



Professional Body Exams

It is the duty of the department responsible for training to provide an environment which supports the student through the programme, encourages self-directed learning and provides safe-working practice.

Trainers and Work-Based Assessors

Learning, teaching and supervision must be designed to encourage safe and effective practice, independent learning, and appropriate professional conduct.

Consequently, all training staff must:

- Have relevant professional qualifications and experience
- Be appropriately registered
- Undertake appropriate assessor training

Training staff should ensure that they are fully prepared and are able to provide information about and an understanding of the following:

- The learning outcomes to be achieved
- The assessment procedures

The training centre must:

- Provide a safe environment and promote safe and effective practice.
- Provide an adequate number of appropriately qualified and experienced training staff members who are fully conversant with the requirements of the IRCP. It is recommended that one assessor should be nominated for a maximum of two students.
- Ensure that the IRCP has been thoroughly understood and that the department ensures that it can provide the training and assessment opportunities stated within it.
- Provide access to all the procedures within the IRCP. If there are particular investigations that are not available on site, the employer is responsible for organising a secondment to another department..
- Ensure assessors are competent in the investigations they assess. Consequently, departments will require specialist assessors within sub-specialities.
- Nominate a WBA for each student. This person may also be the trainer. WBAs must update assessor training every two years. This up-date is provided by ANS.

- Ensure that time is made available during the working day for the WBA to undertake and prepare for their role.
- Provide learning resources within the department, including periodicals, books and information technology facilities, such as internet access. All resources must be appropriate to the curriculum and readily available to students and staff.
- Make a range of learning and teaching materials available.
- Operate an equal opportunities and anti-discriminatory policy in relation to students, together with an indication of how this will be implemented and monitored.

Signed _____ WBA Date _____

Signed _____ Mentor Date _____