

North Central London Training Hub Faculty and Quality

New Educator & Learning Environment Approval Assessment FAQ document–

September 2023

Introduction:

NHS England Workforce, Training and Education (WTE) (formally HEE) has a [quality framework](#) for learners on accredited training pathways for all primary care environments in which they are placed. This includes responsibility for the approval of educators and learning environments in primary care.

NCL Training Hub manages the course registration, application, and approval process and for new educators and learning environments on behalf of NHS England Workforce, Training and Education. This process is overseen by the NCL Training Hub Faculty and Quality team.

NHS England WTE requires:

- all clinicians who support learners in primary care on accredited training pathways apply to become approved educators.
- all educators supporting learners in primary care to work in an approved learning environment (please refer to the NCL Training Hub PCN approvals document for further information on the PCN approval process, available on the NCL Approved Learning Environments Resources webpage [here](#)).

This FAQ document is designed to support educators and practices undertaking an assessment to gain NHS England WTE approval as approved educators and learning environments. This assessment is based on the [Form 1: Initial Recognition of New Educational Environments and New Educators in a Primary Care network](#) which is available to download with other resources from the [NCL Training Hub Approved Educator and Learning Environments resources](#) webpage.

1. I want to apply to become an educator. How do I schedule my NCL approval assessment?

All new educators who are supporting training and placements for NHSE WTE accredited pathways must complete the relevant educator training course before they can complete the NCL educator assessment.

Upon completion of the relevant educator training, NCL Training Hub Faculty and Quality team will contact the applicant with instructions on how to complete the application form and details of their upcoming assessment. Applicants will be informed of the next available assessment date and asked to confirm their availability; if the applicant will not be available, the NCL Quality team will provide the next assessment date. A calendar invitation with Teams link will follow.

Educators who are applying from practices that are not approved learning environments will need to complete the assessment as a new educator and learning environment. Instructions will be included in the email from the NCL Faculty and Quality team following completion of the course. Please refer to question 3 for further information.

2. I have completed the educator course. Do I have to attend an NCL educator assessment?

All new educators who have completed an educator training course are required to complete an application form and attend an NCL assessment. NHS England WTE will not sign individuals off as educators who have not completed the necessary form and assessment.

3. My application is for educator and learning environment approval. Who needs to attend the NCL assessment from my practice?

The educator applying for approval and a suitable practice representative, e.g. Practice Manager or Senior Partner (unless the applicant is also a Partner) will be required to join the assessment.

Ahead of the assessment, the educator will be asked to provide the contact details of the practice representative to the NCL Faculty and Quality team. This representative will be included in the NCL Faculty and Quality team's communications leading up to the assessment.

4. How long will the NCL assessment take and how will it run?

NCL educator and environment assessments take place on Teams and are scheduled for 90 minutes.

Each assessment is attended by three NCL panel members and up to a maximum of five educators/environment applicants from across NCL. Educator approvals and educator and environment approvals will be assessed in separate assessment meetings.

During the assessment the group will be asked to participate in a discussion that aligns with the six core domains of the NHSE WTE [Quality Framework](#). This includes how to support educators, adapting curriculum to support diverse learner types, principals for continuous quality improvement and safety in learning environments.

For more information about panels please refer to question 6.

5. What do I need to do to prepare for my assessment?

Applicants do not need to prepare for the assessment. However, applicants may want to review their responses for each domain in their application form to help them take part in the group discussion.

Panel members will invite applicants to engage in a group discussion aligned relating to the six [Quality Framework](#) domains.

6. Who is on an assessment panel?

The panel is typically comprised of:

- NCL Faculty and Quality Clinical Lead
- A Clinical Educator and/or Clinical Lead from Borough Training Hub
- An MDT representative from a NCL borough representing the different clinical roles attending the assessment.

For example, a senior FCP MSK trainer may be included on a panel that is assessing an application that includes FCP MSKs.

7. Who is responsible for completing the educator application form (Form 1 NHS England WTE recognition of new educators and learning environments)?

For guidance on who is responsible for completing Form 1, and for which sections of the form are applicable to different applications, please see the [NCL Training Hub educator guidance for completing Form 1](#) document, available to download from the [NCL Approved Learning Environments Resources webpage](#).

8. Do I receive any feedback from the assessment?

The panel will take notes during the assessment which will form the general feedback and recommendations that will be sent to NHSE WTE as part of the final approval.

Feedback will be added to the application form (Form 1 Initial Recognition of New Educational Environments and New Educators in a Primary Care Network) by the NCL Training Hub Faculty and Quality team.

The application form submitted to NHSE WTE will include all applicants included in the assessment and any mandatory actions / next steps deemed necessary by the panel.

9. How will I be informed about the outcome of my assessment?

The possible outcomes are:

- Recommend continued recognition
- Recommend continued recognition with actions
- Not recommended for continued recognition.

The panel will verbally inform all applicants of the outcome during the assessment. Applicants will also receive an email from the NCL Faculty and Quality team to confirm the outcome once the application is sent for final sign off to NHSE WTE.

For learning environment approvals, practice representatives will be copied in communications regarding the outcome of the assessment.

10. The panel has assigned me mandatory actions. How do I complete these?

The panel may assign applicants recommended and/or mandatory actions as an outcome of their application. The panel will inform the applicant of the estimated achievement or review date for that action in writing following the assessment.

Applicants must complete the required action within the timeframe allocated to ensure their application can be signed off by NHSE WTE.

11. Can I start supervising a trainee if my educator application is still pending?

You will be able to provide education supervision to a learner if the panel recommends you for recognition as an approved educator.

12. I am not approved as a GP Educator, but I have been allocated a trainee. What should I do?

New educators must register their interest with the NCL Faculty and Quality team [here](#).

Educator training courses are mandatory, and some courses may have waiting lists. New educator applications will not progress until applicants have completed the relevant training course and submitted their application form.

We would advise that educators are not allocated a learner until they have completed the relevant training pathway and NCL form and assessment. Please contact your borough Training Hub if you have been allocated a trainee but are still to complete the new educator course and assessment.

13. I am new to supervising learners in primary care. What resources are available to support my development as an educator?

Your borough Training Hub will be able to support all educators and supervisors in primary care with the relevant development and training programmes. Each borough has a Faculty Programme Director who manages a borough Multi-Professional Educators' Groups (MPEG) which offers relevant development and training opportunities.

It is an expectation that educators will engage with their MPEG as an integral part of their NCL educator onboarding process. More information about borough MPEGs and how to contact your borough Programme Director can be found on the [NCL Faculty webpages](#) here.

14. What governance and quality assurance processes does NCL have?

All applications for approval are subject to an administrative review and clinical review. The NCL Faculty and Quality team will review applications and seek support from Borough Training Hub Clinical Leads and patch ADs where necessary.

Panel members may be drawn from any NCL Borough.

Applicants are never progressed to the next stage of their application until the required standard according to the NHS England WTE quality framework have been met.

15. Where can I find more information about educator, environment and PCN approvals in NCL?

The NCL Training Hub Faculty and Quality website includes helpful resources, links and information relating to new educator, environment and PCN approvals:

<https://www.ncltraininghub.org/training-and-support/approved-learning-environments>