



Guidance for Assessors

Practice Educator Accreditation Scheme

July 2022

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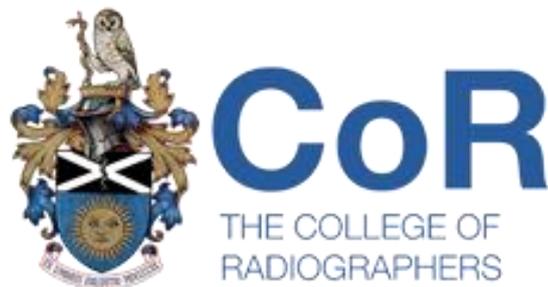
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BEING AN ASSESSOR FOR PRACTICE EDUCATOR ACCREDITATION

Introduction

The aim of this guide is to help you understand and undertake your role as an assessor for a practice educator who is seeking accreditation with the College of Radiographers. In this guide, you will learn:

- ✓ The purpose of the practice educator accreditation scheme
- ✓ Your role as an assessor
- ✓ The 12 Practice Educator Learning Outcomes
- ✓ How to access applications within CPD Now
- ✓ What to look for in an accreditation application
- ✓ Tips on assessing the quality of the application and providing feedback



Practice Educator Accreditation

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 PEAS Learning Outcomes](#) for more information.

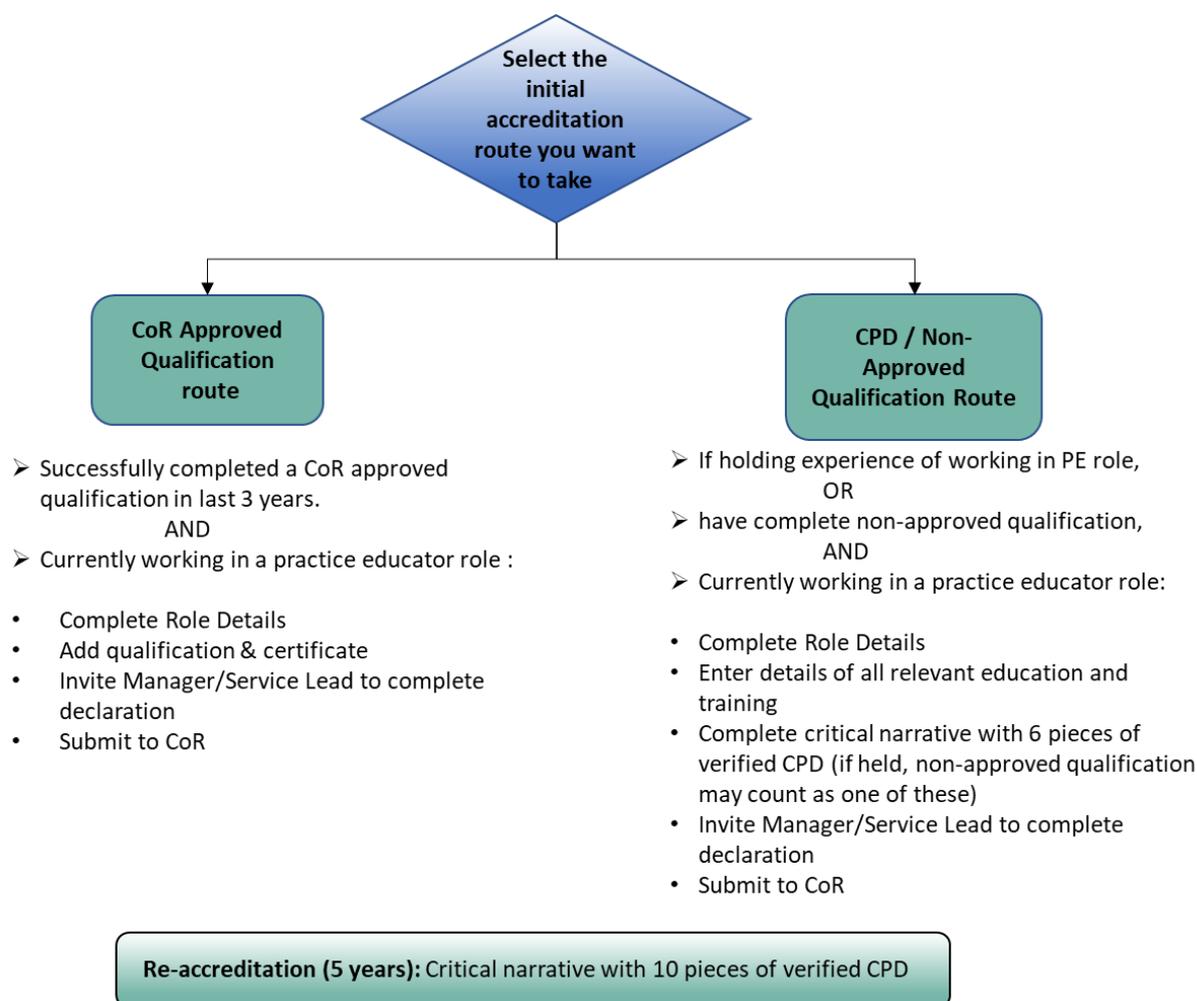
It should be noted that the requirements for the PEAS scheme sit separately to the Health and Care Professions requirements for audit. All applicants to the PEAS scheme must therefore ensure they continue to meet the HCPC's requirements for audit if they wish to remain on the HCPC register.

Routes to PEAS 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



Those who already hold 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 will be required to link verified CPD records from within CPD Now to their accreditation application as supporting evidence for the critical narrative. Further details on this will be provided within this guidance document.

Your Role as an Assessor

The criteria for appointment as an assessor are determined by the Approval and Accreditation Board (see [Appendix 1 Assessor Criteria](#)). Once appointed as an assessor you will be required to engage in assessor training updates as provided by the CoR, keep up to date with and apply professional body policies relevant to radiography, and commit to maintaining, developing, and enhancing your professional knowledge, skills, and competence through continuing professional development.

Your role as an assessor is to review an application to determine whether the applicant has met the CoR criteria for practice educator accreditation, demonstrating fulfilment of the 12 Practice Educator Learning Outcomes.

Based on this decision you will either pass or defer the accreditation application. You will be expected to provide feedback to the applicant on your decision.

Through acting as an assessor for PEAS applications you will be helping the College to ensure the quality and standard of practice education is being maintained for the benefit of the profession, its patients, and the public.



The 12 PEAS Learning Outcomes

Within this section you will find the 12 PEAS Learning Outcomes. It is against these outcomes that you will assess the applicant's suitability for PEAS accreditation on behalf of the CoR. Under the list of outcomes, you will find examples of how applicants may demonstrate fulfilment of the 12 learning outcomes within their application:

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 fulfilment of the 12 learning outcomes

Here are some examples of how applicants may demonstrate that they meet each learning outcomes. These are just some of the things to look out for within in application. This is not an exhaustive list but it may be helpful when providing feedback to the applicant.

Learning outcome 1:

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

How does the students' rota work?

Will their learners always be working with their mentors?

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

Do they agree a learning contract with the learner?

How do they manage expectations of learners?

Learning outcome 2:

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

Learning outcome 3:

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

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

How do they adapt their teaching for postgraduate learners?

What do they know about different learning styles and how does this impact on their teaching?

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

Learning outcome 4:

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

How do they promote their work with learners across the department and/or trust?

Have they disseminated their work at conferences?

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

How do they raise the profile of practice education with their imaging/therapeutic services manager?

Learning outcome 5:

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

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

Learning outcome 6:

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

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

Where they 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 they do to facilitate learners in doing this.

Learning outcome 7:

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

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

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

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

Learning outcome 8:

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

What range of learning opportunities do they deliver?

Learning outcome 9:

How do they give feedback to learners?

What is best practice for giving feedback to learners?

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

Learning outcome 10:

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

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

Learning outcome 11:

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

Demonstrate that they are reflective, how they evaluate what they personally do and how they continually strive to implement improvements. Have they included evidence of this? E.g., evaluation forms of their practice.

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

Learning outcome 12:

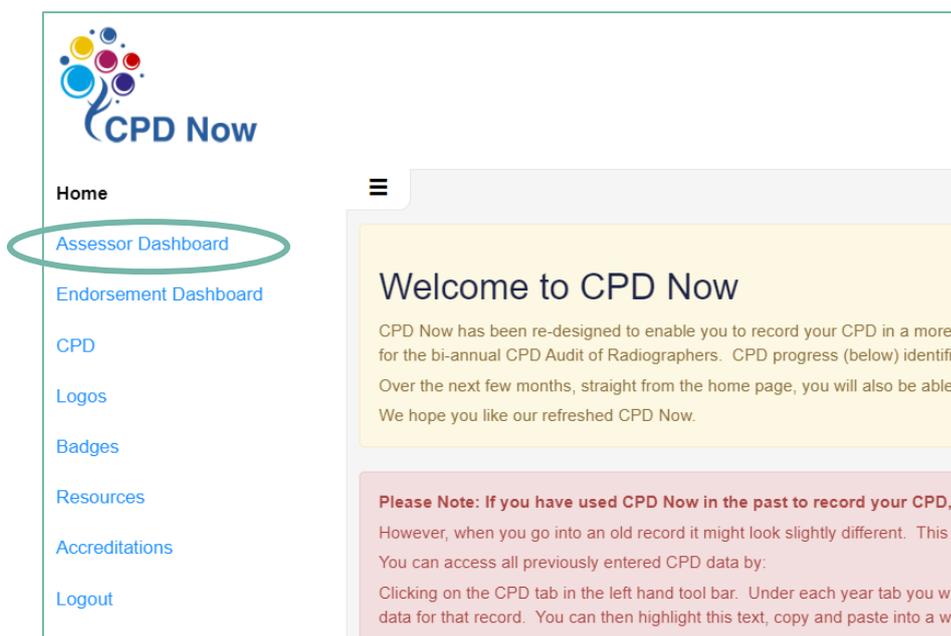
How do they know that what they do is effective?

What do they do to evaluate the learning environment?

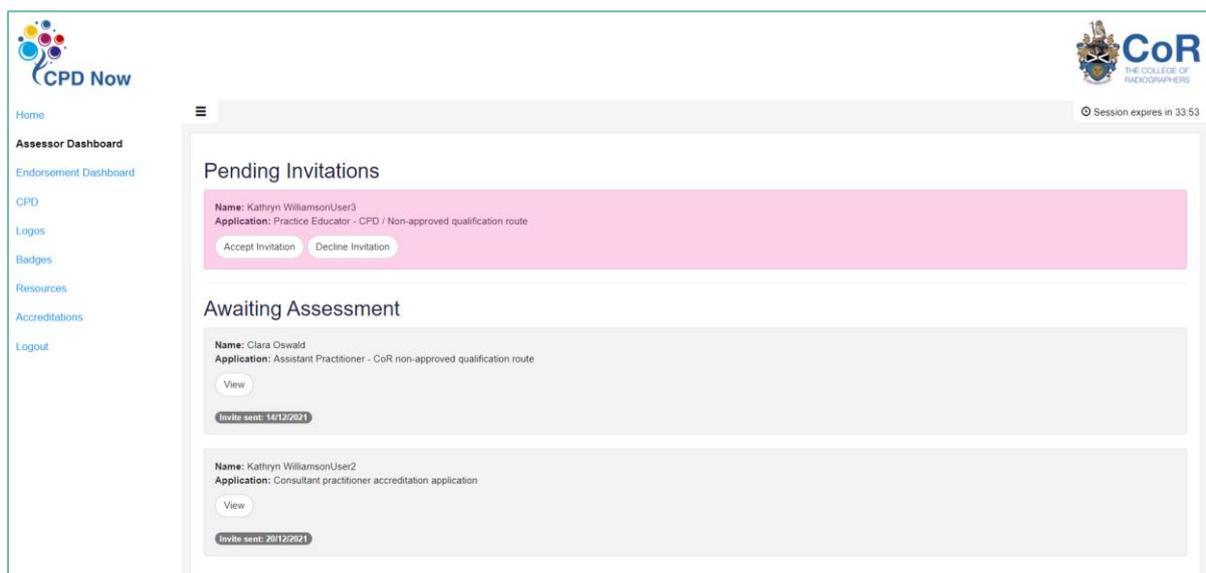
What changes have you made as a result?

How to Access PEAS Applications for Assessment

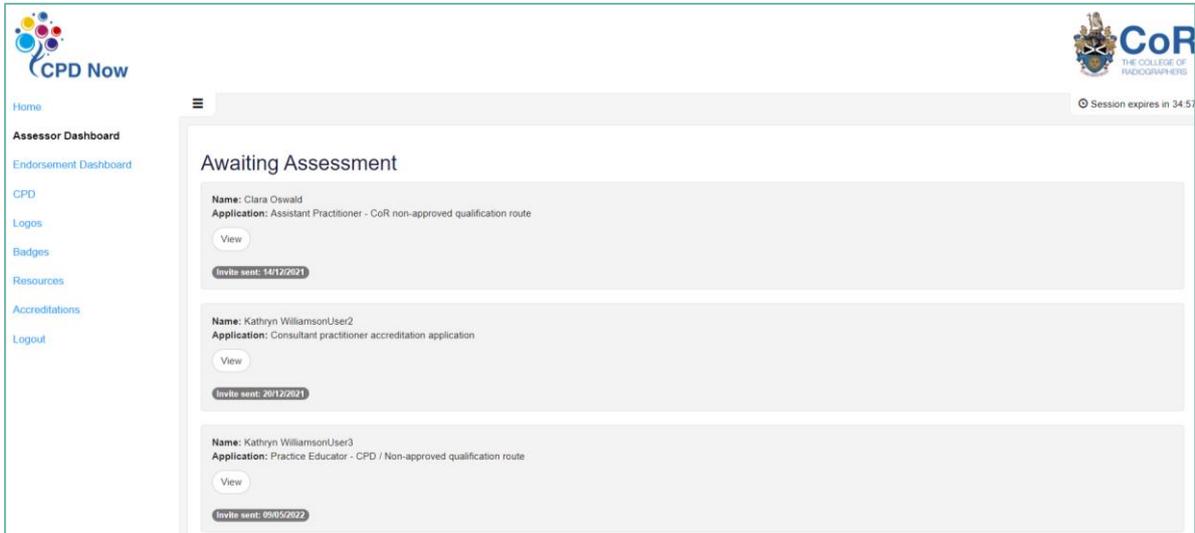
When you first become an assessor for the CoR you will be given access to your own Assessor Dashboard within CPD Now. Before having an application allocated to you for assessment, the Education and Accreditation Administrator will be in contact with you. Following this you will receive an email notification from the Education and Accreditation Team advising that an application has been allocated to you. You will need to log into CPD Now and access the application via the Assessor Dashboard in the left-hand menu.



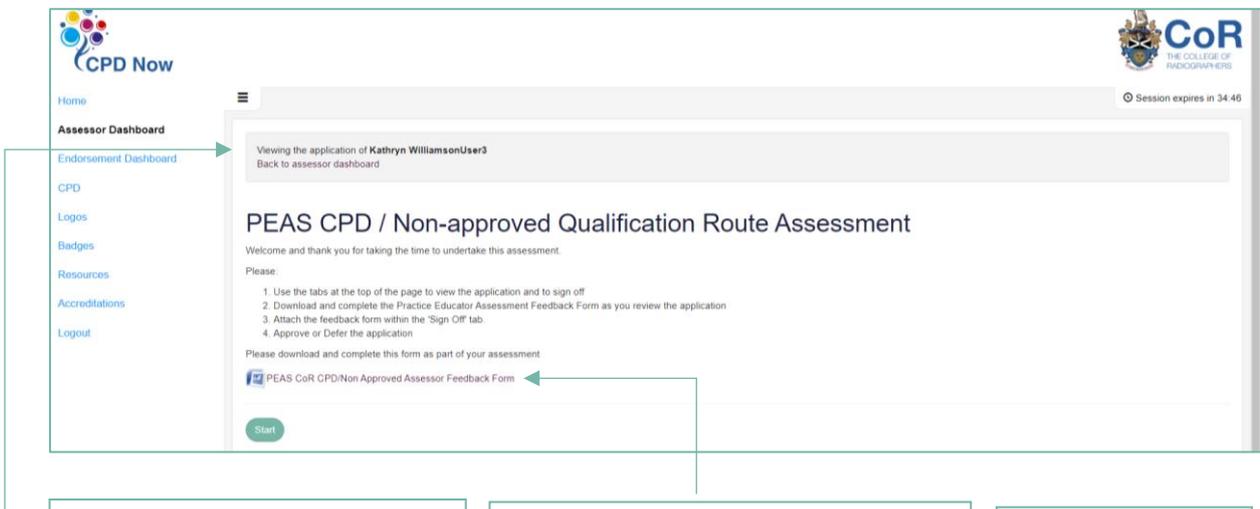
Within your Assessor Dashboard you will find any pending invitations for assessment and applications that are awaiting your assessment:



1. Please confirm or decline any pending invitations. Select [View] for the application you wish to assess and follow the instructions within the system to navigate the application.



This will open the application for assessment:

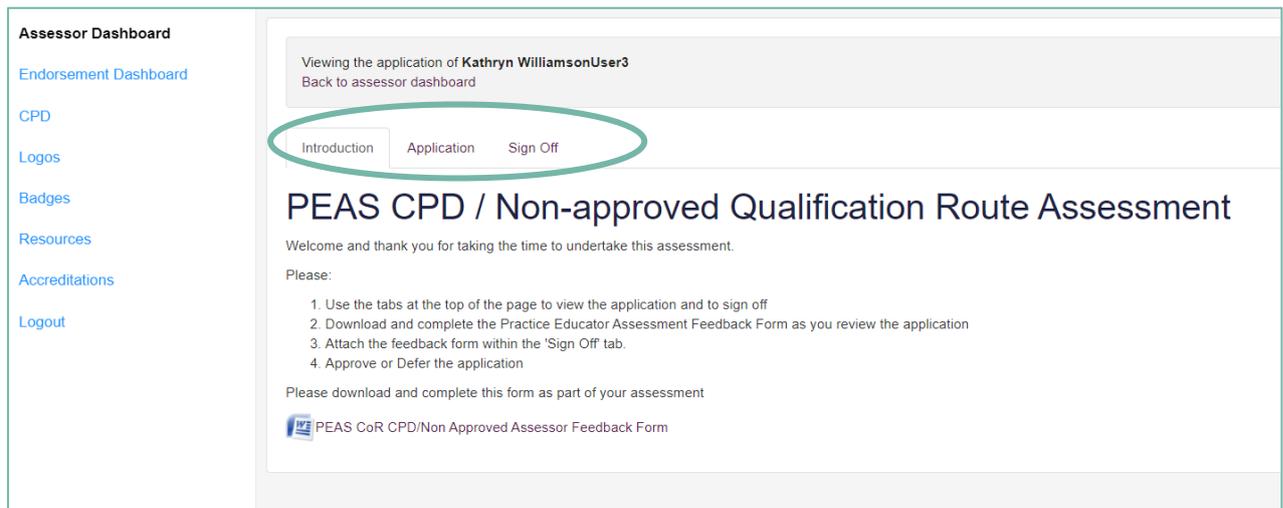


2. Please check the name of the applicant at the top of the application to ensure you have selected the intended application to view.

3. Please download the assessor feedback form by clicking on its link. See [Assessor Feedback Form](#) section for more details.

4. Click [Start] to begin your assessment.

You will see three tabs to navigate through the application: 'Introduction' (also containing a download link to the assessor feedback form), 'Application', and 'Sign Off'. Click on the 'Application' tab to view the application and begin your assessment.



Please now refer to [What to look for in a PEAS application](#) within this document for further details relating to each application pathway:

- [Initial CoR Approved Qualification Route](#)
- [CPD / Non-approved Qualification Route](#)
- [Re-accreditation](#)

Once you have completed your assessment please move to the 'Sign Off' tab.

Assessor Feedback Form

At the beginning of all applications, you should download the relevant Assessor Feedback Form and complete it in Word (Appendix 2).

You must complete the form as part of your assessment and upload it at the end for the applicant to view your feedback.

The assessor feedback form should serve as a check list for you when undertaking your assessment. As you undertake the assessment you should tick:

- ✓ **Yes**, if the applicant has successfully demonstrated/provided the corresponding information,
- ✓ **Part**, if they have somewhat addressed the requested information but further details could be given to enhance the application,

Or

- ✓ **No**, if they have provided insufficient information.

When a 'No' becomes ticked that sits within a shaded box in the assessor feedback form, the application must be deferred.

If confidentiality is breached within an application, it must also be deferred.

Where a deferral is required, you should continue to complete a full assessment of the application, providing comment for feedback to the applicant throughout. See section [Tips on assessing the quality of the application and providing feedback](#).

Where **verified CPD** is required to be referenced within applications, the assessor must complete the **mapping section** of the feedback form to check off coverage of the 12 practice educator outcomes across all referenced pieces of verified CPD. This is done by clicking on the relevant tick boxes.

Once you have completed your assessment you will need to move to the sign off tab on screen, select your assessment decision and upload the feedback form.

You must upload your assessor feedback form here. Select Choose files, then name the file appropriately. Click [Save] to complete upload:

Viewing the application of Kathryn WilliamsonUser3
Back to assessor dashboard

Introduction Application **Sign Off**

Feedback Form(s)

Please download and complete this form as part of your assessment

 Accreditations PEAS Assessor Feedback form Jan 2021

Attachments (0)

Choose file
Choose Files | User 3 feed..._Form.docx
File description:
Test User 3 PEAS CPD non approved qualification feedback form

Save

Below this you will see a box 'Final decision'. Select your final decision from the drop-down bar either 'Pass' or 'Defer' and provide any comment you have:

Final Decision

Decision

Pass

Edit ▾

B / *I* **A** ▾ **A** ▾        

Well done on a high quality PEAS submission. Please review your feedback within the assessor feedback form.

Submit decision and finish

Click [Submit decision and finish].

Click [Finish] on the final page:

Viewing the application of Kathryn WilliamsonUser3
Back to assessor dashboard

Application Assessment - Finished

Thank you for taking the time to complete this assessment.

Finish

This will generate an email notification to the CoR Education and Accreditation Administrator, enabling further processing of the application according to your assessment decision. The submitted application will no longer appear within your list of applications awaiting assessment.

To ensure continuity, deferred applications will be returned to the original assessor following review and re-submission by the applicant whenever possible. A new assessor feedback form will need to be completed for each re-submission.

What to look for in a PEAS application

This section will take you through the various application forms for each PEAS route, detailing the various sections and the key information that applicants must include for their application to be successful.

As you go through each section you should complete the corresponding section within the Assessor Feedback Form (Appendix 2).

Initial CoR Approved Qualification Route



This PEAS route is for applicants that have completed a CoR approved practice educator qualification **within the last three years** and are currently working in a practice educator role. They will be asked to:

- Complete role details.
- Provide details of their qualification and upload certificate.
- Invite their manager to complete declaration.

Practice Educator Outcomes

When you first view their application, you will see a table containing the 12 practice educator learning outcomes. As the applicant is declaring that they have completed a CoR approved programme/qualification of study, it is accepted that they will therefore fulfil the 12 learning outcomes. The table will therefore be highlighted green [✓Outcomes met through CoR Approved Qualification].

When an applicant starts an application for PEAS accreditation the practice educator learning outcomes will be made available to them within CPD Now. They may then reference/link to these outcomes within their CPD records. If the applicant has done this, any of the outcomes which they have referenced will appear with a tick against them in the 'Evidenced in CPD' Column. **(This is not a requirement for submission via this route, but it does apply to other routes):**

Practice Educator Outcomes	
✓ Outcomes met through CoR approved qualification	
	Evidenced in CPD
Practice Educator Accreditation Scheme (PEAS) 2021	
• [PE 01] Provide information to learners about the learning experience offered and to clarify/manage expectations	
• [PE 02] Apply knowledge of educational theory to learning and assessment practice, creating level-appropriate, inclusive and empowering learning environments and opportunities	
• [PE 03] Actively promote policies and practices that acknowledge different needs of students and learners individually and as a group, demonstrating an inclusive approach	
• [PE 04] Promote the visibility of practice education and the role of learners within the health and care professional team, amongst stakeholders	
• [PE 05] Actively contribute to the assessment of adequate and safe levels and models of learner supervision	
• [PE 06] Understand where practice learning fits with taught components of the programme when working with students	
• [PE 07] Promote, facilitate and support self-reflection and peer learning	
• [PE 08] Provide a range of opportunities to maximise learning and enable the achievement of directed and self-directed level-appropriate learning outcomes	
• [PE 09] 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	
• [PE 10] Communicate in a skilled and effective manner with students, colleagues, service users and stakeholders to support the facilitation of the programme of learning	
• [PE 11] Reflect on and evaluate their role as a practice educator and continually implement improvements	
• [PE 12] Evaluate the practice learning environment and formal / informal learning events and implement change based on evidence	

Role Details

Role Details

Click the edit button to update your details.

Further Guidance

✓ Role Details

This is where the applicant should provide details of their current employment, provide an overview of their practice educator role, their learners and practice setting, and how their education and training underpins their practice educator role.

As the assessor you must check for the following information:

- Key employment details have been provided, including name of employer and dates of employment.
- There is an accurate overview of their current role and practice setting.
- They have described their main duties and responsibilities as a practice educator.
- Role details relate to the role for which accreditation is being sought.
- There is awareness of how their education and training underpins their practice educator role.

If any of the above have not been provided you must defer the application.

Other information may also be provided here including:

- Any significant achievements, or competencies achieved whilst in this employment relevant to their practice educator role.
- Further learning/courses they have undertaken since gaining their CoR approved qualification.

Qualification and Certificate

Here the applicant should have selected their CoR approved qualification from the list available. As the assessor you must check the following:

- They have completed their CoR approved qualification within the last 3 years prior to their application submission.

- They have uploaded the correct corresponding certificate (clicking on the uploaded certificate title will enable you to view this.)

Qualifications - CoR approved qualification

You must provide an overview of your qualifications.
Click the edit button to update your education and qualification description and selection(s).

✓ **Qualifications**

Ulster University
Facilitating Practice Based Learning stand-alone module (December 2020-November 2025)

Edit Add new

✓ **CoR approved qualification Certificate**

PEAS CoR approved cert

Edit Add new

If the completion of their qualification falls outside of this time frame, please defer their application. The applicant will need to apply via the CPD / Non-approved route and enter details of their CoR approved qualification, relevant certificate and any other professional development they have undertaken since completing their qualification.

Likewise, if the incorrect corresponding certificate has not been provided, you must defer the application. The applicant will need to resubmit when the correct certificate has been uploaded to their application.

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.

The applicant should only be able to submit their application once the Manager Declaration has been complete. **They must only enter details of one person. As the assessor you will need to check the manager declaration has been completed by a suitable person.** For PEAS applications an appropriate person could be a manager or service lead and they should be registered with the HCPC or other statutory regulator.

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

Job title
Radiology Manager

Declaration Completed (26/05/2022) - Your Manager/Service Lead has completed the Manager Declaration. You may now submit your application to the College of Radiographers for assessment.

Edit Add new

Once you have completed your assessment, move to the sign off tab.

Sign Off tab

The 'Sign Off' tab is where you must upload your completed assessor feedback form. Remember the applicant will be able to view this form, so please provide constructive and helpful feedback. Select [Choose files] to upload your completed feedback form, provide an appropriate name under File description, then upload.

Viewing the application of Kathryn WilliamsonUser2
Back to assessor dashboard

Introduction Application **Sign Off**

Feedback Form(s)

PEAS CoR CPD/Non Approved Assessor Feedback Form

Attachments (0)

Choose file
[Choose Files] Kathryn Wil... dback.docx

File description:
kathryn williamsonUser 2 Feedback PEAS CPD non-approved route

File was uploaded successfully.

Final Decision

Decision
▼

Edit ▾

B / A ▾ A ▾ [Rich Text Editor Icons]

Select your decision regarding your assessment of the application from the drop-down list in the Final Decision box; either Defer or Pass.

You may provide a short comment in the box below.

Please see section [How to Access PEAS Applications for Assessment](#)

Practice Educator Outcomes

As for the CoR -approved qualification route, when you first view the application, you will see a table containing the 12 practice educator learning outcomes. For this route you will note there are now two columns to the side of the learning outcomes; 'Evidenced in CPD' and 'Referenced in Critical Narrative'.

The screenshot shows the 'Practice Educator Outcomes' section in the CPD Now application. The page title is 'CPD / Non-approved qualification route'. Below the title, there is a list of tasks for the applicant: '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', and 'Submit your application'. Below this, there is a table showing the application status: 'Application started' on 18/03/2022, 'Application submitted to College of Radiographers' on 09/05/2022, and 'Application status' as 'Submitted to College of Radiographers'. The 'Practice Educator Outcomes' section shows a green bar indicating 'All outcomes evidenced'. Below this, there is a table with 12 outcomes and two columns: 'Evidenced in CPD' and 'Referenced in Critical Narrative'. Both columns have ticks for all 12 outcomes.

Practice Educator Accreditation Scheme (PEAS) 2021	Evidenced in CPD	Referenced in Critical Narrative
• [PE 01] Provide information to learners about the learning experience offered and to clarify/manage expectations	✓	✓
• [PE 02] Apply knowledge of educational theory to learning and assessment practice, creating level-appropriate, inclusive and empowering learning environments and opportunities	✓	✓
• [PE 03] Actively promote policies and practices that acknowledge different needs of students and learners individually and as a group, demonstrating an inclusive approach	✓	✓
• [PE 04] Promote the visibility of practice education and the role of learners within the health and care professional team, amongst stakeholders	✓	✓
• [PE 05] Actively contribute to the assessment of adequate and safe levels and models of learner supervision	✓	✓
• [PE 06] Understand where practice learning fits with taught components of the programme when working with students	✓	✓
• [PE 07] Promote, facilitate and support self-reflection and peer learning	✓	✓
• [PE 08] Provide a range of opportunities to maximise learning and enable the achievement of directed and self-directed level-appropriate learning outcomes	✓	✓
• [PE 09] 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	✓	✓
• [PE 10] Communicate in a skilled and effective manner with students, colleagues, service users and stakeholders to support the facilitation of the programme of learning	✓	✓
• [PE 11] Reflect on and evaluate their role as a practice educator and continually implement improvements	✓	✓
• [PE 12] Evaluate the practice learning environment and formal / informal learning events and implement change based on evidence	✓	✓

When an applicant starts an application for PEAS accreditation the practice educator outcomes will be made available to them within CPD Now. They may then reference/link to these outcomes within their CPD records. If the applicant has referenced any of the 12 learning outcomes within their CPD records in CPD Now, the outcomes which they have referenced will appear with a tick against them in the 'evidenced in CPD' column.

Practice Educator Outcomes

✓ All outcomes evidenced

Practice Educator Accreditation Scheme (PEAS) 2021	Evidenced in CPD	Referenced in Critical Narrative
• [PE 01] Provide information to learners about the learning experience offered and to clarify/manage expectations	✓	✓
• [PE 02] Apply knowledge of educational theory to learning and assessment practice, creating level-appropriate, inclusive and empowering learning environments and opportunities	✓	✓
• [PE 03] Actively promote policies and practices that acknowledge different needs of students and learners individually and as a group, demonstrating an inclusive approach	✓	✓
• [PE 04] Promote the visibility of practice education and the role of learners within the health and care professional team, amongst stakeholders	✓	✓
• [PE 05] Actively contribute to the assessment of adequate and safe levels and models of learner supervision	✓	✓
• [PE 06] Understand where practice learning fits with taught components of the programme when working with students	✓	✓
• [PE 07] Promote, facilitate and support self-reflection and peer learning	✓	✓
• [PE 08] Provide a range of opportunities to maximise learning and enable the achievement of directed and self-directed level-appropriate learning outcomes	✓	✓
• [PE 09] 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	✓	✓
• [PE 10] Communicate in a skilled and effective manner with students, colleagues, service users and stakeholders to support the facilitation of the programme of learning	✓	✓
• [PE 11] Reflect on and evaluate their role as a practice educator and continually implement improvements	✓	✓
• [PE 12] Evaluate the practice learning environment and formal / informal learning events and implement change based on evidence	✓	✓

As the applicant completes their critical narrative further on down in the application, they 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 must be fully ticked in order for the applicant to be able to submit their application.

Qualifications, Learning & Development

In this section the applicant is asked to complete a summary of their qualifications, learning and development. They must enter the details of any relevant practice education training or non-approved practice education qualifications they may hold, and also upload any relevant corresponding certificates.

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**

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✓ **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

As the assessor you should check the applicant has provided the following, giving your comments as required in the assessor feedback form:

- Has undertaken qualifications and/or ongoing learning & development that is appropriate to the role of practice educator.
- Demonstrates awareness of how learning and development underpins their practice educator role within their Qualifications, Learning and Development Summary.
- Has included associated certificates if relevant. (Clicking on the attached files will open them for review).

Critical Narrative with Verified CPD

The Critical Narrative with Verified CPD section is where the applicant must reflect on their role and practice, evidencing how they fulfil the 12 practice educator outcomes through their discussion. They will need to have referenced all 12 practice

educator outcomes in their reflection as they have written it, as well as link to a minimum of 6 pieces of verified CPD as evidence to support their critical narrative.

Verified CPD records are CPD records which have been deemed to be true and accurate by someone at practitioner level or above. Only those CPD records that have been verified can be linked to accreditation applications.

Critical Narrative with Verified CPD

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

Further Guidance

✓ Critical narrative with verified CPD

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

TEXT HERE TEXT HERE TEXT HERE[[Outcome [PE 01]]][[Outcome [PE 02]]][[Outcome [PE 03]]]

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TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE [Practice education conference Record \[CLICK TO VIEW\]](#)

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TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE [Audit presentation- PEd activities Record \[CLICK TO VIEW\]](#)[Article review practice education Record \[CLICK TO VIEW\]](#)

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TEXT HERE TEXT HERE TEXT HERE[[Outcome [PE 04]]][[Outcome [PE 05]]][[Outcome [PE 06]]]

HERE TEXT HERE TEXT HERE TEXT HERE TEXT HERE PEAS update training Record [CLICK TO VIEW]

TEXT HERE PEAS CPD feedback audit Record [CLICK TO VIEW]

[[Outcome [PE 07]]][[Outcome [PE 08]]] etc [Practice Educator Study Day Record \[CLICK TO VIEW\]](#)

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As the assessor you will need to check the following:

- The critical narrative provides a critical evaluation of the applicant’s learning and development undertaken and how these activities have developed the applicant’s knowledge, skills, and ability to work as a practice educator.
- There is consideration and supporting evidence of the impact their practice has on their learners.
- A Minimum of 6 pieces of verified CPD have been linked to the critical narrative (10 for reaccreditation).
- All pieces of verified CPD have been completed within the last two years prior to submission of the application.
- The linked verified CPD records demonstrate a broad range of activities undertaken as CPD and comprehensively support the critical narrative.
- Action plan/further learning has been identified.

To do this you should read through the critical narrative, clicking on each piece of linked verified CPD referenced within to review each piece accordingly. The verified CPD should support the statements made within the critical narrative, meeting the requirements listed above. **You must complete the PEAS Learning Outcomes Mapping Document found within the assessor feedback form (Appendix 3 PEAS Learning Outcomes Mapping Document)** when reviewing the applicant’s verified CPD records, checking off the relevant learning outcomes met by each piece of verified

Re-accreditation

PEAS Accreditation lasts for 5 years from the date which the assessor recommends an application for accreditation to the Approval and Accreditation Board. It is the applicant's responsibility to renew their application on or before this date in order to remain accredited with the CoR.

The steps for reaccreditation follow similar steps to the CPD/ Non-approved qualification route in that the applicant will be required to complete their [Role details](#), [Qualifications, Learning & Development](#),

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

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As the assessor you should check the applicant has provided the following, giving your comments as required in the assessor feedback form:

- Has undertaken qualifications and/or ongoing learning & development that is appropriate to the role of practice educator.
- Demonstrates awareness of how learning and development underpins their practice educator role within their Qualifications, Learning and Development Summary.
- Has included associated certificates if relevant. (Clicking on the attached files will open them for review).

Critical Narrative with Verified CPD, and Manager Declaration sections. Please refer to these sections for assessor guidance, **noting the following exceptions/additional points:**

Qualification, Learning & Development

As the assessor you should check the applicant has demonstrated/completed the following:

- Has undertaken **further qualifications and/or ongoing learning and development since last accreditation** that is appropriate to the role of practice educator.

Critical narrative with verified CPD

- **10 pieces of verified CPD evidence are required for reaccreditation.**
- This verified CPD should be gathered **over the last 5 years** since accreditation was last awarded- this equates to 2 pieces per year.

Tips on assessing the quality of the application and providing feedback

The previous sections detail the necessary content required in a PEAS application. Reflection will be an important element across all application routes, but particularly those routes which require completion of a critical narrative. For these routes it is here, through reflection, that the applicant will demonstrate their achievement of the practice educator learning outcomes.

A key role for an assessor is the provision of constructive, good quality feedback. Feedback is so important in encouraging applicants and supporting them to enhance their skills further.

The assessor feedback form has been designed to help assist you in providing comment throughout the application.

Please complete the assessor's feedback form, available for download at the start of the application assessment. This must be uploaded into the 'sign off' tab before finishing your assessment.

In addition to the necessary content requirements detailed previously, the following provides some further points for consideration when providing your feedback:

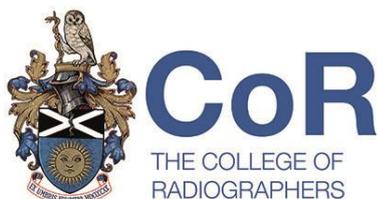
- ✓ Have they provided connection of how their education has developed their knowledge and skills for their current role?
- ✓ Have they reflected on significant achievements accomplished whilst in their role?
- ✓ Use the section [Demonstrating fulfilment of the 12 learning outcomes](#) to assist you in making comment on how well the applicant has demonstrated that they meet the learning outcomes.
- ✓ Tell them what they did well. What was particularly good? Where had they particularly reflected well? What particularly stood out to you as good?
- ✓ Give them areas for development and enhancement. Applicants really want to know how they can do better. Give this feedback positively, i.e. "to enhance your critical narrative further you can ..." rather than "critical

narrative was really rather weak.” How can they improve the application?
Have they missed something out?

- ✓ Have they used a model of reflection in their critical narrative or verified CPD records? If yes, how well have they used this? Could anything be further developed and if so, what/how?
- ✓ Have they been critical and demonstrated analysis, evaluation and insight in their reflections, rather than being purely descriptive?
- ✓ Have they been able to link ideas? Have they considered the full picture? Other viewpoints? The ability to stand back and consider the full impact of the event on self, students, and all those around them?
- ✓ Have they clearly demonstrated the impact of their practices? How could this be better evidenced? Have they provided supporting documents as examples?
- ✓ Have they demonstrated having learned something that will enhance their practice rather than just maintain it?
- ✓ Have they identified points for further learning and detailed how these will be achieved?
- ✓ Does their linked verified CPD support their critical narrative discussion?
- ✓ Does their critical narrative discussion demonstrate fulfilment of the learning outcomes that have been referenced against it throughout?
- ✓ Does each verified CPD reflection evidence fulfilment of the learning outcomes that have been linked to it?
- ✓ Encourage the referencing of literature/resources to support their critical narrative discussion and aid their learning and understanding.
- ✓ Give specific examples from their application. This also tells them that you really did read their application. Specific feedback helps them to know exactly what was good (so they can keep this up elsewhere) and

which part could be developed further (so they are not editing their application in the dark).

- ✓ Tell them what they need to do for their application to be approved.
- ✓ What do they still need to learn about this 'topic' and how will they go about doing this?
- ✓ Be encouraging and supportive!



APPROVAL & ACCREDITATION BOARD

Criteria for inclusion on the register of Assessors

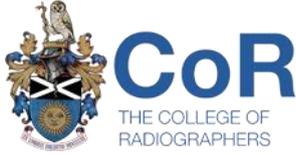
Individuals wishing to undertake the activities associated with a College of Radiographers assessor must normally provide evidence of the following criteria:

1. Membership of The Society of Radiographers or another appropriate professional body
2. Registration with the HCPC as a Radiographer in the UK or registration with an appropriate regulatory authority
3. Awareness of professional body policies relative to radiography practice
4. Agreement to accept and work within the guidelines established by the Society and College of Radiographers
5. Active involvement in education and training programmes in radiography, if applying to approve educational programmes
6. Awareness of national and regional differences in the organisation and delivery of education and radiography/radiotherapy services
7. Specialist knowledge and/ experience in an areas(s) relevant to diagnostic imaging and radiotherapy
8. **For clinical representatives :**
 - A minimum of 5 years clinical experience
9. **For academic representatives:**
 - An understanding of current education policies and practice
 - A teaching qualification
 - Education to master's degree level or equivalent
 - Experience in curriculum development (for assessors wishing to approve educational programmes)

It is expected that registered Assessors will:

1. Participate in the training programmes for assessors provided by the Society and College of Radiographers
2. Keep up to date with and apply professional body policies relevant to radiography practice
3. Commit to maintaining, developing and enhancing their professional knowledge, skills and competence through continuing professional development. This may be evidenced by a current Certificate of Accreditation from CPD Now

Applications will be scrutinised by a panel. The Register will be subject to review every 2 years, where an assessor will be required to provide evidence of continuing professional development.



Practice Educator Accreditation

College of Radiographers Approved Qualification Route

Thank you for agreeing to undertake this application assessment for practice education accreditation via the CoR approved qualification route.

Please complete the following feedback form when undertaking your assessment, providing comments to assist the applicant with their resubmission/next application. Please upload the form when prompted to do so at the end of your assessment.

Please note: If any point falls into a highlighted 'No' or if confidentiality is breached, please defer the application at the end of the assessment.

Applicant Name:				
Role Details	Yes	Part	No	Comments
Key employment details provided, including name of employer and dates of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is an accurate overview of their current role and practice setting, describing their main duties and responsibilities as a practice educator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Role details relate to the role for which accreditation is being sought.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a clear demonstration of education and training undertaken and awareness of how this underpins their practice educator role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Describes any significant achievements, or competencies achieved whilst in this employment relevant to their practice educator role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Describes further learning/courses they have undertaken since gaining their CoR approved qualification.	<input type="checkbox"/>	N/A <input type="checkbox"/>	<input type="checkbox"/>	
Qualification(s)	Yes	No	Comments	
A CoR approved practice educator qualification has been added to the application*.	<input type="checkbox"/>	<input type="checkbox"/>		
The qualification was obtained <i>within the last three years</i> .	<input type="checkbox"/>	<input type="checkbox"/>		
A certificate for the above qualification has been added to the application	<input type="checkbox"/>	<input type="checkbox"/>		
12 Practice Educator Learning Outcomes	*Applicants following the CoR approved qualification route for practice educators will automatically be accepted as having fulfilled the 12 PEAS Learning Outcomes.			
Manager Declaration	Yes	No	Comments	
Must be completed by suitable person: Line Manager/ Service Lead (HCPC/GMC/NMC/RCT registered).	<input type="checkbox"/>	<input type="checkbox"/>	Completed by: Line Manager <input type="checkbox"/> Service Lead <input type="checkbox"/> Other <input type="checkbox"/> Please Specify:	
Assessor Overall Decision:	PASS	<input type="checkbox"/>	DEFER	<input type="checkbox"/>
Assessor Name:				
Date of Assessment:				

Practice Educator Accreditation

College of Radiographers CPD/ Non-Approved Qualification Route

Thank you for agreeing to undertake this application assessment for practice education accreditation via the CPD / Non- Approved qualification route. This route is for applicants 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).

Please complete the following feedback form when undertaking your assessment, providing comments to assist the applicant with their resubmission/next application. Please upload the form when prompted to do so at the end of your assessment.

Please note: If any point falls into a highlighted 'No' or if confidentiality is breached, please defer the application at the end of the assessment.

Applicant Name:				
Role Details	Yes	Part	No	Comments
Key employment details provided, including name of employer and dates of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is an accurate overview of applicant's current role and practice setting: <ul style="list-style-type: none"> • Describes main duties and responsibilities as a practice educator. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Role details relate to the role for which accreditation is being sought.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Qualifications, Learning & Development Summary	Yes	Part	No	Comments
Has undertaken qualifications and/or ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

learning & development that is appropriate to the role of practice educator.				
Demonstrates awareness of how learning and development underpins their practice educator role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has included associated certificates if relevant.	<input type="checkbox"/>	<input type="checkbox"/> N/A	<input type="checkbox"/>	
Critical Narrative with verified CPD	Yes	Part	No	Comments
Critical narrative provides a critical evaluation of the learning and development undertaken and how these activities have developed applicant's knowledge, skills, and ability to work as a practice educator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is consideration and supporting evidence of the impact their practice has on their learners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum of 6 pieces of verified CPD have been linked to the critical narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All pieces of verified CPD have been completed within the last two years prior to submission of the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The linked verified CPD records demonstrate a broad range of activities undertaken as CPD and comprehensively support the critical narrative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Action plans/further learning has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A reflective model has been used effectively throughout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

A range of literature sources have been utilised to enhance the applicant's knowledge and understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 PEAS Learning Outcomes	Yes	No	Comments	
Overall, the critical narrative clearly evidences how the applicant meets all 12 practice educator outcomes.	<input type="checkbox"/>	<input type="checkbox"/>		
Manager Declaration	Yes	No	Comments	
Must be completed by suitable person: Line Manager/ Service Lead (HCPC/GMC/NMC/RCT registered).	<input type="checkbox"/>	<input type="checkbox"/>	Completed by: Line Manager <input type="checkbox"/> Service Lead <input type="checkbox"/> Other <input type="checkbox"/> Please Specify:	
Assessor Overall Decision: PASS <input type="checkbox"/> DEFER <input type="checkbox"/>				
Assessor Name:				
Date of Assessment:				

Thank you for agreeing to undertake this application assessment for practice education accreditation via the re-accreditation route. This route is for applicants who have previously been awarded CoR PEAS accreditation and are now at the end of their five-year accreditation window and are due to renew.

Please complete the following feedback form when undertaking your assessment, providing comments to assist the applicant with their resubmission/next application. Please upload the form when prompted to do so at the end of your assessment.

Please note: If any point falls into a highlighted 'No' or if confidentiality is breached, please defer the application at the end of the assessment.

Applicant Name:				
Role Details	Yes	Part	No	Comments
Key employment details provided, including name of employer and dates of employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is an accurate overview of their current role and practice setting: <ul style="list-style-type: none"> Describes their main duties and responsibilities as a practice educator. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Role details relate to the role for which accreditation is being sought.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Qualifications, Learning & Development Summary	Yes	Part	No	Comments
Has undertaken further qualifications and/or ongoing learning and development since last accreditation that is appropriate to the role of practice educator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates awareness of how learning & development underpins their practice educator role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has included associated certificates if relevant.	<input type="checkbox"/>	N/A <input type="checkbox"/>	<input type="checkbox"/>	
Critical Narrative with verified CPD	Yes	Part	No	Comments
The critical narrative provides a critical evaluation of the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

learning and development undertaken and how these activities have developed applicant's knowledge, skills and abilities to work as a practice educator.				
There is consideration and supporting evidence of the impact their practice has on their learners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum of 10 pieces of verified CPD have been linked to the critical narrative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All pieces of verified CPD have been completed within the last 5 years prior to submission of the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linked verified CPD records demonstrate a broad range of CPD activities undertaken and comprehensively support the critical narrative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Action plans/further learning have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A reflective model has been used effectively throughout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A range of literature sources have been utilised to enhance the applicant's knowledge and understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 PEAS Learning Outcomes	Yes	No	Comments	
Overall, the critical narrative clearly evidences how the applicant meets all 12 practice educator learning outcomes.	<input type="checkbox"/>	<input type="checkbox"/>		
Manager Declaration	Yes	No	Comments	
Must be completed by suitable person: Line Manager/ Service Lead (HCPC/GMC/NMC/RCT registered).	<input type="checkbox"/>	<input type="checkbox"/>	Completed by: Line Manager <input type="checkbox"/> Service Lead <input type="checkbox"/> Other <input type="checkbox"/> Please Specify:	
Assessor Overall Decision: PASS <input type="checkbox"/> DEFER <input type="checkbox"/>				
Assessor Name:				
Date of Assessment:				

Mapping of reflections to PEAS learning outcomes

Map your verified CPD reflections to the 12 learning outcomes

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply knowledge of educational theory to learning and assessment practice, creating level-appropriate, inclusive and empowering learning environments and opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Actively promote policies and practices that acknowledge different needs of students and learners individually and as a group, demonstrating an inclusive approach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Promote the visibility of practice education and the role of learners within the health and care professional team, amongst stakeholders.	<input type="checkbox"/>									
5. Actively contribute to the assessment of adequate and safe levels and models of learner supervision.	<input type="checkbox"/>									
6. Understand where practice learning fits with taught components of the programme when working with students.	<input type="checkbox"/>									
7. Promote, facilitate, and support self-reflection and peer learning.	<input type="checkbox"/>									
8. Provide a range of opportunities to maximise learning and enable the achievement of directed and self-directed level-appropriate learning outcomes.	<input type="checkbox"/>									
9. Apply and contribute to, where appropriate, various forms and levels of fair, inclusive, sensitive, consistent and robust	<input type="checkbox"/>									

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.	<input type="checkbox"/>									
11. Reflect on and evaluate their role as a practice educator and continually implement improvements.	<input type="checkbox"/>									
12. Evaluate the practice learning environment and formal / informal learning events and implement change based on evidence.	<input type="checkbox"/>									

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 as supporting evidence to a CPD record (Add File before verification of CPD) or keep for your own records.

Note for Assessor: Please use this document to check for coverage of the 12 PEAS learning outcomes within the applicant's verified CPD records. Check off the relevant learning outcomes against each piece of verified CPD by clicking on the check box provided. A minimum of 6 pieces of verified CPD are required for submission for the initial CPD/Non-approved qualification route, 10 for re-accreditation.