



# NATIONAL BACK EXCHANGE

## Procedure for Evaluating a Registered Member Application for the Accreditation of Prior Learning and Experience Route of Entry

### Guidance for Evaluation Panels

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## **Guidance for Evaluation Panels**

### **Introduction**

To ensure the evaluation process is as robust as possible, the following procedure has been adopted by National Back Exchange (NBE). The evaluation panel must use the form on page 2 to document their decisions. Members of the evaluation panel may refer to the "Procedure for becoming a Registered Member through the Accreditation of Prior Learning and Experience Route of Entry", for further guidance.

### **Procedure**

1. Each panel will comprise of three Registered Members, from the same geographical location. The identity of the panel will not be disclosed to the applicant.
2. A panel chairman will be nominated by the NBE Administration office and all documentation will be sent to that individual.
3. A deadline for completion of the evaluation process will be given to the panel by the NBE Administration office.
4. The panel chairman will convene a meeting of the evaluation panel. It is anticipated that each application will take no more than one hour to evaluate. Each panel may be given up to six applications at any given time.
5. For reasons of confidentiality, the applications may not be discussed outside of the panel meeting.
6. Travel expenses, in line with the NBE Travel and Expenses Policy, will be given for one meeting only.
7. The panels can seek advice from the executive committee if clarification on any aspect of the process is required. The first point of contact will be the Membership Secretary.
8. The chairman will return all of the documentation to the Administration Office, by the deadline given.
9. The NBE Administration Office will notify applicants on the outcome of the evaluation.

## APLE Evaluation Panel Decision Form

Name of Applicant (Printed): \_\_\_\_\_

### Evidence to Equate to an IPC Based Postgraduate or Equivalent Course

Criteria	Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)
1	Behavioural Sciences	<p><i>(a)Certificate of attendance on courses, for example, Psychology, Sociology.</i></p> <p><i>(b)Assignment on relevant topic.</i></p> <p><i>(c)Published research article.</i></p> <p><i>(d)Teaching a relevant topic.</i></p> <p><i>(e)Workplace interventions which considers psycho-social factors</i></p>	
2	Biological Sciences	<p><i>(a)Certificate of attendance on courses, for example, Anatomy, Normal patterns of movement.</i></p> <p><i>(b)Human biology 'O' Level, CSE, GCSE</i></p> <p><i>(c)Assignment on relevant topic.</i></p> <p><i>(d)Published research article.</i></p> <p><i>(e)Teaching a relevant topic.</i></p> <p><i>(f)Registration number as a Healthcare Professional</i></p>	

Criteria		Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)
3	Biomechanics and Ergonomics	<p>(a) Certificate of attendance on courses.</p> <p>(b) Assignment on relevant topic.</p> <p>(c) Published research article.</p> <p>(d) Teaching a relevant topic.</p> <p>(e) Documented ergonomic intervention / analysis</p>		
4	Health Policy and Practice issues	<p>(a) Certificate of attendance on courses, for example, Epidemiology, demographics.</p> <p>(b) Assignment on relevant topic.</p> <p>(c) Published research article.</p> <p>(d) Teaching a relevant topic.</p> <p>(e) Documented local guidance based on national recommendations i.e. Standards for better health</p>		
5	Legal and Professional Responsibilities	<p>(a) Certificate of attendance on courses, for example, expert witness course.</p> <p>(b) Assignment on relevant topic.</p> <p>(c) Published research article.</p> <p>(d) Teaching a relevant topic.</p> <p>(e) Evidence of accident investigation</p> <p>(f) Anonymised legal report.</p>		

<b>Criteria</b>		<b>Examples of Evidence</b>	<b>Criteria met (list evidence)</b>	<b>Criteria not met (list rationale)</b>
6	Management of change	<p>(a)Certificate of attendance on courses.</p> <p>(b)Assignment on relevant topic.</p> <p>(c)Published research article.</p> <p>(d)Teaching a relevant topic.</p> <p>(e)Documented evidence of change in the workplace.</p>		
7	Principles of Health Promotion and Education	<p>(a)Certificate of attendance on courses, for example, prevention of ill health.</p> <p>(b)Assignment on relevant topic.</p> <p>(c)Published research article.</p> <p>(d)Teaching a relevant topic.</p> <p>(e) Individual documented return to work assessment and recommendations</p>		
8	Principles of Research and Evaluation	<p>(a)Certificate of attendance on courses.</p> <p>(b)Assignment on relevant topic.</p> <p>(c) Formal product evaluation</p> <p>(d)Published research article.</p> <p>(e)Teaching a relevant topic.</p>		

Criteria		Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)
9	Risk Management	<p>(a) Certificate of attendance on courses, for example, Risk Assessment.</p> <p>(b) Assignment on relevant topic.</p> <p>(c) Published research article.</p> <p>(d) Teaching a relevant topic.</p> <p>(e) Documented evidence of accident investigation / complex risk assessment.</p>		
10	Practical Manual Handling	<p>(a) Certificate of attendance on courses</p> <p>(b) Teaching a trainers or Link Person course.</p>		

### Evidence to Equate to a Registered Health Care Professional

Criteria		Examples of Evidence	Criteria met (list evidence)	Criteria not met (list rationale)
1	Registered Health Care Professional	<p>(a) Five years experience of working in a health or social care setting. Evidence provided through a contract / CV and supporting letter on headed paper from an employer</p>		

