

## Change of training details

Use this form if there is a change to your training placement, your tutor, an extension to your training period, or all three. Send it to us as soon as you know about the change.

Complete section one, and then any of the following sections relevant to your training changes. Finally, complete a new learning contract with your tutors section five.

You can complete this form electronically using Adobe Acrobat. Activate the 'Fill & Sign' functionality by clicking on the pen icon in the Adobe toolbar, so that you can complete the form using the text, checkbox and signature options. You can [find out more about using Fill & Sign on the Adobe website](#).

You can also print this form, fill it in by hand, and send us a PDF scanned copy.

Once you have completed this form, send a single, scanned PDF copy to [prereg@pharmacyregulation.org](mailto:prereg@pharmacyregulation.org).

When we receive your form, we will process the information you have given us, and will make the changes within 28 days of receiving it. If we do not have all the information we need, we will contact you using the details you have given us through myGPhC. This may mean it takes longer to make the changes. You can find out more about what information we hold, how we look after it and how we use it [in our privacy policy on our main website](#), and on myGPhC.

### 1. Your details

1.1	Name	<input type="text"/>
1.2	Pre-registration number	<input type="text"/>
1.3	Email address	<input type="text"/>
1.4	Name and address of training site (if this has changed, put the previous details)	<input type="text"/>
1.5	GPhC premises registration or training site number	<input type="text"/>

## 2. Change of training site

Fill in this section if you are changing your training site. Otherwise, please go to section 3.

### Part A: previous training

#### 2.1 List any pre-registration training you have started to date.

Start date	End date	Training site name and address	Tutor's name	Reason for leaving

### Part B: new training arrangements

2.2 Name and address of new training site

2.3 GPhC premises registration number or training site number

2.4 Is this new placement at a site that is part of the same company your previous training was with?

Yes

No

a) If 'No', please tick to confirm that:

I understand that if I move to a new company to train, I will be starting my training from day one unless I have 'banked' any of my previous satisfactory training

I will fully disclose the reason I left my previous training site(s) and any matters relating to my fitness to practice to my new tutor

2.5 Is this new placement at a site which is approved for training?

**Important:** You cannot start your new placement unless it is at a site approved for training for the whole of your training period. Use the GPhC register of training sites to check that your new site is currently approved, and when this approval expires. If it is not confirmed for the entire period that you want to train there, contact us.

I confirm that that site named above is approved to provide training for the whole of period I intend to train there

2.6 Your start date at the new site

2.7 Training site approval expiry date

2.8 Are you an owner, director, or a majority shareholder of any of the establishments named on this form?

Yes  No

2.9 Are you related to a director, or do you have a relationship with a director or employee of the pharmacy where you want to train?

Yes  No

**Important:** You cannot train at a site where you have a business interest or a relationship with a director or employee. [See section 2.9 of the pre-registration manual](#) for more information.

### 3. Change of tutor

If you are changing tutors (including as part of changing your training site), fill in this section with the details of your new tutor(s).

#### Part A: new tutor details

3.1 Tutor's full name

3.2 Tutor's GPhC registration number

3.3 Tutor's email address

3.4 Date of change

If you have a second new tutor, please enter their details below

3.5 Tutor's full name

3.6 Tutor's GPhC registration number

3.7 Tutor's email address

3.8 Date of change

#### Part B: tutor suitability

**Important:** Your proposed tutor must meet the GPhC tutor suitability policy. You should check and confirm the answers to the statements below. [See section 2.17 of the pre-registration manual](#) for more information.

3.9 Has your tutor been a registered pharmacist for at least three years?

Yes  No

3.10 Is your tutor currently under investigation by the GPhC?

Yes  No

3.11 Does your tutor already have a pre-registration trainee?

Yes

No

## 4. Extension of training

If you are extending your training, include the new details in this section. Make sure you have checked that your training site is approved for the extended period of your training.

4.1 New training end date

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4.2 Reason for extension

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## 5. Learning contract

Complete a new learning contract as part of your new training arrangement. You must complete this section.

This is an agreement between the pre-registration tutor(s) and trainee. It covers the key aspects of working together. It clarifies what is expected in preparation for, and during, pre-registration training. It should be discussed and signed by both parties.

I, (trainees name)	<input type="text"/>	and
I, (tutor name)	<input type="text"/>	and
I, (second tutor name if applicable)	<input type="text"/>	

will act in line with the GPhC's standards for pharmacy professionals. We make the following commitments to each other. We:

- will follow the GPhC pre-registration scheme requirements, as explained in the GPhC's pre-registration manual, and understand the GPhC's expectations of a tutor as explained in their guidance
- understand the learning outcomes required by the GPhC to complete pre-registration training and meet the criteria for registration as a pharmacist. The learning outcomes, set out in section 10 of the education standards, are: skills, attitudes and knowledge as defined by 76 performance standards, described in the pre-registration manual, the GPhC standards for pharmacy professionals, and the registration assessment framework
- will carry out GPhC formal progress reviews at weeks 13, 26 and 39, and at the end of training, and submit these to the GPhC when progress is assessed to be unsatisfactory
- will carry out regular progress reviews that are conducted in a professional manner, and are open and honest, to provide meaningful feedback to both trainee and tutor. These reviews will be supportive and encourage learning
- will discuss and resolve any concerns at an early stage. If we cannot resolve a concern, or if the problem is outside the scope of our learning relationship, we will escalate as appropriate
- expect the training to be self-directed, with mutually agreed time dedicated to study and reflection on learning that will be documented in a portfolio for joint review
- will ensure that all practice is supervised appropriately, and is respectful of the skills and knowledge of all team members, whose feedback should also be considered
- will encourage a proactive approach to seeking answers and solving problems, with clearly defined boundaries related to the stage of learning to make sure patient safety is maintained
- understand the tutor suitability policy and be aware that tutoring can be revoked if this is not met
- will work to a training plan that is provided by the tutor and agreed before training starts, and that:

- provides a structure to meet all the GPhC's required learning outcomes
- includes targets and objectives to define practical competence at any particular stage
- includes access to off-site learning opportunities such as study days, training events and multidisciplinary working
- schedules GPhC formal progress reviews
- is reviewed jointly, adapted and agreed at the start of the training period and after each formal review to target individual learning needs

**Additional declarations for joint tutors**

As joint tutors, in addition to the declarations above, we declare that we:

- request to enter a joint-tutoring arrangement with the above trainee
- confirm that neither of us is, or has been under investigation by the GPhC
- will both be responsible for carrying out the trainee's progress reviews
- confirm that our combined contact time with the trainee is at least 28 hours over four days
- will communicate with each other regularly to make sure we agree the trainee's current training needs and level of competence

As the tutor(s), I/we will act in line with **the GPhC's guidance on tutoring for pre-registration pharmacist tutors**

Signed (trainee):

Signed (tutor):

Signed (second tutor):

Date

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**Adding your signature using Adobe Fill & Sign**

Click on the 'sign' icon in the Fill & Sign toolbar and select 'Add signature'. Add your signature by either:

1. Clicking on the 'Draw' icon and use your mouse to draw your signature (much as you would when accepting a package delivery), or
2. Clicking on the 'Image' icon (first you will need to take a photograph of your signature and save it to your PC) and then select the image you have saved of your signature.

**Please note that we will not accept typed signatures.**