# Portfolio Training Plan

## Anatomical Pathology Technology (L3)
## North Tees Centre
## Issue: 2021

| Candidate name: |
|---|

| Candidate number: |
|---|

| Mentor name: |
|---|

# Section 1: Portfolio evidence

Discuss with your work-based mentor the types of varied **objective evidence** that you could collect for your portfolio:

| Project Title | ATP Level 3 Diploma – list the types of work based objective evidence you could use in your portfolio | | |
|---|---|---|---|
| **Unit 3.6** | Preparation and operation of a mortuary | | |
| **x 4 Objective Evidence Types** <br><br> As well as the above you will also need to include: <br><br> • witness statements (x3) <br><br> • Personal reflections (x3) | - Evidence 1 <br> - Evidence 2 <br> - Evidence 3 <br> - Evidence 4 | ☐ <br> ☐ <br> ☐ <br> ☐ | Used in portfolio <br> Used in portfolio <br> Used in portfolio <br> Used in portfolio |
| **Unit 3.7** | Prepare for post mortem examinations | | |
| **x 4 Objective Evidence Types** <br><br> As well as the above you will also need to include: <br><br> • witness statements (x3) <br><br> • Personal reflections (x3) | - Evidence 1 <br> - Evidence 2 <br> - Evidence 3 <br> - Evidence 4 | ☐ <br> ☐ <br> ☐ <br> ☐ | Used in portfolio <br> Used in portfolio <br> Used in portfolio <br> Used in portfolio |
| **Unit 3.8** | Assist with post mortem examinations | | |
| **x 4 Objective Evidence Types** <br><br> As well as the above you will also need to include: <br><br> • witness statements (x3) <br><br> • Personal reflections (x3) | - Evidence 1 <br> - Evidence 2 <br> - Evidence 3 <br> - Evidence 4 | ☐ <br> ☐ <br> ☐ <br> ☐ | Used in portfolio <br> Used in portfolio <br> Used in portfolio <br> Used in portfolio |
| **Unit 3.9** | Viewing of the deceased | | |
| **x 4 Objective Evidence Types** <br><br> As well as the above you will also need to include: <br><br> • witness statements (x3) <br><br> • Personal reflections (x3) | - Evidence 1 <br> - Evidence 2 <br> - Evidence 3 <br> - Evidence 4 | ☐ <br> ☐ <br> ☐ <br> ☐ | Used in portfolio <br> Used in portfolio <br> Used in portfolio <br> Used in portfolio |
| **Unit 3.10** | Team working | | |
| **x 4 Objective Evidence Types** <br><br> As well as the above you will also need to include: <br><br> • witness statements (x3) <br><br> • Personal reflections (x3) | - Evidence 1 <br> - Evidence 2 <br> - Evidence 3 <br> - Evidence 4 | ☐ <br> ☐ <br> ☐ <br> ☐ | Used in portfolio <br> Used in portfolio <br> Used in portfolio <br> Used in portfolio |
| **Additional resources / access required to gather this evidence:** | | | |

# Section 2: Key dates

| Progress meeting Dates | | | | | |
|---|---|---|---|---|---|
| **Centre attendance dates** | **Session 1** | **Session 2** | **Session 3** | **Session 4** | **Session 5** |
| | Date | Date | Date | Date | Date |
| | Date | Date | Date | Date | Date |

**Exam dates**

Unit 3.1 Human anatomy and physiology for APTs

- Exam 1 `DATE`
- Exam 2 `DATE`

Unit 3.2 Governance and administration of mortuary practices

- N/A

Unit 3.3 Health and safety in the mortuary

- Exam 1 `DATE`

Unit 3.4 Microbiology and infection control for ATPs

- Exam 1 `DATE`

Unit 3.5 Principles of effective communication for ATPs

- N/A

**Assignment due in dates**

Unit 3.1 Human anatomy and physiology for APTs

- N/A

Unit 3.2 Governance and administration of mortuary practices

- Assignment 1 `DATE`

Unit 3.3 Health and safety in the mortuary

- Assignment 1 `DATE`
- Assignment 2 `DATE`

Unit 3.4 Microbiology and infection control for ATPs

- Assignment 1 `DATE`

Unit 3.5 Principles of effective communication for ATPs

- Assignment 1 `DATE`

| **Electronic submission of portfolio evidence completed:** | | | |
|---|---|---|---|
| | Unit 3.6 Preparation and operation of a mortuary | Date | End point assessment requested on:<br><br>Date |
| | Unit 3.7 Prepare for post mortem examinations | Date | |
| | Unit 3.8 Assist with post mortem examinations | Date | |
| | Unit 3.9 Viewing of the deceased | Date | |
| | Unit 3.10 Team working | Date | |

# Section 3: Candidate progress meetings

Pleases use notes from your progress meetings with your mentor to complete the following key action points

| Progress meeting Dates | |
|---|---|
| **Meeting 1** | Date:<br><br>Candidate to provide an overview of the meeting:<br><br>Key action points from meeting:<br>-<br>-<br>- |
| **Meeting 2** | Date:<br><br>Candidate to provide an overview of the meeting:<br><br>Key action points from meeting:<br>-<br>-<br>- |
| **Meeting 3** | Date:<br><br>Candidate to provide an overview of the meeting:<br><br>Key action points from meeting:<br>-<br>-<br>- |
| **Meeting 4** | Date:<br><br>Candidate to provide an overview of the meeting:<br><br>Key action points from meeting:<br>-<br>-<br>- |
| **Meeting 5** | Date:<br><br>Candidate to provide an overview of the meeting:<br><br>Key action points from meeting:<br>-<br>-<br>- |

# Section 4: Staff involved in your training

The following table provides the names and contact details of people you will need to work with during your placement and have assisted you during your training (mentors, work colleagues etc.) The table includes several blank rows so you can fill in the contact details of other people you meet during your placement.

| Role | Name | Location | Job title | Signature |
|------|------|----------|-----------|-----------|
| Work Supervisor / line manger | | | | |
| Nominated work-based Mentor | | | | |
| | | | | |
| | | | | |
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| | | | | |

# Section 5: Skills progress

Self-evaluate your progress over the training programme and then compare your evaluation with your supervisor's comments – some boxes have been left blank for you or you mentor to included additional skills.

You will need to complete this self-evaluation at the beginning or your training period and then again at the end of your training – what is required is improvement of key skills.

| Skills – Near beginning of training | Below Average | Satisfactory | Good | Excellent |
|---|---|---|---|---|
| Time Keeping | | | | |
| Problem solving | | | | |
| Conduct / Behaviour | | | | |
| Communication skills | | | | |
| Working with others | | | | |
| Initiative | | | | |
| Enthusiasm | | | | |
| Professional 1: Works in accordance to departmental SOPs and Trust policies | | | | |
| Mentor added 1: | | | | |
| Mentor added 2: | | | | |

| Skills – Towards end of training | Below Average | Satisfactory | Good | Excellent |
|---|---|---|---|---|
| Time Keeping | | | | |
| Problem solving | | | | |
| Conduct / Behaviour | | | | |
| Communication skills | | | | |
| Working with others | | | | |
| Initiative | | | | |
| Enthusiasm | | | | |
| Professional 1: Works in accordance to departmental SOPs and Trust policies | | | | |
| Mentor added 1: | | | | |
| Mentor added 2: | | | | |

# Section 6: Additional Information

- Templates: Go to the www.trainingapt.com web site and check the mentors page link – here you can access templates to use in your portfolio.

- Mentors can view candidate progress (exam results and assignments) by entering the specific password protected cohort area for your candidate – students are allowed to share access password with mentors.

| Password: |
|-----------|

- Time limits:  There is a 3-year maximum time period (from the start of your training at the centre) to complete ALL knowledge and competency elements of the course (including portfolio and end point assessment - EPA). Failure to complete all assignments, exams (including resits) and the portfolio within 3 years will require you reapply for a new course and restart the programme - previous submitted work and exams will not be taken into account.

- EPA: Ensure this is booked via the www.trainingapt.com web site via the mentor's link – Check the web site for dates as portfolio assessments will only take place twice a year on predetermined months.

- Please contact the Centre if you require the dropbox app so that you can add, edit and delete evidence directly in your electronic portfolio.