

Tuesday 20th September 2016

Dear Tutor,

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 tutor

As outlined in the manual the tutor has overall responsibility to confirm that the trainee has completed the performance standards programme and has achieved a satisfactory level. It is the trainee's responsibility to provide evidence to you to enable you to make the decision. If your trainee has not achieved any standards to date it is vital that you take urgent action and address this with your trainee straight away.

The tutor should:

- access the e-portfolio and use the performance standards assessment summary tool (PSAS) as a guide to how well your trainee is progressing.
- check in with your trainee on a regular basis to ensure that they are on track for delivering the revised deadline for completion (75 – 90% completion by 39 wks and 100% by 50wks).
- during appraisal time – remember to review the progress of standards completion and grade appropriately. i.e. at 26 week appraisal you should see close to 50% completed.
- verify your trainee's cycles regularly.

Regards

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