

# Leadership & Management Roles



LEVEL 3 Learning & Development Practitioner

LEVEL 4 Associate Project Manager

LEVEL 4 Corporate Responsibility & Sustainability Practitioner

LEVEL 4 Data Protection & Info Governance Practitioner

LEVEL 4 Governance Officer

LEVEL 4 Quality Practitioner

LEVEL 5 Learning & Development Consultant  
Business Partner

LEVEL 5 Payroll Assistant Manager

LEVEL 6 Project Manager



People Promise



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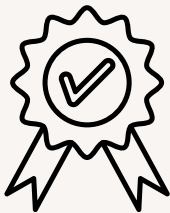
[ddlmc.thehubplus@nhs.net](mailto:ddlmc.thehubplus@nhs.net)

# Learning & Development Practitioner (Level 3)

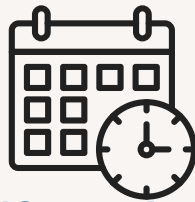
The Hub



DERBYSHIRE



**Level 2 (Equivalent to GCSE)**



**18 months**



**£6,000 Maximum Levy Funding**

Developing materials and resources to support learning. Apply techniques to analyse the impact of training from learners' experience.

Drive talent, growth, and capability within your local GP surgery through meaningful staff development. This apprenticeship equips you to design, deliver, and evaluate learning activities that boost team performance and support continuous improvement in primary care. Working alongside practice managers and clinical leads, you'll identify training needs, build engagement, and help embed a culture of quality and learning. Gain a nationally recognised qualification while becoming a key enabler of professional development and service excellence in general practice.

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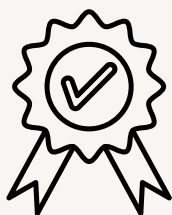


# Associate Project Manager (Level 4)

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**Level 4 (Equivalent to Higher National Certificate [HNC])**



**18 months**



**£7,000 Maximum Levy Funding**

Identify and monitor project risks and issues; and plan and implement responses to them. Deliver a Quality Management Plan which contributes to quality control processes.

Shape meaningful change within primary care by leading projects that improve services, systems, and patient experience. This apprenticeship develops your skills in planning, budgeting, stakeholder management, and risk analysis - tailored to the fast-moving world of general practice. Whether you're rolling out new digital tools, streamlining clinical pathways, or coordinating workforce development initiatives, you'll gain the confidence and capability to manage projects from start to finish. Earn a nationally recognised qualification while playing a key role in the evolution of local healthcare

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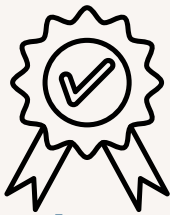


# Corporate Responsibility & Sustainability Practitioner (Level 4)

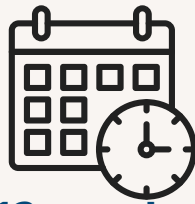
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DERBYSHIRE



**Level 4 (Equivalent to Higher National Certificate [HNC])**



**13 months**



**£14,000 Maximum Levy Funding**

Analyse data to form evidence-based conclusions on CR&S performance. Deliver CR&S events in accordance with contractual arrangements.

Help shape a GP surgery that's not only patient-focused but planet-conscious and community-minded. This apprenticeship empowers you to develop and embed responsible business practices - covering sustainability initiatives, ethical governance, community engagement, and workforce wellbeing within primary care. You'll work with management teams to identify improvement areas, influence decision-making, and support NHS-wide goals around net zero, inclusion, and transparency. Gain a nationally recognised qualification while making general practice more resilient, equitable, and future-ready.

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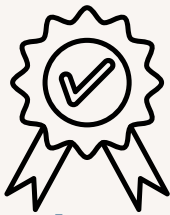


# Data Protection & Info Governance Practitioner (Level 4)

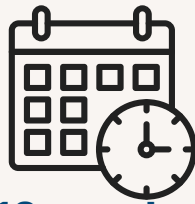
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**Level 4 (Equivalent to Higher National Certificate [HNC])**



**18 months**



**£10,000 Maximum Levy Funding**

Identify organisation needs and how these are applied to enquiries. Interpret and apply sector guidance appropriately.

Safeguard trust and uphold integrity at the heart of patient care. This apprenticeship equips you to manage sensitive data and lead compliance initiatives across GP practices - ensuring confidential patient information is handled securely, ethically, and in line with legal standards. You'll work with clinical and administrative teams to strengthen data systems, respond to breaches, and drive a culture of responsibility across primary care. Gain a nationally recognised qualification while becoming a key guardian of privacy and good governance in your local NHS setting.

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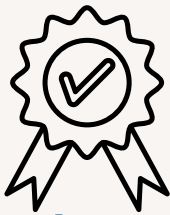


# Governance Officer (Level 4)

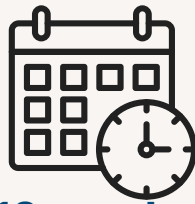
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**Level 4 (Equivalent to Higher National Certificate [HNC])**



**18 months**



**£11,000 Maximum Levy Funding**

Develop and maintain structure charts for the organisation.  
Plan and prioritise their workload to meet deadlines.

Support robust decision-making, transparency, and accountability at the core of your GP surgery. This apprenticeship equips you with the skills to uphold governance frameworks, manage compliance, monitor performance, and ensure policies reflect best practice across clinical and operational areas. Working alongside practice managers and NHS partners, you'll help steer service quality, ethical standards, and regulatory assurance in primary care. Gain a nationally recognised qualification while becoming a trusted guardian of good governance within your local healthcare system.

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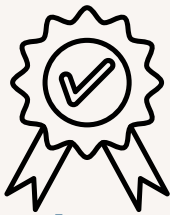


# Quality Practitioner (Level 4)

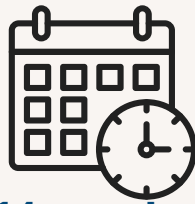
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**Level 4 (Equivalent to Higher National Certificate [HNC])**



**14 months**



**£6,000 Maximum Levy Funding**

Plan and conduct system, product or process audits. Assess the effectiveness of the measurement systems using tools such as Measurement System Analysis.

Champion excellence and consistency in patient care by embedding quality principles into everyday practice. This apprenticeship equips you to monitor performance, lead audits, and implement improvement strategies across clinical and administrative services in GP surgeries. You'll work with multidisciplinary teams to ensure compliance, enhance service delivery, and support a culture of continuous improvement. Gain a nationally recognised qualification while becoming a key driver of safe, effective, and patient-focused care in primary care settings.

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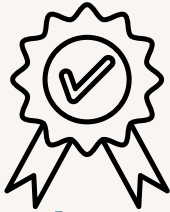


# Learning & Development Consultant Business Partner (Level 5)

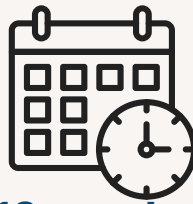
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**Level 5 (Equivalent to Higher National Diploma [HND])**



**18 months**



**£7,000 Maximum Levy Funding**

Identify and analyse potential cost savings to ensure maximum value. Effectively engage, negotiate and manage third party suppliers.

Shape the future of workforce capability and continuous improvement in your GP surgery. This apprenticeship equips you to design strategic learning interventions, align development with organisational goals, and influence change across clinical and non-clinical teams. You'll work closely with practice leaders to identify skills gaps, implement blended learning solutions, and measure impact - ensuring training drives performance and enhances patient care. Gain a nationally recognised qualification while becoming a trusted advisor in learning and development within primary care.

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# Payroll Assistant Manager (Level 5)

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**Level 5 (Equivalent to Higher National Diploma [HND])**



**24 months**



**£11,000 Maximum Levy Funding**

Make recruitment and retention decisions/recommendations, as necessary. Reconcile your teams final payroll run.

Ensure smooth, compliant, and efficient payroll operations at the heart of your GP surgery. This apprenticeship equips you with the skills to manage payroll teams, oversee complex pay and benefits calculations, and maintain high standards of accuracy and confidentiality. You'll lead on scheduling, data collation, and reporting - supporting both clinical and non-clinical staff across primary care. Gain a nationally recognised qualification equivalent to a Higher National Diploma (HND) while becoming a trusted expert in payroll governance, workforce wellbeing, and operational excellence within general practice.

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# Project Manager (Level 6)

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**Level 6 (Equivalent to Degree)**



**48 months**



**£22,000 Maximum Levy Funding**

Evaluate requirements and methods for data capture and analysis in a project environment. Manage the project within the constraints of time, cost and quality.

Deliver change that matters - right at the heart of your GP surgery. This degree-level apprenticeship equips you with the tools to lead complex projects that improve patient care, streamline operations, and support NHS transformation goals. You'll develop expertise in planning, budgeting, stakeholder engagement, and risk management, all while working alongside clinical and administrative teams. Achieve a BSc (Hons) in Project Management and gain professional recognition through the Association for Project Management (APM), becoming a confident leader who drives innovation and service excellence in general practice.

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