Overview of F1 Annual Review of Competence Progression (ARCP) Process

Throughout F1

- Evidence including SLEs, reflections, learning, assessment and meetings are conducted as per the FP Curriculum (2021) and Gold Guide framework.
- All evidence contemporaneously recorded in the e-portfolio.

Towards the end of F1/preparing for ARCP

- Foundation schools to publish ARCP timetable (min. 6 weeks for F1s to finalise eportfolio evidence)
- Local education providers/Foundation Schools to establish ARCP panels.

The review

- Every F1 doctor's e-portfolio is subject to an annual review. The panel completes an 'ARCP outcome form', which details the review and recommends an ARCP outcome.
- The Foundation doctor must acknowledge receipt of the outcome.

Outcome 1

Recommended for sign-off

- Foundation doctor notified of ARCP outcome and signs ARCP outcome form.
- Foundation School Director to consider ARCP outcome and, if in agreement, issue the F1 Certificate of Completion (F1CC). (Gold Guide 8: 4.92-4.94)

Outcome 3

Inadequate progress – additional training time required

- Foundation doctor notified of ARCP outcome and signs ARCP outcome form.
- Foundation School Director to arrange remedial training.
- The medical school (for UK grads) or foundation school (for non-UK grads) should write to the F1 doctor setting out the process for an appeal.

(Gold Guide 8: 4.96, 4.104)

Outcome 4

Released from training programme

- Foundation doctor notified of ARCP outcome and signs ARCP outcome form.
- The graduating UK medical school and the foundation school must inform the GMC of an outcome 4.
- The medical school (for UK grads) or foundation school (for non-UK grads) should write to the F1 doctor setting out the process for an appeal.
- The foundation school, (in partnership with the medical school for UK grads) should offer the F1 doctor career counselling.

(Gold Guide 8: 4.109-4.111)

Outcome 5

Incomplete evidence presented – additional training may be required

- Foundation doctor notified of ARCP outcome and signs ARCP outcome form.
- A further ARCP is scheduled.
- Foundation doctor updates e-portfolio with adequate evidence and explains (in writing) the reasons for the deficiencies to the panel. (Gold Guide 8: p72)

Other

(Eg doctor training less than full time, on long term sick leave etc)

- Foundation doctor notified of ARCP outcome and signs ARCP outcome form.
- A further ARCP is scheduled. (Gold Guide 8: 4.87 and subsequent table including link to N codes)

Appeal against an outcome 3

- Foundation doctors can only appeal if they can demonstrate that evidence confirming they had met all of the required outcomes contained in the curriculum was available to the ARCP panel, by the specified date, and was not considered appropriately.
- Outcome 3 appeals will be heard by the responsible foundation school. (Gold Guide 8: 4.155, 4.166-4.179)

Appeal against ARCP an outcome 4

- Foundation doctors can only appeal against the processes that led to the recommendation to end F1 training, not the educational decision itself.
- For UK graduates, the appeal will normally be heard by the university of graduation.
- Non-UK graduates will have their appeal heard by their responsible foundation school. (Gold Guide 8: 4.155, 4.166-4.179)

Outcome 10.2

Additional training time required due to COVID-19 disruption

· See separate guidance





Refer to the Gold Guide - 8th
Edition - Conference Of
Postgraduate Medical Deans
(copmed.org.uk) for full details of the ARCP process.

Overview of F2 Annual Review of Competence Progression (ARCP) Process

Throughout F2

- Evidence including SLEs, reflections, learning, assessment and meetings are conducted as per the FP Curriculum (2021) and Gold Guide framework.
- All evidence contemporaneously recorded in the e-portfolio.

Towards the end of F2/preparing for ARCP

- Foundation schools to publish ARCP timetable (min. 6 weeks for F2s to finalise eportfolio evidence)
- Local education providers/Foundation Schools to establish ARCP panels.

The review

- Every F2 doctor's e-portfolio is subject to an annual review. The panel completes an 'ARCP outcome form', which details the review and recommends an ARCP outcome.
- The Foundation doctor must acknowledge receipt of the outcome.

Outcome 3

Inadequate progress – additional training time required

- Foundation doctor notified of ARCP outcome and signs ARCP outcome form.
- Foundation School Director to arrange remedial training
- The foundation school should write to the foundation doctor setting out the process for an appeal.
 (Gold Guide 8: 4.109, 4.112)

Outcome 4

Released from training programme

- Foundation doctor notified of ARCP outcome and signs ARCP outcome form.
- The foundation school must inform the GMC of an outcome 4.
- The foundation school should write to the foundation doctor setting out the process for an appeal.

(Gold Guide 8: 4.109, 4.112)

Outcome 5

Incomplete evidence presented – additional training may be required

- Foundation doctor notified of ARCP outcome and signs ARCP outcome form.
- A further ARCP is scheduled.
- Foundation doctor updates e-portfolio with adequate evidence and explains (in writing) the reasons for the deficiencies to the panel. (Gold Guide 8: p72)

Outcome 6

Recommended for sign-off

- Foundation doctor notified of ARCP outcome and doctor signs ARCP outcome form.
- PG Dean or authorised deputy (typically FSD) to consider ARCP outcome and, if in agreement, issue the Foundation Programme Certificate of Completion (FPCC).
 (Gold Guide 8: 4.95)

Other

(E.g. doctor training less than full time, on long term sick etc.)

- Foundation doctor notified of ARCP outcome and doctors sign ARCP outcome form.
- A further ARCP is scheduled. (Gold Guide 8: 4.87 and subsequent table including link to N codes)

Appeal against an outcome 3 or 4

Foundation doctors can only appeal if they can demonstrate that evidence confirming they had met all of the required outcomes contained in the Curriculum was available to the

ARCP panel, by the specified date, and was not considered appropriately.

- The appeal should be addressed to the Postgraduate Dean and must specify the grounds for the appeal.
- An appeal will only be heard if the Postgraduate Dean (or nominated representative) considers there to be sufficient grounds for an appeal. (Gold Guide 8: 4.155, 4.166-4.179)

Outcome 10.2

Additional training time required due to COVID-19 disruption

See separate guidance





Refer to the Gold Guide - 8th
Edition - Conference Of
Postgraduate Medical Deans
(copmed.org.uk) for full details of the ARCP process.

