



# ACT NOW!

Apprenticeships and Careers



## Myth or Reality?

### "I can't do an apprenticeship and work full time"

Apprenticeships are a vocational way to train and are completed alongside your current job role. No need to take career breaks or leave employment to train. Apprenticeships are also fully funded so won't cost you a penny! You will need to complete some of the academic work in your own time.

## Did you know?

This month is **Stress Awareness Month**. On the Stress Management Society [website](#) they have a number of resources including an Individual Stress Test to help you work out your stress level as well as guides on how to reduce burdens etc., manage your stress and live better.



#ACTNOW



## LIVE VACANCIES - GHFT/GMS

[Apprentice Medical Administrator - Gastroenterology](#)

Level 3

Closing Date: 03/05/23

Start Date: TBC

[Apprentice Business Administrator - Unscheduled Care](#)

Level 3

Closing Date: 04/05/23

Start Date: TBC

[Apprentice Medical Administrator - Unscheduled Care](#)

Level 3

Closing Date: 04/05/23

Start Date: TBC

[Apprentice Healthcare Assistant - Various](#)

Level 2

Closing Date: 17/05/23

Start Date: September

## LIVE VACANCIES - GHC

[Apprentice Podiatrist](#)

Level 3

Closing Date: 29/03/23

Start Date: TBC

## COMING SOON!

Apprentice Clinical Coder - Clinical Coding - L3

Apprentice Junior Energy Manager - Sustainability L3

Apprentice Corporate Responsibility & Sustainability Practitioner - L4

Degree Apprentice - Cardiac Physiologist - L6

[Scan me to apply for jobs!](#)



## APPRENTICE AND MENTOR OF THE MONTH

Have you noticed on our social media that the Apprenticeship and Careers Team awards **Apprentice** and **Mentor of the Month**? This is to recognise some of those who have made a particularly outstanding contribution on their wards and departments and have therefore been nominated by either their apprentice or mentor to win an award. Here are just a few of our winners from previous months:



Ella, Cardiology



Peter, Procurement



Keeley, Therapy



Emma, Ward 5A

## FOLLOW US TO KEEP IN THE LOOP



@ghft\_apprenticeships



@GH\_apprentices



## Did you know a career with the NHS has loads of benefits?

- Discounts including Blue Light.
- 350+ different careers.
- Career progression opportunities.
- Excellent pension scheme.
- On site childcare
- Apprentice bus pass

and many more....



# Take the NHS Careers Quiz

Follow the link below to the NHS Health Careers site to complete a short quiz which aims to match you with your ideal career route. Information on various different opportunities including apprenticeships is also available: <https://www.healthcareers.nhs.uk/>



## APPRENTICESHIP OF THE WEEK

### MEDICAL ADMINISTRATOR



**Medical Administrators** are involved with providing administrative and secretarial support to various departments and wards around the Trust. On a day to day basis they will provide an efficient, friendly and confidential service to customers, patients and internal staff, will record patient attendance, ensure the public image of the department remains professional. They will also deal with all incoming enquiries through telephone and email, file patient records and enter information electronically where necessary. A successful Medical Administrator will need to be courteous and helpful, have excellent attention to detail, be able to organise work effectively and balance the workload as well as work as part of a team and alone with minimal direct supervision. They will complete a **Level 3 Business Administration** apprenticeship and may also gain certification in **Medical Terminology**. A great way to start a career in administration which could set you on a pathway to roles such as Policy Officer or in business management.

## CAREER OF THE WEEK

### LIBRARY ASSISTANT

**Library Assistants** are generally involved with supporting customers and service users in a library environment through tasks such as helping them access and print resources, organising IT access and answering queries, checking materials in and out at the front desk, cataloguing new resources, shelving returned items and maintaining databases and records. You could enter this role through a **Library and Information Services Assistant** advanced apprenticeship (**Level 3**). These take 18 months to complete. Alternatively, you may apply for a permanent role if you have prior experience in an administrative, customer service or IT role, or even better first hand experience of working in a library. You can also gain experience by volunteering or doing work experience in your local library which will be invaluable for any application. Successful Library Assistants will need to have outstanding written and verbal communication, be friendly and polite to all service users, be excellent team players and have thorough attention to detail. You could progress onwards to become a librarian or library manager.



### Feedback from one of our T Level students:

"I really enjoyed my first day, everyone was welcoming. It was a nice experience to see how things are done and I even got the chance to take someone's observations." - **Kimberley**



# Apprentice Healthcare Assistant



Gloucestershire Hospitals  
NHS Foundation Trust

Available to apply now

Start in September 2023

FOR MORE  
INFORMATION  
PLEASE SEE  
NHS JOBS



[jobs.nhs.uk](https://jobs.nhs.uk)



## JOB SUMMARY

Are you looking for a career  
in Healthcare?

This is an excellent opportunity to gain valuable clinical experience and training in an acute hospital. Healthcare Assistants play a vital role in the care of our patients.

We have a number of vacancies available on different wards and departments at both Gloucestershire Royal and Cheltenham General Hospitals.

We care 24 hours a day, 7 days a week for our patients. Come and join us to be part of our teams that are delivering Best Care for Everyone.

Deadline for  
applications  
closing:  
17th May

Assessment  
day: 24th May

Interview day:  
31st May

**Healthcare  
Support  
Worker  
Intermediate  
(Level 2)**

Contact **Andrea:**

Apprenticeships and Careers Team  
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