

# apprenticeship FRAMEWORK

## Health (Pathology Support)

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

For any previous versions of this framework: [www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)

Issue date: 21 December 2018

Published By

Skills for Health

Apprenticeship Certification  
Wales

<https://acwcerts.co.uk/web/>

Document Status:  
Issued

# Health (Pathology Support)

## Contents

### Contents

Framework information .....	3
Contact information .....	4
Revising a framework .....	6
Purpose of this framework .....	7
Entry conditions .....	10
Level 3 Apprenticeship in Health (Pathology Support) .....	11
Pathway 1: Apprenticeship in Health (Pathology Support) .....	12
Equality and diversity .....	24
On and off the job training .....	26
Essential Employability skills .....	28

# Framework information

## Information on the Issuing Authority for this framework:

Skills for Health

The Apprenticeship sector for occupations in health care.

Issue number: 10	<b>This framework includes:</b>
Framework ID: FR04398	Level 2 <input type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: 31/12/2020	<b>This framework is for use in: Wales</b>

## Short description

This framework aims to provide the skills and knowledge required to become competent in supporting Health Professionals (eg healthcare scientists) within a pathology laboratory. Designed as a work-based programme this framework includes qualifications at Level 3.

This framework and the qualifications within it have been designed and developed with a wide range of stakeholders including employers.

The average duration for completion of this framework is 18 months.

This framework includes: Level 3

# Contact information

## Proposer of this framework

The proposer for this framework is Skills for Health. Where the proposal for the Apprenticeship framework comes from a third party/ies they are provided with information on the requirements for SASW compliance and additional guidance on the development of Apprenticeship frameworks in the Health sector. This guidance is also available by contacting [qualifications@skillsforhealth.org.uk](mailto:qualifications@skillsforhealth.org.uk)

Skills for Health worked with stakeholders to develop qualifications and apprenticeship frameworks to ensure that these met both employer and SASW requirements. Employers and other stakeholders involved came from the NHS, Independent sector, qualifications regulators, Awarding Organisations and training providers.

Awarding Organisation/s included in the framework have completed the Skills for Health Qualifications Dialogue form and Skills for Health have supported these qualifications for inclusion in the Framework. The Qualifications Dialogue form requires the Awarding Organisation to provide a summary of their overall approach to employer engagement, names of employers, sector representatives, professional bodies or statutory regulators consulted in the development. All of this information is then considered by Skills for Health to ascertain whether the qualifications are suitable for inclusion before they are entered into the framework.

## Developer of this framework

Name: Chrissie Cole

Organisation: Skills for Health

Organisation Type: Sector Skills Council

Job Title: Assistant Manager

Phone: 0117 9221155

Email: [qualifications@skillsforhealth.org.uk](mailto:qualifications@skillsforhealth.org.uk)

Postal address: Skills for Health  
4th Floor  
1 Temple  
Way  
Bristol  
BS2  
0BY

Website: [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

### Issuing Authority's contact details

Issued by: Skills for Health

Issuer contact name: Anne Clarke

Issuer contact phone: 0117 9221155

Issuer Email: [qualifications@skillsforhealth.org.uk](mailto:qualifications@skillsforhealth.org.uk)

## Contact Details

Who is making this revision | Nadine Singh |

Your organisation | Skills for Health |

Your email address: | qualifications@skillsforhealth.org.uk |

# Revising a framework

## Why this framework is being revised

To extend the review date of the framework until 31st December 2020. No other changes have been made to the framework.

**This framework is operational from 1st January 2019.**

## Summary of changes made to this framework

To extend the review date of the framework until 31st December 2020.

## Qualifications removed

| N/A |

## Qualifications added

| N/A |

## Qualifications that have been extended

| N/A |

# Purpose of this framework

## Summary of the purpose of the framework

### **Definition:**

An Apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience along with essential and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context.

On completion of the Apprenticeship, an apprentice will be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the health sector.

### **About the health sector:**

The health sector comprises those working in the NHS (public sector) as well as voluntary and private healthcare providers and employs over 2 million people. The range of roles within the sector is very varied and careers sites list in the region of 300 different jobs.

Individuals are likely to stay within the health sector for the majority of their working lives although they are also likely to change between different job roles and different employers as their career progresses.

Whilst all roles in the health sector are open to both male and female applicants, a large proportion of the health sector workforce is female. This is due in part to the flexible terms and conditions many employers offer but also varies from role to role. As a whole the workforce within the health sector tends to reflect the population within the local community it serves. As the UK population as a whole becomes older and lives longer so does the healthcare workforce. Widening participation policies apply and health sector employers recruit accordingly and may use their apprenticeship schemes as a means to address some of these issues.

There is a range of challenges for the health sector as a whole: an ageing population creates higher demand for services and ongoing care; patients have a greater choice of which services and treatments they access; and the current economic climate means that budgets are tight. Apprenticeships are one of the many ways in which employers within the health sector are seeking to address some of these increasing pressures. A qualified and competent support workforce is vital to the patient experience and to the smooth running of services.

### **About this framework:**

The framework supports the broad vision of the sector to develop an increasingly skilled,

flexible and effective workforce whilst maintaining high quality and safe care for patients and addresses specific outcomes of the Skills for Health Sector Skills Assessment 2011.

[http://www.skillsforhealth.org.uk/about-us/resource-library/doc\\_download/328-sfh-summary-sector-skills-assessment-2011.html](http://www.skillsforhealth.org.uk/about-us/resource-library/doc_download/328-sfh-summary-sector-skills-assessment-2011.html)

Skills for Health is committed to engaging with Welsh employers, professional bodies and other stakeholders in the development of Apprenticeship frameworks. Engagement and consultation is through meetings including face to face and teleconferences and e-consultation. Consultation ensured that employer views are reflected in this framework on the minimum duration, the on and off the job learning time, the inclusion of Essential Skills Wales in IT and the use of a qualification to meet the requirements for ERR and Wider Key Skills Wales. Apprentices will learn new skills and knowledge whilst carrying out real work as part of the healthcare team.

### **About the role:**

Support workers tend to have delegated responsibility for a range of tasks which enables the Health Professionals (eg healthcare scientists, nurses, doctors, allied health professionals) to fulfil their own roles more effectively.

Pathology support workers / healthcare science assistants /medical laboratory assistants work in pathology laboratories. Typical duties include: making up chemical solutions, labelling and sorting samples, performing automated and manual test on samples, sterilising equipment and using a computer to analyse data and keep records.

These are responsible and rewarding support roles. They also offer an ideal entry route to a wide range of careers.

## **Aims and objectives of this framework (Wales)**

The apprenticeship framework will contribute towards developing a health sector with a skilled, flexible and effective workforce whilst maintaining high quality and safe care for patients.

Through completion of this apprenticeship learners will gain:

- Broad base training in the chosen occupational area
- Work experience that leads to competency in the work place
- Transferable Skills

Employers have endorsed the apprenticeship programme as it gives the broad base training in the skills for the occupational area through the completion of qualifications which are based on National Occupational Standards. This programme leads to better productivity, retention and a qualified workforce which aids the employer. Job role and outline can be viewed later in this document (see section 'Jobs').



The framework contributes toward addressing the skills gaps identified in the Skills for Health Sector Skills Assessment 2011. <http://www.skillsforhealth.org.uk/about>

[-us/resource-library/doc\\_download/328-sfh-summary-sector-skills-assessment-2011.html](http://www.skillsforhealth.org.uk/about-us/resource-library/doc_download/328-sfh-summary-sector-skills-assessment-2011.html)

The apprenticeship programme ensures that learners are supported in the application of their learning directly into the workplace. Learners receive a minimum guaranteed amount of on and off the job training and will acquire transferable skills to support further progression.

The framework specifically supports the need to develop the skills and knowledge of workers at Career Framework levels 1 – 4 and provides career progression routes.

# Entry conditions for this framework

There are no specific qualifications required for entry to this apprenticeship framework.

Apprentices should:

- Show enthusiasm for working in the health sector
- Have basic literacy, numeracy and communication skills on which the apprenticeship will build
- Have a suitable level of physical fitness to perform some aspects of the job roles (eg assisting in moving and handling of equipment)
- Be willing to undergo Disclosure and Barring Service checks
- Be flexible as there may be a requirement to work rotas

Individual health sector employers may have additional employment entry requirements e.g. a current driving licence would also be an advantage (and may be necessary for some roles).

## Initial Assessment

Training providers and employers will use initial assessment to ensure that applicants have a fair opportunity to demonstrate their ability and to tailor programmes to meet individual needs, recognising prior qualifications and experience.

(See individual pathways for entry conditions at each level)

# Level 3

Title for this framework at level 3

## Apprenticeship in Health (Pathology Support)

Pathways for the framework at level 3:

Pathway 1:            Apprenticeship in Health (Pathology Support)

# Level 3, Pathway 1: Apprenticeship in Health (Pathology Support)

## Description of this pathway

Health (Pathology Support). Total 84 credits.

## Entry requirements for this pathway in addition to the framework entry requirements

Applicants to this Apprenticeship will be from different age groups, with differing backgrounds and experience. As a guide, applicants may enter via a range of routes including from:

- work
- work experience
- school
- college
- training and/or experience which may include a portfolio showing what they have done

Applicants may have already achieved a range of qualifications eg:

- Essential Skills Wales
- GCSEs
- GCEs
- Welsh Baccalaureate
- Welsh Baccalaureate with Principal Learning
- Level 2 Apprenticeship
- Other level 2 qualifications

## Personal Attributes

Employers look for health sector apprentices who are:

- Caring
- Conscientious
- Discreet
  
- Respectful

- Personable

They also expect them to:

- Be able to work in a team
- Carry out their duties meticulously

Job title(s)	Job role(s)
Pathology Support Workers/Healthcare Science Assistants/Medical Laboratory Assistants	These roles work in healthcare laboratories as part of the laboratory team, under the supervision of a professional (eg healthcare scientist). Duties include; receive, sort and prepare specimens; undertake basic manual and automated testing; maintain automated machines

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 3 Diploma in Pathology Support

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	501/1762/2	Pearson Edexcel	65	411-483	N/A
B1b	600/1756/9	Agored Cymru	65	411-483	N/A

## Relationship between competence and knowledge qualifications

On completing the combined qualification the total number of credits which an apprentice will attain is 65 which exceeds the required minimum of 37 credits.

### Credit Assignment in Mandatory Units

#### Level 3 Diploma in Pathology Support Services

The minimum requirement of 10 credits of assessed knowledge is met in this framework through the achievement of the mandatory units. The learner will achieve in excess of the minimum requirement in undertaking the full qualification.

The list below sets out how the credit has been assigned across the mandatory units.

**Promote Communication in health, social care or children’s and young people’s settings**

Credit assigned to knowledge: 1

Credit assigned to skills: 2

Total unit credit: 3

**Engage in personal development in health, social care or children’s and young people’s settings**

Credit assigned to knowledge: 1

Credit assigned to skills: 2

Total unit credit: 3

**Promote equality and inclusion in health, social care or children’s and young people’s settings**

Credit assigned to knowledge: 1

Credit assigned to skills: 1

Total unit credit: 2

**Promote and implement health and safety in health and social care**

Credit assigned to knowledge: 3

Credit assigned to skills: 3

Total unit credit: 6

**Promote good practice in handling information in health and social care settings**

Credit assigned to knowledge: 1

Credit assigned to skills: 1

Total unit credit: 2

**The role of the health and social care worker**

Credit assigned to knowledge: 1

Credit assigned to skills: 1

Total unit credit: 2

**The Principles of Infection Prevention and Control**

Credit assigned to knowledge: 3

Credit assigned to skills: 0

Total unit credit: 3

**Causes and Spread of Infection**

Credit assigned to knowledge: 2

Credit assigned to skills: 0



Total unit credit: 2

**Cleaning, Decontamination and Waste Management**

Credit assigned to knowledge: 2

Credit assigned to skills: 0

Total unit credit: 2

**Totals** *(for units listed above not entire qualification)*

Total Credit Assigned to Knowledge: 15

Total Credit Assigned to Skills: 10

Total Unit Credit: 25

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    YES     NO

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    YES     NO

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES**  **NO**

# Progression routes into and from this pathway

## PROGRESSION INTO THIS PATHWAY

See Entry Conditions. Some apprentices may have already undertaken a Foundation Apprenticeship (eg Healthcare Support Services).

There are no proxies or relaxations for Essential Skills Wales and candidates must complete Communication and Application of Number at the level stated above.

Based on employer feedback there is no ICT requirement for this Framework. However, health sector employers are encouraged to deliver ICT skills locally in-line with their organisation's usual practice and to enable Apprentices to fulfil their role.

## PROGRESSION FROM THIS PATHWAY

On completion of this framework, learners may progress onto further qualifications specific to their work context. A wide range of qualifications are available for use within the health sector. These may include further qualifications, a range of higher education qualifications or other work-related education and training to support Continuing Professional Development.

Progression should not just be seen as vertical. In some instances progressing into another role at the same level may be just as rewarding as it offers the opportunity to develop new skills and knowledge.

Many pathology support apprentices complete their apprenticeships and continue to work as Pathology support workers/ healthcare science assistants/ medical laboratory assistants with delegated responsibilities assigned to them by the practitioners they work alongside. This may include supervision of other team members.

To become a Health Professional (eg Nurse, Allied Health Practitioner, Healthcare Scientist) apprentices would have to progress from their apprenticeship to undertake a specific qualification, often a 3-year university Degree, which, on completion, would enable them to register as a professional. To do this, individuals would have to meet the specific entry qualifications as outlined by their chosen Higher Education Provider.

Some apprentices may progress onto one of the Higher Apprenticeships designed for Life Sciences and Chemical Science Professionals.

Apprentices who wish to progress into Higher Education are encouraged to complete GCSEs in English and Maths. GCSE qualifications are widely recognised across the Higher Education

Sector and support progression into healthcare undergraduate programmes.

Further detailed information and advice on careers within the health sector can be found at <http://www.wales.nhs.uk/>

**UCAS points for this pathway:**

|N/A|

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES**  **NO**

## Delivery and assessment

Apprentices must complete one of the following qualifications:

- City & Guilds Level 3 Award in Employment and Personal Learning Skills in Health (qualification number 600/1854/9)
- Pearson BTEC Level 3 Award in Employment and Personal Learning Skills in Health (qualification number 600/9666/4)

These qualifications are nationally recognised and were developed specifically to deliver the ERR and Wider Key Skills Wales requirements of apprenticeships.

From the range of units included within the qualification, learners must select and complete the unit 'Understand employment responsibilities and rights in health, social care or children and young people's settings' to meet the ERR requirements of this apprenticeship framework.

In order to satisfy the evidence requirement for the apprenticeship, learners will have to provide a copy of the qualification certificate that clearly indicates completion of this particular unit.

This qualification may form part of the induction programme offered by employers.

ERR is designed so that the apprentice:

- Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and Health & Safety, together with the responsibilities and duties of employers.
- Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme.
- Knows and understands the range of sources of information and advice available to them on their employment

rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme.

- Understands the role played by their occupation within their organisation and industry.
- Has an informed view of the types of career pathways that are open to them.
- Knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities.
- Knows where and how to get information and advice on their industry, occupation, training and career.
- Can describe and work within their organisation's principles and codes of practice.
- Recognises and can form a view on issues of public concern that affect their organisation and industry.
-

|

|

|

---



# How equality and diversity will be met

There should be open recruitment to apprenticeship frameworks which is available to all who meet the stated selection criteria for the apprenticeship programme they are applying to. Skills for Health expects all partners involved in the delivery of the apprenticeship to comply with the Equality Act 2010 to ensure that applicants are not discriminated against, in terms of entry to and progression within the health sector, using the 8 protected characteristics of:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or Belief
8. Sex or sexual orientation

Employers/providers must be able to demonstrate that there are no overt or covert discriminatory practices in selection, recruitment and employment. All promotional, selection and training activities must be monitored and comply with legislation.

There is a gender imbalance within the health sector, which is a predominantly female workforce. All jobs are open to both males and females and are advertised accordingly. Male role models are positively promoted through marketing materials, photos and case studies. However, a perception that certain job roles are for women remains and this may prevent some males from applying to work in these job roles. Local apprenticeship programmes may be designed by employers to encourage a higher number of male applicants into these roles and into the workforce as a whole.

Skills for Health is not aware of any other imbalance in the take up of this particular framework eg by ethnic groups. For all health apprenticeships local recruitment is encouraged to reflect the local community.

It is recommended that employers/providers conduct an exit interview if the apprentice leaves the programme before completion. During the learner's exit interview, it is recommended that information on learners

leaving the programme before completion is identified and used to support the learner and develop the provision where necessary.

Skills for Health will monitor take up and achievement of all Apprenticeships and take steps to address any barriers to take up and achievement as part of our Sector Qualifications Strategy. |

# On and off the job training

## Summary of on- and off-the-job training

To satisfy the requirements of this apprenticeship framework and pathway an apprentice will need to complete a total of 584 on and off-the-job training hours over 18 months.

## Off-the-job training

For this apprenticeship framework and pathway an apprentice will need to complete a minimum of 173 off-the-job training hours.

### How this requirement will be met

Off-the-job learning will comprise:

Level 2 Essential Skills Wales in Communication

Level 2 Essential Skills Wales in Application of Number

Level 3 Extended Award in Workskills for Apprenticeships / Level 3 Award in Employment and Personal Learning Skills in Health including the required ERR and Wider Key Skills units

Off-the-job training undertaken before the apprentice started their apprenticeship may count towards the off-the-job training required for the apprenticeship if it was undertaken in relation to an accredited qualification contained in the framework for which a completion certificate is to be applied for.

Evidence to support the application for an apprenticeship completion certificate for off-the-job training will include a copy of the qualification certificate for each of the above qualifications detailing the units completed.

## On-the-job training

For this apprenticeship framework and pathway an apprentice will need to complete a minimum of 411 on-the-job training hours over 18 months.

### How this requirement will be met

On-the-job learning will comprise:

Level 3 Diploma in Pathology Support

Evidence to support the application for an apprenticeship completion certificate for on-the-job training will include a copy of the qualification certificate for the above qualification detailing the units completed.

**It is expected that:**

- On-the-job and off-the-job training hours are both planned, reviewed and evaluated jointly between the apprentice and a tutor, or teacher; their workplace supervisor or manager and, where relevant, the apprentice's coach or mentor.
- On-the-job and off-the-job training support via either a tutor, teacher, mentor or manager is made available when required by the apprentice.
- On-the-job and off-the-job training hours are delivered through one or more of the following methods: individual and group teaching; e-learning; distance learning; coaching; mentoring; feedback & assessment; collaborative/networked learning with peers; guided study. |

# Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

Enter Qualification Names
---------------------------

## Improving own learning and performance

Give examples - signpost to specific units in framework qualifications that would meet these requirements

## Working with others

Give examples - signpost to specific units in framework qualifications that would meet these requirements

## Problem solving

Give examples - signpost to specific units in framework qualifications that would meet these requirements

# apprenticeship FRAMEWORK

For more information visit-  
[www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)