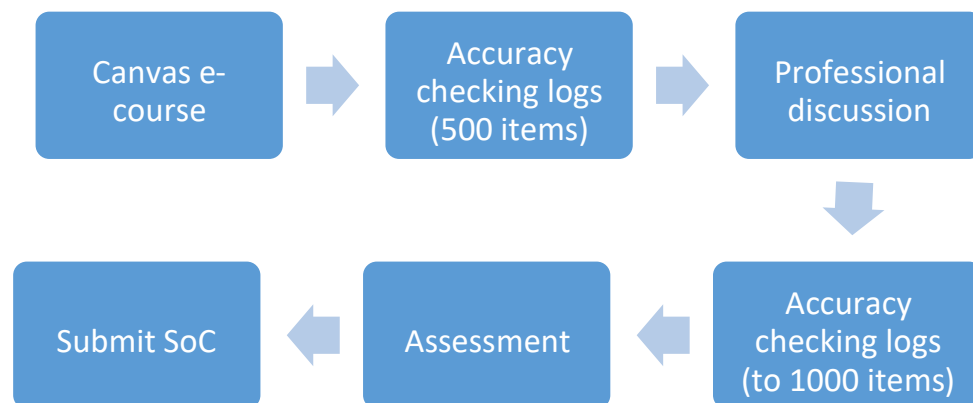


Accuracy checking pharmacy technician end of pathway completion deadlines

The *Accuracy checking pharmacy technician* (ACPT) programme is a 12-month pathway. It is possible to complete the learning in a minimum of 3 months.

Submitting your Statement of Completion (SoC) for review marks the end of your pathway. You need to manage your time and plan your assessments to complete your pathway by the completion deadline. You should submit your SoC within 12 months of the start of your pathway.

Accuracy checking pharmacy technician programme



You will have a progress review with your education supervisor at the following points:

- On completion of 250 items
- On completion of 500 items
- On completion of 750 items
- On completion of all elements of the programme to prepare the SoC

Deadlines for submission of SoC per cohort

Deadlines for submission of SoC for all cohorts are listed in the table on page 2 of this document. Make sure you leave enough time to undertake your assessment. If you leave your assessment until the last minute and do not pass, you will need to repeat your assessment and may miss the deadline to submit your SoC.

Review of ePortfolio

Your education supervisor will review your ePortfolio and complete your SoC with you to check all the required elements of the programme have been completed and your evidence has been uploaded into your Canvas ePortfolio.

The CPPE ACPT team will review the ePortfolio and provide a pass or fail result within 15 working days of the submission.

Pathway extension requests

Learners are expected to complete their pathway on time. Any issues that may prevent this should be discussed with your education supervisor as soon as possible. Extensions will only be allowed in exceptional circumstances.

Accuracy checking pharmacy technician end of pathway completion deadlines

The CPPE ACPT team will provide a form for you to complete with your workplace education supervisor to request an extension and will submit this to the pathway management team for consideration.

Possible mitigating circumstances include:

- Significant illness or injury; worsening of an ongoing illness or disability, including mental health conditions (please see the following DASS webpage for examples of disabilities: www.dso.manchester.ac.uk/who-do-we-support/current-students/)
- The death or critical/significant illness of a close family member/dependant
- Significant family or personal crises or major financial problems leading to acute stress
- Absence from the work for public service, for example, jury service
- A change to your employment resulting in the need to final accuracy check in a different organisation, where the new organisation supports the continuation of the pathway

Circumstances that will not normally be regarded as grounds for an extension include:

- Holidays, moving house, weddings and events that were planned or could reasonably have been expected
- Misreading the timetable or misunderstanding the requirements for assessments
- Inadequate planning and time management
- Overlap with other learning
- Failure, loss or theft of a computer or printer that prevents submission of work on time; learners on the pathways should back up work regularly and not leave completion so late that they cannot find another computer or printer
- The act of religious observance
- Consequences of paid employment, for example, pressure of work
- Exam (assessment) stress or panic attacks not diagnosed as illness or supported by medical evidence

Pregnancy

If a learner needs to pause engagement with the learning pathway due to maternity/paternity or health-related leave of absence, we will try to offer continuation on the pathway on their return. However, after extended absences CPPE may no longer be running the programme and we cannot guarantee learners will be able to re-join where they left off. We may not be able to provide the learning needed to support those who have not been able to complete due to maternity, paternity or health-related leave.

Events may arise during pregnancy that may constitute mitigating circumstances in addition to the allowable pause in the pathway described above. These will be considered on a case-by-case basis.

Table 1 - Accuracy checking pharmacy technician programme

Cohort start date	Submission deadline for SoC
05 September 2022	04 September 2023
03 October 2022	02 October 2023
07 November 2022	06 November 2023
05 December 2022	04 December 2023
02 January 2023	01 January 2024

06 February 2023	05 February 2024
06 March 2023	05 March 2024
03 April 2023	02 April 2024
01 May 2023	30 April 2024
05 June 2023	04 June 2024
03 July 2023	02 July 2024
07 August 2023	06 August 2024