



# Council Apprentice

Candidate information

# Message from our Chair

The HCPC is an important public body, full of talented and committed people with a shared purpose of protecting the public.

The Council plays a key role in guiding and supporting the executive as a team to ensure that our common purpose of protecting the public is at the heart of everything we do.

Being a Council member is an incredibly rewarding and interesting role. However, we know getting your first Non-Executive role can be challenging without experience.

That is why we are excited to be able to provide this 'Apprenticeship' opportunity to two talented candidates to give them that first step to a truly rewarding career

For the HCPC this scheme enhances the range of opinions and perspectives around our board table, which is essential to guarding against 'group think' and truly representing the diverse needs of our stakeholders.

We first ran our Apprentice programme in 2020 and it has been a very rewarding experience for both the HCPC and our brilliant Apprentices, we are excited to welcome two new Apprentices in 2022.

Thank you for your interest in being our 'Apprentice', I hope the information provided in this pack will result in your application.

*Christine Elliott*



# Who are we?

We are a UK-wide regulator established by law, committed to delivering high quality, efficient regulation in order to protect the public.

We regulate 15 professions:

- Art Therapists
- Biomedical Scientists
- Chiropodist/Podiatrists
- Clinical Scientists
- Dietitians
- Hearing Aid Dispensers
- Operating Department Practitioners
- Orthoptists
- Occupational Therapists
- Paramedics
- Physiotherapists
- Prosthetist/Orthotists
- Practitioner Psychologists
- Radiographers
- Speech & Language Therapists



# What we do

We regulate by:

- Deciding what it takes to be a member of one of our professions
- Approving education programmes which will produce competent graduates who are safe to treat people
- Keeping an accurate register of people who are legally able to call themselves one of our 15 professions.
- Taking action when a professional isn't meeting our expectations of safe practice and conduct.

To do all these things for 15 different professions is complex and requires good governance.

Our Council plays an important role in this by setting the HCPC's strategic direction and overseeing the organisation's performance.

# What is the Council?

Our Council is our 'board'. The Council is the most senior decision making group at the HCPC. They are ultimately responsible for the success of the HCPC. Our Chief Executive and his team are accountable to the Council.

There are 12 members of our Council and they are all Non-Executive meaning they are not employed by the HCPC.

Half of our members are professionals currently on our register. The other half are 'lay' members, who have skills and experience which benefits the HCPC, for example legal, business, HR, financial etc. expertise.





# What is the Council Apprentice?

The Council Apprentice role was introduced in 2020. We want to help give the talented individuals who can bring a diverse perspective to our board, the experience and skills they need to go on to have a rewarding boardroom career.

Once appointed our Council Apprentices take part in all our Council meetings and associated activity. They also get involved in our Committees to maximize their transferable experience of governance.

While Apprentices are not voting members when decisions are taken (due to our governing laws) they see all the board papers that support decisions and they are encouraged to (and once settled in expected to!) participate in the meeting debate that leads to a decision being made.

# What are we offering?

## **Inclusion**

We are a supportive board and very keen to hear opinions and views that may differ from our own. We will take the Apprentice into everything that happens on a board, no issues will be off limits.

## **Range**

We will also involve the Apprentice in our Audit Committee and People and Resources work, this will enhance the experience gained by the Apprentice.

## **Development**

We will provide a comprehensive induction into the HCPC's work, our Council and governance. At the start of the placement you will be assigned a Council member mentor to support you through your year with us. You will also take part in all Council seminars and workshops through the year.

## **Support**

Additionally our Council Chair will regularly check in with you to provide ongoing mentorship and our Governance team will be on hand to provide you with practical support and assistance.

# What our current Apprentices say

## *Summary of your experiences so far:*

- Since starting the Apprenticeship I have been able to sit on Council meetings, have individual 1:1's with Council members and HCPC employees providing me with valuable experience of how the Council and Executive team work together. Observing FTP hearings, Audit and Risk Committee and being part of the People and Resources Committee has provided me with a deeper understanding of governance, accountability and how this supports the delivery of quality patient care.

## *What have you gained?*

- During this short time, I have gained confidence in speaking within meetings and appreciate that my work and life experience provides invaluable perspective to any Council or Committee board.

## *How has it felt for you?*

- It has been scary at times; I have been out of my comfort zone when reading board papers and engaging in workshops. These were all overcome by the support of an amazing 1:1 Council member mentor. I have been able to reflect on my progress and can see the personal growth this role has given me. I now have a new perspective on my career development and progression.

## *What would you say to someone considering applying?*

- I would say go for it! If like me, you want to be part of future change in the healthcare sector, then this will provide you with the initial exposure, experience and understanding of governance within healthcare regulation. The recruitment process provided me with a positive experience and allowed me to see my own value.



# What are we looking for?

We are looking for potential.

We do not expect prior boardroom experience, but the Apprentice needs to demonstrate an interest in the work of the HCPC and an ambition to pursue a career in the boardroom.

Excellent inter-personal skills are essential as well as the confidence to share your perspective.

The Council apprentice must be;

- Interested in HCPC's work
- Keen to learn about being on a board
- A good communicator
- Willing to commit the time
- Able to uphold the seven principles of public life



# How to apply

Applications are to be submitted to [appointments@hcpc-uk.org](mailto:appointments@hcpc-uk.org) . A CV and covering letter are required. The covering letter should address the following:

1. Why do you want to be a Council Apprentice and pursue a boardroom career?
2. What interests you about the work of the HCPC?

**Applications will close at 9am on Monday 8 November 2021.**

Applications will be assessed by Christine Elliott, Chair of Council, and Eileen Millan, Senior Council Member. If shortlisted you will be asked to take part in a brief Zoom chat to ensure we are right for each other.

A thorough induction will be provided and the role will run for one year to 31 December 2022.

# Q&A

We hope the below information will answer questions you may have about our scheme.

**How long is the appointment?** The appointment is for one year until 31 December 2022

**What is the time commitment?** The main time commitment will be to attend meetings and the pre reading and preparation required for these meetings. Our apprentice will be expected to attend all Council and assigned Committee meetings, as well as the Council seminar sessions. Our meetings typically take half a day. Outside of meeting activity we want our apprentice to regularly meet informally with their assigned Council and Executive buddies. Altogether we estimate the time commitment will be 20 days a year.

**Will I be paid?** Yes. Formal meetings attendance will be remunerated at £341, this includes reading time. Remuneration is taxable under Schedule E and subject to Class I National Insurance contributions. It is not pensionable.

**Will I be entitled to annual leave and other employee benefits?** No. The Council Apprentice is not a HCPC employee and will not have employment rights. They will be expected to adhere to the Council member code of conduct and should any issues arise with conduct these will be addressed through the Council member concerns process.

**Will my expenses be paid?** Yes. Reasonable expenses will be reimbursed according to our Council and Committee member expense policy.

**Does the role require travel?** Yes some travel will be required. We hold a mix of virtual and in person meetings through the year, with most being virtual. If a meeting requires travel, the HCPC will cover your expenses in line with our expense policy.

**Will I receive training and development?** Yes. We run training for our Council members which you will take part in. Aside from this schedule of training, you will receive support from your Council and Executive buddies through the year.

**Will I receive feedback on my performance?** Yes the Chair of Council will check in with you throughout the year to provide mentorship. They will also undertake an end of placement review with you. Throughout all of this engagement we are very interested in how you think we are doing! We want to make the scheme as useful as possible.