**Certificate of Expert Practice (CEP) Course Information Summary 2025**

**Introduction**

This document provides a summary about the Certificate of Expert Practice (CEP) qualifications. The CEPs are currently available in:

* Laboratory Information Technology and Clinical Informatics
* Leadership and Management
* Point of Care Testing
* Quality Management
* Training

The eligibility criteria for these qualifications varies depending on the qualification. Please see the relevant page of the IBMS website for more details.

**Outline of CEP Key Dates for 2025 and Structure**

After the introductory two-week course orientation period, which is common across the different CEPs, each of the CEPs comprises of six modules. Study for each module is over a two-week period apart from the module where Easter falls which runs for three weeks. There is one-week break between modules three and four.

The content is delivered in a student-centred format with formative assessments, reflective exercises and tasks and a tutor-led discussion forum for each module. The qualification is assessed through an online examination covering all the modules and the submission of two pieces of assessment. The key dates for the courses in 2025 are:

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| **Friday 17 January 2025** | Course Orientation |
| **Friday 31 January 2025** | Module 1 is available for study |
| **Friday 14 February 2025** | Module 2 is available for study |
| **Friday 28 February 2025** | Module 3 is available for study |
| **Friday 14 March 2025** | Study Week |
| **Thursday 20 March 2025** | Deadline for submission of first assessment piece |
| **Friday 21 March 2025** | Module 4 is available for study |
| **Friday 4 April 2025** | Module 5 is available for study |
| **Friday 18 April 2025** | Module 6 is available for study |
| **Thursday 8 May 2025** | Conclusion of module delivery |
| **Thursday 22 May 2025** | MCQ and Short Answer Question Online Examination |
| **Friday 13 June 2025** | Candidates notified of result of online examination |
| **Monday 16 June 2025** | Re-sits for MCQ and Short Answer Question online examination |
| **Thursday 26 June 2025** | Deadline for submission of second assessment piece |
| **Monday 14 July 2025** | Examination Board |
| **Tuesday 15 July 2025** | Notification of results |
| **W/C 28 July 2025** | Certificates sent out |

**Studying Online**

The course is run on the Blackboard Virtual Leaning Environment (VLE) which can be accessed via any computer, laptop or tablet which means you will have access to the course materials 24 hours a day, 7 days a week. This enables you to repeatedly review the module materials whenever you want. The CEP provides the opportunity to exchange experiences and knowledge with other biomedical scientists who will work in a variety of different settings via the discussion forums.

**Engaging with the Learning Material – How much time is required?**

During the course orientation period, you will be expected to work through the Blackboard Learn Student Orientation course to familiarise yourself with the features of the VLE and to use the ‘Introduce Yourself’ discussion thread to post a short introduction about yourself.

The course is divided up into six modules. The modules will be released as the course progresses on the dates stated above. It is recognised that participants are most likely to be undertaking this course in their own time away from their workplace although for some of the module tasks you may need to liaise with colleagues to get their experiences, views and opinions. Once module one has started whilst you are not expected to log in every day, and it is difficult to be precise on how much time should be spent on the course each week as this will depend on your personal circumstances, it is likely that that this will be minimum of seven or eight hours each week.

Once a module is made available it can be accessed at any time over the remaining duration of the course. This will enable you to catch up on any module that you may miss because of holidays or other personal reasons. If you know that you are going to be unable to log-in for a period of time, please let the Course Director know as your engagement in the CEP will be monitored.

**Expectations Regarding Module Task, Discussion Forums and ‘Live’ Sessions**

Each module will have a dedicated discussion forum section on the Blackboard system that will be moderated by the module tutor(s) and the Course Director. Ahead of module one starting you will be given clear instructions on how these forums can be accessed and used.

There will be clearly titled discussion threads on the discussion points and/or reflective tasks within each module. They are **NOT** marked but posting your answers, thoughts on, or conclusions to them within the appropriate discussion threads will significantly aide knowledge transfer, learning and debate amongst your fellow participants and will assist in your learning and development.

You can also initiate discussions within the forms but please **do not** start a new thread for your response to a reflective task or a question posed by the module tutor instead these should be placed in the appropriate thread. Adding further threads for these responses will make the forums messy and cause confusion amongst your fellow participants. Any new discussion thread that you initiate should be relevant to the module being studied. A separate ‘general’ discussion forum area will be made available for topics and issues that do not relate directly to a particular module.

You are expected to access the course frequently and the Course Director will monitor how often you access the course and your level of engagement in the forums. You are **not** expected to read and/or respond to every comment made by your fellow participants, but you **must** contribute to the discussions in **each** module and for **each** module you are expected to post a **minimum of once in at** **least half** of the discussion threads set up by the module tutor.

More information on the discussion forums will be provided within the course information at the start of the course.

**Assessment**

The course will be assessed in the following ways:

**Two Short Pieces of Assessed Work**

You are required to submit **two short pieces of work for assessment**. The first is a reflective learning piece in which you must describe how the discussion forums have assisted your learning during the course up until, and if you wish including, the Study Week and how you will modify your engagement with the discussion forums going forward.

The second piece depends on the CEP you are undertaking. You must either explain what you would like to change in your own practice and/or that of your department (laboratory) that you work in because of the course and the approach you will take to implement this change including an action plan for doing so or explain what aspect(s) of the CEP you would like to explore further and how you will go about doing so. You will also be asked to briefly reflect on the course.

More information on these assessed pieces will be provided within the course information at the start of the course.

**Online Examination**

The other part of the assessment for the course is a **90 minute** on-line examination which will take place on **Thursday 22 May 2025.** The examination will be comprised of 36 multiple-choice and six short-answer questions that will test your understanding of all the material in the course. The pass mark for the examination is 65%. More details about the on-line exam will be made available during the course.