12u: Identify the storage requirements for Controlled Drugs
	K15	K15: The importance of team working within the wider pharmacy and healthcare system.
	K16	K16: How to refer issues and individuals as appropriate to another member of the pharmacy team, other health and social care staff, organisations or services.
	K20	K20: Principles that underpin 'best practice' in the delivery of safe and effective pharmacy services, relevant to the role.
	S10	S10: Assist in the provision of pharmacy services as required by the role.
	S10a	S10a: Perform within workplace policies to assist in the provision of pharmacy services as required by the role
	S10b	S10b: Conduct yourself appropriately, so as to support a safety culture
	S11	S11: Dispense and supply medicines and medical devices as required by the role.
	S11a	S11a: Validate prescriptions
	S11b	S11b: Manage common errors on prescriptions and forged prescriptions
	S11c	S11c: Apply knowledge to interpret prescriptions
	S11d	S11d: Apply accurate prescription charges, invoicing and refunds
	S11e	S11e: Follow appropriate processes to dispense medicines safely
	S11f	S11f: Perform accurately in the dispensing process
	S11g	S11g: Issue prescribed medicines to patients or wards
	S11h	S11h: Follow all relevant Standard Operating Procedures (SOPs) in the dispensing and supply of medicines and medicinal products
	S11i	S11i: Dispense and supply medicines and medicinal products within workplace policies
	S11j	S11j: Meet legal requirements for dispensing
	S11k	S11k: Contribute to improvements as a result of reviews of errors / near misses
	S11L	S11L: Order stock in line with organisational requirements and patient needs

	S11m	S11m: Check deliveries
	S11n	S11n: Store stock in the appropriate location, including maintaining cold chain storage
	S11o	S11o: Deal with supply shortages
	S11p	S11p: Deal with damaged stock and waste medicine, including disposal
	S11q	S11q: Check stock is fit for purpose
	S11r	S11r: Issue stock to wards or other pharmacies, or back to supplier
	S11s	S11s: Follow all relevant Standard Operating Procedures (SOPs) relating to stock
	S11t	S11t: Supply prescribed medicines
	S11u	S11u: Supply other medicines or products
	S12	S12: Advise on the use of medicines and medical devices as required by the role.
Duty 5: Record, report and store information related to individuals, applying information and governance.	K6	K6: Principles that underpin confidentiality of individuals using pharmacy services.
	K7	K7: Principles of information governance, in line with GDPR, as required by the role.
	K8	K8: The safe use of digital technologies within pharmacy services.
	S7	S7: Maintain confidentiality of individuals using pharmacy services.
	S8	S8: Apply the principles of information governance as required by the role
	S9	S9: Use digital technology in pharmacy services in line with organisation and GPhC policies.
Duty 6: Maintain own and others' safety at work.	K17	K17: Health and safety policies relevant to the role, recognising hazards and acting appropriately to avoid harm to themselves and others.
	K17a	K17a: Recognise workplace health and safety regulations
	K17b	K17b: Identify workplace risks and hazards
	K17c	K17c: Describe appropriate action to be taken in response to workplace incidents or emergencies in relations to injury, fire and spillage
	K21	K21: The importance of own and others mental health, wellbeing and resilience.
	S16	S16: Apply health and safety policies relevant to the role, recognising hazards and acting appropriately to avoid harm to self and others.
	S16a	S16a: Work safely, in your role, within the workplace Standard Operating Procedures (SOPs)
	S16b	S16b: Apply health and safety policies to your work
	S16c	S16c: Demonstrate how you prevent harm to yourself or others in the workplace
	S20	S20: Promote own and others mental health, wellbeing and resilience.
Duty 7: Maintain and further develop own skills and knowledge.	K19	K19: How to use feedback on performance, local HR processes and reflection, to identify and act on own learning needs.
	S13	S13: Work within the limits of own knowledge and skills, seeking support and referring to others when needed.
	S18	S18: Use feedback on performance and reflection, to identify and act on own learning needs.
	S18a	S18a: Use feedback on performance and reflection, to identify and act on own learning needs.
	S18b	S18b: Create a Personal Development Plan
	B4	B4: Committed to continuously developing their own professional practice.
Duty 8: Support sustainable practice in the delivery of pharmacy services.	K22	K22: Sustainable working practices, including the efficient use of resources and how to recycle, reuse and safely dispose of waste in line with organisational policies.
	S21	S21: Apply sustainable working practices, including the efficient use of resources and how to recycle, reuse and safely dispose of waste in line with organisational policies.