



Training assessment panel guidance note 2025

The new PHEM syllabus and curriculum was introduced in August 2022 with new recommended minimum requirements to achieve a successful outcome at the Training Assessment Panel. All trainees commencing their PHEM training on or after August 2022 will follow the 2022 curriculum and their portfolios will be assessed based on the 2022 requirements.

The minimum WPBA requirements are:

	OSAT	MSF	FEGS*
Phase 1	10	1	1
Phase 2	10	1	1

The portfolio can include any combination of evidence (WPBAs, reflections, courses) to demonstrate syllabus coverage. At least one piece of evidence should be mapped to each capability in practice in each phase of training:

- during phase 1(b) the assessments linked to the capability in practice should demonstrate the level of performance expected by the end of phase 1(b) developmental training, e.g. an OSAT with an overall performance rating of 2-3
- during phase 2 the assessments linked should demonstrate the level of performance expected by the end of phase 2 consolidation training, e.g. an OSAT with an overall performance rating of 3-4.

Assessments documented in the portfolio are expected to demonstrate progression. Following the reduction in the number of WPBA's the expectation is that those submitted are completed to a high standard and should adequately document the educational conversation that occurred and include suggestions for further development. Where possible assessments should be completed contemporaneously. Where this is not possible the time between the training event and completion of the assessment should be kept to a minimum.

OSATs conducted at the end of phase 2 will be expected to have attained a performance rating of 4.

Note: The numbers in this document represent the recommended **minimum** number of assessments required to be submitted to the TAP. It is unlikely that twenty OSATS will provide enough evidence to demonstrate syllabus coverage.

Please ensure all assessments are signed by the assessor **and** the trainee.

Structured training reports and educational supervisor meetings

A structured training report should be completed by the educational supervisor for each of training phases 1(b) and 2.

The number of educational supervisor meetings will vary depending on the training program. For all programs there is an expectation that there would be an initial meeting and a meeting at the end of Phase 1a (1 month WTE training) to document the ongoing educational need of the trainee.

For trainees whose training spans two services on a Scheme A there would be an expectation that there would be an initial meeting and a midpoint meeting in each service. The final meetings would be the structured training reports at the end of Phase 1 and 2 respectively.

Faculty Education Governance Statement (FEGS)

A FEGS is required at the end of each phase of training and must document a faculty consensus supporting progression to the next phase of training or the completion of training .

The training faculty, where possible should be multidisciplinary and take into account as many views as possible.

For further guidance refer to the FEGS guidance note on the IBTPHEM website

Multi-source feedback (MSF)

A MSF should be completed for each Phase of training. There should be a minimum of 14 respondents.

Other documents to include

- Sentinel interventions
- Logbook
- TAP ES recommendation
- TAP evidence checklist

These documents can be found on the IBTPHEM website.

Failure to provide the required information may delay a successful TAP outcome

If there are any uncertainties then please contact your PHEM training program director for advice.