

# Step Into Primary Care

## Pre-Employment Programme

### Attention All Practices

Are you struggling to recruit into non-clinical roles?

Do you have live vacancies or pending vacancies for non-clinical roles?

If the answer is yes, why not let us work in partnership with your practice to recruit and train your future workforce.

Lancashire and South Cumbria Primary Care Training Hub are offering a free 6-week programme for practices to utilise to recruit into administrative roles.

The programme is for candidates aged 18-30 years old and will consist of **3-weeks of accredited training** and a **3-weeks practice placement** in a non-clinical role.

**The next cohort starts Monday 18th November 2024**

### What are the Benefits to Practice?

- Recruitment is facilitated by L&SC PTH in partnership with your practice, local DWP and PHX Training Provider
- Assist with the development, growth and sustainability of the wider Primary Care Workforce
- Develop an effective stream of local talent into non-clinical roles
- Streamlined and cost-effective approach to recruitment and shortlisting, facilitated by L&SC PCTH in partnership with practices
- Opportunity for current staff to mentor and share knowledge to new learners

### What is included in the Programme?

<b>3 weeks accredited training: Week commencing 18th November 2024</b>	<b>3 weeks practice placement: Week commencing 16th December 2024</b>
<ul style="list-style-type: none"><li>• Tailored training to meet the needs of the practice</li><li>• Level 2 Customer Service, Terrorism Prevention</li><li>• Conflict Management, GDPR and Confidentiality</li><li>• eLearning for Health Mandatory Training</li><li>• 90 minutes EMIS training</li><li>• NHS Values Overview</li><li>• Tutor feedback provided to each practice</li></ul>	<ul style="list-style-type: none"><li>• Candidates have the opportunity to experience working in your practice</li><li>• 2 week review to catch up with progress</li><li>• Candidates must have a guaranteed interview for a job role within the practice once placement is complete (no obligation for the practice to hire candidates)</li></ul>

### Next Steps

Complete our EOI [here](#) for all non-clinical vacancies and to attach job descriptions

For further information please contact  
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Lancashire &  
South Cumbria  
PRIMARY CARE TRAINING HUB