



# Royal Pharmaceutical Society of Great Britain

Helping pharmacists achieve excellence

10<sup>th</sup> May 2007

Education and Registration Directorate  
Pre-registration Division  
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Dear Pre-registration Training Lead,

The Pre-registration Division would like to offer greater support to tutors and is going to pilot a free one-day training course in workplace assessment skills for tutors.

Some topics to be covered are:

- Formative and summative assessment
- How to interpret and measure competence against the Performance Standards
- How to identify and document appropriate evidence
- Skills on giving feedback

The Society's training event will be offered in different centres throughout Great Britain. Attendees will be responsible for their own transport. There will be a limited number of places and these will be allocated on a first come, first served basis. Firstly, we need to conduct a survey to find out what training your tutor(s) receive(s), specifically in the area of workplace assessment skills and/or what training courses may be provided in the future.

The Society is undertaking this work because tutors have a vital role in assessing their pre-registration trainee pharmacist's (trainee's) competence against all of the Performance Standards. The Society is required to ensure that all systems in the assessment of trainees are robust and that all standards have been met. Shortly this will be extended by the Section 60 Order requiring the Society to quality assure tutors. We urge you to complete this survey so that we can respond to tutors' needs, help them meet their obligations and give them the opportunity to attend training if they wish.

Please return the completed survey by **31 May** to: Pre-registration Division, RPSGB, 1 Lambeth High St, London SE1 7JN. If you would prefer, you can complete and submit this survey electronically. This can be found on the Society's website at: <http://www.rpsgb.org.uk/acareerinpharmacy/preregistrationtraining/preregistrationtutors.html>  
Please email the completed survey to: [prereg@rpsgb.org](mailto:prereg@rpsgb.org).

Yours sincerely,

Peter Burley  
Head of Pre-registration