**TEMPLATE LETTER FROM EDUCATIONAL SUPERVISOR TO ASSESSMENT TEAM**

BY EMAIL

England.assessment.eoe@nhs.net

Dear Colleagues,

**RE: Dr XXFirstname XXSurname GMC Number:**

I have reviewed the progress of Dr …………………and, we have agreed that due to their educational progress that they are eligible to bring their CCT date forward and I can confirm that:

* They have no outstanding workplace-based assessments.
* I have advised them that they must complete all the required workplace-based assessments as if they were in a full 3-year programme by the time of the final ARCP panel.
* They are making good progress against their professional capabilities.
* They have passed their AKT and SCA.
* Their most recent ARCP was an outcome 1.
* They have no outstanding revalidation concerns.
* They are not on a dual training programme.

I would be grateful if you could organise a central ARCP to assess whether their CCT date may be brought forward. I have advised the trainee that an ESR will need to be done two weeks in advance of that ARCP panel, which I will be happy to complete with them.

Many Thanks

Dr XXFirstname XXSurname XXGMCnumber

Educational/Clinical [Delete as appropriate] Supervisor

XXEmployer name