**Pathway for Recognition of Previously Acquired Capabilities to Bring Forward the End Date of a Training Programme**

A trainee entering specialty training (core, higher or run through) may have acquired capabilities in a previous post which could contribute to the requirements of their specialty curriculum. If requested by the trainee, these capabilities can be taken into account and should be assessed early after entry to a training programme and at the latest by the first Annual Review of Competence Progression (ARCP) panel. In doing so, a decision can be made on whether adjustment of the provisional programme end date or Certificate of Completion of Training (CCT) date is appropriate.

To aid trainees and trainers this pathway should be used when considering whether evidence of prior capabilities can be used as a basis to shorten the duration of a specialty training programme.

**Key principles**

* Documented evidence of successful completion of training capabilities will be necessary (preferably in the specialty portfolio)
* A period of formative assessment on entering the specialty training programme will be required; this should normally include the established assessments used in the curriculum (e.g. workplace-based assessment tools).
* While there is not an obligation from a trainee, or the Deanery, to seek to formally recognise capabilities acquired during a previous post, reasonable efforts will be made to encourage and support trainees who wish this to be done.
* Training programme directors will be key to the decision to formally consider and recognise previously acquired capabilities through an ARCP.
* Early ARCP can be undertaken (generally no earlier than 6 months following commencing in programme).
* The ARCP is the vehicle for adjusting the end date of a training programme, including bringing the end date of the training programme forwards
* Cases should be discussed with the appropriate Associate Postgraduate Dean/ Assistant GP Director. The Dean retains ultimate responsibility and can also be consulted for advice.
* Bringing forward of the end date of a training programme will not usually be considered after the penultimate ARCP
* Bringing forward of the end date of training programme will not normally be more than 1 year (GG 9 4.12)
* College/Faculty support should be sought, ideally through the established Deanery ARCP procedures.

**Process**

1. Trainees seeking recognition of previously achieved capabilities should contact the TPD at the earliest opportunity and no later than one month after commencing in programme. Trainees should read any relevant College/Faculty information.
2. For most trainees, an initial informal discussion with the TPD will be required to consider whether there is sufficient evidence of attainment of capabilities to support recognition of previously acquired competences. The exception is a recent successful completion of a LAT post in the Scotland Deanery in the same specialty programme and the same curriculum which would usually enable progression and would be agreed at the next ARCP. Otherwise, a full assessment will be required and this will include a discussion with the Associate Postgraduate Dean / Assistant GP Director/ Postgraduate Dean.
3. The TPD, or the trainee’s ES, will undertake a portfolio based assessment of the evidence of prior experience against the stages of the specialty curriculum. This initial gap analysis will inform how far through the training curriculum the trainee is likely to have progressed. The TPD should discuss with Associate Postgraduate Dean/ Assistant GP Director.
4. It is recommended that if this is less than 3 months, adjustment of end date of training will not be considered. However, the yearly ARCP will remain available to receive evidence and adjust completion dates (GG 9 4.87 vi).
5. A period of on the job assessment, recorded in the trainee portfolio, is also needed to ensure the trainee has fully settled into the programme and to ensure the capabilities gained previously are fully developed and sustained. This assessment supports patient safety and aims to ensure the trainee will have sufficient remaining training time to complete the programme if acceleration is supported. This can be used in the trainee ARCP submission.
6. If the initial portfolio based assessment is supported by the on the job assessment, the TPD should organise an early ARCP in liaison with the TPM administrator. This should occur between 3-6 months into the programme.
7. The deanery ARCP process should be followed. A College/Faculty representative should be requested however the ARCP should not be delayed if a representative is not available. The exception is GP, where the ARCP panel makes a recommendation to the college and hence a representative is not required at the ARCP. In all cases, the panel will be asked to assess the evidence to support progress to the next stage of training e.g. ST1 to ST2. If this is considered satisfactory, the core end date/CCT date will be brought forward. The subsequent ARCP should be planned in a year and does not represent an additional burden on deanery sessional or administrative staff.
8. If the panel support the decision to take account of previous training, the TPD will determine the impact on the trainee’s placement and level of responsibility. This will require consideration of the remaining curriculum requirements to decide which placement best supports progression. The TPD should also take account of the training requirements of other trainees on the programme. As with all placement decisions, the TPD should ensure good communication with the leads in the placement site.

**Flow Chart**

Trainee contacts TPD

LAT < 3 months – no acceleration

Service post, overseas post

LAT =/> 3 months

TPD undertakes portfolio assessment

Consults with APGD/AD

ES/TPD undertake on the job assessment

Assessment: < 3 months curriculum experience, no acceleration

Assessment: =/> 3 months curriculum experience

ARCP 3-6 months into programme

(following Deanery ARCP process)

Support decision: Outcome 1, amend Core end date/CCT

Next ARCP one year following this ARCP

Do not support decision – Outcome 1– No change to Core end date/CCT

Next ARCP at one year into programme