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**MINUTES** of the fifth meeting of the Education and Training Committee held on Tuesday  
12 November 2002 at Park House, 184 Kennington Park Road, London SE11 4BU

**Present :**

Prof. D. Waller (Chairing)  
Prof. N. Brook  
Mrs. S. Chaudhry  
Miss H. Davis  
Ms C. Farrell  
Mr. P. Frowen  
Prof. J. Harper  
Prof. R. Klem  
Mr. C. Lea  
Prof. C. Lloyd  
Prof. J. Lucas (not items 9 and 22)  
Ms G. Pearson  
Mr. G. Sutehall  
Dr. A. van der Gaag (not item 22)

**Also in Attendance**

Dr. P. Burley – Secretary, ETC  
Mr. T. Berrie  
Mr. J. Bracken  
Ms M. Collins  
Ms U. Falk  
Ms E. Glean  
Ms C. Gooch  
Ms A. Lawson-Porter  
Ms G. Malcolm  
Mr. C. Middleton  
Ms L. Pilgrim  
Mr. G. Ross-Sampson  
Ms P. Sabine  
Mr. M. Seale

**ITEM 1 02/108 MEMBERSHIP AND APOLOGIES FOR ABSENCE**

- 1.1 The Chairman reported that Dr R. Kapur had now been appointed..
- 1.2 Apologies were received from :- Mr. D. Ashcroft, Dr. G. Beastall, Mr. M. Collins, Mr. I. Massey, Mr. G. Milch, Ms G. Pearson, Ms S. Stirling, and Ms E. Thornton.

**ITEM 2 02/109 APPROVAL OF THE AGENDA**

On the recommendation of the Chairman,

It was

**RESOLVED (1)**

**that the agenda be approved subject to taking item 22 first, and in private session and then item 9, and both jointly with the Registration Committee.**

**ITEM 3 02/110 MINUTES**

It was agreed that the minutes of the fourth meeting of the Health Professions Council's Education and Training Committee held on 16 October 2002 be confirmed as a true record and signed by the Chairman.

**ITEM 4 02/111 MATTERS ARISING**

- 4.1 The Committee received the notes of the secretariat group meeting on 21 October 2002. These acted as a major compendium of information about how the project plan should be taken forward. The Committee endorsed the approaches recommended with special reference to collaboration with professional bodies.
- 4.2 It was clarified that the Consultants to be appointed would continue to be Newchurch and would be working to transfer the data and approaches agreed by the Committee into operating manuals, brochures, etc. The Chief Executive would be the project sponsor, but relevant Committees would approve relevant documentation.

**ITEM 5 02/112 CHAIRMAN'S AND SECRETARY'S REPORTS**

- 5.1 The Chairman reported that the four other working groups (for CPD, placements, publications, and pre-registration education and training) had been briefed on the issues facing them and were starting the process of an e-mail dialogue.

**ITEM 7 – 21    02/113    " EDUCATION AND TRAINING PROCESSES "**

- 7–21.1 Mr G. Ross-Sampson introduced this paper, which supported items 7 through to 21.
- 7–21.2 He drew specific attention to the catalogue of publications needed and their timetable.
- 7–21.3 Much of the current work on brochures and publications could be around their ethos and framework while the detail of uni-professional content could be being worked up in parallel.
- 7–21.4 The various standards, criteria, and processes all drew from pre-existing common data sets.
- 7–21.5 The brochures to be published by 1 April 2003 would contain a position statement or work in progress if the final text for new procedures was not yet ready. The only exception was the Standards of Proficiency (see item 9 below).
- 7–21.6 The Committee received the paper and agreed the strategy within it.

**ITEM 7    02/114    ADMISSION REQUIREMENTS TO APPROVED COURSES**

- 7.1 The Committee received the paper and agreed the recommendations subject to redrafting the academic entry criteria and reviewing the position of local education authorities.
- 7.2 For this and other items, members were asked to make editorial comments direct to the Executive.

**ITEM 8    02/115    PUBLISHING THE ADMISSIONS REQUIREMENTS**

The Committee received the report and agreed the recommendations, noting that Health Professions Wales already published entry requirements for courses in Wales.

**ITEM 9    02/116    STANDARDS OF PROFICIENCY**

- 9.1 The Committee received the report and the background papers.
- 9.2 The Chairman of the Committee reported on the workshop on 31 October 2002 facilitated by the Quality Assurance Agency where the 12 groups tasked with preparing the SoPs had been assembled and briefed together before continuing in profession specific groups. The groups had been asked to report back by 6 November on how to position the project to meet the next target for a seminar again on 6 February 2003.
- 9.3 The Chairman and President put on record that SoPs were not about lowering standards. They were different standards from Subject Benchmarks, albeit derived from them, and had a different purpose around minimum standards for safe and effective practice where these were not embedded in an approved UK course and qualification. The SoPs could not recreate a degree curriculum by another route.

- 9.4 Competence and proficiency were different criteria in the HPO. The terminology in SoPs' documentation needed to be reviewed to ensure the correct language was used.
- 9.5 It was agreed that the relationship between the different standards and criteria did need to be explored and a statement made about it. It was also confirmed in this context that Subject Benchmarks operated at threshold level.
- 9.6 SoPs were the minimum, not the ideal, standards for safe and effective practice.
- 9.7 The various standards and criteria had to be aligned and interact.
- 9.8 Members on the Steering Group were asked to make contact with the project secretariat at QAA for setting up meetings.
- 9.9 It had been agreed that for the Project Plan the SoPs must be ready by 1 April 2003 because they underpinned so much of HPC's work elsewhere. Of all the activities falling to the Committee, preparation of SoPs was the only one where completion to the rigid deadline of 1 April 2003 was essential. Without them HPC would have to ask Ministers for a deferral of HPC's Rules. The initial work should be completed by the end of February and needed to be expedited and whatever assistance was needed should be provided to ensure progress. The progress should be monitored closely to ensure all groups were moving forward together. It could be that the final – as against the usable – version would not be available until into April 2002.
- 9.10 The SoPs had to be owned by the professions concerned, not imposed upon them.
- 9.11 It was agreed that the eight existing Subject Benchmarks should be recirculated to all members of the Committee.
- 9.12 SoPs had to be drafted to take account of the need to demonstrate Continued Professional Competence at re-registration (see item 25 below).
- 9.13 It was agreed to proceed on the basis of this discussion.

**ITEM 10 02/117 STANDARDS OF EDUCATION AND TRAINING TO ACHIEVE  
" STANDARDS OF PROFICIENCY "**

- 10.1 The Committee received the report and agreed the recommendations.
- 10.2 This was one of the largest tasks facing the Committee and would lead to manuals, guidance, and leaflets. It would be remitted to the consultants for their assistance.
- 10.3 It was agreed that harmonised processes must be fit for purpose in each context.
- 10.4 It was noted that all the information needed for these standards already existed, but whether all processes could be harmonised by 1 April 2003 was the issue. Additional resources should be secured over and above Newchurch's assistance.

**ITEM 11 02/118 OUTCOMES TO BE ACHIEVED BY APPROVED EDUCATION AND TRAINING PROVISION**

The Committee received the report and agreed the recommendations.

**ITEM 12 02/119 "COURSE COMPARISON TO CRITERIA "  
GUIDANCE NOTES / POLICY**

The Committee received the report and agreed the recommendations. The Committee noted that the Secretariat Staff meeting on 21 October had endorsed using the AHP work on values as the major point of departure here. See also item 10 above.

**ITEM 13 02/120 INFORMATION REQUIRED FROM VISITORS' REPORTS AND EXECUTIVE SUMMARY OF VISITORS' REPORTS**

The Committee received the report and agreed the recommendations. This item interacted with 10 and 12 above.

**ITEM 14 02/121 LIST OF APPROVED COURSE / FORMALLY APPROVED COURSES**

The Committee received the report and work in progress and agreed the recommendation.

**ITEM 15 02/122 GUIDANCE NOTES ON MINOR AND MAJOR COURSE CHANGES**

The Committee received the report and agreed the recommendations.

**ITEM 16 02/123 PERIOD OF TIME TO BE GIVEN TO INSTITUTIONS TO MAKE " OBSERVATIONS "**

The Committee received the report and agreed the recommendation.

**ITEM 17 02/124 PERIOD OF TIME TO BE GIVEN TO AN INSTITUTION TO CARRY OUT " CONDITIONS AND REQUIREMENTS "**

The Committee received the report and agreed the recommendation, noting the need for a common vocabulary.

**ITEM 18 02/125 POLICY STATEMENT ON SHUTTING DOWN COURSES AND TRANSFER OF STUDENTS**

The Committee received the report and agreed the recommendation, noting that HPC could only withdraw its approval from a course not close it on its own authority.

**ITEM 19 02/126 VISITORS' QUALIFICATIONS POLICY /GUIDANCE NOTES**

The Committee received the report and agreed the recommendation, noting that the proposals for the Council encompassed acknowledging other relevant training and experience for visitors.

**ITEM 20 02/127 WHAT INFORMATION / STATISTICS DOES EDUCATION AND TRAINING COMMITTEE WANT TO SEE TO MAKE PRO-ACTIVE JUDGEMENTS ?**

The Committee remitted this for further investigation. In the meantime the Committee received the report and agreed the recommendation.

**ITEM 21 02/128 JOB DESCRIPTION, PERSON SPECIFICATION, INTERVIEW EVALUATION CRITERIA etc**

The Committee noted the recommendations to be put to the Council on 13 November 2002 and asked that the Council clarify that the commitment to days' duties mentioned were per annum in each case.

**ITEM 22 02/129 UP-DATE FROM NEWCHURCH ON THE RESULTS OF THE CONSULTATION EXERCISE**

Taken in the private part of the meeting.

**ITEM 23 02/130 SUSPENSION OF STANDING ORDER**

It was

**RESOLVED (2)**

**that the relevant SO be suspended to allow the meeting to continue beyond three hours.**

**ITEM 24 02/131 GLOSSARY OF TERMS**

The Secretary reported on the proposal for a glossary of the technical terms to be used consistently in the publications being taken forward now by Mrs S. Stirling.

**ITEM 25 02/132 ANY OTHER BUSINESS : DEFINITIONS AND INTERPRETATIONS OF CONTINUING PROFESSIONAL DEVELOPMENT AS AGAINST CONTINUING PROFESSIONAL COMPETENCE**

25.1 Mr Bracken asked the Committee to note the two different definitions : –

**Continuing Professional Development (CPD)**

This was a scheme to be devised by Council and specified in the body of the Order, but it could not of itself be a measure or test of competence. It could be tailored to scopes of practice.

**Continuing Professional Competence (CPC)**

This was not specified as such explicitly in the Order, but was implicit. It had to be demonstrated for continued or re-registration to meet the Standards of Proficiency. Simple compliance with CPD could not be taken to demonstrate CPC. CPC did have to show proficiency in basic clinical competence even if the registrant was working in teaching, research, or management. The Council could be "satisfied" as to compliance with CPC by indirect means and not necessarily by a specific (biennial) test of competence for every registrant.

25.2 It was agreed to ask the Allied Health Professions competence project to comment on these definitions and the issues they raised. The Committee would then be able to take a view on how aligned was that project to issues around CPC and SoPs for HPC.

**ITEM 26 02/133 DATE OF NEXT MEETING**

The next meeting would be at 10.30 am on 27 November 2002. The AHPF Competence Project would report on its work.

**ITEM 27 02/134 MEETING IN PRIVATE**

It was

**RESOLVED (3)**

**that the remainder of the meeting be held in private because publicity would be prejudicial to the public interest, by reason of the confidential nature of the business to be transacted.**

**CHAIRMAN**

