

# RSPH Diploma Course

in Anatomical Pathology Technology

## Application for the end point assessment (EPA) of the RSPH Level 3 and 4 Diploma in Anatomical Pathology Technology.

**Please read the following carefully:**

1. The mortuary manager or mentor is responsible for requesting the external assessment only when they deem the candidate (**and** their portfolio of evidence) ready for assessment.
2. Mentors / line managers are to complete the online form below in full and submit to the North Tees centre.
3. To be eligible for end point assessment (EPA), the candidate must also satisfy the following criteria:
  - Applications should not be made until all sections of the portfolio are completed - [click here](#) for portfolio criteria.
  - All theory units (including exams and assignments) of the Diploma must be completed and passed by the North Tees Centre.
4. Portfolio assessments (level 3) will take place twice a year from **April to May** and **October to November** (inclusive).

Therefore, application final submission dates are:

- For 1st assessment period, application must be received by end February
- For 2nd assessment period, application must be received by end of August

5. Allocation of an external assessor will be made as soon as possible after the final application dates, however due to their availability this may take up to 4 weeks.

6. Level 4 Portfolio assessments will take place twice a year at scheduled dates published on the APT training website forum.

**Attention! If a candidate is not assessed during a specific assessment period that was applied for, whatever the reason, then mentors must apply again for the next assessment period for their candidate.**

## Details of candidate:

Name	Candidate number	e-mail address	Telephone number
Qualification:	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 3 (top-up)	<input type="checkbox"/> Level 4

Have all evidence pieces been signed by the candidate AND mentor?  Yes  No

Portfolio type:  Electronic  paper

## Mortuary details:

Mentor name	Mentor telephone	Mentor e-mail address
Mentor address (if different from above)		

## Declarations: (to be completed by the mortuary manager or mentor)

- I can confirm that the candidate has followed an RSPH approved training programme and has completed the Level 3 / 4 portfolio in accordance with RSPH guidelines ([see evidence criteria](#)) and that **ALL** evidence pieces have been dated and signed prior to the date of this application.
- I can confirm that all examinations and Centre set coursework has been completed AND passed by the candidate named above.
- I consent to my information being stored for purpose (s) described in the privacy policy. [View Policy](#)

Please email this completed form to: [darren.makin@nhs.net](mailto:darren.makin@nhs.net)