Standard Operating Procedure

PWDS PROGRAMMES -TRAINING DURATION EXTENSION REQUESTS

SETTING	Pharmacy Workforce Development South (PWDS)
FOR STAFF	PWDS learners and educational supervisors
ISSUE	Extensions to training durations for PWDS programmes

1. Purpose

This policy outlines the process for requesting an extension to the training duration for learners enrolled in PWDS training programmes. Requests for extensions to training durations can only be submitted by the learner's educational supervisor and using the application form provided.

2. Eligibility for an Extension

Extensions to the training period will only be considered in cases where a learner is unable to complete their training programme due to:

- Sickness absence
- Maternity, Paternity or Adoption leave
- Other special circumstances (to be assessed on a case-by-case basis at training programme director discretion)

3. Process for requesting an extension

3.1 Learners on all PWDS training programmes are allocated a defined training duration and this period begins upon programme enrolment and access to the learning materials via the 'welcome' email. All PWDS programmes have a maximum training duration of 12 months.

3.2 The educational supervisor must submit the extension request on behalf of the learner by completing the '**Application for Extension to the Training Duration for Learners Enrolled on PWDS Programmes**' form and emailing it to the relevant training programme director. This form can be downloaded from the PWDS website.

3.3 Requests should be made towards the end of the original training duration, but no later than a month before to allow for a full review of the learner's progress and circumstances.

3.4 The application should be completed in full and should include:

- The learners name.
- The programme the learner is enrolled on.
- The reason for the extension request.
- An outline of the learner's progress to date.
- The estimated additional time required to complete outstanding training and learning requirements.
- An outline plan describing how the outstanding requirements will be met and the ongoing monitoring to be provided locally to ensure this.

4. Decision process

4.1 The training programme director will assess the request based on the learner's progress and the justification provided. This will be undertaken with consideration of the **PWDS Equal Opportunities and Reasonable Adjustments Policy** and following the internal SOP **'PWDS Management of Learner Training Durations'**

4.2 The outcome will be communicated to the educational supervisor and the learner within 2 weeks of receipt of the application. If an extension is granted, it will usually be no longer than 3 months (dependant on learner circumstances).

Document Change Control

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Date of Version	**Version Number**	**Lead for Revisions**	**Type of Revision**	**Description of Revision**
Mar 26	1.0	(Lead Training Programme Director)	Major	New document
July 26	1.1	Mary Carter - (Lead Training Programme Director)	Minor	Change of Trust logo from UHBW to Bristol NHS Foundation Trust
