**Educational Supervisor and Accreditation assignment guidelines:**

For those of you who wish to complete the **RCP Educational Supervisor Accreditation**, please read this document and download the **Reading List** as well as an **Assignment Template** from the RCP website, by following the link below:

<https://www.rcplondon.ac.uk/education-practice/courses/educational-supervisor-workshop-and-accreditation>

As a reminder, the assignment should be c**ompleted no later than within one year of your attendance**. Assignments will not be accepted after this timeframe, unless an extension has been pre-arranged.

The assignment will involve you reflecting upon and discussing an appraisal meeting that you have carried out. Where possible, you should write your assignment reflecting on an appraisal that you have undertaken with a trainee assigned to you. However, we understand that in certain cases this is not possible. Therefore, if you are not assigned a trainee to supervise within a year of attending the workshop you may conduct a mock appraisal with a trainee colleague on which to base your assignment.

You should type under each of the headings on the template in continuous prose. The word count for the whole assignment is 1,000-1,500 words.

Please submit your assignment as a **Microsoft word document with your name and surname as a file name.**

We accept assignment submissions throughout the year and the deadline is on the 15 of every other month. You may submit your work on or before any of the dates below, and can expect to receive your results and feedback within eight weeks of the chosen submission date.

15 January

15 March

15 May

15 July

15 September

15 November