



Northern 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**

**NURSING**

## 1.0 Introduction

- 1.1 The NMC Standards for Learning and Assessment in Practice require that all mentors who will be supervising and assessing nursing students demonstrate that they meet NMC standards. NMC has approved a programme in Northern Ireland which is provided by one of the three universities, Queen's University, Belfast, the University of Ulster or Open University.
- 1.2 The NMC standards allow nurse 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 nurse 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 that they have achieved the knowledge, skills and competence required to meet the defined 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 Mentors must be on the same part and sub-part of the NMC register as the students they are intending to support and assessing.
- 2.4 Mentors who support pre-registration nursing and specialist practice post-registration students commencing training 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

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

3.1 If a registrant considers that they already meet the NMC Standards for mentors either in full or in part, and wish to apply for Accreditation of Prior Learning the process described below must be followed. 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 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;

<b>Form A</b>	Biographical Details
<b>Form B</b>	APEL Tool – Mentor (nursing) completed by registrant and Practice Education Facilitator
<b>Form C</b>	Self verification completed by registrant
<b>Form D</b>	Verification of 100% APEL completed by Practice Education Facilitator
<b>Form E</b>	Agreed Action Plan completed by Practice Education Facilitator
<b>Form F</b>	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.

- 3.6 **The registrant must review the 8 domains (Form B) with 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. This will be used in discussions between the registrant and the Practice Education Facilitator for their area of practice. The Practice Education Facilitator will be required to verify that the required criteria have been met.
- 3.7 On completion of the self-assessment form, the registrant must meet with the Practice Education Facilitator for their area to discuss the extent to which the 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.
- 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
  - 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
- 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 in each university and processed through the relevant committee or board.<sup>1</sup>
- 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.

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<sup>1</sup> 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 PROVIDED IN NORTHERN IRELAND**

					<b>Guidance</b>
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"/>	

## Self-verification by registrant

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 by Practice Education Facilitator of 100% Accreditation for Prior (Experiential) Learning**

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 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 recommending 100% Accreditation for Prior Learning.**

**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.**

**Where a recommendation for 100% Accreditation for Prior Learning cannot be given 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.**

**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		<b>NMC Recordable Qualification</b>	Active Parts of the Register only Example Part - Nursing, Sub part – Mental Health
Date completed Mentor Programme		Recommended for entry to local register by		<b>Please enter date of programme completed and designated mentor who completed assessment</b>

**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](http://www.nipec.n-i.nhs.uk)**

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**MAY 2009**

