The Royal College of Pathologists
Pathology: the science behind the cure

Learning Environment for Pathology Trainees

(LEPT System)

Guidance notes and application form for Oral and Maxillofacial Pathology trainees

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Guidance notes on how OMFP trainees can access The LEPT system

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1. OMFP training

Oral and Maxillofacial Pathology (OMFP) in the UK is a dental specialty. Responsibility for the dental specialties lies with the General Dental Council (GDC). The curriculum for specialist training in OMFP is developed and published by the Oral and Maxillofacial Pathology Subcommittee of the Specialty Advisory Committee for the Additional Dental Specialties in conjunction with the British Society for Oral and Maxillofacial Pathology and is approved by the GDC. The Oral and Maxillofacial Pathology curriculum is available on the GDC's website.

Additional OMFP information is available on the College website.

2. What is the LEPT system?

The Learning Environment for Pathology Trainees (LEPT) system is an ePortfolio which is designed to capture trainees' progress during training. It records workplace-based assessments including multi-source feedback (MSF) and a functionality to support the Annual Review of Competence Progression (ARCP) process. The ePortfolio also provides the Educational Supervisor Structured Report (ESSR) which gives a snapshot of a year's training which is used to inform the ARCP.

3. Who is the LEPT system for?

The LEPT system is principally for registered medical trainees in the following CCT specialties:

- Chemical pathology
- Diagnostic neuropathology
- Forensic histopathology
- Histopathology
- Paediatric and perinatal pathology

The LEPT system is also in use for trainees training in oral and maxillofacial pathology.

The LEPT system is also available for use by Portfolio Pathway doctors in the above specialties who wish to make direct applications to the Specialist Register.

4. Gaining access to the LEPT system

Please print and complete the application form which is at the end of this document and return it to the email address below. The information will be recorded on the College database and trainees will receive an email notification requesting that a password be set. Email addresses and passwords are required to log into the College website in order to access the LEPT system.

5. Why do I need an Educational Supervisor?

The support of an educational supervisor is important in assisting trainees in reviewing progress during the training. An educational supervisor (and a Training Programme Director) has to be selected in the LEPT system before the ePortfolio can be used. It is a

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mandatory requirement. It is the trainee's responsibility to ensure they have a designated educational supervisor and that the person have agreed to the role of reviewing the content of the trainee's ePortfolio via the LEPT system. The educational supervisor's consent must also be given on the application form.

6. How much does it cost to access the LEPT system?

The fee for 2026/2027 is £69 for up to one years' LEPT access to run from 1 August to 31 July. This is despite the OMFP training year beginning in September.

7. How should the payment be made?

Card payment must be made via the College website. Following the receipt of the application form, an email notification will be sent within two weeks to advise that the College website is open for the card payment to be made.

8. How will I know that I have been given LEPT access?

LEPT access will begin following the processing of the application. An email notification, within two weeks of the receipt of the application will be sent to advise accordingly.

9. Can I re-apply to access the LEPT system for future years?

Yes, you will be asked to pay the annual fee each year in July/August and as long as the fee is paid, your access to the LEPT system will continue. If you choose not to pay, your access will end.

After each ARCP panel meeting, please advise the College's LEPT contact (via email), your ARCP outcome number and year of training as appropriate. Your ePortfolio will be updated with this information.

10. I'm out of programme (OOP), do I need to pay for the use of the LEPT system?

If you are OOP and require access to the ePortfolio, yes, the year's payment must be made.

If you are OOP and do not require the use of the ePortfolio, then no, payment is not required. However, please let the College know when you have returned to clinical training and wish to begin using the LEPT system.

11. Who should I contact regarding any LEPT queries?

Sandra Dewar
Assessment Manager
Assessment Department

Tel: 020 7451 6765 (direct line)

Email: sandra.dewar@rcpath.org

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Oral and Maxillofacial Pathology

Application form to access the LEPT System

Please complete in block capitals or typescript

Section 1: Personal Details

Title:	Last name	First Name(s):
Home Address *(all correspondence will go to this address)*: Postcode:		Work Address: Postcode:
Home Telephone Number:		Work Telephone Number:
Email:		
Gender (*tick as applicable*): Male ☐ Female ☐		Date of birth (*dd/mm/yyyy*):
Professional Registration Number (GDC):		Date of registration (*dd/mm/yyyy*):

Section 2: Programme Entry Details

Deanery/LETB	Your training year:	ARCP outcome from previous year (if applicable):
Date of first day in post (*dd/mm/yyyy*):		Training speed in percentage: (e.g. full-time = 100%)
Provisional date for completion of training date (*dd/mm/yyyy*):		
NTN/NTN(A):		

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Section 3: Data Protection Act

In order to comply with Data Protection laws, it is essential that we have your permission to use personal data held on you, for the purpose of the Royal College of Pathologists carrying out any reasonable activity for the efficient administration of its statutory obligations with regard to specialist registration and certification. These data will only be disclosed, as part of the process of administering your training programme or application for registration, including use of an ePortfolio, with (as appropriate):

- the relevant regional and national training bodies,
- postgraduate deaneries/LETBs and their staff,
- relevant Royal College officers, representatives and staff,
- other relevant medical Royal Colleges or faculties, e.g. the Joint College of Surgical Training (JCST),
- educational supervisors, training programmes directors and Heads of Schools or equivalent,
- The General Dental Council (GDC),
- specialist and trainee societies and organisations,
- employing authorities.

Please note: We always ensure we protect everyone's privacy including any personal information that is shared with us. Please refer to our Privacy Policy at:
https://www.rcpath.org/about-the-college/college-policies/privacy-policy.html

Section 4: Declaration

This declaration is for the completion of the Educational Supervisor

(Please tick each box below and sign and date the application form).

☐ I am the designated educational supervisor for the above OMFP trainee and I agree to use the LEPT system to review progress during their training.

☐ I agree to have the following information/data processed by The Royal College of Pathologists.

Full name of educational supervisor:			
Professional Registration number:		**Email address:**	
Deanery/LETB:			
Workplace address – including department			
Signature of educational supervisor:		**Date:**	

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Confirmation of application for registration for the LEPT system

This declaration is for the completion of the trainee who is seeking access to the LEPT system.
(Please tick as applicable and sign and date the application form).

☐ I agree to have my information/data processed by the Royal College of Pathologists.

☐ I understand that access to the LEPT system will be granted for a year from August to July.

☐ I give permission for my personal details to be made available to a third party(ies) as required for the purposes of monitoring, assessing and certifying my specialist training.

OMFP trainee's signature:		**Date:**	

Section 5: Submission of application form

Please email the completed form to: sandra.dewar@rcpath.org.

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