

For trainee faculty challenges with the employer to be
Challenges in work based

- If you are a trainee experiencing difficulties such as:**
- Difficulty with a placement
 - Problems regarding supervision
 - Safety or governance concerns
 - Need to suspend studies due to personal circumstances

Contact your line manager or supervisor for a discussion

Alternatively, contact your organisation's named Lead for Advanced Practice or Training Hub Lead

For trainee facing challenges with university to
challenges within academic programme

- If you are a trainee experiencing difficulties such as:**
- Difficulty with studies?
 - Difficulties with programme content?
 - Difficulties obtaining support from HEI?
 - Struggling with attendance?

Contact MSc ACP Programme Lead / personal tutor

- Arrange a meeting between trainee, line manager/supervisor and the HEI

Do you feel the issue has been resolved?

No

Fill in a Faculty AP Trainee Query form

A Faculty team member will contact you to:

- Understand your situation
- Contact key people on your behalf (if appropriate)
- Guide you on next steps

Action plan possible?

Yes

Continue with the programme with action plan

No

Please complete a **Change of Circumstances** form