Practice Educator Accreditation Scheme

Guidance for Applicants

July 2022

Contents

PRACTICE EDUCATOR ACCREDITATION SCHEME

Introduction

The Society and College of Radiographers' Practice Educator Accreditation Scheme (PEAS) offers those involved in facilitating practice-based learning in clinical imaging and oncology the opportunity to be recognised and developed through an accreditation system.

The Health and Care Professions (H&CP) Education Leads Group, of which the Society and College of Radiographers is a member, in collaboration with the National Association of Educators in Practice (NAEP) and the Council of Deans of Health (CoDH) have developed 10 standards and 12 learning outcomes for the Practice Educator to demonstrate for accreditation.

They give the following definition of a practice educator:

A practice educator is usually a registered professional who supports learners in the workplace. They facilitate practice education alongside clinical and academic colleagues. In addition, the practice educator is likely to hold responsibility for signing off competency and assessment criteria, based upon the standards produced by the education provider and relevant professional body; although it is recognised that local models of delivery and assessment will apply.

It is therefore against these 12 learning outcomes which the CoR determines and awards PEAS Accreditation. Go to The 12 Practice Educator Learning Outcomes for more information.

> **Please note that CoR PEAS Accreditation requirements are completely separate from the HCPC's requirements for audit.**
>
> **It is therefore the individual registrant's responsibility to ensure they continue to meet the HCPC's requirements for audit in order to remain on the HCPC register.**
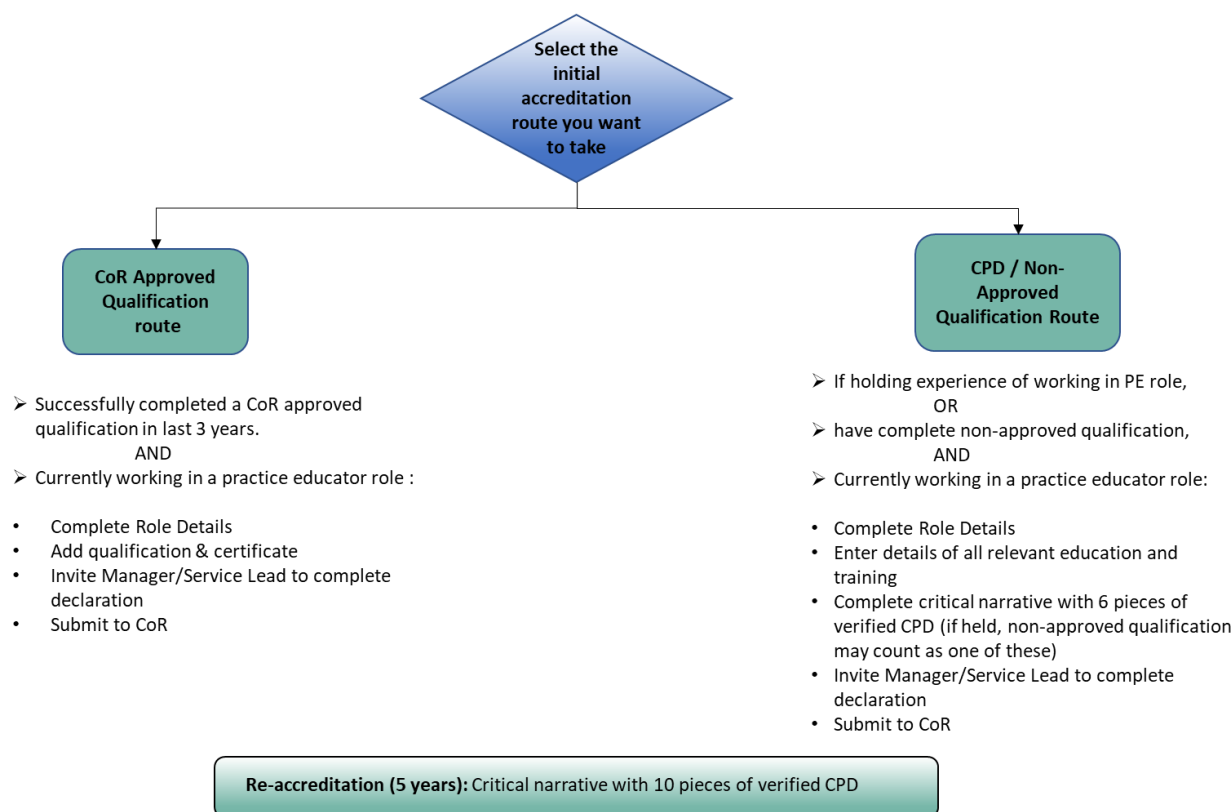>
> **Further details on HCPC requirements for audit can be found within the [Resources] section in CPD Now.**

Routes to Accreditation

The accreditation scheme for practice educators has been enhanced in 2021/22, with clear links to the Education and Career Framework. Applications for accreditation as a practice educator are made via CPD Now. The application process through CPD Now has been enhanced to ensure a clear process (with further guidance throughout). Once awarded, CoR Practice educator accreditation lasts for 5 years.

There are 2 routes to initial accreditation as a practice educator:

1. College of Radiographers' approved qualification
2. CPD / Non-approved qualification

Select the initial accreditation route you want to take

CoR Approved Qualification route

➢ Successfully completed a CoR approved qualification in last 3 years.
  AND
➢ Currently working in a practice educator role :

• Complete Role Details
• Add qualification & certificate
• Invite Manager/Service Lead to complete declaration
• Submit to CoR

CPD / Non-Approved Qualification Route

➢ If holding experience of working in PE role,
  OR
➢ have complete non-approved qualification,
  AND
➢ Currently working in a practice educator role:

• Complete Role Details
• Enter details of all relevant education and training
• Complete critical narrative with 6 pieces of verified CPD (if held, non-approved qualification may count as one of these)
• Invite Manager/Service Lead to complete declaration
• Submit to CoR

Re-accreditation (5 years): Critical narrative with 10 pieces of verified CPD

Those who hold already CoR accreditation will need to apply via the re-accreditation route at the end of the 5 years to renew their accreditation status.

The requirements for PEAS accreditation vary depending on the route selected. Those following the CPD / Non-approved qualification route and Reaccreditation route should familiarise themselves with the CPD Now site and how to record CPD - See section Recording CPD Activities.
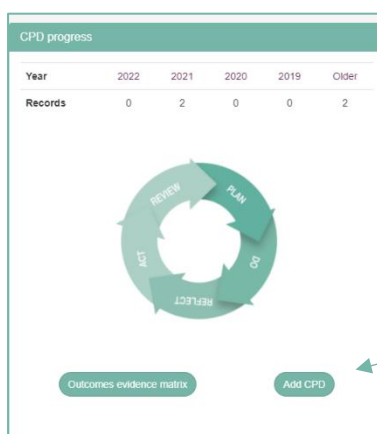
Recording CPD Activities

CPD Now is the College of Radiographers (CoR) online Continuing Professional Development (CPD) tool where you can plan, record, and reflect on your CPD activities. CPD Now has just been enhanced to simplify the process of recording your CPD.

It is a requirement for HCPC registrants to maintain their CPD in order to remain registered with the HCPC. The CPD requirements for HCPC audit are separate from those linked to the CoR accreditation schemes.

SoR Members can access CPD Now from the Society of Radiographers Home page [Home | SoR]

When seeking CoR accreditation members may use their entered CPD records as evidence to support their application for accreditation. In order to successfully submit a PEAS application via the CPD / Non-approved qualification route and re-accreditation route applicants must link verified CPD records to their application. Verified CPD records are CPD records which have been deemed to be true and accurate by someone at practitioner level or above. Further guidance can be found within CPD Now on who to invite and how to do this.

Below is a step-by-step guide to recording your CPD activity in CPD Now (accessed from SoR website: [Home | SoR]).

1. Once on the CPD Now homepage, click on [Add CPD] in the CPD Progress box.

This will open a blank CPD Activity proforma for you to complete:

2. Give your CPD record an appropriate title. (This will help you to correctly identify it when linking it to your accreditation application).

3. Enter the date of your CPD activity.

4. Enter a reflection for your CPD activity.

Resources on reflective models and reflection can be found within the Resource section of CPD Now to help you.

5. At the bottom of the page click [Evidence Outcomes] to bring up a list of available outcomes which you may reference/link to throughout your CPD record*.

or you may click [Save and continue] at the end of your reflection to select the relevant outcomes from a list.

*Please note for the practice educator outcomes to be available to you in CPD Now you will first need to start a PEAS accreditation application. When you then return to your CPD Now the outcomes will be available. See Editing Previous Records


6. Clicking [Save and continue] again will move you to a page where you may upload any supporting documents e.g., certificates, presentations, feedback forms etc. Follow the further guidance on screen to do this, then click [Finish] to end.

Editing Previous Records

Outcomes can be linked to previous CPD records by selecting the edit function. However, outcomes should be linked, and any attachments uploaded to the record <u>before</u> inviting someone to verify your record. If you edit your record after it has been verified it will no longer be available for you to link to within your accreditation application-You will need to invite someone to verify the record again.

1. On the CPD Now homepage click on [CPD] in the left-hand menu or click on the year date for the record you wish to edit:
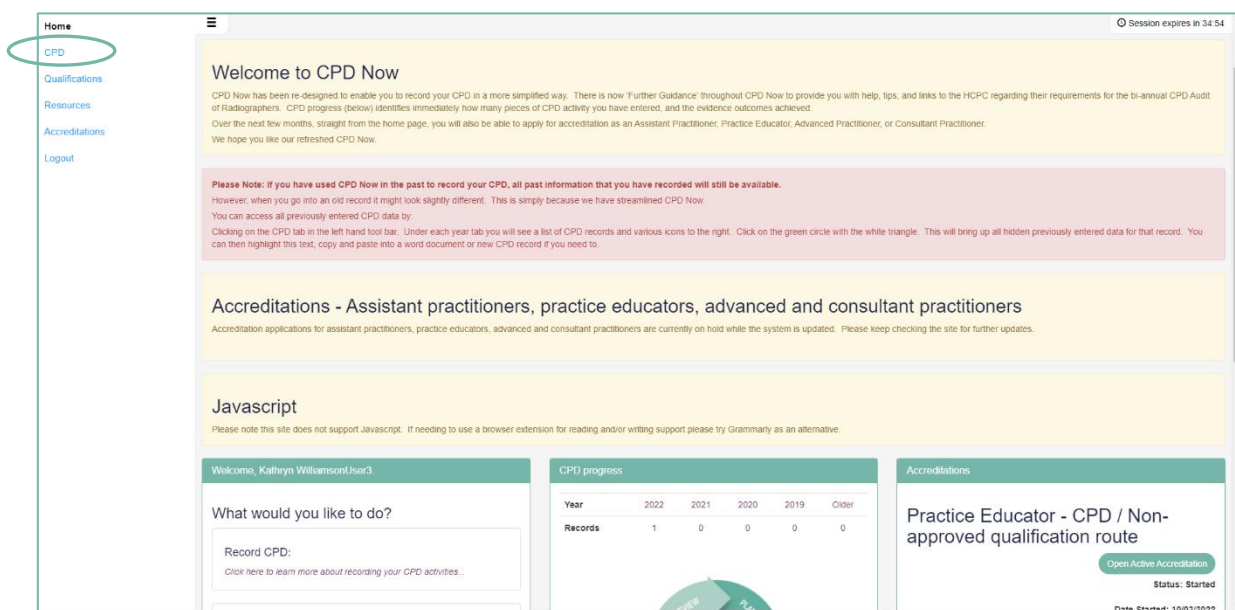
2. Find the record you wish to edit and select the pen icon. This will enable you to delete/input text, as well as add/change linked outcomes and attachments.
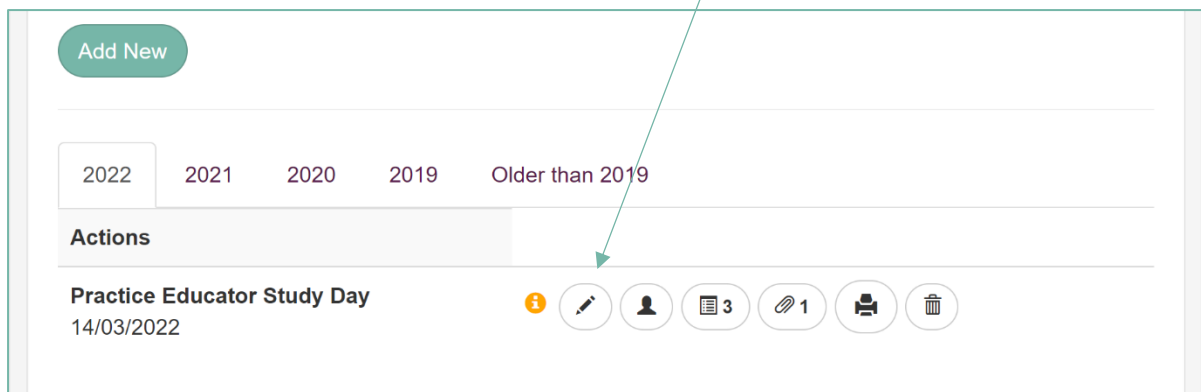
The other icons enable you to:

| Invite a reviewer to verify your CPD record/view invitees | View/edit linked outcomes | View/edit attachments | Print | Delete |
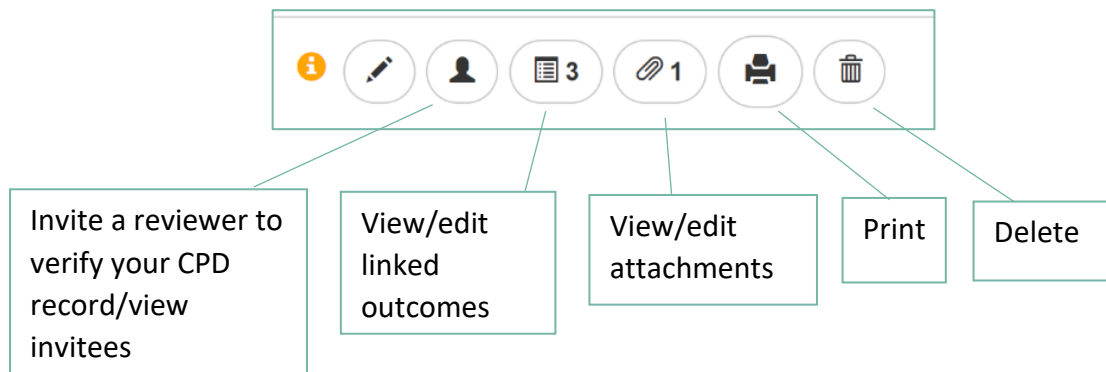
There will be regular online live tutorials and videos that demonstrate how to use CPD Now, how to complete applications for accreditation, reflection, etc. These will be advertised on the SoR website, Twitter and Facebook and cover some of the issues in more depth.

The 12 Practice Educator Learning Outcomes

1. Provide information to learners about the learning experience offered and to clarify/manage expectations.

2. Apply knowledge of educational theory to learning and assessment practice, creating level-appropriate, inclusive, and empowering learning environments and opportunities.

3. Actively promote policies and practices that acknowledge different needs of students and learners individually and as a group, demonstrating an inclusive approach.

4. Promote the visibility of practice education and the role of learners within the health and care professional team, amongst stakeholders.

5. Actively contribute to the assessment of adequate and safe levels and models of learner supervision.

6. Understand where practice learning fits with taught components of the programme when working with students.

7. Promote, facilitate, and support self-reflection and peer learning.

8. Provide a range of opportunities to maximise learning and enable the achievement of directed and self-directed level-appropriate learning outcomes.

9. Apply and contribute to, where appropriate, various forms and levels of fair, inclusive, sensitive, consistent and robust practice education feedback / feed forward and assessment and involve learners in the process.

10. Communicate in a skilled and effective manner with students, colleagues, service users and stakeholders to support the facilitation of the programme of learning.

11. Reflect on and evaluate their role as a practice educator and continually implement improvements.

12. Evaluate the practice learning environment and formal / informal learning events and implement change based on evidence.

Health and Care Professions (H&CP) Practice Education Guidance (2016)

Demonstrating how you meet the 12 learning outcomes

Here are some examples of how you can demonstrate that you meet the learning outcomes. This is not an exhaustive list.

Learning outcome 1:

Do you give an information pack when new students arrive for placement?

How will the students' rota work?

Will they always be working with their mentors?

Are staff learners aware of how the department will support them in their postgraduate training?

Do you agree a learning contract with the learner?

How do you manage expectations of learners?

Learning outcome 2:

Demonstrating knowledge and application of educational theory should be included throughout your submission.

Learning outcome 3:

How do you ensure an 'inclusive' placement/learning environment for learners?

How do you adapt your teaching for students at different levels in their education?

How do you adapt your teaching for postgraduate learners?

What do you know about different learning styles and how does this impact on your teaching?

Why do you choose to teach in the way that you do with individuals or groups?

Learning outcome 4:

How do you promote the value of practice education and the role of teaching students that every HCPC registrant has?

How do you promote your work with learners across the department and/or trust?

Have you disseminated your work at conferences?

Do you meet with practice educators from other professions or trusts?

How do you raise the profile of practice education with your imaging/therapeutic services manager?

Learning outcome 5:

How do you ensure that learners are supervised adequately according to their education and training needs, and that patients are safe?

What do you know about learner supervision and how do you apply this in practice?

Learning outcome 6:

Where does this placement block fit within a learner's overall education programme?

What do you do to ensure that a learner will complete their learning outcomes for this placement?

Where you have a postgraduate learner, how is their learning needs met? For example, this might be by ensuring they have a scheduled time to undertake reporting.

This is also about relating theory to practice and what you do to facilitate learners in doing this.

This is about what you do to encourage and support others (staff, learners, etc) to engage in self-reflection.

It could be about how you have supported them to complete reflections in CPD Now.

How do you encourage others to reflect on their own learning and identify what they need to do to further improve?

How do you encourage peers to learn together and from each other?

Why do you design learning to be delivered in a particular way?

What range of learning opportunities do you deliver?

How do you give feedback to learners?

What is best practice for giving feedback to learners?

How do you ensure that assessment is fair, inclusive and consistent?

This is something that you will probably accomplish over a number of reflections.

What feedback have you received that evidences you communicating in a skilled and effective manner?

This is something that you should demonstrate over a number of reflections.

Demonstrate that you are reflective, how you evaluate what you personally do and how you continually strive to implement improvements.

Have you undertaken additional training to meet an identified learning need?

How do you know that what you do is effective?

What do you do to evaluate the learning environment?

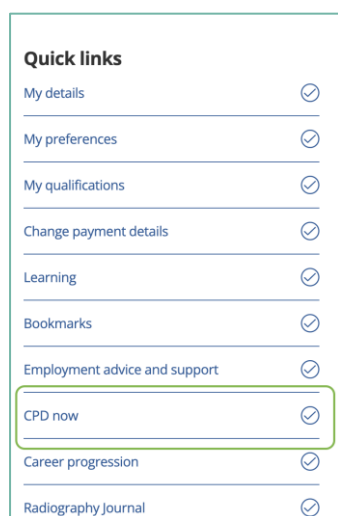What changes have you made as a result?

Starting your PEAS Application

To start an application:
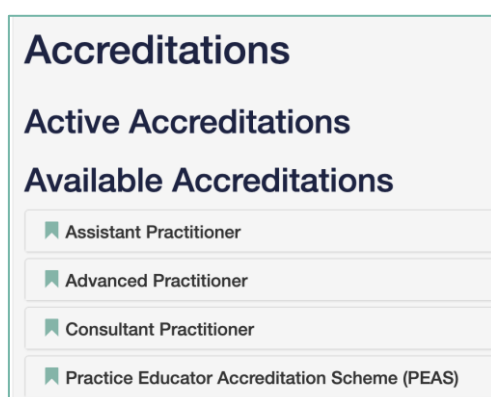
1. Log in to www.sor.org.
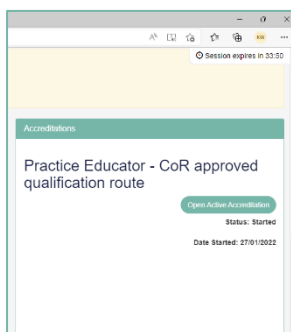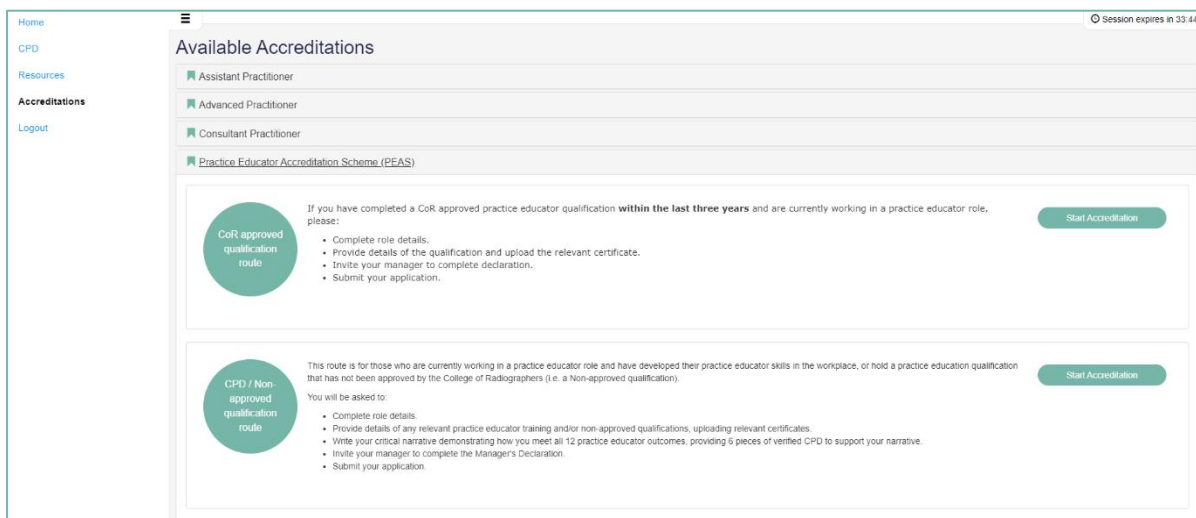

2. Select [My Account]

3. Select [CPD Now]

4. When starting an application for accreditation go to [**Accreditations**] in the left-hand toolbar on the CPD Now home page. This will open a selection of available application routes:

5. Select [Practice Educator Accreditation Scheme (PEAS)]

6. Select your applicable PEAS route:

7. Your selected route will appear in the [Accreditation] box on your CPD Now home page. Click [Open Active Accreditation] to begin your application.

(Please note the 12 practice educator learning outcomes will now be available to you within the CPD section of CPD Now. You may now link/reference these within your CPD reflections)

Applicants should be aware of the following common features across all routes:

Further guidance

Throughout the online application, there are [Further guidance] tabs. If you click on the [+] this will open the guidance for each section.

Red or Green boxes

Within an application if the box has a green band across the top, this means that you have completed this section. If the box has a red band across the top, this means that you have missed something out. It will normally tell you what you need to do. For example, it may be because you have not added sufficient information or where relevant, the correct number of verified CPD activities. If you have a red band across the top of a box, you will not be able to submit your application until you add what is required.

At any stage when editing sections of your application, you may return to your main application view by clicking [Back to Your Application] located at the top of the left-hand menu.

Please now go directly to the guidance for the route that fits with your circumstances:

Go to Completing your application –Initial CoR Approved Qualification Route

Go to Completing your application – CPD / Non-approved Qualification Route

Go to Completing your application - Re-accreditation

Initial CoR Approved Qualification Route

If you have completed a CoR approved practice educator qualification **within the last three years** and are currently working in a practice educator role, please select and complete the CoR Approved Programme Route. You will be asked to:

CoR approved qualification route

- Complete role details.
- Provide qualification details and upload the relevant certificate.
- Invite your manager to complete declaration.
- Submit your application.
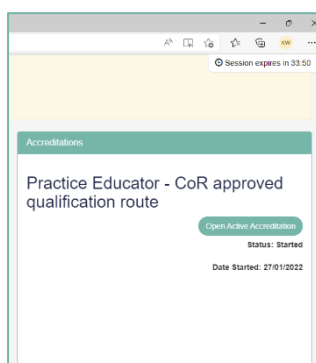
1. Open active accreditation from the CPD Now home page accreditation box.

2. Complete the various sections of the application, using the further guidance tabs for assistance:

Practice Educator Outcomes

When you first open your application, you will see a table containing the 12 Practice Educator Learning Outcomes. As you are declaring that you have completed a CoR approved programme of study, it is accepted that you will therefore meet the 12 learning outcomes. The table will be highlighted green [✓Outcomes met through CoR Approved Qualification]. If you have referenced any of the 12 learning outcomes within your CPD records on CPD Now, the referenced outcomes will appear with a tick against them in the 'Evidenced in CPD' Column. This is not a requirement for submission via this route, but is for your own information only:

Role details

This is where you should provide details of your current employment and an overview of your practice educator role. You should include details of your education and training and how this underpins your practice educator role. The maximum word count is 1000 words. You should provide the following key information for the assessor in this section as failure to do so may result in your application being deferred:

You must include details of the following:

- Name of employer
- Key employment dates
- An overview of your role and who your learners are
- Education and training undertaken and awareness of how this underpins your practice educator role.

What does your role involve? e.g. Does your role include:

- support of pre-registration students?
- support of post-registration learners?
- supporting staff in your department with their CPD and identifying their training requirements?

In addition, think about:

- Whether you are a diagnostic or therapeutic radiographer
- How long you have undertaken the role of practice educator
- Other relevant experience
- Further learning/courses since gaining CoR approved qualification
- Any significant achievements/competencies achieved whilst in this employment relevant to you practice educator role.

Role Details

Click the edit button to update your details.

Further Guidance

✕ Role Details - You need to complete this section

Applicant has not added any content for this section, yet.

[Edit]

> 1. Click [Edit] to begin entering details. Click [Update] to save these details and return to your main application. The Role Details bar will go green when you have entered sufficient text.

Qualification and Certificate

1. Click [Edit] to select your CoR approved qualification from the available list.

If your qualification is not listed, and you think it should be, please contact pande@sor.org.

If you have completed a non-approved qualification, please complete the CPD/Non-approved qualification route.

You must have obtained your qualification *within the last 3 years* prior to the date on which you submit your application. If you fall outside of this time frame, please apply via the CPD/Non-approved qualification route and enter details of your CoR approved qualification, relevant certificate and any other professional development you have undertaken since completing your qualification.

> 2. You will need to upload your CoR approved qualification certificate in order to be able to submit your application. You may do this when selecting your CoR approved qualification from the available list as shown on the previous page, by selecting 'Choose Files', providing a name /description for the file, and clicking [Save] and [Update].

Alternatively, you may also upload your certificate from the main application page by selecting [Edit]:
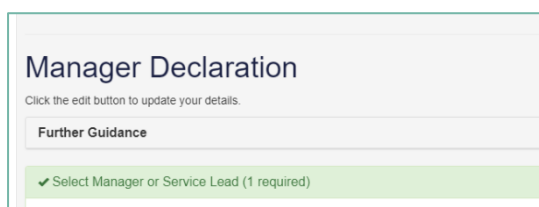
Manager Declaration

As part of all CoR accreditation applications a Manager's Declaration (or equivalent) must be completed. This helps to assure the validity, quality, and governance arrangements applicable to the application being made as well as ongoing employer support for the applicant within their current role.

Once you have completed all previous sections of your application the Manager Declaration bar will turn green- enabling you to complete this section. Only one Manger/Service lead is required.

The person you choose should be in a position that they can make the declaration. They should be registered with the Health and Care Professions Council or another statutory regulator. For PEAS applications an appropriate person could be a manager or service lead. They will be required to complete a pre-set declaration to confirm that:

- You are currently working within the role of practice educator.
- You have undertaken appropriate education & training in order to fulfil the requirements of your practice educator role.
- You meet or continue to meet, the CoR Outcomes for a Practice Educator.
- You are supported within your practice educator role to maintain and develop your knowledge and skills in this area through relevant CPD opportunities.

Manager Declaration

Click the edit button to update your details.

Further Guidance

✔ Select Manager or Service Lead (1 required)

Applicant has not added any content for this section, yet.

[Edit] [Add new]

1. Click [Add new] to enter details of your Manager/Service Lead.

Click [Edit] if you have previously entered details of this person.

Manager or Practice Educator

Here you can add a list of Manager or Practice Educators, who you can assign to accreditation applications.

[Add new]

You haven't added any Manager or Practice Educators yet.

2. Click [Add new]

Add a new Manager

You're adding a new Manager or Practice Educator.

First name *

Last name *

Job title *

Organisation *

Email address *

Telephone number

[Save and finish]

3. Enter your Manager's/Service Lead's details.

Select [Save and finish] once entered.

Your saved manager/service lead details will appear on screen:

Manager or Practice Educator

Here you can add a list of Manager or Practice Educators, who you can assign to accreditation applications.

[Add new]

Name	Email	Organisation	Job title	
Kathryn Williamson	kathrynw@sor.org	College of Radiographers	Radiology Manager	Edit

4. From here you need to return to the main application page, click **[Back to your Application]** (Top left menu).

Manager Declaration

Click the edit button to update your details.

Further Guidance

✔ Select Manager or Service Lead (1 required)

Applicant has not added any content for this section, yet.

Edit   Add new

5. Scroll down to the Manager Declaration, click [Edit] to select the manager/service lead that you have just entered onto the system.

Editing - Manager Declaration

Please complete the form below and click update to save

Further Guidance

Select Manager or Service Lead

☐ Pick this Manager / Service Lead

First name
Kathryn

Last name
Williamson

Job title
Radiology Manager

Organisation
College of Radiographers

Email address
kathrynw@sor.org

Update

6. Tick the box [Pick this Manager /Service Lead] for the person you wish to select.

Manager Declaration

Click the edit button to update your details.

Further Guidance

✔ Select Manager or Service Lead (1 required)

First name
Kathryn

Last name
Williamson

[Show more] [Send an invite]

[Edit] [Add new]

---

7. Once you have selected the person you would like to complete the declaration click [send an invite] to generate an email inviting them to review your application.

Please note that clicking [send an invite] will lock your application- You will no longer be able to edit your application.

Your manager/service lead should review your application and select their decision-Declaration completed or withheld. You will need to keep a check of your application for completion of this. If your manager/service lead defers your application, they are advised to discuss this with you and give you feedback on their reason(s) why. You may then amend your application before re-inviting them to complete the manager's declaration again.

If your manager/service lead approves your application, you may now submit it to the CoR for assessment. You will see a notification bar [Submit application to College of Radiographers] within your application.

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8. Click [Submit application].

CoR approved qualification route

If you have completed a CoR approved practice educator qualification **within the last three years** and are currently working in a practice educator role, please:

- Complete role details.
- Provide details of the qualification and upload the relevant certificate.
- Invite your manager to complete declaration.
- Submit your application.

Further Application Guidance   +

Submit application to College of Radiographers

The application is now ready for assessor submission.

[Submit application]

| Application started | 27/01/2022 |
| Application status | Started |

Practice Educator Outcomes

✔ Outcomes met through CoR approved qualification

| | Evidenced in CPD |

Practice Educator Accreditation Scheme (PEAS) 2021

PLEASE NOTE: Once submitted you will no longer be able to edit your application. You will receive an email notification as proof of submission. Please retain this for your own records.

The status of your accreditation application within the Active Accreditations box on the CPD Now home page will update to 'Submitted'.

Please keep a check of this for updates.

If you wish to withdraw your submitted PEAS application from the assessment process please email accreditation@sor.org.

CPD / Non-approved Qualification Route

Please see section Starting your PEAS Application and follow points 1-4 for initial guidance on how to log on to CPD Now and access the list of available accreditation routes.

1. Once you have accessed the list of available PEAS routes, if you are currently working in a practice educator role and have developed your practice educator skills in the workplace, or hold a practice education qualification that has not been approved by the College of Radiographers (i.e. a Non-approved qualification), please select and complete the **CPD / Non-Approved Qualification Route:**
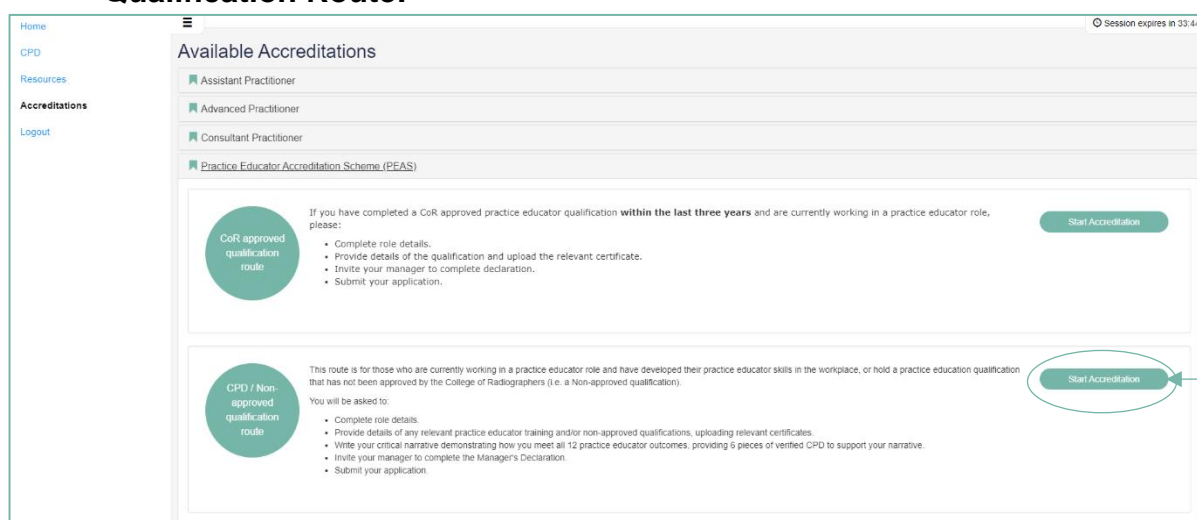
This will add the CPD/Non-approved qualification application to your list of active accreditations. Click [Open Active Accreditation] to begin:

You will be asked to:

- Complete role details.
- Provide details of any relevant practice educator training and/or non-approved qualifications, uploading relevant certificates.
- Write your critical narrative demonstrating how you meet all 12 practice educator outcomes, providing 6 pieces of verified CPD to support your narrative.
- Invite your manager to complete the manager's declaration.
- Submit your application.

2. Complete the various sections of the application, using the further guidance tabs for assistance:

Practice Educator Outcomes

When you first open your application, you will see a table containing the 12 Practice Educator Learning Outcomes:

The table has two columns entitled 'Evidenced in CPD' and 'Referenced in Critical Narrative'. When you start an application for PEAS accreditation the Practice Educator Outcomes will be made available to you within CPD Now. You may then reference/link to these outcomes within your CPD records. If you have referenced any of the 12 learning outcomes within your CPD records in CPD Now, a tick will appear against those in the 'Evidenced in CPD' column. These records will need to be verified in order to reference them in the critical narrative.

As you complete your critical narrative further on down in the application, you will reference the Outcomes here too. This will see the referenced outcome(s) become ticked off in the 'Referenced in Critical Narrative' column. The 'Referenced in Critical Narrative' column will need to be fully ticked, and 6 pieces of verified CPD referenced in the critical narrative before you will be able to submit your application. Further details on this are covered in the critical narrative guidance below.

Your manager or service lead will also be asked to confirm that you meet the Practice Educator Outcomes as part of the application process through completing the Manager's Declaration. The red band across the Manager's Declaration header will change to green when you have linked to all outcomes enabling you to invite them to complete.

Role details

This is where you should provide details of your current employment and provide an overview of your practice educator role. The maximum word count for this section is 500 words. You should provide the following key information for the assessor in this section as failure to do so may result in your application being deferred:

You must include details of the following:
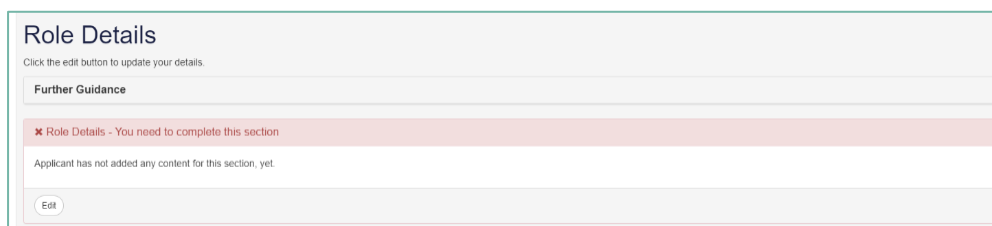
- Name of employer
- Key employment dates
- An overview of your role and who your learners are

What does your role involve? e.g. Does your role include:

- support of pre-registration students?
- support of post-registration learners?
- supporting staff in your department with their CPD and identifying their training requirements?

In addition, think about:

- Whether you are a diagnostic or therapeutic radiographer
- How long you have undertaken the role of practice educator
- Other relevant experience

Role Details
Click the edit button to update your details.

Further Guidance

✗ Role Details - You need to complete this section

Applicant has not added any content for this section, yet.

(Edit)

1. Click [Edit] to begin entering details.
2. Click [Update] to save these details and return to your main application. The Role Details bar will go green when you have entered sufficient text.

Qualifications, Learning & Development

In this section you will be asked to complete a summary of your qualifications, learning and development. You must enter details of any relevant practice education training or non-approved practice education qualifications you may hold. You should also upload any relevant corresponding certificates:

1. Click [Add new] to enter details of your training and/or qualifications. (Click [Edit] if details are already held within the system.)

2. The 'My Qualifications' page will appear, scroll down to view the available options. Non-approved *formal* practice educator qualifications e.g. PGCert, should be entered under the 'Professional qualifications..' header.

3. Click [Add new] to enter your non-approved qualification.

4. Complete the headed sections shown. The brief summary here should include a list of modules taken.

Record

Please complete the fields below and then click the [Save and Next] button to move to the next page that will allow you to add attachments.

Back to Your Application

Home
CPD
Resources
Accreditations
Logout

Course completed/event attended *

PEAS NON Approved Programme University of Life

Start date dd/mm/yyyy *

14/04/2020

Completion date dd/mm/yyyy

15/04/2021

Delivered/Organised by

uni of life

Final award

PGCert PEd

Brief summary of learning

Edit ▾

B   I   A ▾   A ▾   ☰   ☰   ☰   ☰   ☰ ▾   ☰ ▾   ☰   ☰   ᴬᴮᶜ

Module PEd 1 Title, Credits, date
Module PEd 2 title, Credits, date
Module PEd 3 Title Credits, date

p

Quick Save   Save and continue

5. Next, click [Save and continue].

This will take you to a page where you should upload the corresponding certificate:

☰   ⏱ Session expires in 34:53

Attachments

Please add your certificate as an attached below. Click 'Finish' to return to the qualifications page and then click 'Back to your application' at the top of the left menu.

Attachments (0)

Choose file
Choose Files No file chosen
File description:

Save

Finish

6. Click [Choose files] and select the file containing your certificate from your own computer files, then enter an appropriate name for the file, click [Save] then [Finish].

This will return you to the 'My Qualifications' page. Your entered qualification should be listed under the 'Professional Qualifications…' header. You may edit this, add an attachment, print, or delete at any stage using the icons to the right:
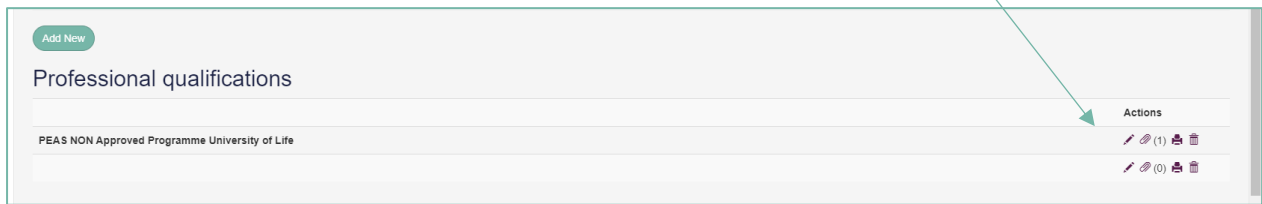
If you do not hold a formal non-approved practice education qualification but have completed departmental training or attended some form of CPD event relevant to your practice educator role, please select the appropriate heading and follow the same steps to enter the details as for the non-approved qualification. Details on what each heading relates to is provided at the top of the screen in the My Qualifications heading box.

7. From here you need to return to the main application page. Go to the top left of your screen, click [Back to Your Application]:
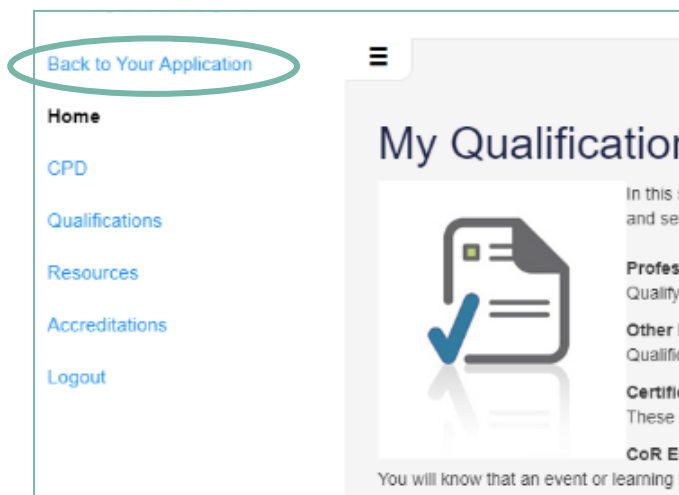
8. Go back to the Qualifications, Learning & Development section of the application. (This will still be highlighted red at this point.) Click [Edit] and complete your Qualification, Learning & Development Summary (Max 500 words), using the further guidance bar to help you.

Qualifications, Learning & Development

You must provide an overview of your learning and development and/ or non-approved qualifications that are relevant to your practice educator role.
Click [Add new] to input a new qualification or course of learning. Click [Edit] to update your Qualifications, Learning & Development description and selection(s).

Further Guidance

✖ Qualifications, Learning & Development Summary - You must add your education statement

Applicant has not added any content for this section, yet.

[Edit] [Add new]

✔ Qualification, Learning & Development Certificates

Applicant has not added any content for this section, yet.

[Edit] [Add new]

Back to Your Application   ☰   ⏱ Session expires in 34:43

Home
CPD
Resources
Accreditations
Logout

Editing Qualifications, Learning & Development

Please write a brief overview of your practice educator education and/or training and how these impact on your role and learners. Write no more than 500 words. Enter the details of your qualifications and/or training and attach the relevant certificates.

Further Guidance   +

Qualifications, Learning & Development Summary

Edit ▾

B I A ▾ A ▾ ▤ ▤ ▤ ▤   ☷ ▾ ☷ ▾ ▤ ▤ ᵗʸ

Qualification, Learning & Development Certificates

☐ Pick this qualification

Course completed/event attended

---

9. Below the Qualification, Learning & Development Summary box, you will see the qualification / training details that you previously entered. Tick the [Pick this qualification] box to select the relevant qualification(s)/ training.

Qualifications, Learning & Development

☑ Pick this qualification

Course completed/event attended
PEAS NON Approved Programme University of Life

Start date dd/mm/yyyy
14/04/2020

Completion date dd/mm/yyyy
15/04/2021

Delivered/Organised by
uni of life

Final award
PGCert PEd

Brief summary of learning
Module PEd 1 Title, Credits, date
Module PEd 2 title, Credits, date
Module PEd 3 Title Credits, date

Attached files

| 10. Click [Update] to save and return to your main application. | Update |
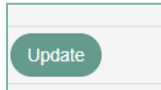
The Qualifications, Learning & Development bars of your application should now both be green:

Qualifications, Learning & Development

You must provide an overview of your learning and development and/ or non-approved qualifications that are relevant to your pracitce educator role.

Click [Add new] to input a new qualification or course of learning. Click [Edit] to update your Qualifications, Learning & Development description and selection(s).

Further Guidance

✔ Qualifications, Learning & Development Summary

TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE
TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE

✔ Qualifications, Learning & Development

Course completed/event attended
PEAS NON Approved Programme University of Life

Start date dd/mm/yyyy
14/04/2020

Attached files
⬥ PEAS non approved Cert

Show more

Critical Narrative with Verified CPD

The Critical Narrative with Verified CPD section is where you enter your reflection of your role and practice, evidencing how you fulfil the 12 Practice Educator Outcomes through your discussion. You will need to reference the Practice Educator Outcomes to your reflection as you write it [Reference Outcomes], as well as reference a minimum of 6 pieces of verified CPD [Reference Verified CPD Records] as evidence to support your critical narrative. It is important your referenced verified CPD records do support your discussion where they are referenced as the assessor will view your referenced verified CPD records as part of their assessment. The maximum word count for this section is 2500 words (minimum 1500). Further guidance is available within the Further Guidance tab for the section.

| 1. To start writing your critical narrative click [Edit]. |

Critical Narrative with Verified CPD

Click the Edit button to edit your Critical Narrative with Verified CPD.

Further Guidance   +

✖ Critical narrative with verified CPD - You must include a critical narrative with verified CPD

Applicant has not added any content for this section, yet.

Edit   Word Count: 0

2. Click within in the text box to begin typing.
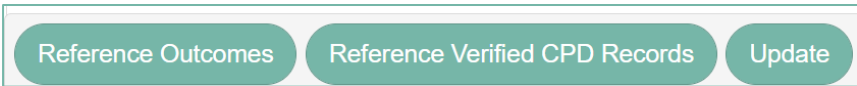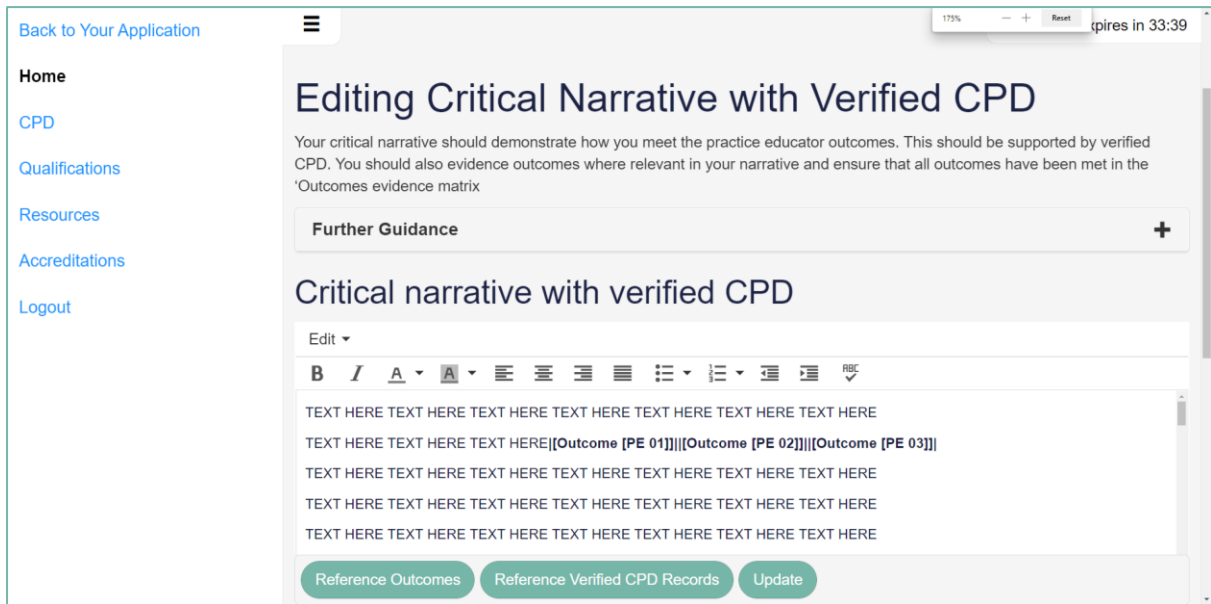
3. To reference the practice educator outcomes click [Reference Outcomes] and select the relevant outcome(s).

4. To reference/ link to verified CPD records within your narrative click [Reference Verified CPD Records] and select the record you wish to refer to.

5. Click [Update] to save and return to the main application page.

You need to clearly evidence all 12 Practice Educator Outcomes within your critical narrative, referencing them within the text along with a minimum of 6 pieces of verified CPD. See Further tips for a Successful Application. **Once all 12 Practice Educator Outcomes and 6 pieces of verified CPD have been referenced within the critical narrative, the critical narrative bar will go green. Only now will you be able to progress to complete the Manager Declaration.**
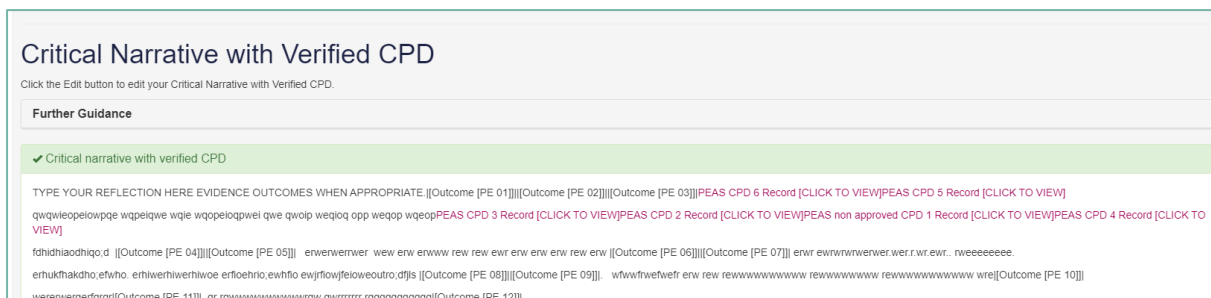
Manager Declaration

Please follow the instructions on **Manager Declaration** as for the CoR Approved Route.

Re-accreditation

PEAS Accreditation lasts for 5 years from the date your assessor recommends your application for accreditation to the Approval and Accreditation Board. It is your responsibility to renew your application on or before this date in order to remain accredited with the College.

> **Please note that CoR PEAS accreditation requirements are completely separate from the HCPC's requirements for audit.**
>
> **It is the therefore the individual registrant's responsibility ensure they continue to meet the HCPC's requirements for audit in order to remain on the HCPC register.**
>
> **Further details on HCPC requirements for audit this can be found within the [Resources] section of CPD Now.**

Starting your Re-accreditation Application

The option to begin an application for re-accreditation will only be visible after initial accreditation has been awarded.

1. Go to [Accreditation] in the left-hand menu. You will see your active accreditation:

Practice Educator - CPD / Non-approved qualification route

This route is for those who are currently working in a practice educator role and have developed their practice educator skills in the workplace, or hold a practice education qualification that has not been approved by the College of Radiographers (i.e. a Non-approved qualification).

You will be asked to:

- Complete role details.
- Provide details of any relevant practice educator training and/or non-approved qualifications, uploading relevant certificates.
- Write your critical narrative demonstrating how you meet all 12 practice educator outcomes, providing 6 pieces of verified CPD to support your narrative.
- Invite your manager to complete the Manager's Declaration.
- Submit your application.

Start Re-accreditation

Open Active Accreditation

Status: Completed

Date Started: 10/03/2022

Certificate: View Certificate

2. Click [Start Re-accreditation]. This will open a new re-accreditation application underneath your existing active accreditation. You may begin populating your re-accreditation application.

The steps for reaccreditation follow similar steps to the CPD/ Non-approved qualification route in that you will be required to complete your role details, qualifications, learning & development, critical narrative with verified CPD, and manager declaration.

The exception is that 10 pieces of verified CPD evidence will be required.

This verified CPD should be gathered over the last 5 years since accreditation was last awarded- this equates to 2 pieces per year. Your verified CPD evidence should showcase how you have sought to maintain and develop in your role as practice educator over this period, evidencing how you continue to meet the 12 Practice Educator Learning Outcomes.

Please refer to the various headed sections within the **CPD / Non-approved Qualification Route** for step-by-step guidance on how to complete these sections- bearing in mind the critical narrative section will require 10 pieces of verified CPD to be referenced within it.

Further tips for a Successful Application

✓ You need to meet ALL 12 of the Practice Educator Learning Outcomes.

✓ Before you begin an application, it might be useful to use the table on page 36 to help you plan how you can cover all of the learning outcomes within your critical narrative.

✓ Use the mapping document (page 38) to tick the reflections that address each learning outcome. You may attach this document to your final piece of verified CPD if you wish (Add file). Remember to attach it *before* inviting someone to verify this record, otherwise the record will need to be verified again before you will be able to link it to your critical narrative/application.

✓ If you identify that there is a learning outcome that you are weaker on, use this opportunity to read up/do any other appropriate CPD Activity and then reflect on what you have learned and how you can apply this to your practice educator role and the impact this will have on your learners.

✓ When you start your PEAS accreditation application, the practice educator outcomes will be added automatically to your list of available outcomes in CPD Now. Therefore, once you have completed a CPD reflection of your learning, you should link any applicable practice educator outcomes to this CPD record.

✓ Do not link all 12 of the practice educator outcomes to a single CPD reflection as it is unlikely that you have adequately covered all twelve. Select whichever outcome(s) your CPD activity best relates to.

✓ Quality of Reflection:

- Reflection will be an important element of demonstrating your achievement of the Practice Educator learning outcomes. It is essential that you go beyond just being descriptive. This is why it is important that you use a reflective model (choice of which is yours) both within your verified CPD reflections and the critical narrative itself to help ensure that you reflect fully.

• Impact on practice - is essential in applications. Think about how your activity has improved your practice, and benefitted service users (could be students, learners and ultimately patients). Evaluate the activity/learning, looking at positives and negatives and impact on quality of service.

• Further learning - again, this is an important aspect of your reflections for your practice educator application. Think about what further learning this activity has helped you to identify. What conclusions can be drawn from it? What points need to be included in an action plan?

For instance, you may have attended a workshop at the university discussing a new assessment scheme for students in clinical practice. You may need to disseminate and discuss this with colleagues in your department, identifying the changes and put an action plan in place to do this (identifying any resources you may need to do this). Or you may have read about a preceptorship scheme at a neighbouring trust, and you think this may be something you would like to introduce to your department as you have just recruited some newly qualified radiographers. So, your reflection might include details on what else you need to learn about preceptorship, what will it consist of in your department, who you need to discuss this with, and what resources will be needed.

Consider the following:
- ✓ Impact of your learning
- ✓ Impact of changes you have made
- ✓ What? So what? Now what?
- ✓ How do you know you are good at what you do?
- ✓ Do you seek feedback? How do you do this? Can you evidence this? (Again, this relates to the learning outcomes).
- ✓ How will you implement changes?

✓ Action plan - What? How? When?

✓ One sentence written about the subject of a particular learning outcome does not equal fulfilment of that outcome. You need to cover each learning outcome in sufficient depth both within your verified CPD and critical narrative.

✓ Keep referring to the learning outcomes whilst you complete your application to ensure that what you write is relevant and that you have met all 12 learning outcomes.

✓ Ensure your linked verified CPD evidence within your critical narrative supports you in meeting the learning outcomes. You could include supporting evidence, such as a presentation that you have done, feedback that you have given, feedback you have received, etc. You can attach these at the end of each reflection/CPD activity in CPD Now.

✓ A CPD reflection does not have to be based on a specific activity, i.e. attendance at a study day. For example, it could be based on you reading an article about assessment and reflecting on your application of that knowledge, any changes you might make to your own practice, what impact that will have on your learners, identify any further learning and provide an action plan on what you will do, how and when.

✓ If you are applying through the CoR approved qualification route, you will still need to meet the requirements for Role Details, and Qualification sections.

✓ Complete the relevant checklist on page 35 and read through your application to check that you have followed the guidance and written enough in each section prior to submitting.

✓ Do NOT breach confidentiality - identifying the names of people who have not given consent specifically for this will be deferred.

✓ Educational theory - there should be references given in your work. One of the learning outcomes specifically relates to demonstrating your knowledge and application of educational theory. Other learning outcomes will also use educational theory, e.g. assessment, inclusivity, etc so it is good practice to include references and demonstrate how this relates to what you do.

Checklist for CoR Approved Qualification Route

Ensure that you have completed the following:

☐ Role details as per the further guidance.

☐ Added CoR Approved Qualification obtained within the last 3 years

☐ Uploaded relevant certificate for CoR approved qualification

☐ Invited suitable person to complete Manager Declaration (see guidance on who to invite).

Whilst you have undertaken a CoR approved programme, it is still important to check that you have completed the above in sufficient depth.   Accreditation is not automatically given - you still need to adequately complete the above.

Checklist for CPD / Non-approved Qualification & Re-accreditation Routes

Ensure that you have completed the following:

☐ Role details as per the further guidance.

☐ Added details of any non-approved practice educator qualifications and/or other learning and development.

☐ Uploaded corresponding certificates if applicable.

☐ Qualification, Learning and Development Summary

☐ Critical narrative, evidencing all 12 learning outcomes and linking 6 pieces of verified CPD (10 for re-accreditation) which support your narrative.

☐ Invited suitable person to complete Manager Declaration (see guidance on who to invite).

Notification of outcome & accessing assessor feedback

Once the assessor has completed your assessment you will be notified of the outcome via email from the CoR Education Administrator. The status of your application will also be updated within the accreditation system.

1. The CPD Now Active Accreditation box on the CPD Now home screen will update to show your application has been passed/deferred by the Assessor:

2. Assessor feedback can be accessed from within the application. Open the active accreditation application to see the following notifications- the application status, assessor decision and date, and a link to the completed assessor feedback form:
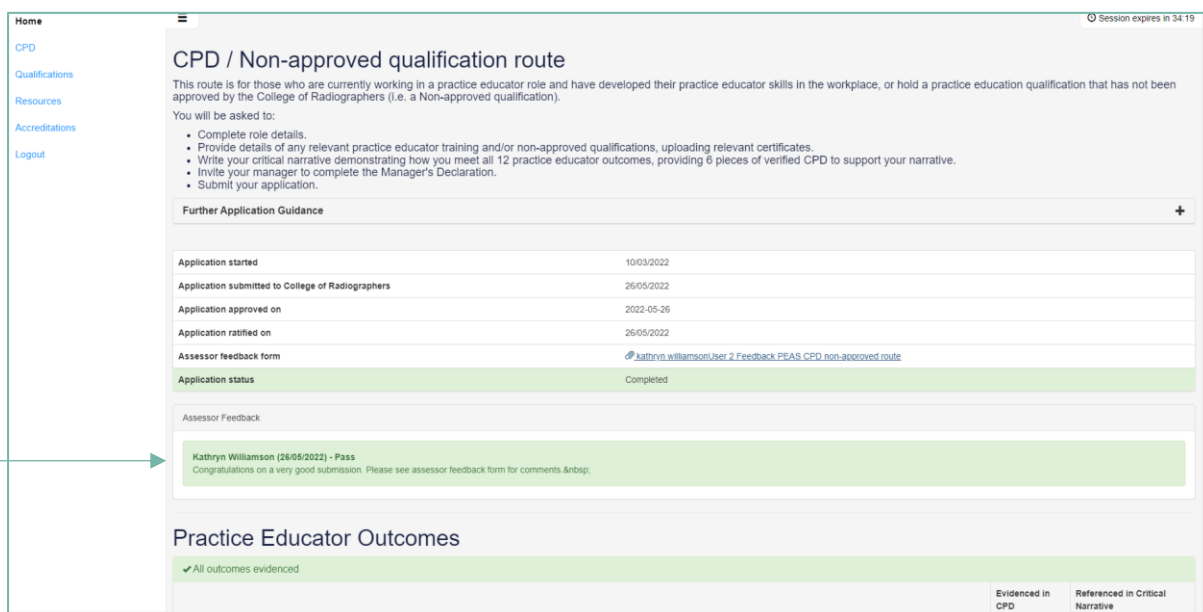
Please note: The assessor recommendation of a PASS, must now be presented to the Approval and Accreditation Board (AAB), before going to the College Board of Trustees (CBoT) for final ratification of award. Confirmation of final ratification of award will be sent via email to you in the days following the CBoT meeting. Once ratified your accreditation period will be valid for 5 years from when your application was approved by the CoR assessor.

Viewing your Certificate

Only when your application has been ratified by the College board of Trustees (CBoT) will your accreditation certificate become available. This will be confirmed to you via email by the CoR Education Administrator. Dates of AAB and CBoT meetings can be found on the CoR Website [Approval and Accreditation Board | CoR (collegeofradiographers.ac.uk)](#)

1. Following CBoT ratification, click on [Accreditations] in the left-hand menu in CPD Now:

Back to Your Application

Home

CPD

Qualifications

Resources

Accreditations

Logout
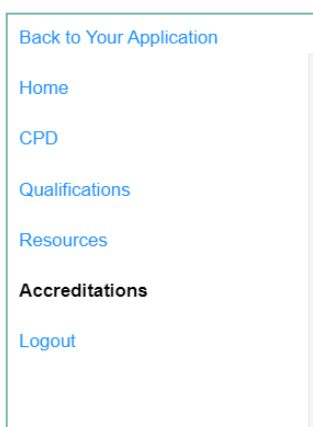
 2. Under your PEAS application, click on 'view certificate' found within the green bar to view and download your accreditation certificate:

Practice Educator - CPD / Non-approved qualification route

This route is for those who are currently working in a practice educator role and have developed their practice educator skills in the workplace, or hold a practice education qualification that has not been approved by the College of Radiographers (i.e. a Non-approved qualification).

You will be asked to:

- Complete role details.
- Provide details of any relevant practice educator training and/or non-approved qualifications, uploading relevant certificates.
- Write your critical narrative demonstrating how you meet all 12 practice educator outcomes, providing 6 pieces of verified CPD to support your narrative.
- Invite your manager to complete the Manager's Declaration.
- Submit your application.

Start Re-accreditation

Open Active Accreditation

Status: Completed

Date Started: 10/03/2022

Certificate: View Certificate

Your certificate will be displayed, complete with the validity period of your accreditation (five years) and a QR code. The QR code acts like a digital badge, enabling anyone who scans it to view details of your current accreditation.

What to do if your application is deferred by your assessor

If the assessor defers your application, you will be notified by email. The status of your active accreditation on your CPD Now home page will also update to 'deferred'.
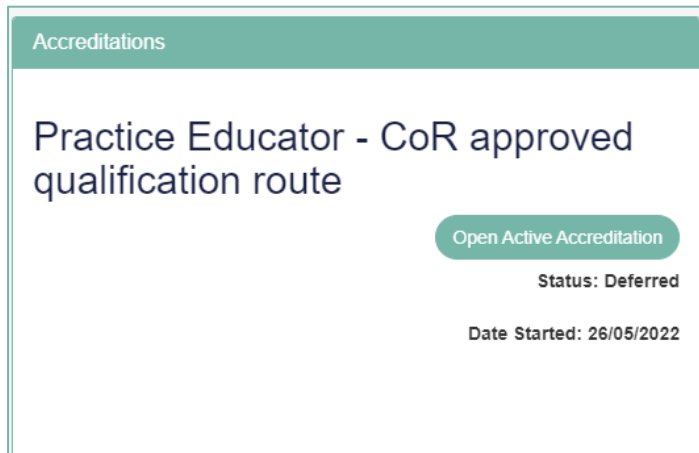
Open your active accreditation within CPD Now and view the feedback form provided by the assessor.

You must edit your application, actioning any points of feedback made by the assessor. You will need to re-invite your manager to complete the Managers Declaration again.

Once you are satisfied you have amended your application accordingly you should re-submit your application, clicking on the [Submit] button. This should be done as soon as possible from being notified of the deferral decision so that verified CPD Records used within the application remain current and relevant, i.e. they continue to meet the CPD date requirements for submission.

You will receive an email notification verifying your submission.

The original assessor will then complete a re-assessment of your application. You will be notified as per the guidance above.

Overview of PEAS application process

START

Start & complete application, attaching evidence appropriate for accreditation route

↓

Invite Manager to complete manager declaration- (sends auto email invitation with link to application)

↓

Manager reviews application and completes manager declaration, either…

Withholds ← → **Confirms**

Applicant edits/amends application ⇢ Applicant submits application

NB. For assessor deferral, applicant may not need to re-invite manager, depending on deferral reason

↓

Assessor allocated to application and assessment undertaken

↓

Applicant notified of assessor outcome either…

Deferred ← → **Recommended for approval**

Assessor recommendation goes to Approval and Accreditation Board for review

↓

Recommendation goes to College Board of Trustees (CBoT) for ratification

↓

Applicant receives final email confirming CBoT ratification of accreditation

The 12 PEAS Learning Outcomes

The 12 learning outcomes	What have you done?	How can you evidence this?
1. Provide information to learners about the learning experience offered and to clarify/manage expectations.		
2. Apply knowledge of educational theory to learning and assessment practice, creating level-appropriate, inclusive and empowering learning environments and opportunities.		
3. Actively promote policies and practices that acknowledge different needs of students and learners individually and as a group, demonstrating an inclusive approach.		
4. Promote the visibility of practice education and the role of learners within the health and care professional team, amongst stakeholders.		
5. Actively contribute to the assessment of adequate and safe levels and models of learner supervision.		
6. Understand where practice learning fits with taught components of the programme when working with students.		

The 12 learning outcomes	What have you done?	How can you evidence this?
7. Promote, facilitate, and support self-reflection and peer learning.		
8. Provide a range of opportunities to maximise learning and enable the achievement of directed and self-directed level-appropriate learning outcomes.		
9. Apply and contribute to, where appropriate, various forms and levels of fair, inclusive, sensitive, consistent and robust practice education feedback / feed forward and assessment and involve learners in the process.		
10. Communicate in a skilled and effective manner with students, colleagues, service users and stakeholders to support the facilitation of the programme of learning.		
11. Reflect on and evaluate their role as a practice educator and continually implement improvements.		
12. Evaluate the practice learning environment and formal / informal learning events and implement change based on evidence.		

Mapping of reflections to PEAS learning outcomes

Map your verified CPD reflections to the 12 learning outcomes below.

The 12 Learning Outcomes	Verified CPD Reflections: 6 Initial accreditation CPD/Non-Approved route 10 Re-accreditation									
	1	2	3	4	5	6	7	8	9	10
1. Provide information to learners about the learning experience offered and to clarify/manage expectations.										
2. Apply knowledge of educational theory to learning and assessment practice, creating level-appropriate, inclusive and empowering learning environments and opportunities.										
3. Actively promote policies and practices that acknowledge different needs of students and learners individually and as a group, demonstrating an inclusive approach.										
4. Promote the visibility of practice education and the role of learners within the health and care professional team, amongst stakeholders.										

5. Actively contribute to the assessment of adequate and safe levels and models of learner supervision.									
6. Understand where practice learning fits with taught components of the programme when working with students.									
7. Promote, facilitate, and support self-reflection and peer learning.									
8. Provide a range of opportunities to maximise learning and enable the achievement of directed and self-directed level-appropriate learning outcomes.									
9. Apply and contribute to, where appropriate, various forms and levels of fair, inclusive, sensitive, consistent, and robust practice education feedback / feed forward and assessment and involve learners in the process.									
10. Communicate in a skilled and effective manner with students, colleagues, service users and stakeholders to support the facilitation of the programme of learning.									
11. Reflect on and evaluate their role as a practice educator and continually implement improvements.									

12. Evaluate the practice learning environment and formal / informal learning events and implement change based on evidence.										

Note for applicant: As you link your verified CPD to your critical narrative, tick whichever outcomes each piece of CPD addresses. You may attach this document to your last verified CPD record (Add File) or keep for your own records.

Note for Assessor: You may use this document to check for coverage of the 12 PEAS learning outcomes within the applicant's verified CPD records.