

Tuesday 20th September 2016

Dear Trainee,

Performance standards – Revised guidance on deadline for completion

As part of a continual quality assurance programme we are revising the guidance on the submission deadline for your trainee's performance standards component. It is anticipated that the revised guidance will:

- promote earlier engagement by the trainee with performance standards programme
- set clearer expectations about submission deadline regardless of which exam the trainee will be undertaking
- ensure that trainees work on achieving the performance standards throughout the year and not leave it to the end
- allow more time for tutors to verify cycles appropriately
- enable better preparation time for the examination by trainee
- promote early intervention from the tutor if the trainee's progress is off track

Guidance for trainee

The revised guidance is as follows:

From the 1st day you begin your training you should:

at 39 week appraisal: have approximately 75 – 90 % of performance standards achieved and verified by your tutor.

at 50 week appraisal: 100% of performance standards achieved and verified by your tutor (regardless of sitting June or October exam)

Action by trainee

If you have not achieved any standards to date it is vital that you take urgent action and address this straight away. Your tutor can support you with this.

Top tips:

- get started now. Create a cycle and keep it simple.
- access your e-portfolio and use the progress tool as a guide to how you are progressing and for identifying areas that you need to target. Discuss these areas with your tutor.
- at appraisal time be prepared – your tutor will ask you for evidence on how well you are completing your standards. i.e. at 26 week appraisal you should see close to 50% completed.
- Keep your tutor updated when you have cycles that need verified.

Regards

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