

Acceleration of Training in Postgraduate Medicine and bringing forward the CCT Date

Standard Operating Procedure

Yorkshire and Humber Deanery

Workforce Training and Education, North East and Yorkshire, NHS England

June 2025





Name of Document		Acceleration of Training in Postgraduate Medicine and bringing forward the CCT Date	
Category		Standard Operating Procedure (SOP) This document applies to postgraduate specialty training (including general practice).	
Audience		External	
Authorised by		SOP Development and Delivery Group	
Date Authorised		03 June 2025	
Implementation Date (current version)		09 June 2025	
Next Review Date		01 July 2027	
Document Author		Willy Pillay (WP), Deputy Postgraduate Dean	
Version	Date	Author	Notes Reason for Change, what has changed, etc
1	03 June 2025	WP	First iteration of the SOP

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Document Status

This is a controlled document. Whilst this document may be printed, the electronic version posted on the SharePoint site is the controlled copy. Any printed copies of this document are not controlled.

This document is not intended to be interpreted as a policy statement. This is a local guidance document for faculty and staff in the Yorkshire and Humber Deanery to enable consistency of application; it is recognised there may be exceptional circumstances when deviation from this guidance may be required.


1. Headline Summary:

1. This document applies to postgraduate specialty and general practice training.
 - 1.1. Acceleration of training does not apply to Foundation Training (see Gold Guide 10 ss 3.1 and 4.3).
 - 1.2. For dental training see [Dental Gold Guide Application Forms - COPDEND](#)
2. Postgraduate training is planned, delivered, and assessed under the governance of a training programme guided by the arrangements as set out in the Gold Guide, and accredited and quality assured by the GMC.

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3. Acceleration of training (bringing forward the date of CCT) can only be done by an appropriately constituted ARCP panel and is discretionary, based on the evidence that is available to the panel on the day of the ARCP.
 4. Approval from the Dean (or nominated Deputy) is required where the panel considers acceleration is appropriate.
 5. If unsuccessful, the panel will provide specific and documented reasons for their decision. Whilst ARCP decisions on an outcome 2,3, or 4 may be subject to appeal, there is no appeal process for an unsuccessful request for the panel to consider acceleration (see Panel considerations set out below). A PGDiT may ask for a review of a decision not to accelerate their training, but not a review of the period that the CCT date has been brought forward by.
 6. Should the CCT date be brought forward by an ARCP panel, any subsequent additional training time required will be provided as an extension to training, by awarding an ARCP Outcome 3 (O3).

2. The process for requesting acceleration – Specialty Training:

7. A PGDiT who has demonstrated acquisition of capabilities at a rate faster than expected for that stage of training and therefore is projected to achieve the requirements for progression ahead of the planned date of progression may request for acceleration of training and adjustment to their CCT date.
 - 7.1. This would be evidenced by the reports from multiples assessors and assessments, and supported by the Educational Supervisor (ES), in writing.
 - 7.2. **All requirements** for that year/ stage of training must be met.
 - 7.3. The PGDiT and ES will request for the Training Programme Director (TPD) to consider acceleration. *The notice period must be longer than 6 months from the date of the planned ARCP for any requests for acceleration of the current year/ stage of training.*
 - 7.4. The TPD may discuss the request with the Head of School (HoS) and if there is adequate evidence to support the request, an ARCP panel will be convened for the PGDiT earlier than planned. In practice, this would usually be aligned with an existing scheduled ARCP Panel.
 - 7.5. If the Panel supports the request, confirming that all requirements for the *current* stage of training have been completed, then early progression to the next stage of



training will be permitted to be **effective on the date stipulated by the panel**. In practice, this is not likely to be the date of the panel decision. If the Panel does not support acceleration an O2 will be issued.

7.6. The HoS will write to the Dean (or nominated Deputy) to seek approval for early progression to the next stage of training and for the CCT date to be amended.

7.7. Once approved, the TPD should consult with the relevant College/ Faculty to confirm the change in CCT date. On completion of the programme and award of an O6, the PGDiT will require support from the College/ Faculty when applying to the GMC for award of their CCT/ inclusion onto the Specialist Register. Any disagreement on the decision to accelerate the training should be addressed synchronously with the decision, and not at the point of CCT.

7.8. The PGDiT is still required to meet any contractual requirements with an employer or placement provider, including notice periods, if relevant.

8. Subsequent years/ stages of training are not curtailed as a result of the Panel's decision to accelerate the *current* year/ stage of training. It is the year/ stage for which the evidence is produced that is shortened, based on evidence showing that all the requirements for progression stipulated for the current year/ stage of training have been achieved ahead of plan.

8.1. Further future acceleration may be requested following the same process as described above but would be exceptional.


8.2. The maximum reduction in training time would normally be 1 year, however this varies according to the specific curriculum requirements and guidance from the relevant College or Faculty. Please refer to the specific guidelines.

8.3. The minimum reduction in training time will be 4 months or the length of a single placement within the programme.

2.1.1 Penultimate years requests for acceleration:

9. The last opportunity to request acceleration of training is at the **penultimate ARCP**. No requests for acceleration of training will be permitted during the final year of training.

9.1. Prior to the penultimate ARCP, the PGDiT will seek support from their ES, and request acceleration of the final year of training. The penultimate ARCP Panel may determine that the acquisition of capabilities is so far ahead of the current stage of training and includes a significant component of the requirements for completion of the final year of training, and the Panel may agree to re-schedule the final ARCP date earlier than the usual 12 months and **propose** an *amended CCT* date. In this



circumstance, the notice period for requesting acceleration in the final year would be before closure of the portfolio for the upcoming penultimate year ARCP.

9.1.1. The employer will be informed of the change.

9.2. For clarity, the penultimate ARCP panel assesses capabilities and requirements for the year under scrutiny (penultimate year).

9.3. The early final ARCP Panel will assess whether all requirements within the final year necessary for award of an O6 are met. If that is the case, the O6 will be **effective on the amended date** of the CCT, and not the date of the ARCP panel. If the requirements are not met, an O2 will be awarded and a further ARCP held at the original planned ARCP date.

9.3.1. The HoS will write to the Dean (or nominated Deputy) to seek approval for early progression to the end of training and to confirm the amended CCT date.

9.4. The PGDiT is still required to meet any contractual requirements with an employer or placement provider, including notice periods, if relevant.

3. The process for requesting acceleration – GP Training:

3.1.1 On starting the training programme:


10. For PGDiT in the GP Programme, you may only request to count prior experience on joining the programme through the combined training process as outlined on the RCGP website <<https://www.rcgp.org.uk/your-career/qualifying-as-a-gp/combined-training>>.

10.1 For PGDiT entering the GP Programme with prior experience, to be eligible you will have indicated your intentions on your application form to enter GP training.

10.2 As per the RCGP website, an earlier ARCP will be held at 6 months into ST1, and if the panel support the request for request acceleration, your CCT date will be brought forward usually by 6 months, and you will start the GP ST2 year 6 months early.


3.1.2 Penultimate year requests for acceleration:

11. A PGDiT in the GP programme must ask their ES to include their intention to request acceleration of the final year of training and thus **bringing forward the CCT by 4 months** in the Educator Notes section of the portfolio when they complete their ESR for

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- the ST2 year ARCP panel. The ARCP panel will simply annotate that intention in the ARCP outcome form, confirming the request was made prior to the final year of training.
- 11.1 A PGDiT who has been awarded an O3 in ST2 requiring an extension to training will not be considered for acceleration of training.
- 11.2 A request for acceleration of training should be made with support from your ES and TPD at the latest 3,5 months into ST3, demonstrating capabilities acquired including passing the SCA.
- 11.3 If the TPD supports the application, an ARCP panel will be convened at 5 months into ST3 to review the request, and if the panel is satisfied with the rate of acquisition of capabilities, will recommend bringing forward the CCT date by 4 months. The employer will be informed of the change.
- 11.4 A final ARCP will be held at around 7 months into ST3 and if all requirements have been met, award an O6. If all requirements are not met, an O3 will be awarded for 4 months, in the first instance.
- 11.4.1 The HoS will write to the Dean (or nominated Deputy) to seek approval for early progression to the end of training and to confirm the amended CCT date.

3.1.3 Panel considerations before approving a request to bring a CCT date forward:

12. All capabilities and requirements set out in the curriculum must be evidenced to have been achieved ahead of the expected date of progression. For example, if there are outstanding examinations or concerns about conduct or capabilities, acceleration would not be appropriate. Multi-consultant Reports (MCR) or equivalent should not raise any concerns.
13. Only evidence generated during period whilst within the training programme, or during a prospective GMC-approved OOP should be considered when making the decision. Evidence generated outside of these situations do not fall within the governance of the training programme.
14. Decisions made by the Panel are made on a case-by-case basis looking at the individual merits of the request. No precedent is set by any decision made.
15. Whilst the PGDiT may request for a specific period of acceleration, if the panel supports acceleration, the period would be at the panel's discretion. A panel should not accelerate training beyond that which has been requested, unless agreed with the PGDiT.
16. Other factors to consider include:

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- 16.1 The benefit of experiential learning and dealing with uncertainty, which may be gained by exposure. Competence does not equal confidence.
 - 16.2 Capabilities, knowledge, skills, and behaviours take time and systematic practice to acquire and to become embedded as part of regular performance. Time is required to enable the breadth of experience and practice to ensure that the capabilities gained are sustainable and part of everyday practice.
 - 16.3 If the panel are not convinced that requirements for acceleration of training are met, they may err on the side of caution to ensure patient safety and practitioner safety.
 - 16.4 The potential for service disruption caused by the acceleration of training.
 - 16.5 Dual or triple training PGDiT must have the support from the ES and TPD in all the specialties.
 - 16.6 No requests for acceleration of training are considered whilst the PGDiT is in the final year of training.
- 17 Once Dean's approval has been obtained the Panel will update the CCT date and ARCP outcome.

4. Equality Impact Assessment (EIA)

English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.

5. Frequently Asked Questions

a. I have experience in the specialty before I joined the training programme. Can my CCT date be brought forward?

Prior experience (either within or outside of a training programme) can be recognised in the following ways:

1. For GP training, see point 10 and the RCGP Website <https://www.rcgp.org.uk/your-career/qualifying-as-a-gp/combined-training>.
2. For speciality training, you are able to enter a training programme above the usual point of entry, for example ST3 rather than ST1. This is through competitive recruitment for that specialty. Your training programme may therefore be shorter than

other PGDiTs, however, once admitted to the programme, your training is managed following the same processes as for other PGDiT and you will be awarded a CCT on successful completion of training. Guidance on the **Combined Programme** option from the GMC can be found here: [GMC Council 180107](#)

- a. Alternatively, after entering the programme, you could demonstrate by evidence gathered in the programme, that you have acquired the capabilities required for that stage of training and any other requirements earlier than expected and you may request an earlier ARCP as described above (Section B).
3. Experience gained prior to joining the training programme is not considered time Out of Programme (OOP) as this is outside the governance of the training programme. Experience must be demonstrated and assessed after joining the programme.

b. I have returned to the training programme after completing an OOPP, with reports from trainers. Can I count the time during the OOP?

OOPP allows for PGDiT to gain valuable experience without the burden of training and is part of the suite of flexible training options to improve wellbeing. As time spent during the OOP is outside of the governance of the training programme, it will not be counted. However, the capabilities gained during this time can be demonstrated and assessed by supervisors within the programme, *on return* to the training programme. You may request to be considered for acceleration as per the process above if your assessments and reports gathered since return to the programme demonstrate that you have acquired all the capabilities and requirements for the current stage of training earlier than expected.


c. I have returned from an OOPT or OOPR that was prospectively approved for training. Can I request for my CCT date to be brought forward?

OOPs prospectively approved by the GMC for training (OOPT and OOPR) fall within the governance of the training programme for the *time that was approved* prior to starting the OOPT/R (Gold Guide 3.157, 3.166). You should have continued to gather evidence whilst on your OOP as part of your portfolio, supported by your named *approved* supervisor during the OOP. These will be reviewed through the usual ARCP process, and capabilities gained and evidenced during the OOP should be included in your portfolio that is assessed by the planned ARCP Panel. The panel may award an O1,2,3,4, or 6 at your ARCP.

d. I am in my final year of training. Can I request for my CCT date to be brought forward as I would like to apply for a consultant job?

No, the final opportunity to make a request is prior to the penultimate ARCP.

e. I have just returned from an OOPP/C/E. Should I have an ARCP immediately upon return?



If you were due a planned ARCP, that would go ahead, and you will be awarded an Outcome 8 to reflect that you have been on an OOP. See FAQ b.

6. References

[Gold Guide 10 paras 4.1-4.17; 4.39; 3.157; 3.166; p78 v. Gold Guide 10th Edition August 2024](#)

COPMED Statement: [COPMeD guidance on changes to programme completion date - Conference of Postgraduate Medical Deans](#)

[ARCP Operational Guidance Yorkshire and the Humber Deanery](#)