Interim event for a pharmacy technician training qualification, 2024/25 academic year

Submission template v1.0

For completion by Awarding Organisations only

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**Please update contents table page numbers before submitting to the GPhC (right click update field).**

## This template

Please use this template to demonstrate how the awarding organisation and qualification, including apprenticeship pathway, if applicable, continues to meet the GPhC’s [Standards for the initial education and training of pharmacy technicians - October 2017](https://www.pharmacyregulation.org/students-and-trainees/education-and-training-providers/standards-and-accreditation-pharmacy-technician-education-and-training) **(IETPT)** and the associated[Evidence Framework](https://www.pharmacyregulation.org/students-and-trainees/education-and-training-providers/standards-and-accreditation-pharmacy-technician-education-and-training)

**Pharmacy technician apprenticeship pathway**

If your organisation also offers a pharmacy technician apprenticeship pathway, please include information relating to both your pharmacy technician qualification and pharmacy technician apprenticeship pathway within the same template. **Please set out clearly which information is specific to the pharmacy technician apprenticeship pathway making sure any differences in delivery or assessment are clearly headed.**

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| **Completing this template and providing supporting evidence**  Your submission document should be a single document which includes this template complete in full.  You should provide documentary evidence as appendices, and these should support the information that you have provided within the template. To help guide you, there is a list of required appendices at the end this document. Please make sure these are included. We suggest that in total it is not necessary to submit more than **15** documents.  Following review of your submission document and associated evidence, you may be asked to submit additional items of evidence or further information. If this is necessary, we will discuss this with you at the pre-event meeting.  Please ensure that you provide your submission in the correct format with the required level of detail and clarity. Failure to do so could lead to your interim event being postponed. Information on how to submit your documentation can be found on the last page of this document.  **When completing your submission template, please do not alter the formatting or orientation of the submission template.** |

**Please delete this section/page before submitting to the GPhC.**

## Guidance on completion of this template

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| * Except where single piece information or lists are asked for, this narrative must be written in prose. Reference to links, file names, or module titles on their own are not acceptable. * Full reference must be made within the narrative to the documents that you are providing as supporting evidence. * Any diagrams or images should be submitted separately as documentary evidence and not embedded within the template. * Hyperlinks may be used within your commentary to signpost to evidence, but please check that the links are not broken, and that external access is permitted. * Supporting documents should be included as appendices and should be provided separately from the submission template. * Each module must be referred to by its full title and not by module code. * Should your commentary relate to more than one standard, it does not need to be repeated. Simply include a note referencing to the relevant commentary, e.g. ‘please refer to commentary under standard X’. |

## Support and further information

If you have any questions when preparing your interim submission, please contact the GPhC’s Education (Quality Assurance) team at [**education@pharmacyregulation.org**](mailto:education@pharmacyregulation.org)

The GPhC is committed to compliance with the General Data Protection Regulation (GDPR), details for our privacy policy can be found on our [**website**](https://www.pharmacyregulation.org/privacy-policy).

**Please delete this section/page before submitting to the GPhC.**

**Key qualification information:**

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| **Academic year:** 2024/25 |
| **Name of provider:** |
| **Address:** |

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| **Key contact** |
| **Name:** |
| **Job title:** |
| **Telephone/mobile:** |
| **Email:** |
| **Secondary contact** |
| **Name:** |
| **Job title:** |
| **Telephone/mobile:** |
| **Email:** |

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| **Qualification name(s) as used on advertising and the completion certificate(s):** |
| **Unique qualification coding(s) as issued on the completion certificate(s):** |
| **Location from which the qualification[[1]](#footnote-1) will be taught (please list):** |

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| **Current number of cohorts per academic year:**  **Planned number of cohorts per academic year:**  (If applicable, please provide a breakdown of information for each qualification type) |
| **Current maximum total number of trainees per cohort[[2]](#footnote-2)**  **Planned maximum total number of trainees per cohort:**  (If applicable, please provide a breakdown of information for each qualification type) |
| **Total number of pharmacy technician trainee enrolments and completions to the 2017 IETPT standards:**   |  |  |  | | --- | --- | --- | | **Year** | **Enrolled** | **Completed** | | **2022** |  |  | | **2023** |  |  | | **2024** |  |  | | **2025** |  |  | |

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| Introduction to the qualification |
| **Your introduction must include:**   * An overview of how the qualification, including apprenticeship pathway, has developed since the last GPhC event, including a summary of any changes * An overview of how engagement with patients, public, local and national stakeholders has continued to ensure that the course/qualification is fit for purpose * An explanation of how any conditions and recommendations from the previous GPhC event have been addressed |
| **Provider’s commentary**  Please type your commentary here  X  X  (expand as necessary) |

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| Learning outcomes |
| **Please give a brief overview of any updates or change in relation to:**   * **How the qualification continues to support the trainee to achieve this outcome and where the learning outcome is taught.** * **How and where the qualification continues to assess the trainee’s achievement of this outcome at the stated competency level.**   ***Updates or changes should be detailed in the relevant learning outcome domain. If there are none, please confirm that there have been no changes since the original recognition event.*** |
| Domain: Person-centred care (outcomes 1-12) |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Learning outcomes continue to be met? Yes  No** |
| **Recognition team’s commentary:**  X |
| Domain: Professionalism (outcomes 13-25) |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Learning outcomes continue to be met? Yes  No** |
| **Recognition team’s commentary:**  X |
| Domain: Professional knowledge and skills (outcomes 26-48) |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Learning outcomes continue to be met? Yes  No** |
| **Recognition team’s commentary:**  X |
| Domain: Collaboration (outcomes 49 – 53) |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Learning outcomes continue to be met? Yes  No** |
| **Recognition team’s commentary:**  X |

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| Standards for initial education and training course providers and awarding bodies |
| Standard 1: Selection and entry requirements. **Selection processes must be open, clear, unbiased and keep to relevant legislation to identify applicants with the right attributes to train as a healthcare professional.** |
| Please provide a narrative of how the qualification continues to meet Standard 1, since the last recognition event, including any changes or updates. |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Standard continues to be met? Yes  No** |
| **Recognition team’s commentary:**  X |
| Standard 2: Equality, diversity and inclusion. **All aspects of pharmacy technician education and training must be based on principles of equality and diversity and keep to all relevant legislation.** |
| Please provide a narrative of how the qualification continues to meet Standard 2, since the last recognition event, including any changes or updates. |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Standard continues to be met? Yes  No** |
| **Recognition team’s commentary:**  X |
| Standard 3: Management, resources and capacity. **Courses must be planned and maintained using transparent processes which must show who is accountable for what at each stage of initial education and training. The education and training facilities, infrastructure, leadership, staffing and staff support must be adequate to deliver the course.** |
| Please provide a narrative of how the qualification continues to meet Standard 3, since the last recognition event, including any changes or updates. |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Standard continues to be met? Yes  No** |
| Recognition team’s commentary:  X |
| Standard 4: Monitoring, review and evaluation. **The quality of courses must be monitored, reviewed and evaluated in a systematic and developmental way.** |
| Please provide a narrative of how the qualification continues to meet Standard 4, since the last recognition event, including any changes or updates. |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Standard continues to be met? Yes  No** |
| **Recognition team’s commentary:**  X |
| Standard 5: Course design and delivery. **Courses must develop the required skills, knowledge, understanding and professional behaviours to meet the outcomes in part 1 of these standards by using a coherent teaching and learning strategy. The design and delivery of training must take account of stakeholders’ views and must ensure that trainees practise safely and effectively.** |
| Please provide a narrative of how the qualification continues to meet Standard 5, since the last recognition event, including any changes or updates. |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Standard continues to be met? Yes  No** |
| **Recognition team’s commentary:**  X |
| Standard 6: Course assessment. **Courses must have an assessment strategy which assesses required skills, knowledge, understanding and professional behaviours to meet the outcomes in part 1 of these standards. The assessment strategy must assess whether a pre-registration trainee pharmacy technician’s practice is safe.** |
| Please provide a narrative of how the qualification continues to meet Standard 6, since the last recognition event, including any changes or updates. |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Standard continues to be met? Yes  No** |
| **Recognition team’s commentary:**  X |
| Standard 7: Pre-registration trainee pharmacy technician support and the learning experience. **Pre-registration trainee pharmacy technicians must be supported in all learning and training environments to develop as trainees and professionals during their initial education and training.** |
| Please provide a narrative of how the qualification continues to meet Standard 7, since the last recognition event, including any changes or updates. |
| **Provider’s commentary**  Please type your commentary here  X  (expand as necessary) |
| **GPhC recognition team use only:**  **Standard continues to be met? Yes  No** |
| **Recognition team’s commentary:**  X |

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| **External Quality Assurance (EQA) of the pharmacy technician (integrated) End Point Assessment (EPA) plan (apprenticeship pathway - England Only)** |
| **The GPhC is now the EQA provider for the pharmacy technician (integrated) EPA plan. Therefore, the GPhC will monitor the quality assurance of the EPA using accreditation and recognition activity.** |
| For this apprenticeship, please detail who the end-point assessment organisation (EPAO) is, and how the EPAO is separated from the employer and training/education provider to ensure that the EPA assessment remains impartial. |
| **Provider’s commentary**  Please type your commentary here  X |
| **Accreditation/recognition team’s commentary:**  X |
| For this apprenticeship, please detail how and where the EPA gateway is triggered, assessed, and ratified in line with the IfATE EPA plan. |
| **Provider’s commentary**  Please type your commentary here  X |
| **Accreditation/recognition team’s commentary:**  X |
| For this apprenticeship, please detail how the EPAO meets the Institute for Apprenticeships and Technical Education (IfATE) [EQA framework](https://www.instituteforapprenticeships.org/quality/external-quality-assurance/) to ensure the quality assurance requirements for EPA. Consideration must be given to the five IfATE principles/judgement areas which are the delivery and quality assurance of the EPA is: relevant, reliable, efficient, positive, and learning. |
| **Provider’s commentary**  Please type your commentary here  X |
| **Accreditation/recognition team’s commentary:**  X |

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| **Documentary evidence** |
| **Please list below the documents that you are providing as supporting evidence.**  We suggest that no more than **15** pieces of documentary evidence are provided, not inclusive of the mapping documents for part 3 submissions.  Below are items of evidence that we have found that some providers do not submit, but are frequently requested by the recognition team. Please make sure they are included:   * IQA and EQA strategy/policy (or equivalent) * IQA and EQA reports (or equivalent) since the last GPhC event * Teaching and learning strategy * Assessment plan/strategy * Up to date management plan * Up to date risk register * Minutes/reports from relevant stakeholder engagement (including patient and public) since the last GPhC event * Trainee feedback since the last GPhC event | |
| **Referencing documentary evidence**   * Please give each piece of evidence a clear and meaningful title. For ease of reference, supporting documents should be numbered accordingly, e.g. **Appendix 1 -** **Programme application form** * The document title referred to in your commentary should be identical to the name of the relevant .PDF file you have provided. * When referencing supporting documents within the submission, please indicate the document clearly (for example, in **bold**) and use the full name and appendix number throughout, e.g. **Programme Application form (Appendix 1)** * Please ensure that all file names are concise and do not contain any special characters including: **/ \ : \* ? ” < > | # { } % ~ &** * Please ensure that file names are no more than 80 characters.   You do not need to duplicate evidence - you may find that you need to refer to one piece of documentary evidence multiple times across more than one section. | |
| **Appendix 1 - XXX**  **Appendix 2 - XXX**  **Appendix 3 - XXX**  (expand as necessary) | |

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| Submitting your documentation to the GPhC **You must send the following electronically via email or through a secure link:**   * A **Word** and a **PDF** version of your submission document * A **PDF** version of each item of documentary evidence     **@**  envelope  **education@pharmacyregulation.org**  Please ensure that the documentation arrives with the GPhC’s Education team on, or before, the submission deadline. **The deadline for submission of documentation is normally seven weeks in advance of the event; however, you will be notified of your exact deadline date when we confirm the date of your event.** |

**Please delete this section/page before submitting to the GPhC. Please remember to update the contents page before submission to the GPhC.**

1. Awarding organisation, please list your centre providers [↑](#footnote-ref-1)
2. If trainees are admitted on a rolling cycle, please indicate the year-on-year trainee numbers [↑](#footnote-ref-2)