

Temporary Migration Curriculum Catch-up Form

User guidance for curriculum mapping, evidence and the Training Wheel

In brief

Use the form to make important pre-migration achievements and evidence easier to find in the new portfolio. Map only when the full competency, capability, or progression requirement has been completed. A completed individual WPBA can still be attached or signposted where useful without mapping the overall competency as achieved.

What the form is for

The catch-up form is a transition tool. Use it where important pre-migration evidence would otherwise be difficult for supervisors or an ARCP panel to find or interpret in the new portfolio. It may be useful for:

- completed curriculum competencies, capabilities or progression requirements from an earlier training year;
- completed individual WBPAs within an ongoing competency where the evidence is important but difficult to locate;
- leadership, psychotherapy, ECT, addictions or other relevant pre-migration achievements that are not clearly visible in the migrated record.

There is no need to recreate the old portfolio. If evidence has migrated clearly and is easy to find, leave it where it is unless there is a specific reason to signpost it.

The key rule

"Completed" means the full requirement has been met, including the required number and type of WBPAs where applicable. A completed WPBA is valid evidence, but it does not make the overall competency complete if further evidence is still required.

How to complete the form

1. Give the form a clear title and relevant date, for example "ST4 migration catch-up".
2. State what has been completed. Make it clear whether this is a fully completed competency/progression requirement or an individual completed WPBA within work that is still in progress.
3. Attach or signpost the most relevant evidence. Do not routinely re-upload material that is already easy to find in the migrated portfolio.
4. Map only where the full competency, capability or progression requirement has been completed, and only to the capabilities genuinely demonstrated.
5. Before saving, check that the entry is concise, accurate and does not imply completion where work is still ongoing.

Examples

Situation	What to do	Why
Completed short case before migration	Add/signpost the PACE and SAPE (or relevant ARCP record) and map to the appropriate capability.	The full progression requirement is complete.

Long case still in progress, but the first required SAPE was completed before migration	Attach or signpost the SAPE if it will help reviewers find it. Do not map the long-case competency as achieved.	The WPBA is complete; the overall requirement is not.
One ECT DOPS completed where two are required	Signpost the completed DOPS if useful. Do not map the ECT competency until the full requirement is met.	One completed assessment does not equal completion of a requirement needing two.
Completed leadership work is difficult to identify in the migrated portfolio	Summarise the achievement, identify the supporting evidence and map selectively where appropriate.	The form is intended to surface completed achievement that would otherwise be hard to see.
Routine assessment is already clearly visible	Leave it as it is.	There is no expectation to duplicate or remap every historical entry.

Training Wheel

When a catch-up form is mapped, the entry becomes visible in the relevant curriculum area and contributes to the visual picture on the Training Wheel. Treat the wheel as a navigation and overview tool rather than evidence of completion in itself. Supervisors and ARCP panels should review the underlying entry and evidence.

A completed WPBA that is attached or signposted without mapping will remain available for review but will not represent the overall competency as achieved on the wheel.

Important

A complete-looking Training Wheel does not, by itself, demonstrate curriculum completion. During transition testing, mapped PDP goals could make the outer wheel appear complete even where goals had not yet been achieved. Check the evidence beneath the relevant curriculum area.

Before you submit

- Is it clear what is complete and what is still in progress?
- Is the evidence important to progression or genuinely difficult to locate?
- Have you avoided unnecessary duplication?
- If you have mapped the entry, has the full requirement actually been completed and is the mapping accurate?

Final principle

Use judgement. The purpose of the catch-up form is to make the portfolio easier to understand, not simply fuller. Surface important evidence where it helps reviewers, and reserve curriculum mapping for requirements that have genuinely been completed.