

Change to Evidence Requirements

(Application for Fellowship Rules -Work Based Learning)

Overview of Changes

The following guidance is issued to members following a change to the evidence requirements under the Application for Fellowship Rules (Work Based Learning).

The Rules require that applicants demonstrate that they can meet outcomes. The outcomes are set out in the Work Based Learning Handbook. Outcomes 4.2, 4.3, 5.1, 5.2, 6.3, 7.1 and 7.2 have to be met once and the remaining outcomes had to be met three times.

The change to the Rules now requires that outcomes that had to be met three times, now only have to be met twice.

There are no changes to outcomes that have to be met once, which should still be submitted as usual.

Questions and Answers

The guidance below is intended to explain how the change from three to two examples may affect you at different stages of the application process and to support you in what you may need to do now.

I have not yet started my portfolio. What should I do now?

You should submit two examples.

I have started to prepare my portfolio, but not yet submitted it. How many examples should I submit now?

You should submit two examples.

If you have already identified a third example for some of the outcomes, then you should retain these. You may be able to use these if examples one and two do not meet the outcome.

I have already submitted my portfolio, which has not yet been assessed. What happens now?

The first two examples submitted will be assessed and the third example will only be assessed if either of the first two examples do not meet the outcome.

I have already submitted my portfolio and have been asked to replace/amend some of my examples. How should I approach this now?

If two of the examples submitted meet the outcome, you do not need to submit any further examples. If you believe that you do not need to provide further examples due to this change in evidence requirements then you should write to us so that we can complete a review of your portfolio.

If your feedback suggests none, or only one, of your examples submitted meets the outcome, you will need to submit the remaining examples required to meet the outcome twice.

In either case we will consider your letter when it comes up for review/assessment and respond to you.

I am about to submit a partial portfolio. What should I do now?

You should submit up to two examples.

I have already submitted a partial portfolio, what happens now?

Up to the first two examples submitted will be assessed. If you have submitted a third example it will only be assessed if either of the first two examples submitted do not meet the outcome.

I have already submitted a partial portfolio which has been assessed and I am now preparing my remaining examples in readiness for applying for Fellowship

If you have already submitted two examples that have met the outcome, you do not need to submit any further examples of meeting the outcome when applying for Fellowship. When you write to us you should explain that you are not submitting a third example as you have already met the outcome twice.

If you have not submitted two examples, or the examples submitted do not meet the outcome, when applying for Fellowship you should submit the remaining examples required to meet the outcome twice. You should explain this when you write to us.

Note

In respect of the outcomes that must be met twice, you must ensure that there is variety in the examples submitted and that they are not exactly the same.