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This guide has been developed to explain the roles and responsibilities of the Educational Supervisor of Advanced Practice students (both Apprentices and Health Education England funded students). It is designed to be used in conjunction with the IoO Workplace-Based Assessment (WBA) and Apprenticeship Handbooks.

As part of the Advanced Practice training programme, each student is expected to undertake Workplace-Based Learning and Assessments (WBAs), supported by their employer alongside theoretical learning on their modules. Apprenticeship students are also required to show evidence they have met each of the Knowledge, Skills and Behaviours (KSBs) for the [Advanced Clinical Practitioner Apprenticeship Standard](#).

To facilitate this, the employer must nominate an Educational Supervisor, who will oversee the students progress throughout the programme. All students undertaking the Advanced Practice training programme must ensure they have a named Educational Supervisor before starting the programme with access to appropriate clinics to achieve the expected sign offs (this will not be provided by the university). In addition to the Educational Supervisor, students will also require clinical supervision to achieve them. The university supplies the workplace-based curriculum for students to follow. More information on what this involves can be found in the accompanying WBA handbook.

Completion of both the Workplace-Based Assessment curriculum and the academic components of the course (as well as meeting the KSBs for apprentices) is required in order for a student to qualify for an Advanced Clinical Practice award. Apprenticeship students will not be allowed to pass through the End Point Assessment gateway to sit their final End Point Assessment unless their workplace-based assessments and KSBs are fully signed off by their Educational Supervisor. Optometry and Ophthalmology MSc (Advanced Clinical Practice) students will not be presented for their final award until confirmation from their Educational Supervisor has been received that they are fully signed off for their WBAs.

In addition to this guide, the WBA handbook and the Apprenticeship Handbook (where you are supervising an apprenticeship student), the HEE website hosts resources on Advanced Practice supervision and Advanced Practice as a whole in their [Advanced Clinical Practice Toolkit](#) that you may find useful, in particular [\(isi\)3\(o\)-51\)JTJETQ0.0000080 52 8](#).

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Each student must have a named Educational Supervisor in their workplace, who is responsible for overseeing their progress with workplace based learning and assessment. The Educational Supervisor will not necessarily hold the same professional registration as the student. The role and responsibilities of the Educational Supervisor are as follows:

- Help the student agree their personal development plan and oversee the trainees progress against this
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Off-the-job training is relevant for apprenticeship advanced practice trainees. Apprentices must receive a minimum of 20% of their weekly working hours off of their usual duties to complete developmental activities related to the apprenticeship programme and the KSBs apprenticeship standard, which can include completing WBAs. This is a condition of the apprenticeship contract and funding. Educational Supervisors must ensure that their tutees are receiving their minimum number of off-the-job hours and raise the issue with the relevant members of staff locally where this isn't happening.

More information on Off-The Job training can be found in the Apprenticeship Handbook.

Non-apprenticeship students may also receive off-the-job training time but this is not a mandatory requirement and would be at the discretion of their employer.

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Students can generate a Secret URL from their ePortfolio account and share it with their Supervisor to allow them to see their portfolio. They will have to do this at least a month ahead of their final gateway assessment to allow their Educational Supervisor time to review their work but they can do this at any point if their Supervisor would like to view their work earlier in their journey. A guide for the student on how to do this can be found in Appendix One of the WBA handbook.

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It is the Educational Supervisor's responsibility to 'sign off' the student's portfolio of WBAs at the eo