

**Individual Training Plan: Enhanced Clinical Practitioner Programme (Apprenticeship Pathway)**

**STANDARD PLAN**

This Individual Training Plan covers all aspects of the Level 6 Enhanced Clinical Practitioner Programme that meet the Level 6 Enhanced Clinical Practitioner non-degree Apprenticeship Standard. It works in conjunction with the Commitment Statement and forms part of the Evidence Pack. It acts both as your Delivery Plan for completing the various tasks required for the programme and also indicates which activities completed can count towards the required off-the-job training for the programme. The Individual Training Plan has been devised using the employer feedback during your enrolment process, alongside the results of the Skills Scan Part 2 call (RPL checks) with a Buttercups Tutor.

**How to use the ITP**

**Delivery Plan**

The "Delivery Plan" tab on the excel copy of the Individual Training Plan shows the date ranges for the periods of training for the programme. The programme is split into 18 periods of training; the duration of the periods of training will be determined by your contracted working hours and programme duration. Your tutor will monitor your progress against your periods of training and will complete end of period review calls with you throughout your programme.

Please use the dates in the "Period End Date" column as your target date to complete all the activities within that period of training.

**How to use the ITP**

**Periods**

The "Periods" tab on the excel spreadsheet shows all of the activities to be completed in each period of training.

- Column A shows the period of training you are due to complete the activity within.
- Column B shows you the activity type so whether this is e-learning or workplace activity for example.
- Column C details the activity.
- Column D shows the planned OTJ time for this activity in hours, please note some might have 0 which will indicate the activity is ineligible for OTJ or does not need to be completed if an optional activity.
- Column E shows the link to the domain of the standard for the activity.
- Column F shows the portfolio reference of the activity to the e-portfolio.
- Column G indicates whether the activity will span over multiple periods of training.
- Column H shows the planned OTJ time in minutes, this will be useful for you as OTJ is logged on the e-portfolio it uses minutes rather than hours so this column should be a useful reference for you as it has done the calculation for you.
- Column I will be updated throughout the programme by your tutor when the relevant assessments are released to you.
- Column J will be updated throughout the programme by your tutor as the activities are completed
- Column K is for a hidden column for internal reference
- Column L will be updated throughout the programme if any of the activities need to move into different periods of training.
- Column M is for internal use by the tutor

For each Period of Training, you will filter column A "Period" to show the relevant activities you are to complete and the planned off-the-job training time for that period. For example, for Period 1 you will filter column A "Period" to just tick "1". As you progress to Period 2, you will change the filter from "1" to "2". You will then refer to the "Delivery Plan" tab on the spreadsheet to access the dates for which you will aim to complete the set of activities.

**Off-the-job Training (OTJ) Requirements**

Through the e-portfolio system, the apprentice will need to document how many off-the-job training hours have been completed. Off-the-job training is learning, development and training time relating specifically to the apprenticeship programme which takes place during the apprentice's paid working hours. This includes working through course materials and learning and practising new skills and responsibilities under supervision and guidance as detailed on the Individual Training Plan.

**Functional Skills**

If you are completing Functional Skills courses as part of your programme you will have a specific plan of learning to complete your Functional Skills. These tasks will be documented in the relevant periods of training as activities to complete. You should be given time within your workplace to complete Functional Skills but they do not contribute to OTJ training hours.

|                                       |            |
|---------------------------------------|------------|
| Contracted working hours / week       | 37.00      |
| Suggested off-the-job training / week | 6.00       |
| Statutory Leave for programme (weeks) | 7.00       |
| OTJ Stat Leave for programme (hours)  | 42.00      |
| Start Date                            | 19/11/2025 |
| Minimum Duration                      | 15.00      |
| Minimum Duration Date                 | 19/02/2027 |
| Expected End Date                     | 19/02/2027 |
| Expected EPA Start date               | 20/02/2027 |
| Expected EPA End date                 | 23/05/2027 |

| Period Number             | Period Start Date | Period End Date | Expected OTJ Hours |
|---------------------------|-------------------|-----------------|--------------------|
| <u><a href="#">1</a></u>  | 19/11/2025        | 19/12/2025      | 37.00              |
| <u><a href="#">2</a></u>  | 19/12/2025        | 18/01/2026      | 25.50              |
| <u><a href="#">3</a></u>  | 18/01/2026        | 18/02/2026      | 34.00              |
| <u><a href="#">4</a></u>  | 18/02/2026        | 20/03/2026      | 29.00              |
| <u><a href="#">5</a></u>  | 20/03/2026        | 20/04/2026      | 32.50              |
| <u><a href="#">6</a></u>  | 20/04/2026        | 20/05/2026      | 29.00              |
| <u><a href="#">7</a></u>  | 20/05/2026        | 19/06/2026      | 27.00              |
| <u><a href="#">8</a></u>  | 19/06/2026        | 20/07/2026      | 30.50              |
| <u><a href="#">9</a></u>  | 20/07/2026        | 19/08/2026      | 34.50              |
| <u><a href="#">10</a></u> | 19/08/2026        | 19/09/2026      | 38.50              |
| <u><a href="#">11</a></u> | 19/09/2026        | 19/10/2026      | 31.50              |
| <u><a href="#">12</a></u> | 19/10/2026        | 19/11/2026      | 30.50              |
| <u><a href="#">13</a></u> | 19/11/2026        | 19/12/2026      | 24.00              |
| <u><a href="#">14</a></u> | 19/12/2026        | 18/01/2027      | 24.50              |
| <u><a href="#">15</a></u> | 18/01/2027        | 18/02/2027      | 11.00              |
|                           |                   |                 | <b>439.00</b>      |

| Period | Activity Type               | Activity                                                                                                                                   | OTJ hours | Duties   | Portfolio Ref             | Periods to Complete | OTJ (mins) | Activity Released (Date) | Activity Complete | REF | Narrative for Change               | KSB (OTJ adjust)                       | Index to sort table back to its original state |
|--------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------------------|---------------------|------------|--------------------------|-------------------|-----|------------------------------------|----------------------------------------|------------------------------------------------|
| 1      | Buttercups led activities   | Welcome session (on start date) with initial learning                                                                                      | 0.5       | 6        |                           |                     | 30         |                          |                   |     |                                    |                                        | 1                                              |
| 1      | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                                                | 0         |          | ALS                       |                     | 0          |                          |                   |     |                                    |                                        | 2                                              |
| 1      | E-Learning                  | Introduction to Safeguarding, Prevent and British Values for ECP role                                                                      | 2         | 1,2,3,6  |                           |                     | 120        |                          |                   |     | 1 OTJ adjustment - safeguarding    | K3, K5, K11, K18, B1                   | 3                                              |
| 1      | E-Learning                  | Complete learning on Course introduction unit                                                                                              | 0         |          |                           |                     | 0          |                          |                   |     |                                    |                                        | 4                                              |
| 1      | E-Learning                  | Complete activities from course introduction unit                                                                                          | 0         |          |                           |                     | 0          |                          |                   |     |                                    |                                        | 5                                              |
| 1      | E-Learning                  | Complete Unit 01 Part 1 e-learning on Communication Skills                                                                                 | 6         | 6        |                           |                     | 360        |                          |                   |     | 2 OTJ adjustment - communication   | K17, K18, K19                          | 6                                              |
| 1      | E-Learning                  | Complete Unit 01 Part 1 Communication Skills activities and competencies                                                                   | 4         | 6        |                           |                     | 240        |                          |                   |     | 3 OTJ adjustment - communication   | S17, S18, B3                           | 7                                              |
| 1      | E-Learning                  | Complete Unit 01 Part 2 e-learning on Professionalism                                                                                      | 4         | 1,4,6,10 |                           |                     | 240        |                          |                   |     | 4 OTJ adjustment - leadership      | K17, K18, K19, K27, B1, B2             | 8                                              |
| 1      | Portfolio                   | Elfh Safeguarding Level 2 course                                                                                                           | 1         | 1        | B01                       | 1                   | 60         |                          |                   |     | 5 OTJ adjustment - safeguarding    | K3, S3, B1                             | 9                                              |
| 1      | Portfolio                   | BPP Prevent, British Values and Staying Safe Online Training modules                                                                       | 2         | 1        | B02                       | 1                   | 120        |                          |                   |     | 6 OTJ adjustment - safeguarding    | K3, S3, B1                             | 10                                             |
| 1      | Portfolio                   | WTS review of performance in Period 1 and upload to portfolio                                                                              | 0         | 10       | WTSR01                    | 1                   | 0          |                          |                   |     |                                    |                                        | 11                                             |
| 1      | Portfolio                   | End of Period Review by tutor                                                                                                              | 0         | 10       | EOPR                      | 1                   | 0          |                          |                   |     |                                    |                                        | 12                                             |
| 1      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                                                 | 0         |          | Functional Skills English |                     | 0          |                          |                   |     |                                    |                                        | 13                                             |
| 1      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                                                 | 0         |          | Functional Skills Maths   |                     | 0          |                          |                   |     |                                    |                                        | 14                                             |
| 1      | Virtual Classroom           | Programme introduction (information on the programme and meet your peers)                                                                  | 1         | 1        |                           |                     | 60         |                          |                   |     |                                    |                                        | 15                                             |
| 1      | Workplace Activity          | Follow data protection and confidentiality processes in the workplace, including identification of who can access what data within the MDT | 2         | 1        |                           |                     | 120        |                          |                   |     | 7 OTJ - management and governance  | K3, B1                                 | 16                                             |
| 1      | Workplace Activity          | Identify key members of your MDT and how they contribute to person-centred care                                                            | 2         | 1        |                           |                     | 120        |                          |                   |     | 9 OTJ adjustment - leadership      | K3, S3, B2                             | 17                                             |
| 1      | Buttercups led activities   | Welcome session (on start date) with initial learning completed on communication styles                                                    | 1.5       | 6        |                           |                     | 90         |                          |                   |     |                                    |                                        | 18                                             |
| 1      | Portfolio                   | Personal Development Plan (PDP)                                                                                                            | 0         |          |                           | 1                   | 0          |                          |                   |     |                                    |                                        | 19                                             |
| 1      | Workplace Activity          | Locating and reviewing SOPs related to consultation skills in your area of speciality                                                      | 2         | 1        |                           |                     | 120        |                          |                   |     | 11 OTJ - management and governance | K3                                     | 20                                             |
| 1      | Workplace Activity          | Locating and reviewing the workplace SOPs on data protection, confidentiality and whistleblowing, in relation to clinical services         | 2         | 1        |                           |                     | 120        |                          |                   |     | 8 OTJ - management and governance  | K3, S3, B3                             | 21                                             |
| 1      | Workplace Activity          | Peer networking activity                                                                                                                   | 1         | 10       |                           |                     | 60         |                          |                   |     |                                    |                                        | 22                                             |
| 1      | Workplace Activity          | Research different referencing models e.g. Harvard, Vancouver                                                                              | 3         | 7,9      |                           |                     | 180        |                          |                   |     |                                    |                                        | 23                                             |
| 1      | Workplace Activity          | Researching and developing the skills to upload audio and video into e-portfolio                                                           | 0         |          |                           |                     | 0          |                          |                   |     |                                    |                                        | 24                                             |
| 1      | Workplace Activity          | Shadow members of your MDT to learn the roles, responsibilities and accountabilities of different roles and observe effective teamworking  | 2         | 1,6      |                           |                     | 120        |                          |                   |     | 10 OTJ adjustment - leadership     | K17, K18, K19, S3, B2                  | 25                                             |
| 1      | Workplace Activity          | Shadow members of your MDT using consultation skills such as motivational interviewing                                                     | 1         | 6        |                           |                     | 60         |                          |                   |     | 12 OTJ adjustment - communication  | K17, K18, K19, K27, B1, B2             | 26                                             |
| 1      | Workplace Activity          | WTS initial meeting and plan for development time                                                                                          | 0         |          |                           |                     | 0          |                          |                   |     |                                    |                                        | 27                                             |
| 2      | Workplace Activity          | Attendance at MDT/departmental meetings, with a focus on an awareness of your communication skills in this forum                           | 2         | 6        |                           |                     | 120        |                          |                   |     | 14 OTJ adjustment - communication  | K17, K18, K19, S17, S18, B2            | 28                                             |
| 2      | Workplace Activity          | Identify the resources you can access in the workplace that support making reliable decisions this may include library or online resources | 4         | 1,2,3    |                           |                     | 240        |                          |                   |     |                                    |                                        | 29                                             |
| 2      | Portfolio                   | Complete communicating with patients with issues observation assessment                                                                    | 0         | 5,6      | B03                       | 2                   | 0          |                          |                   |     |                                    |                                        | 30                                             |
| 2      | Virtual Classroom           | Attend Virtual Classroom on OSCE Skills                                                                                                    | 1.5       | 6        |                           |                     | 90         |                          |                   |     |                                    |                                        | 31                                             |
| 2      | Portfolio                   | Demonstrate communication skills in an unprepared situation observation and peer feedback (OSCE)                                           | 2         | 5,6,10   | B04                       | 2                   | 120        |                          |                   |     |                                    |                                        | 32                                             |
| 2      | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                                                | 0         |          | ALS                       |                     | 0          |                          |                   |     |                                    |                                        | 33                                             |
| 2      | Buttercups led activities   | Attend group OSCE assessment for B04                                                                                                       | 2         | 5,6,10   |                           |                     | 120        |                          |                   |     |                                    |                                        | 34                                             |
| 2      | E-Learning                  | Complete Unit 01 Part 2 Professionalism activities and competencies                                                                        | 3         | 1,4,6,10 |                           |                     | 180        |                          |                   |     | 13 OTJ adjustment - leadership     | K1, K2, S2, K13, K19, S17, S23, B1, B2 | 35                                             |
| 2      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                                                 | 0         |          | Functional Skills English |                     | 0          |                          |                   |     |                                    |                                        | 36                                             |
| 2      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                                                 | 0         |          | Functional Skills Maths   |                     | 0          |                          |                   |     |                                    |                                        | 37                                             |
| 2      | Welfare Review              | Pastoral Discussion with Buttercups Learner Welfare Team.                                                                                  | 0         |          |                           |                     | 0          |                          |                   |     |                                    |                                        | 38                                             |
| 2      | Workplace Activity          | Observe members of staff providing and receiving effective feedback as part of your MDT                                                    | 2         | 10       |                           |                     | 120        |                          |                   |     | 18 OTJ adjustment - communication  | K31, K32, B1                           | 39                                             |
| 2      | Workplace Activity          | Peer networking activity                                                                                                                   | 1         | 10       |                           |                     | 60         |                          |                   |     |                                    |                                        | 40                                             |
| 2      | Portfolio                   | Interim progress review by tutor                                                                                                           | 0         | 10       | IR01 - P2                 | 1                   | 0          |                          |                   |     |                                    |                                        | 41                                             |
| 2      | Workplace Activity          | Review all the professional regulator fitness to practice processes covering all the roles within your MDT and speciality.                 | 3         | 1        |                           |                     | 180        |                          |                   |     | 15 OTJ - management and governance | K3                                     | 42                                             |
| 2      | Workplace Activity          | Review the processes for managing conflict within your team and the MDT                                                                    | 2         | 6        |                           |                     | 120        |                          |                   |     | 16 OTJ - management and governance | K17, K18, K19, K27                     | 43                                             |
| 2      | Workplace Activity          | Shadow members of your MDT dealing with GDPR data breaches                                                                                 | 2         | 1        |                           |                     | 120        |                          |                   |     | 17 OTJ - management and governance | K3                                     | 44                                             |
| 2      | Workplace Activity          | Shadow staff using negotiation or mediation techniques with patient or their carers and/or colleagues                                      | 1         | 6        |                           |                     | 60         |                          |                   |     | 19 OTJ adjustment - communication  | K17, K18, K19, B1, B2                  | 45                                             |

| Period | Activity Type               | Activity                                                                                                        | OTJ hours | Duties           | Portfolio Ref                | Periods to Complete | OTJ (mins) | Activity Released (Date) | Activity Complete | REF | Narrative for Change                                    | KSB (OTJ adjust)                                 | Index to sort table back to its original state |
|--------|-----------------------------|-----------------------------------------------------------------------------------------------------------------|-----------|------------------|------------------------------|---------------------|------------|--------------------------|-------------------|-----|---------------------------------------------------------|--------------------------------------------------|------------------------------------------------|
| 3      | Workplace Activity          | Find out what drug/alcohol/antibody testing services are available in your workplace or where to refer patients | 2         | 2,3              |                              |                     | 120        |                          |                   |     | OTJ adjustment -<br>27 Diagnostic and clinical services | K5, K7                                           | 46                                             |
| 3      | Workplace Activity          | Investigate systems for obtaining urine samples in your workplace                                               | 1         | 2,3              |                              |                     | 60         |                          |                   |     | OTJ adjustment -<br>25 Diagnostic and clinical services | K5, K7                                           | 47                                             |
| 3      | Workplace Activity          | Investigate systems for requesting laboratory testing in your workplace                                         | 2         | 2,3              |                              |                     | 120        |                          |                   |     | OTJ adjustment -<br>23 Diagnostic and clinical services | K5, K7                                           | 48                                             |
| 3      | Portfolio                   | Case study in practice                                                                                          | 2         | 1,2,3,4,8        | B05a                         | 2                   | 120        |                          |                   |     |                                                         |                                                  | 49                                             |
| 3      | Portfolio                   | Given case study and situational questions                                                                      | 2         | 1,2,3,4,8        | B05b                         | 2                   | 120        |                          |                   |     |                                                         |                                                  | 50                                             |
| 3      | Portfolio                   | Demonstration of raising concerns with diagnostic results                                                       | 2         | 1,2,3,4,8        | B06                          | 2                   | 120        |                          |                   |     |                                                         |                                                  | 51                                             |
| 3      | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                     | 0         |                  | ALS                          |                     | 0          |                          |                   |     |                                                         |                                                  | 52                                             |
| 3      | E-Learning                  | Complete Unit 02 Part 1 e-learning on tests used for Screening, Diagnosis and Monitoring                        | 8         | 2,3,8            |                              |                     | 480        |                          |                   |     | OTJ adjustment -<br>20 Diagnostic and clinical services | K4, K7, K24                                      | 53                                             |
| 3      | E-Learning                  | Complete Unit 02 Part 1 Test used for Screening, Diagnosis and Monitoring activities and competencies           | 4         | 2,3,8            |                              |                     | 240        |                          |                   |     | OTJ adjustment -<br>21 Diagnostic and clinical services | K4, S4, K7, S7, K24, S24                         | 54                                             |
| 3      | E-Learning                  | Complete Unit 02 Part 2 e-learning on NHS Testing Services                                                      | 8         | 2,3,8,9          |                              |                     | 480        |                          |                   |     | OTJ adjustment -<br>22 Diagnostic and clinical services | K5, K7, K24, K26, K29, K30                       | 55                                             |
| 3      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                      | 0         |                  | Functional Skills<br>English |                     | 0          |                          |                   |     |                                                         |                                                  | 56                                             |
| 3      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                      | 0         |                  | Functional Skills<br>Maths   |                     | 0          |                          |                   |     |                                                         |                                                  | 57                                             |
| 3      | Portfolio                   | End of Period Review by tutor                                                                                   | 0         | 10               | EOPR                         | 1                   | 0          |                          |                   |     |                                                         |                                                  | 58                                             |
| 3      | Portfolio                   | WTS Review of performance in Period 3 and upload to portfolio                                                   | 0         | 10               | WTSR02                       | 1                   | 0          |                          |                   |     |                                                         |                                                  | 59                                             |
| 3      | Workplace Activity          | Review SOPs related to hand hygiene and infection control in relation to clinical service delivery              | 2         | 2,3              |                              |                     | 120        |                          |                   |     | 26 OTJ - management and governance                      | K4, K7                                           | 60                                             |
| 3      | Workplace Activity          | Shadow a member(s) of your MDT locating and reporting on blood test results                                     | 1         | 2,3              |                              |                     | 60         |                          |                   |     | OTJ adjustment -<br>24 Diagnostic and clinical services | S4, S7, B2                                       | 61                                             |
| 4      | Workplace Activity          | Identify your cardiovascular risk                                                                               | 1         | 2                |                              |                     | 60         |                          |                   |     |                                                         |                                                  | 62                                             |
| 4      | Workplace Activity          | Peer networking activity                                                                                        | 1         | 10               |                              |                     | 60         |                          |                   |     |                                                         |                                                  | 63                                             |
| 4      | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                     | 0         |                  | ALS                          |                     | 0          |                          |                   |     |                                                         |                                                  | 64                                             |
| 4      | Virtual Classroom           | Attend virtual classroom on Monitoring of High-Risk Medication                                                  | 1.5       | 3                |                              |                     | 90         |                          |                   |     |                                                         |                                                  | 65                                             |
| 4      | E-Learning                  | Complete Unit 02 Part 2 NHS Testing Services activities and competencies                                        | 3         | 2,3,8,9          |                              |                     | 180        |                          |                   |     | OTJ adjustment -<br>28 Diagnostic and clinical services | K5, S4, K7, S7, S11, K24, K26, S24, K29, K30, B3 | 66                                             |
| 4      | E-Learning                  | Complete Unit 02 Part 3 e-learning on the Use of Test Results in Medicines Optimisation                         | 5         | 2,3,8            |                              |                     | 300        |                          |                   |     | OTJ adjustment -<br>29 Diagnostic and clinical services | K5, K7, K24, K26, B3                             | 67                                             |
| 4      | E-Learning                  | Complete Unit 02 Part 3 Use of Test Results in Medicine Optimisation activities and competencies                | 4         | 2,3,8            |                              |                     | 240        |                          |                   |     | OTJ adjustment -<br>30 Diagnostic and clinical services | K5, S4, K7, S7, S11, K24, K26, S24, B3           | 68                                             |
| 4      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                      | 0         |                  | Functional Skills<br>English |                     | 0          |                          |                   |     |                                                         |                                                  | 69                                             |
| 4      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                      | 0         |                  | Functional Skills<br>Maths   |                     | 0          |                          |                   |     |                                                         |                                                  | 70                                             |
| 4      | Virtual Classroom           | Attend virtual classroom on Safeguarding your patients                                                          | 1.5       | 2,3,4,6, 8       |                              |                     | 90         |                          |                   |     |                                                         |                                                  | 71                                             |
| 4      | Portfolio                   | Interim progress review by tutor                                                                                | 0         | 10               | IR02 - P4                    | 1                   | 0          |                          |                   |     |                                                         |                                                  | 72                                             |
| 4      | Workplace Activity          | Research the high-risk medication within your area of clinical speciality                                       | 2         | 3                |                              |                     | 120        |                          |                   |     |                                                         |                                                  | 73                                             |
| 4      | Workplace Activity          | Research the NHS community pharmacy services available within your locality                                     | 4         | 9                |                              |                     | 240        |                          |                   |     | OTJ adjustment -<br>32 Diagnostic and clinical services | K30                                              | 74                                             |
| 4      | Workplace Activity          | Research the sexual transmitted infection testing services available to your patients                           | 2         | 3                |                              |                     | 120        |                          |                   |     | OTJ adjustment -<br>33 Diagnostic and clinical services | K8, S7                                           | 75                                             |
| 4      | Workplace Activity          | Research the socioeconomic and cultural health needs of the local population                                    | 4         | 2,9              |                              |                     | 240        |                          |                   |     | OTJ adjustment -<br>31 Diagnostic and clinical services | K4, K5, K30                                      | 76                                             |
| 5      | Workplace Activity          | Peer networking activity                                                                                        | 1         | 10               |                              |                     | 60         |                          |                   |     |                                                         |                                                  | 77                                             |
| 5      | Portfolio                   | Preparation of presentation of problem-solving skills                                                           | 6         | 1,2,3,4,5,6,7,10 | B07                          | 2                   | 360        |                          |                   |     |                                                         |                                                  | 78                                             |
| 5      | Portfolio                   | Demonstration of problem-solving skills                                                                         | 2         | 1,2,3,6,8        | B08                          | 2                   | 120        |                          |                   |     |                                                         |                                                  | 79                                             |
| 5      | Portfolio                   | Complete appraisal                                                                                              | 0         | 6,10             | APP01                        | 1                   | 0          |                          |                   |     |                                                         |                                                  | 80                                             |
| 5      | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                     | 0         |                  | ALS                          |                     | 0          |                          |                   |     |                                                         |                                                  | 81                                             |
| 5      | E-Learning                  | Complete any outstanding Unit 02 activities and competencies                                                    | 4         | 1,2,3,4,6,8,9,10 |                              |                     | 240        |                          |                   |     |                                                         |                                                  | 82                                             |
| 5      | E-Learning                  | Complete Unit 03 Part 1 e-learning introducing Critical Thinking Skills                                         | 5         | 1,2,3,4,10       |                              |                     | 300        |                          |                   |     | 34 OTJ adjustment -<br>leadership                       | K2, K4, K7, K9, K23                              | 83                                             |
| 5      | E-Learning                  | Complete Unit 03 Part 1 Introduction to Critical Thinking Skills activities and competencies                    | 3         | 1,2,3,4,10       |                              |                     | 180        |                          |                   |     | 35 OTJ adjustment -<br>leadership                       | K2, S2, K4, S4, K7, S7, S11, K9, K23, S23        | 84                                             |

| Period | Activity Type               | Activity                                                                                                        | OTJ hours | Duties           | Portfolio Ref             | Periods to Complete | OTJ (mins) | Activity Released (Date) | Activity Complete | REF | Narrative for Change                                 | KSB (OTJ adjust)                                               | Index to sort table back to its original state |
|--------|-----------------------------|-----------------------------------------------------------------------------------------------------------------|-----------|------------------|---------------------------|---------------------|------------|--------------------------|-------------------|-----|------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------|
| 5      | E-Learning                  | Complete Unit 03 Part 2 e-learning on Professional Judgement                                                    | 5         | 1,2,3,4          |                           |                     | 300        |                          |                   |     | 36 OTJ adjustment - leadership                       | K3, K4, K7, K9                                                 | 85                                             |
| 5      | E-Learning                  | Complete Unit 03 Part 2 Professional Judgement activities and competencies                                      | 3         | 1,2,3,4          |                           |                     | 180        |                          |                   |     | 37 OTJ adjustment - leadership                       | K3, S3, K4, S4, K7, K9, S13                                    | 86                                             |
| 5      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                      | 0         |                  | Functional Skills English |                     | 0          |                          |                   |     |                                                      |                                                                | 87                                             |
| 5      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                      | 0         |                  | Functional Skills Maths   |                     | 0          |                          |                   |     |                                                      |                                                                | 88                                             |
| 5      | Virtual Classroom           | Attend virtual classroom on Professional Judgements                                                             | 1.5       | 1,2              |                           |                     | 90         |                          |                   |     |                                                      |                                                                | 89                                             |
| 5      | Portfolio                   | End of Period Review by tutor                                                                                   | 0         | 10               | EOPR                      | 1                   | 0          |                          |                   |     |                                                      |                                                                | 90                                             |
| 5      | Workplace Activity          | Review your bias and assumptions within your role and workplace                                                 | 2         | 1                |                           |                     | 120        |                          |                   |     | 38 OTJ adjustment - leadership                       | K1, K2, S2, B3                                                 | 91                                             |
| 6      | Workplace Activity          | Peer networking activity                                                                                        | 1         | 10               |                           |                     | 60         |                          |                   |     |                                                      |                                                                | 92                                             |
| 6      | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                     | 0         |                  | ALS                       |                     | 0          |                          |                   |     |                                                      |                                                                | 93                                             |
| 6      | E-Learning                  | Complete Unit 03 Part 3 e-learning on Problem Solving                                                           | 5         | 1,2,3,7,8        |                           |                     | 300        |                          |                   |     | 39 OTJ adjustment - leadership                       | K4, K7, K20, K25                                               | 94                                             |
| 6      | E-Learning                  | Complete Unit 03 Part 3 Problem Solving activities and competencies                                             | 3         | 1,2,3,7,8        |                           |                     | 180        |                          |                   |     | 40 OTJ adjustment - leadership                       | S2, K4, S4, K7, K20, S21, K25                                  | 95                                             |
| 6      | E-Learning                  | Complete Unit 03 Part 4 e-learning Introduction to Teaching, Learning and Assessment Theories                   | 5         | 5                |                           |                     | 300        |                          |                   |     | 41 OTJ - Teaching skills                             | K15                                                            | 96                                             |
| 6      | E-Learning                  | Complete Unit 03 Part 4 Introduction to Teaching, Learning and Assessment Theories activities and competencies  | 1         | 5                |                           |                     | 60         |                          |                   |     | 42 OTJ - Teaching skills                             | K15                                                            | 97                                             |
| 6      | E-Learning                  | Complete any outstanding Unit 03 activities and competencies                                                    | 2         | 1,2,3,4,5,7,8,10 |                           |                     | 120        |                          |                   |     |                                                      |                                                                | 98                                             |
| 6      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                      | 0         |                  | Functional Skills English |                     | 0          |                          |                   |     |                                                      |                                                                | 99                                             |
| 6      | Functional Skills           | Functional Skills activities only to be added here if you are not Functional Skills exempt                      | 0         |                  | Functional Skills Maths   |                     | 0          |                          |                   |     |                                                      |                                                                | 100                                            |
| 6      | Buttercups led activities   | Attend group problem-solving assessment to present B07 assessment                                               | 2         | 1,2,3,4,6,7,8, 9 |                           |                     | 120        |                          |                   |     |                                                      |                                                                | 101                                            |
| 6      | Welfare Review              | Pastoral Discussion with Buttercups Learner Welfare Team.                                                       | 0         |                  |                           |                     | 0          |                          |                   |     |                                                      |                                                                | 102                                            |
| 6      | Portfolio                   | Interim progress review by tutor                                                                                | 0         | 10               | IR03 - P6                 | 1                   | 0          |                          |                   |     |                                                      |                                                                | 103                                            |
| 6      | Portfolio                   | Personal Development Plan (PDP)                                                                                 | 0         |                  |                           | 1                   | 0          |                          |                   |     |                                                      |                                                                | 104                                            |
| 6      | Workplace Activity          | Research effective problem-solving skills used within your area of speciality                                   | 4         | 8                |                           |                     | 240        |                          |                   |     | 44 OTJ adjustment - leadership                       | K25, K26                                                       | 105                                            |
| 6      | Workplace Activity          | Shadow colleagues delivering teaching sessions to patients/staff                                                | 4         | 5                |                           |                     | 240        |                          |                   |     | 45 OTJ - Teaching skills                             | K15, K16, B1, B3                                               | 106                                            |
| 6      | Workplace Activity          | Shadow staff providing coaching skills to colleagues                                                            | 2         | 5                |                           |                     | 120        |                          |                   |     | 43 OTJ - Teaching skills                             | K16, B2                                                        | 107                                            |
| 7      | Workplace Activity          | Peer networking activity                                                                                        | 1         | 10               |                           |                     | 60         |                          |                   |     |                                                      |                                                                | 108                                            |
| 7      | Portfolio                   | Prepare case study #1 in speciality area                                                                        | 4         | 1,2,3,4,8,9      | B09a                      | 3                   | 240        |                          |                   |     |                                                      |                                                                | 109                                            |
| 7      | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                     | 0         |                  | ALS                       |                     | 0          |                          |                   |     |                                                      |                                                                | 110                                            |
| 7      | E-Learning                  | Complete Unit 04 Part 1 e-learning on physiology and conditions of the clinical speciality                      | 4         | 2,3,8            |                           |                     | 240        |                          |                   |     | 46 OTJ adjustment - Diagnostic and clinical services | K6, K8, K24                                                    | 111                                            |
| 7      | E-Learning                  | Complete Unit 04 Part 1 physiology and conditions of clinical speciality activities and competencies            | 3         | 2,3,8            |                           |                     | 180        |                          |                   |     | 47 OTJ adjustment - Diagnostic and clinical services | K6, K8, K24, S24                                               | 112                                            |
| 7      | Virtual Classroom           | Attend virtual classroom on Teaching and Coaching Skills                                                        | 2         | 5                |                           |                     | 120        |                          |                   |     |                                                      |                                                                | 113                                            |
| 7      | Portfolio                   | End of Period Review by tutor                                                                                   | 0         | 10               | EOPR                      | 1                   | 0          |                          |                   |     |                                                      |                                                                | 114                                            |
| 7      | Portfolio                   | WTS Review of performance in Period 7 and upload to portfolio                                                   | 0         | 10               | WTSR03                    | 1                   | 0          |                          |                   |     |                                                      |                                                                | 115                                            |
| 7      | Portfolio                   | Prepare case study #2 in speciality area                                                                        | 4         | 1,2,3,4,8,9      | B09b                      | 3                   | 240        |                          |                   |     |                                                      |                                                                | 116                                            |
| 7      | Portfolio                   | Complete professional discussion with tutor on prepared case studies                                            | 1         | 1,2,3,4,8,9      | B09c                      | 3                   | 60         |                          |                   |     |                                                      |                                                                | 117                                            |
| 7      | Workplace Activity          | Research lifestyle information given to patients with identified conditions within your workplace               | 4         | 3,6              |                           |                     | 240        |                          |                   |     |                                                      |                                                                | 118                                            |
| 7      | Workplace Activity          | Review patients with conditions within your area of speciality                                                  | 4         | 2,3              |                           |                     | 240        |                          |                   |     |                                                      |                                                                | 119                                            |
| 8      | Workplace Activity          | Evaluate the success of managing high-risk medicines for patients within your area of speciality                | 2         | 3,7              |                           |                     | 120        |                          |                   |     |                                                      |                                                                | 120                                            |
| 8      | Workplace Activity          | Peer networking activity                                                                                        | 1         | 10               |                           |                     | 60         |                          |                   |     |                                                      |                                                                | 121                                            |
| 8      | Portfolio                   | Demonstrate supporting patients/families of patients with speciality area conditions                            | 2         | 1,2,3,4,6,8,9    | B10                       | 2                   | 120        |                          |                   |     |                                                      |                                                                | 122                                            |
| 8      | Portfolio                   | Demonstrate skills to support the MDT within your specialist area                                               | 2         | 1,2,3,4,6,8,9    | B11                       | 2                   | 120        |                          |                   |     |                                                      |                                                                | 123                                            |
| 8      | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                     | 0         |                  | ALS                       |                     | 0          |                          |                   |     |                                                      |                                                                | 124                                            |
| 8      | E-Learning                  | Complete Unit 04 Part 2 e-learning on the Medicines used in the Management of the clinical speciality           | 10        | 2,3,4,8          |                           |                     | 600        |                          |                   |     | 48 OTJ adjustment - Diagnostic and clinical services | K5, K7, K9, K17, K18, K24, K25, K26                            | 125                                            |
| 8      | E-Learning                  | Complete Unit 04 Part 2 Medicines used in the Management of the clinical speciality activities and competencies | 4         | 2,3,4,8          |                           |                     | 240        |                          |                   |     | 49 OTJ adjustment - Diagnostic and clinical services | K5, S4, K7, S7, K9, K17, K18, S17, S19, K24, K25, K26, S24, B1 | 126                                            |
| 8      | Virtual Classroom           | Attend virtual classroom on Clinical Skills Development                                                         | 1.5       | 2,8              |                           |                     | 90         |                          |                   |     |                                                      |                                                                | 127                                            |
| 8      | Portfolio                   | Interim progress review by tutor                                                                                | 0         | 10               | IR04 - P8                 | 1                   | 0          |                          |                   |     |                                                      |                                                                | 128                                            |
| 8      | Workplace Activity          | Research the medicines optimisation process used in your workplace                                              | 4         | 2,3,8            |                           |                     | 240        |                          |                   |     | 50 OTJ adjustment - Diagnostic and clinical services | K5, K7, K25                                                    | 129                                            |
| 8      | Workplace Activity          | Review tools and SOPs to provide medicines optimisation in your area of speciality                              | 4         | 2,3,8            |                           |                     | 240        |                          |                   |     | 51 OTJ - management and governance                   | S4, S7, K24                                                    | 130                                            |

| Period | Activity Type               | Activity                                                                                                                                         | OTJ hours | Duties           | Portfolio Ref | Periods to Complete | OTJ (mins) | Activity Released (Date) | Activity Complete | REF | Narrative for Change                                      | KSB (OTJ adjust)                                               | Index to sort table back to its original state |
|--------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------|---------------|---------------------|------------|--------------------------|-------------------|-----|-----------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------|
| 9      | Workplace Activity          | Identity suitable patients for case studies                                                                                                      | 2         | 3                |               |                     | 120        |                          |                   |     |                                                           |                                                                | 131                                            |
| 9      | Workplace Activity          | Peer networking activity                                                                                                                         | 1         | 10               |               |                     | 60         |                          |                   |     |                                                           |                                                                | 132                                            |
| 9      | Workplace Activity          | Research any local/regional or national formularies that support evidence-based treatment of patients with conditions in your area of speciality | 6         | 2                |               |                     | 360        |                          |                   |     | OTJ adjustment - project, 55 research and planning skills | K4, K5, K6                                                     | 133                                            |
| 9      | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                                                      | 0         |                  | ALS           |                     | 0          |                          |                   |     |                                                           |                                                                | 134                                            |
| 9      | Portfolio                   | End of Period Review by tutor                                                                                                                    | 0         | 10               | EOPR          | 1                   | 0          |                          |                   |     |                                                           |                                                                | 135                                            |
| 9      | E-Learning                  | Complete Unit 04 Part 3 e-learning on the Management and Medicines Optimisation of conditions of the clinical speciality                         | 15        | 2,3,4,6,8        |               |                     | 900        |                          |                   |     | OTJ adjustment - 52 Diagnostic and clinical services      | K5, K7, K9, K17, K18, K24, K25, K26                            | 136                                            |
| 9      | E-Learning                  | Complete Unit 04 Part 3 Management and Medicines Optimisation for the clinical speciality activities and competencies                            | 6         | 2,3,4,6,8        |               |                     | 360        |                          |                   |     | OTJ adjustment - 53 Diagnostic and clinical services      | K5, S4, K7, S7, K9, K17, K18, S17, S19, K24, K25, K26, S24, B1 | 137                                            |
| 9      | Buttercups led activities   | Take part in a current affairs debate around challenging ineffective systems                                                                     | 1         | 7                | B12           | 2                   | 60         |                          |                   |     |                                                           |                                                                | 138                                            |
| 9      | Portfolio                   | WTS Review of performance in Period 9 and upload to portfolio                                                                                    | 0         | 10               | WTSR04        | 1                   | 0          |                          |                   |     |                                                           |                                                                | 139                                            |
| 9      | Workplace Activity          | Shadow staff delivering a workplace training session to gain insight into teaching styles and techniques                                         | 1         | 5                |               |                     | 60         |                          |                   |     |                                                           |                                                                | 140                                            |
| 9      | Workplace Activity          | Shadow staff providing counselling to a range of patients with conditions in your area of speciality                                             | 2         | 3                |               |                     | 120        |                          |                   |     | 54 OTJ adjustment - communication                         | K10, K11, B1                                                   | 141                                            |
| 9      | Workplace Activity          | Shadow staff providing feedback to others to gain confidence in giving feedback                                                                  | 0.5       | 4,5,6,10         |               |                     | 30         |                          |                   |     |                                                           |                                                                | 142                                            |
| 10     | Workplace Activity          | Peer networking activity                                                                                                                         | 1         | 10               |               |                     | 60         |                          |                   |     |                                                           |                                                                | 143                                            |
| 10     | Workplace Activity          | Research teaching aids, e.g. handouts, infographs, slide decks, and how they contribute to teaching sessions                                     | 1         | 5                |               |                     | 60         |                          |                   |     |                                                           |                                                                | 144                                            |
| 10     | Portfolio                   | Develop project proposal brief                                                                                                                   | 4         | 1,3,7,9          | B13           | 1                   | 240        |                          |                   |     |                                                           |                                                                | 145                                            |
| 10     | Portfolio                   | Demonstrate appraising staff or students in the workplace                                                                                        | 2         | 4,5,6,10         | B14           | 3                   | 120        |                          |                   |     |                                                           |                                                                | 146                                            |
| 10     | Portfolio                   | Interim progress review by tutor                                                                                                                 | 0         | 10               | IRO5 - P10    | 1                   | 0          |                          |                   |     |                                                           |                                                                | 147                                            |
| 10     | Portfolio                   | Managing scenarios case study in practice                                                                                                        | 2         | 8                | B15a          | 4                   | 120        |                          |                   |     |                                                           |                                                                | 148                                            |
| 10     | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                                                      | 0         |                  | ALS           |                     | 0          |                          |                   |     |                                                           |                                                                | 149                                            |
| 10     | E-Learning                  | Complete any outstanding Unit 04 Management and Medicines Optimisation for the clinical speciality activities and competencies                   | 5         | 2,3,4,6,8        |               |                     | 300        |                          |                   |     | OTJ adjustment - 56 Diagnostic and clinical services      | K5, S4, K7, S7, K9, K17, K18, S17, S19, K24, K25, K26, S24, B1 | 150                                            |
| 10     | E-Learning                  | Complete Unit 05 Part 1 Leadership and Management e-learning                                                                                     | 8         | 1,3,4,5,7,8,9,10 |               |                     | 480        |                          |                   |     | 57 OTJ adjustment - leadership                            | K3, K7, K9, K12, K13, K16, K20, K25, K29, K31, K32             | 151                                            |
| 10     | E-Learning                  | Complete Unit 05 Part 1 Leadership and Management activities and competencies                                                                    | 5         | 1,3,4,5,7,8,9,10 |               |                     | 300        |                          |                   |     | 58 OTJ adjustment - leadership                            | S11, S12, S13, S14, S20, S28, S23, S31, B1                     | 152                                            |
| 10     | Virtual Classroom           | Attend virtual classroom on Project Proposal Discussion                                                                                          | 1.5       | 7,9              |               |                     | 90         |                          |                   |     |                                                           |                                                                | 153                                            |
| 10     | Welfare Review              | Pastoral Discussion with Buttercups Learner Welfare Team.                                                                                        | 0         |                  |               |                     | 0          |                          |                   |     |                                                           |                                                                | 154                                            |
| 10     | Workplace Activity          | Research the roles of mentors/coaches/preceptors in supporting staff within your workplace                                                       | 2         | 10               |               |                     | 120        |                          |                   |     | 62 OTJ adjustment - leadership                            | K31                                                            | 155                                            |
| 10     | Workplace Activity          | Research well-being and resilience support available within your workplace                                                                       | 2         | 10               |               |                     | 120        |                          |                   |     | 60 OTJ adjustment - leadership                            | K23, K31                                                       | 156                                            |
| 10     | Portfolio                   | Managing scenarios given case study + situational questions                                                                                      | 2         | 8                |               | 4                   | 120        |                          |                   |     |                                                           |                                                                | 157                                            |
| 10     | Portfolio                   | Personal Development Plan (PDP)                                                                                                                  | 0         |                  |               | 1                   | 0          |                          |                   |     |                                                           |                                                                | 158                                            |
| 10     | Workplace Activity          | Shadow managers within your team                                                                                                                 | 1         | 10               |               |                     | 60         |                          |                   |     | 59 OTJ adjustment - leadership                            | K31, K32, B2                                                   | 159                                            |
| 10     | Workplace Activity          | Shadow mentors/coaches/preceptors within your workplace                                                                                          | 2         | 10               |               |                     | 120        |                          |                   |     | 61 OTJ adjustment - leadership                            | K31, B2                                                        | 160                                            |
| 11     | Workplace Activity          | Arrange a visit to a medical library (hospital or university) to review how they support literature searching                                    | 1         | 1                |               |                     | 60         |                          |                   |     | OTJ adjustment - project, 66 research and planning skills | K1, K2                                                         | 161                                            |
| 11     | Workplace Activity          | Peer networking activity                                                                                                                         | 1         | 10               |               |                     | 60         |                          |                   |     |                                                           |                                                                | 162                                            |
| 11     | Workplace Activity          | Review abstracts on academic papers from your area of speciality                                                                                 | 2         | 1,7              |               |                     | 120        |                          |                   |     |                                                           |                                                                | 163                                            |
| 11     | Portfolio                   | Prepare a teaching session on a clinical topic                                                                                                   | 4         | 3,4,5,6,9,10     | B16           | 2                   | 240        |                          |                   |     |                                                           |                                                                | 164                                            |
| 11     | Portfolio                   | Prepare a poster for your project agreed at B13                                                                                                  | 2         | 1,7,9            | B17           | 3                   | 120        |                          |                   |     |                                                           |                                                                | 165                                            |
| 11     | Portfolio                   | Complete appraisal                                                                                                                               | 0         | 6,10             | APP02         | 1                   | 0          |                          |                   |     |                                                           |                                                                | 166                                            |
| 11     | Portfolio                   | End of Period Review by tutor                                                                                                                    | 0         | 10               | EOPR          | 1                   | 0          |                          |                   |     |                                                           |                                                                | 167                                            |
| 11     | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                                                      | 0         |                  | ALS           |                     | 0          |                          |                   |     |                                                           |                                                                | 168                                            |
| 11     | E-Learning                  | Complete Unit 05 Part 2 e-learning on Research Skills                                                                                            | 10        | 1,3,7            |               |                     | 600        |                          |                   |     | OTJ adjustment - project, 63 research and planning skills | K1, K2, K7, K11, K21, K22                                      | 169                                            |
| 11     | E-Learning                  | Complete Unit 05 Part 2 Research Skills activities and competencies                                                                              | 6         | 1,3,7            |               |                     | 360        |                          |                   |     | OTJ adjustment - project, 64 research and planning skills | S2, S7, S22                                                    | 170                                            |
| 11     | E-Learning                  | Start Unit 05 Part 3 e-learning on Project Management Skills for Research                                                                        | 4         | 1,3,5,7,9        |               |                     | 240        |                          |                   |     | OTJ adjustment - project, 65 research and planning skills | K1, K2, K7, K15, K21, K22, K28                                 | 171                                            |
| 11     | Virtual Classroom           | Attend virtual classroom on Leadership Skills                                                                                                    | 1.5       | 10               |               |                     | 90         |                          |                   |     |                                                           |                                                                | 172                                            |
| 12     | Workplace Activity          | Peer networking activity                                                                                                                         | 1         | 10               |               |                     | 60         |                          |                   |     |                                                           |                                                                | 173                                            |
| 12     | Workplace Activity          | Research different learning styles and how they are supported in teaching, learning and development                                              | 4         | 5                |               |                     | 240        |                          |                   |     | 70 OTJ - Teaching skills                                  | K15                                                            | 174                                            |

| Period | Activity Type               | Activity                                                                                                                               | OTJ hours | Duties               | Portfolio Ref | Periods to Complete | OTJ (mins) | Activity Released (Date) | Activity Complete | REF | Narrative for Change                                      | KSB (OTJ adjust)                 | Index to sort table back to its original state |
|--------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|---------------|---------------------|------------|--------------------------|-------------------|-----|-----------------------------------------------------------|----------------------------------|------------------------------------------------|
| 12     | Workplace Activity          | Research formal lesson planning, schemes of work, syllabus and curriculum used within training sessions within your area of speciality | 4         | 5                    |               |                     | 240        |                          |                   |     | 72 OTJ - Teaching skills                                  | K15                              | 175                                            |
| 12     | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                                            | 0         |                      | ALS           |                     | 0          |                          |                   |     |                                                           |                                  | 176                                            |
| 12     | E-Learning                  | Complete Unit 05 Part 3 e-learning on Project Management Skills for Research                                                           | 6         | 1,3,5,7,9            |               |                     | 360        |                          |                   |     | 67 OTJ adjustment - project, research and planning skills | K1, K2, K7, K15, K21, K22, K28   | 177                                            |
| 12     | E-Learning                  | Complete Unit 05 Part 3 Project Management Skills for Research activities and competencies                                             | 5         | 1,3,5,7,9            |               |                     | 300        |                          |                   |     | 68 OTJ adjustment - project, research and planning skills | S2, S7, S11, S15, S21, S29       | 178                                            |
| 12     | E-Learning                  | Start Unit 05 Part 04 e-learning on Undertaking a Research Project                                                                     | 5         | 1,5,7,9              |               |                     | 300        |                          |                   |     | 69 OTJ adjustment - project, research and planning skills | K1, K2, K15, K21, K22, K28       | 179                                            |
| 12     | Portfolio                   | Interim progress review by tutor                                                                                                       | 0         | 10                   | IR06 - P12    | 1                   | 0          |                          |                   |     |                                                           |                                  | 180                                            |
| 12     | Virtual Classroom           | Attend virtual classroom on Professional Discussion Skills                                                                             | 1.5       | 1                    |               |                     | 90         |                          |                   |     |                                                           |                                  | 181                                            |
| 12     | Workplace Activity          | Shadow staff undertaking projects and review the project management skills observed                                                    | 4         | 7,9                  |               |                     | 240        |                          |                   |     | 71 OTJ adjustment - project, research and planning skills | K21, K22, S21, K28, K29, S28, B2 | 182                                            |
| 13     | Workplace Activity          | Peer networking activity                                                                                                               | 1         | 10                   |               |                     | 60         |                          |                   |     |                                                           |                                  | 183                                            |
| 13     | Workplace Activity          | Research different referencing management tools e.g. EndNote, RefWorks etc                                                             | 4         | 7,9                  |               |                     | 240        |                          |                   |     | 76 OTJ adjustment - project, research and planning skills | K22, K28                         | 184                                            |
| 13     | Workplace Activity          | Research different referencing models e.g. Harvard, Vancouver                                                                          | 4         | 1,9                  |               |                     | 240        |                          |                   |     | 75 OTJ adjustment - project, research and planning skills | K1, K28                          | 185                                            |
| 13     | Workplace Activity          | Research poster competition requirements within your area of speciality e.g. APTUK conference, CPC, Pharmacy Show etc.                 | 2         | 7                    |               |                     | 120        |                          |                   |     | 77 OTJ adjustment - project, research and planning skills | K21, K22                         | 186                                            |
| 13     | Buttercups led activities   | Take part in Poster Presentation and peer review part of B17                                                                           | 2         | 7,9                  |               |                     | 120        |                          |                   |     |                                                           |                                  | 187                                            |
| 13     | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                                            | 0         |                      | ALS           |                     | 0          |                          |                   |     |                                                           |                                  | 188                                            |
| 13     | Portfolio                   | End of Period Review by tutor                                                                                                          | 0         | 10                   | EOPR          | 1                   | 0          |                          |                   |     |                                                           |                                  | 189                                            |
| 13     | E-Learning                  | Complete Unit 05 Part 4 e-learning on Undertaking a Research Project                                                                   | 6         | 1,5,7,9              |               |                     | 360        |                          |                   |     | 73 OTJ adjustment - project, research and planning skills | K1, K2, K15, K21, K22, K28       | 190                                            |
| 13     | E-Learning                  | Complete Unit 05 Part 4 Undertaking a Research Project activities and competencies                                                     | 5         | 1,5,7,9              |               |                     | 300        |                          |                   |     | 74 OTJ adjustment - project, research and planning skills | S2, S15, S21, S22, S28           | 191                                            |
| 13     | Portfolio                   | WTS Review of performance in Period 13 and upload to portfolio                                                                         | 0         | 10                   | WTSR05        | 1                   | 0          |                          |                   |     |                                                           |                                  | 192                                            |
| 14     | Workplace Activity          | Evaluate a number of quality improvement projects for format, content and validity                                                     | 2         | 7                    |               |                     | 120        |                          |                   |     | 79 OTJ - management and governance                        | K21, K22                         | 193                                            |
| 14     | Workplace Activity          | Locate suitable equipment and location for undertaking online meetings                                                                 | 1         | 5,6,9                |               |                     | 60         |                          |                   |     | 81 OTJ adjustment - communication                         | K15, K19, K28                    | 194                                            |
| 14     | Workplace Activity          | Peer networking activity                                                                                                               | 1         | 10                   |               |                     | 60         |                          |                   |     |                                                           |                                  | 195                                            |
| 14     | Workplace Activity          | Practice using the functions of different online video-conferencing tools                                                              | 2         | 5,6,9                |               |                     | 120        |                          |                   |     | 82 OTJ adjustment - communication                         | S15, S17, S28                    | 196                                            |
| 14     | Workplace Activity          | Research and review project proposals for quality improvement projects                                                                 | 2         | 7                    |               |                     | 120        |                          |                   |     |                                                           |                                  | 197                                            |
| 14     | Workplace Activity          | Research barriers and enablers to quality improvement projects                                                                         | 4         | 7                    |               |                     | 240        |                          |                   |     |                                                           |                                  | 198                                            |
| 14     | Workplace Activity          | Research quality improvement projects currently being undertaken in your area of speciality                                            | 2         | 7                    |               |                     | 120        |                          |                   |     | 78 OTJ - management and governance                        | K21, K22                         | 199                                            |
| 14     | Workplace Activity          | Review SOPs related to projects or quality improvement work in your area of speciality                                                 | 4         | 7                    |               |                     | 240        |                          |                   |     | 80 OTJ - management and governance                        | K20, K21, K22                    | 200                                            |
| 14     | Workplace Activity          | Revision of topics across the standard duties in preparation for assessment on project proposal                                        | 0         | 4,5,6,7,9            |               |                     | 1          | 0                        |                   |     |                                                           |                                  | 201                                            |
| 14     | Portfolio                   | Interim progress review by tutor                                                                                                       | 0         | 10                   | IR07 - P14    | 1                   | 0          |                          |                   |     |                                                           |                                  | 202                                            |
| 14     | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support                                            | 0         |                      | ALS           |                     | 0          |                          |                   |     |                                                           |                                  | 203                                            |
| 14     | E-Learning                  | Complete any outstanding e-learning from previous units                                                                                | 0         | 1,2,3,4,5,6,7,8,9,10 |               |                     | 0          |                          |                   |     |                                                           |                                  | 204                                            |
| 14     | E-Learning                  | Complete any outstanding activities and competencies from previous units                                                               | 0         | 1,2,3,4,5,6,7,8,9,10 |               |                     | 0          |                          |                   |     |                                                           |                                  | 205                                            |
| 14     | E-Learning                  | Complete Unit 06 e-learning on Preparing for Enhanced Practitioner Role                                                                | 5         | 4,5,7,8,9            |               |                     | 300        |                          |                   |     |                                                           |                                  | 206                                            |
| 14     | Virtual Classroom           | Attend virtual classroom for Preparing for Enhanced Practice                                                                           | 1.5       | 4,7,8,9              |               |                     | 90         |                          |                   |     |                                                           |                                  | 207                                            |
| 14     | Welfare Review              | Pastoral Discussion with Buttercups Learner Welfare Team.                                                                              | 0         |                      |               |                     | 0          |                          |                   |     |                                                           |                                  | 208                                            |
| 14     | Portfolio                   | Personal Development Plan (PDP)                                                                                                        | 0         |                      |               | 1                   | 0          |                          |                   |     |                                                           |                                  | 209                                            |
| 14     | Portfolio                   | B21ab Mock Assessment B21a Complete Evidence Referencing, B21b Mock Professional Discussion                                            | 0         |                      |               |                     | 0          |                          |                   |     |                                                           |                                  | 210                                            |
| 15     | Workplace Activity          | Peer networking activity                                                                                                               | 1         | 10                   |               |                     | 60         |                          |                   |     |                                                           |                                  | 211                                            |
| 15     | Workplace Activity          | Practice question and answer sessions with your WTS                                                                                    | 2         | 4,10                 |               |                     | 120        |                          |                   |     |                                                           |                                  | 212                                            |
| 15     | Portfolio                   | Develop a project proposal in conjunction with employer and EPAO, ready for gateway                                                    | 5         | 4,5,6,7,9            | B18           | 1                   | 300        |                          |                   |     |                                                           |                                  | 213                                            |
| 15     | Portfolio                   | Complete final appraisal                                                                                                               | 0         | 6,10                 | APP03         | 1                   | 0          |                          |                   |     |                                                           |                                  | 214                                            |
| 15     | Portfolio                   | Finalise showcase portfolio for gateway                                                                                                | 0         | 1,2,3,4,8,10         | B19           | 1                   | 0          |                          |                   |     |                                                           |                                  | 215                                            |
| 15     | Portfolio                   | Final Learning Activity - Preceptorship and mentoring                                                                                  | 1         | 10                   | B20           | 1                   | 60         |                          |                   |     |                                                           |                                  | 216                                            |
| 15     | Portfolio                   | Gateway meeting                                                                                                                        | 0         | 10                   | EOPR          | 1                   | 0          |                          |                   |     |                                                           |                                  | 217                                            |

| Period | Activity Type               | Activity                                                                                    | OTJ hours | Duties    | Portfolio Ref | Periods to Complete | OTJ (mins) | Activity Released (Date) | Activity Complete | REF | Narrative for Change | KSB (OTJ adjust) | Index to sort table back to its original state |
|--------|-----------------------------|---------------------------------------------------------------------------------------------|-----------|-----------|---------------|---------------------|------------|--------------------------|-------------------|-----|----------------------|------------------|------------------------------------------------|
| 15     | Additional Learning Support | Activities will be added here if identified that the apprentice requires additional support | 0         |           | ALS           |                     | 0          |                          |                   |     |                      |                  | 218                                            |
| 15     | E-Learning                  | Complete Unit 06 Preparing for Enhanced Practitioner Role: activities and competencies      | 2         | 4,5,7,8,9 |               |                     | 120        |                          |                   |     |                      |                  | 219                                            |
|        |                             |                                                                                             | 439       |           |               |                     | 26340      |                          |                   |     |                      |                  |                                                |



| Occupational Duty Title                                                                                                                                                                               | KSB reference | KSB Standard<br>(from ECP Standard)                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duty 1: Be an accountable professional acting in the best interests of people, putting them first and providing complex clinical care that is evidence-based, person-centred, safe and compassionate. | K1            | Tools and techniques used to systematically search, select and present evidence.                                                                                                                            |
|                                                                                                                                                                                                       | K2            | Techniques to critically appraise evidence such as local and national quality standards and frameworks and ways to relate this to own practice.                                                             |
|                                                                                                                                                                                                       | K3            | Requirements of their on-going professional registration and code of conduct in relation to their scope of practice such as when and how to escalate or refer in line with defined scope of practice.       |
|                                                                                                                                                                                                       | S1            | Conduct systematic literature searches to source evidence to inform enhanced clinical practice.                                                                                                             |
|                                                                                                                                                                                                       | S2            | Critically appraise evidence and use findings to plan and provide enhanced patient-centred clinical care.                                                                                                   |
| Duty 2: Use existing knowledge and expertise and enhanced levels of clinical judgement to independently undertake complex and holistic assessments.                                                   | S3            | Provide enhanced clinical care in line with professional registration, code of conduct and defined scope of practice, being responsible and accountable for own decisions, actions and omissions.           |
|                                                                                                                                                                                                       | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
|                                                                                                                                                                                                       | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
|                                                                                                                                                                                                       | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |
|                                                                                                                                                                                                       | K4            | How to appraise the relevance of available tools and techniques to the clinical situation and own scope of practice.                                                                                        |
| Duty 2: Use existing knowledge and expertise and enhanced levels of clinical judgement to independently undertake complex and holistic assessments.                                                   | K5            | Legislation, clinical frameworks, contemporaneous evidence-based practice guidelines, outcomes from clinical audit and algorithms to support decision making.                                               |
|                                                                                                                                                                                                       | K6            | Anatomy and physiology and pathophysiology to support complex holistic patient assessment including the underlying psychological, social and long-term impact of illness.                                   |
|                                                                                                                                                                                                       | S4            | Select available tools, technologies and techniques needed to perform complex and holistic.                                                                                                                 |
|                                                                                                                                                                                                       | S5            | Assimilate, synthesise and apply complex information to promote and advocate best interests of others, upholding the principles of safeguarding and evidence-based practice.                                |
|                                                                                                                                                                                                       | S6            | Undertake holistic patient-centred assessments using available tools, technologies and techniques.                                                                                                          |
| Duty 3: Act independently to plan, deliver, monitor and evaluate complex care using enhanced clinical assessments, diagnostics, and interventions.                                                    | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
|                                                                                                                                                                                                       | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
|                                                                                                                                                                                                       | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |
|                                                                                                                                                                                                       | K7            | Tools and techniques to critically evaluate clinical information to inform decision making and care management planning.                                                                                    |
|                                                                                                                                                                                                       | K8            | Underpinning anatomy and complex applied physiology, disease, toxicities, treatments and interventions which guide the selection of specialist diagnostics.                                                 |
| Duty 3: Act independently to plan, deliver, monitor and evaluate complex care using enhanced clinical assessments, diagnostics, and interventions.                                                    | K10           | Principles and theories of co-production, health coaching, peer support and self-management used to build knowledge, skills and confidence to enable patient self-management.                               |
|                                                                                                                                                                                                       | K11           | Diverse sources of information and evidence to underpin decision making and techniques to interpret and assimilate a diverse range of information and evidence.                                             |
|                                                                                                                                                                                                       | S7            | Analyse the data arising from the assessment process to inform clinical decision-making.                                                                                                                    |
|                                                                                                                                                                                                       | S8            | Identify, request and interpret specialist diagnostics within own scope of practice to inform the delivery and management of specialist care for patients and families.                                     |
|                                                                                                                                                                                                       | S9            | Develop, implement and evaluate an enhanced care management plan which may include interventions and referral to other members of the multidisciplinary team or other agencies.                             |
| Duty 4: Act as an expert resource within their own organisation and for external agencies.                                                                                                            | S10           | Prepare and support patients and families to manage their own health and care as independently as possible.                                                                                                 |
|                                                                                                                                                                                                       | S11           | Interpret, assimilate and draw conclusions using diverse sources of information and evidence to inform clinical reasoning.                                                                                  |
|                                                                                                                                                                                                       | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
|                                                                                                                                                                                                       | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
|                                                                                                                                                                                                       | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |
| Duty 4: Act as an expert resource within their own organisation and for external agencies.                                                                                                            | K9            | Methods to support complex intervention decision making aligned to national and international guidelines.                                                                                                   |
|                                                                                                                                                                                                       | K12           | Principles and theories of coaching used in supporting others in complex clinical decision making and care delivery.                                                                                        |
|                                                                                                                                                                                                       | K13           | Principles and theories of leadership and role modelling.                                                                                                                                                   |
|                                                                                                                                                                                                       | S12           | Direct others to sources of information and evidence, coaching and supporting them in applying information and evidence in complex clinical decision making.                                                |
|                                                                                                                                                                                                       | S13           | Provide leadership within scope of own role and positive role-modelling for others in the multidisciplinary team.                                                                                           |
| Duty 5: Develop, deliver and evaluate education and training opportunities for others within own scope of practice.                                                                                   | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
|                                                                                                                                                                                                       | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
|                                                                                                                                                                                                       | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |
|                                                                                                                                                                                                       | K14           | Tools and procedures for conducting a training needs analysis.                                                                                                                                              |
|                                                                                                                                                                                                       | K15           | Teaching, learning and assessment theories, techniques, innovations and models relevant to the educational activity including ways to facilitate a positive learning environment.                           |
| Duty 5: Develop, deliver and evaluate education and training opportunities for others within own scope of practice.                                                                                   | K16           | Models, tools and frameworks for receiving and providing constructive feedback.                                                                                                                             |
|                                                                                                                                                                                                       | S14           | Identify training and education needs of others in the workplace.                                                                                                                                           |
|                                                                                                                                                                                                       | S15           | Plan and facilitate the delivery of practice-based education, training and assessment activities.                                                                                                           |
|                                                                                                                                                                                                       | S16           | Evaluate the effectiveness of training and education activities.                                                                                                                                            |
|                                                                                                                                                                                                       | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
| Duty 6: Communicate effectively in challenging environments and situations with patients, their families/carers and the multi-disciplinary team.                                                      | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
|                                                                                                                                                                                                       | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |
|                                                                                                                                                                                                       | K17           | Principles of different communication strategies and theories, communication modes (written, digital, verbal, non-verbal) and clinical communication tools.                                                 |
|                                                                                                                                                                                                       | K18           | Models and theories for negotiating and mediating, such as de-escalation and diffusing strategies.                                                                                                          |
|                                                                                                                                                                                                       | K19           | Communication strategies and tools used to share complex information with different audiences and individuals.                                                                                              |
| Duty 6: Communicate effectively in challenging environments and situations with patients, their families/carers and the multi-disciplinary team.                                                      | K27           | Principles of psychological well-being, the importance of maintaining own and others well-being and counselling techniques used within own scope of practice.                                               |
|                                                                                                                                                                                                       | S17           | Use communication strategies suitable for a variety of situations including sensitive and distressing topics.                                                                                               |
|                                                                                                                                                                                                       | S18           | Use strategies to manage conflict and challenge.                                                                                                                                                            |
|                                                                                                                                                                                                       | S19           | Discuss complex information with patients, their families, the multi-disciplinary team and other agencies.                                                                                                  |
|                                                                                                                                                                                                       | S27           | Counsel patients, family, carers and others to manage psychological well-being of self and others.                                                                                                          |
| Duty 7: Promote and encourage innovative clinical practice to support a culture of excellence within the wider health and care team.                                                                  | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
|                                                                                                                                                                                                       | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
|                                                                                                                                                                                                       | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |
|                                                                                                                                                                                                       | K20           | Principles of change management and co-production to support clinical innovation in the workplace.                                                                                                          |
|                                                                                                                                                                                                       | K21           | Local and national approaches and planning processes to support quality improvement.                                                                                                                        |
| Duty 7: Promote and encourage innovative clinical practice to support a culture of excellence within the wider health and care team.                                                                  | K22           | Service evaluation, research and audit techniques to support quality improvement processes within area of enhanced clinical practice.                                                                       |
|                                                                                                                                                                                                       | S20           | Challenge ineffective systems and processes and support others to identify the need for change within their area of enhanced clinical practice.                                                             |
|                                                                                                                                                                                                       | S21           | Contribute to quality improvement plans and strategies to support a culture of continuous quality improvement within area of enhanced clinical practice.                                                    |
|                                                                                                                                                                                                       | S22           | Participate in quality improvement activities, such as audit, service evaluations and research projects within area of enhanced clinical practice.                                                          |
|                                                                                                                                                                                                       | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
| Duty 8: Lead and manage unpredictable and unplanned clinical situations.                                                                                                                              | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
|                                                                                                                                                                                                       | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |
|                                                                                                                                                                                                       | K24           | Signs and pathophysiology of deterioration or distress in mental, physical, cognitive and behavioural health in own scope of practice.                                                                      |
|                                                                                                                                                                                                       | K25           | Protocols and systems used to plan, prioritise and direct resources within area of enhanced clinical practice and how to escalate to and engage others when working at the boundaries of scope of practice. |
|                                                                                                                                                                                                       | K26           | Evidence-based strategies to manage clinical risk in enhanced clinical practice.                                                                                                                            |
| Duty 8: Lead and manage unpredictable and unplanned clinical situations.                                                                                                                              | S24           | Identify and act on evidence of unexpected change or patient deterioration within own scope of practice.                                                                                                    |
|                                                                                                                                                                                                       | S25           | Manage self and others in unpredictable and complex environments, instigating clinical interventions where protocols may not be available.                                                                  |
|                                                                                                                                                                                                       | S26           | Identify and manage risk to patient safety and others in an unpredictable and complex environment.                                                                                                          |
|                                                                                                                                                                                                       | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
|                                                                                                                                                                                                       | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
| Duty 9: Participate in resource management, strategic service development, planning and service improvement.                                                                                          | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |
|                                                                                                                                                                                                       | K28           | Employer policy and procedures for resource management and reporting.                                                                                                                                       |
|                                                                                                                                                                                                       | K29           | Strategies to plan and prioritise resources and manage immediate and longer-term service requirements.                                                                                                      |
|                                                                                                                                                                                                       | K30           | Local, regional, and national strategic priorities for patient populations within area of specialist practice.                                                                                              |
|                                                                                                                                                                                                       | S28           | Contribute to efficient resource management within the workplace.                                                                                                                                           |
| Duty 9: Participate in resource management, strategic service development, planning and service improvement.                                                                                          | S29           | Plan, prioritise and deliver enhanced clinical care within a defined resource.                                                                                                                              |
|                                                                                                                                                                                                       | S30           | Contribute to the drafting of business cases or project proposals.                                                                                                                                          |
|                                                                                                                                                                                                       | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
|                                                                                                                                                                                                       | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
|                                                                                                                                                                                                       | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |
| Duty 10: Lead, monitor, develop and appraise staff and learners.                                                                                                                                      | K23           | The role and impact of reflection in improving clinical practice and best-practice methods for clinical supervision.                                                                                        |
|                                                                                                                                                                                                       | K31           | Principles of mentoring and preceptorship and how these differ from counselling, coaching and teaching.                                                                                                     |
|                                                                                                                                                                                                       | K32           | Local appraisal policy and systems and own responsibility in relation to appraisal of others.                                                                                                               |
|                                                                                                                                                                                                       | S23           | Reflect on own and others' practice using clinical supervision processes.                                                                                                                                   |
|                                                                                                                                                                                                       | S31           | Provide mentorship, opportunity for peer-learning and constructive feedback to guide, support, motivate and develop others in the multidisciplinary team.                                                   |
| Duty 10: Lead, monitor, develop and appraise staff and learners.                                                                                                                                      | S32           | Contribute to the appraisal of individuals in the multidisciplinary team.                                                                                                                                   |
|                                                                                                                                                                                                       | B1            | Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences.                                                                                     |
|                                                                                                                                                                                                       | B2            | Show respect and empathy for those you work with.                                                                                                                                                           |
|                                                                                                                                                                                                       | B3            | Be adaptable, reliable and consistent.                                                                                                                                                                      |