

# Pre-registration learning contract

Full name of trainee:

Trainee's GPhC number:

This contract details the agreement between the Pre-registration tutor and trainee of key aspects of working together. It clarifies what is expected of each party. It should be discussed and signed by both parties at the outset of any training period commencing with a new tutor.

## Part One - Tutor's Undertaking

I,  (insert your name and GPhC registration number)

make the following commitments to you,  (insert trainee's name)

for the duration of your Pre-registration training with me. **I will**

- abide by the GPhC Pre-registration scheme requirements
- provide and arrange training that will enable you to develop all the skills, attitudes and knowledge defined by the GPhC Performance standards including the GPhC Standards of conduct, ethics and performance
- work with you to identify your individual learning needs
- ensure that we both keep up-to-date with GPhC requirements and endeavour at all times to meet them
- treat you in a manner that is conducive to your learning. This will include:
  - giving you the opportunity to contribute and put forward your views
  - providing you with appropriate time to study and reflect on your learning (by mutual agreement)
  - being approachable and providing help when asked or referring you to a more appropriate source of help
  - setting targets for you through a process of negotiation with you
  - explaining and repeating explanations as necessary
  - challenging and questioning you to check your understanding
  - encouraging and supporting you when you find situations challenging
- adapt plans as appropriate
- enable you to have access to off-the-job study days and training events, as appropriate
- inform, support and confer with others involved in your training
- set aside time to review your progress regularly, both informally and formally
- provide you with constructive and honest feedback to aid your development
- provide feedback on your progress to the Pre-registration team at the set times and in the required manner
- assess you objectively - or arrange for others to do so - in all the Performance standards specified by the GPhC based on a range of evidence which you provide to me and taking account of feedback from other people involved in your training
- identify and address my own learning needs in relation to being a tutor
- welcome feedback from you to help me develop my tutoring skills
- endeavour to ensure that, in my absence or when you are working elsewhere, a suitable person is available to support and guide you.

Signature of tutor:

Date:

Signature of trainee:

Date:

## Part Two - Trainee's undertaking

I,  (insert your name)

make the following commitments for the duration of my Pre-registration training while being tutored

by  (insert tutor's name)

### I will

- abide by the GPhC Pre-registration scheme requirements
- adhere to the rules and regulations of the organisation I am working for
- acquaint myself with the learning outcomes required by the GPhC to register i.e. the Performance standards and the Registration assessment syllabus
- take responsibility for my own learning and development by:
  - taking steps to be aware of my own learning style
  - participating fully in the development of my learning plans
  - being pro-active in seeking learning opportunities, in work activities or whilst at training events or study days
  - seeking solutions to problems without necessarily asking you, if the answer might be found elsewhere but asking if not doing so would compromise your professionalism
  - developing a portfolio of evidence for all the GPhC Performance standards
  - reflecting on my learning and experience
  - identifying my further learning needs and developing targets for myself
  - using the time you or other trainers spend with me to best advantage
- respect and be prepared to learn from colleagues at all levels
- be a reliable and trustworthy member of your pharmacy team
- endeavour to contribute to the overall goals and work targets of the pharmacy team
- admit to not knowing, understanding or being comfortable if that is the case
- be honest in my interactions with you and other colleagues
- receive feedback and use it to help me to develop further
- provide constructive feedback to you, where this may help you to develop your skills as a tutor

Signature of tutor:

Date:

Signature of trainee:

Date: