



Belfast Health and
Social Care Trust

**NMC
Standards to Support Learning and
Assessment in Practice
(NMC, 2008)**

**Application for Accreditation of Prior Learning
for Mentor Programmes**

MIDWIFERY

1.0 Introduction

- 1.1 The NMC Standards for Learning and Assessment in Practice require that all mentors who will be supervising and assessing midwifery students demonstrate that they meet NMC standards. NMC has approved a programme in Northern Ireland which is provided by Queen's University, Belfast and their Health and Social Care Trust partners.
- 1.2 The NMC standards allow midwife registrants whose names have not been entered on the local register of mentors to have accreditation for previous learning and/or experience that would demonstrate they meet the mentor standards. Up to 100% Accreditation of Prior Learning can be given, if the registrant can demonstrate they meet all current NMC standards. This document provides guidance for midwife registrants who are seeking Accreditation of Prior Learning and uses a process of self-evaluation by practitioners, together verification by the Practice Education Facilitator allocated to the registrant's practice area.

2.0 Mentors

- 2.2 An NMC mentor is a registrant who, following successful completion of an NMC approved mentor preparation programme, has demonstrated achievement of the knowledge, skills and competence required to meet NMC required outcomes. This includes consideration of previous learning and experience, which, as indicated above **may** be up to 100% of the programme, if this can be evidenced.
- 2.3 Midwife mentors must have current registration on the midwifery part of the NMC register.
- 2.4 Mentors who support pre-registration midwifery students or students on programmes preparing supervisors of midwives commencing their programmes from September 2007 onwards must meet the requirements of NMC Standards to Support Learning and Assessment in Practice (2008).
- 2.5 *Mentors are responsible and accountable for:*
 - Organizing and coordinating student learning activities in practice
 - Supervising students in learning situations and providing them with constructive feedback on their achievements
 - Setting and monitoring achievement of realistic learning objectives
 - Assessing total performance; including skills, attitude and behaviour
 - Providing evidence as required by programme providers of student achievement or lack of achievement
 - Liaising with others (e.g. mentors, sign-off mentors, practice teachers, link lecturers) to provide feedback, identify any concerns about the student's performance and agree action as appropriate
 - Providing evidence to sign-off mentors with regard to decisions about achievement of proficiency at the end of a programme

- 2.6 In addition midwife mentors are required by the NMC to meet sign-off mentor criteria;
- Have a working knowledge of current programme requirements, practice assessment strategies and relevant changes in education and practice for the students they are assessing
 - Understand their professional accountability when assessing students' proficiency at the end of a programme and determining a pass or fail.
 - Have clinical currency and capability as a midwife
 - Have an understanding of the NMC registration requirements and the contribution they make to meeting these requirements

3.0 Guidance for an Application for Accreditation of Prior (Experiential) Learning (AP(E)L

3.1 Registrants who consider they already meet the NMC Standards for mentors, either in full or in part, and wish to apply for Accreditation of Prior Learning must follow the process described below. The process involves self-evaluation by the registrant and verification by a Practice Education Facilitator. The registrant will be required to provide evidence to support their evaluation, which can include:

- Modules and programmes already completed, such as: an accredited module in learning and assessment; NVQ assessor programme; and accredited module or programme in facilitation skills

and/or

- Experience in teaching, supervising and assessing students

3.2 It is essential that the registrant is able to evidence their knowledge and competence cross referenced against the NMC standards. For this process, each registrant will be required to provide concise but clear evidence of meeting specific NMC standards.

3.3 For certificated learning, the registrant must be able to provide evidence of successful achievement of the programme outcomes together with information about the programme to include: the date completed; the structure; learning outcomes; content; and, assessment methodology for the programme (if relevant). To achieve 100% accreditation, it is essential that recent experience (within the last 3 years) and current competence in teaching, supervising and assessing students is evidenced.

3.4 In relation to experiential evidence, a summary description must be provided of relevant experience that demonstrates specific NMC standards and related criteria are met, together with dates. As indicated above, this experience must demonstrate current competence in teaching, supervising and assessing students.

3.5 In addition to the above, midwife mentors are required to be supervised by experienced midwife mentors on at least 3 occasions to assess pre-registration midwifery students at progression points and be deemed competent.

- 3.6 An application for Accreditation of Prior (Experiential) Learning (AP(E)L involves completion of the following by the registrant and relevant Practice Education Facilitator and is divided into the following sections;

Form A	Biographical Details
Form B	APEL Tool – Mentor (midwifery) completed by registrant and Practice Education Facilitator
Form C	Self verification completed by registrant
Form D	Verification of 100% APEL completed by Practice Education Facilitator
Form E	Agreed Action Plan completed by Practice Education Facilitator
Form F	Details for entry on Local Register of Mentors and Practice Teachers
The forms must be forwarded by the registrant to the relevant HSC Trust Practice Education Facilitator for their area for review and completion.	

- 3.7 **The registrant must review the 8 domains (Form B) and related criteria and make a determination of the extent to which each one is met, by ticking the relevant box.** Evidence must also be provided from previous learning or experience to demonstrate how each ticked criterion is met. Criteria 1 to 8 must also be reviewed in relation to sign-off mentor requirements and a determination made of the extent to which each one is met .

Criterion 9 can only be met once the midwife has been observed on the required 3 occasions undertaking summative assessments at pre-registration midwifery progression points.

- 3.8 On completion of the self-assessment form (except criterion 9 of the sign-off mentor criteria) the midwife must meet with the Practice Education Facilitator for their area to discuss the extent to which the NMC standards are met. The Practice Education Facilitator is required to verify each criterion by ticking the relevant column in Form B, in addition to verifying the accuracy of evidence.

Midwives applying for AP(E)L must meet with their designated Practice Education Facilitator in advance of making arrangements for the required observation of 3 summative assessments to verify that all other criteria have been met.

3.8 The Practice Education Facilitator will make a recommendation which may be:

- 100% Accreditation and recommendation for entry to the Trust held local register of mentors following observation on 3 occasions of assessing students at progression points on the pre-registration midwifery programme
- Partial accreditation together with a description of the mentor criteria and action plan required to confirm NMC requirements are met, **which may include:**
 - completion of specific parts of the approved mentor programme
 - supervised practice
 - assessment of competence

and must include

- observation on 3 occasions of assessing students at progression points on the pre-registration midwifery programme and deemed competent

3.9 The recommendation and proposed action plan, if required, will be presented to the local Trust Mentor Programme Review Board for a decision regarding award of AP(E)L. The decision of the Board will be final. The outcome of the decision will be notified to the identified contact person at Queen's University, Belfast and processed through the relevant committee or board.¹

3.10 Once it has been agreed that the registrant has met all the requirements of the mentor programme either through the AP(E)L process or by completing the identified elements of the programme, form F must be completed. Form F must be forwarded by the Practice Education Facilitator to the relevant person in the Trust to facilitate entry of registrant details to the Local Register of Mentors and Practice Teachers.

¹ This will vary in relation to the quality assurance processes of each university.

BIOGRAPHICAL DETAILS OF REGISTRANTS SEEKING ACCREDITATION OF PRIOR LEARNING FOR NMC APPROVED MENTOR PROGRAMMES (MIDWIFERY) PROVIDED IN NORTHERN IRELAND

					Guidance
Name					
Trust					
Location					<i>This is site specific e.g. Mater Hospital, Dunluce Health Centre.</i>
Directorate / Division / Unit					
NMC Registration Pin No.			Expiry Date		
Part(s) of the NMC Register		Sub-Part		NMC Recordable Qualification	
Other Professional Qualifications and date successfully completed that you wish to be considered for Accreditation or Prior Learning					<i>Please list any other qualifications you have which you wish to be considered as part of the Accreditation process.</i>
Please list documents provided for review during the Accreditation process					<i>Please provide documents related to the programmes you have successfully completed to include: programme structure, learning outcomes, assessment; and certificate of successful completion.</i>
Please describe experience that you consider will demonstrate that you already meet NMC standards					<i>Please provide a brief overview of experience together with dates that you consider show that you already meet some or all of the NMC standards.</i>

DOMAIN 1: Establishing effective working relationships

Criteria		Mentor tick if achieved	PEF tick to verify achieved	Registrant, please provide evidence that demonstrates the criteria are met. (This may include programmes you have successfully completed and/or experience).
1.1	Demonstrate an understanding of factors that influence how students integrate into practice settings	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Provide ongoing and constructive support to facilitate transition from one learning environment to another	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Have effective professional and interprofessional working relationships to support learning for entry to the register	<input type="checkbox"/>	<input type="checkbox"/>	

DOMAIN 2: Facilitation of learning.

Criteria		Mentor tick if achieved	PEF tick to verify achieved	Registrant, please provide evidence that demonstrates the criteria are met. (This may include programmes you have successfully completed and/or experience).
2.1	Use knowledge of the student's stage of learning to select appropriate learning opportunities to meet individual needs	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Facilitate the selection of appropriate learning strategies to integrate learning from practice and academic experiences	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Support students in critically reflecting upon their learning experiences in order to enhance future learning	<input type="checkbox"/>	<input type="checkbox"/>	

DOMAIN 3: Assessment and accountability

Criteria		Mentor tick if achieved	PEF tick to verify achieved	Registrant, please provide evidence that demonstrates the criteria are met. (This may include programmes you have successfully completed and/or experience).
3.1	Foster professional growth, personal development and accountability through support of students in practice	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Demonstrate a breadth of understanding of assessment strategies and ability to contribute to the total assessment process as part of the teaching team	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Provide constructive feedback to students and assist them in identifying future learning needs and actions. Manage failing students so that they may either enhance their performance and capabilities for safe and effective practice or be able to understand their failure and the implications of this for their future	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Be accountable for confirming that students have met or not met the NMC competencies in practice.	<input type="checkbox"/>	<input type="checkbox"/>	

DOMAIN 4: Evaluation of learning

Criteria		Mentor tick if achieved	PEF tick to verify achieved	Registrant, please provide evidence that demonstrates the criteria are met. (This may include programmes you have successfully completed and/or experience).
4.1	Contribute to the evaluation of student learning and assessment experiences, proposing aspects for change resulting from such evaluation	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Participate in self and peer evaluation to facilitate personal development and contribute to the development of others	<input type="checkbox"/>	<input type="checkbox"/>	

DOMAIN 5: Creating an environment for learning

Criteria		Mentor tick if achieved	PEF tick to verify achieved	Registrant, please provide evidence that demonstrates the criteria are met. (This may include programmes you have successfully completed and/or experience).
5.1	Support students to identify both learning needs and experiences that are appropriate to their level of learning	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Use a range of learning experiences, involving patients, clients, carers and the professional team, to meet defined learning needs	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Identify aspects of the learning environment which could be enhanced, negotiating with others to make appropriate changes	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Act as a resource to facilitate personal and professional development of others	<input type="checkbox"/>	<input type="checkbox"/>	

DOMAIN 6: Context of practice

Criteria		Mentor tick if achieved	PEF tick to verify achieved	Registrant, please provide evidence that demonstrates the criteria are met. (This may include programmes you have successfully completed and/or experience).
6.1	Contribute to the development of an environment in which effective practice is fostered, implemented, evaluated and disseminated	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Set and maintain professional boundaries that are sufficiently flexible for providing inter-professional care	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Initiate and respond to practice developments to ensure safe and effective care is achieved and an effective learning environment is maintained	<input type="checkbox"/>	<input type="checkbox"/>	

DOMAIN 7: Evidence-based practice.

Criteria		Mentor tick if achieved	PEF tick to verify achieved	Registrant, please provide evidence that demonstrates the criteria are met. (This may include programmes you have successfully completed and/or experience).
7.1	Identify research and evidence-based practice to their area of practice	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Contribute to strategies to increase or review the evidence base used to support practice	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Support students in applying an evidence base to their own practice	<input type="checkbox"/>	<input type="checkbox"/>	

DOMAIN 8: Leadership

Criteria		Mentor tick if achieved	PEF tick to verify achieved	Registrant, please provide evidence that demonstrates the criteria are met. (This may include programmes you have successfully completed and/or experience).
8.1	Plan a series of learning experiences that will meet students defined learning needs	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Be an advocate for students to support them accessing learning opportunities that meet their individual needs, involving a range of other professionals, patients, clients and carers	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Prioritise work to accommodate support of students within their practice roles	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Provide feedback about the effectiveness of learning and assessment in practice	<input type="checkbox"/>	<input type="checkbox"/>	

Sign-off Mentor Criteria

In addition to being verified as meeting the NMC standards as a mentor, **the NMC requires midwife mentors to meet criteria as a sign off mentor**, the following self evaluation form must be completed by midwives seeking accreditation as a midwife mentor.

Criteria	Please tick if Achieved	PEF tick to verify achieved	Provide evidence that demonstrates you meet the criteria you have indicated you have achieved.
1. I have knowledge and understanding of the pre-registration midwifery programme and have clinical currency and capability in the midwifery field of practice	<input type="checkbox"/>	<input type="checkbox"/>	
2. I have experience of working with midwifery students for the purpose of making summative judgements about safe and effective practice that would enable the student midwife to progress.	<input type="checkbox"/>	<input type="checkbox"/>	
3. I have the ability to manage students with competency difficulties to enable them to improve their performance and capabilities for safe and effective practice.	<input type="checkbox"/>	<input type="checkbox"/>	
4. I have had relevant on-going professional development relevant to my role as a sign-off mentor and incorporated into my PDP.	<input type="checkbox"/>	<input type="checkbox"/>	
5. I understand the NMC registration requirements and the contribution made by me as a mentor to meet these requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
6. I fully understand my professional accountability in relation to the decision to pass, defer or fail a student when assessing proficiency requirements at the end of a programme.	<input type="checkbox"/>	<input type="checkbox"/>	

7.	I have knowledge and understanding of the support available for midwifery mentors in making these decisions.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	I have knowledge of the support available to students in relation to decisions made around their proficiency.	<input type="checkbox"/>	<input type="checkbox"/>	
9.	I have been supervised on 3 occasions by a sign-off midwife mentor in assessing midwifery students at summative progression in pre-registration midwifery programmes and deemed competent Please provide the dates of supervision and name of the midwife mentor involved.	<input type="checkbox"/>	<input type="checkbox"/>	

Document amended by permission of NHS Education Scotland from their document *Transitional Guidance for Sign-Off Mentors (2007)*

Self-verification by registrant (midwifery)

Form C

Please complete the attached on completion of the self-assessment process.

I declare that the information I have provided is accurate

If you have identified competency domains and criteria which still require to be developed these should be identified in the Action Plan below for discussion and agreement with the Practice Education Facilitator

Registrant's Proposed Action Plan (Please identify which mentor competency domains require further development)

Signature of Registrant: _____ Date: _____

Confirmation of 100% Accreditation for Prior (Experiential) Learning, including required observations of summative assessment.

To be completed by designated midwife mentor who observed the applicant on 3 occasions assessing students at progression points on pre-registration programmes.

I have observed the midwife on at least 3 occasions and consider that she/he is competent in assessing student midwives in making summative assessments at progression points in pre-registration midwifery programmes.

Signature of midwife mentor _____ Date _____

To be completed by the designated Practice Education Facilitator.

I have read the self-assessment documentation and held a follow-up discussion with the registrant.

I confirm that I have verified the evidence presented for Accreditation of Prior Learning.

I verify that the applicant meets all NMC competence domains 1-8 in relation to the standards required by a mentor as identified in the NMC Standards to Support Learning and Assessment in Practice (2008) and all the required criteria as a sign-off mentor and I am recommending 100% Accreditation for Prior Learning against these domains

Signature of Practice Education Facilitator: _____ Date: _____

Action Plan agreed between registrant and Practice Education Facilitator to meeting outstanding NMC domains and criteria.

The applicant has not demonstrated that he/she meets all NMC competence domains in relation to the standards required by a mentor as identified in the NMC Standards to Support Learning and Assessment in Practice (2008) and I am not recommending 100% Accreditation for Prior Learning. The action plan below has been agreed with the applicant, to include the midwife being observed on at least 3 occasions and consider that she/he is competent in assessing student midwives in making summative assessments at progression points in pre-registration midwifery programmes.

Where a recommendation for 100% Accreditation for Prior Learning cannot be given, please identify the actions and timeframe agreed with the registrant to enable the outstanding criteria to be met.

This must include completion of specified parts of the approved mentor programme and may include elements of formal learning and/or supervised practice. This must also include the midwife being observed on at least 3 occasions in assessing student midwives in making summative assessments at progression points in pre-registration midwifery programmes.

Signature of Practice Education Facilitator: _____ **Date:** _____

Biographical Details for Entry on Local Register of Mentors and Practice Teachers

					Guidance
Name					
Staff Number					
Trust					
Location					This is site specific e.g. Mater Hospital, Dunluce Health Centre.
Directorate / Division					
Ward / Team		Type of Placement			Type of placement e.g. Medical, surgical, older adult, community
NMC Registration Pin No.		Expiry Date			
Part(s) of the NMC Register		Sub-Part		NMC Recordable Qualification	Active Parts of the Register only Example Part - Nursing, Sub part – Mental Health
Date completed Mentor Programme		Recommended for entry to local register by			Please enter date of programme completed and designated mentor who completed assessment

I give permission for this information to be held on an electronic database for retrieval by authorised personnel for the purposes of meeting NMC requirements for placement learning and assessment

Signed

Date

The Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC) prepared this document on behalf of The Northern Ireland Regional Mentorship Steering Group.

The document can be downloaded from the NIPEC web-site
www.nipec.n-i.nhs.uk

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