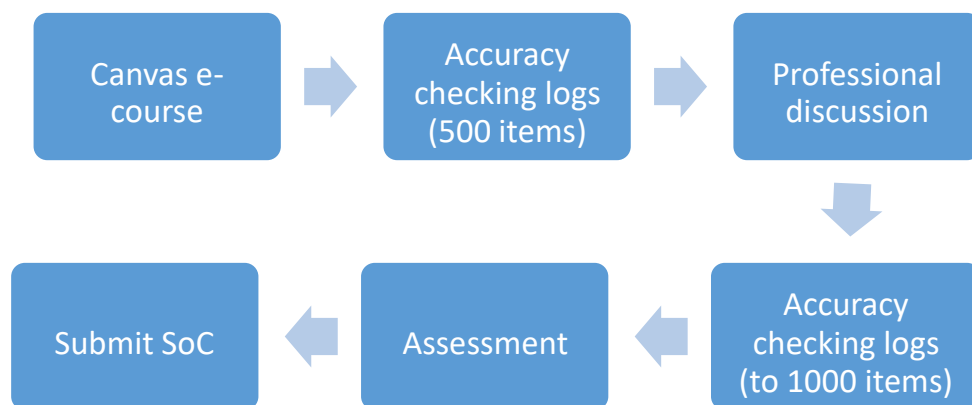


Accuracy checking pharmacy technician completion and extension guidance

The *Accuracy checking pharmacy technician (ACPT)* programme is a 12-month pathway.

Submitting your Statement of Completion (SoC) for review marks the end of your pathway. You need to manage your time and plan your assessments in order 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



Deadlines for submission

All SoC's are required to be submitted within 12 months of starting the programme with us. You can submit earlier than this and we'd encourage you to submit as soon as you have completed the programme. 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. For example, if you start the programme on 1 November 2023, the last day to submit your SoC is 31 October 2024.

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.

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.

Accuracy checking pharmacy technician completion and extension guidance

Possible mitigating circumstances include:

- Significant illness or injury, or worsening of an ongoing illness or disability, including mental health conditions. Please refer to the DASS [Who do we support](#) webpage for examples of disabilities.
- 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

The pathway is commissioned for a limited amount of time with short term funding. 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, as the funding for this training programme is time-limited for CPPE, we cannot guarantee learners will be able to re-join where they left off and complete the CPPE learning programme. 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.