

**unconfirmed**  
**The Health Professions Council**

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Minutes of the 34th meeting of the Education and Training Committee held on **Tuesday 4 December 2007** at Park House, 184 Kennington Park Road, London, SE11 4BU.

**Present:** Ms E Thornton (Chairman)  
Professor K Bryan  
Ms H Davis  
Ms E Ellis  
Ms C Farrell  
Mrs D Haggerty  
Professor T Hazell  
Mr S Hutchins  
Professor C Lloyd  
Professor J Lucas  
Mr A Mount  
Ms G Pearson  
Mrs B Stuart  
Professor D Waller  
Mr N Willis

**In attendance:**

Mr O Ammar, Education Officer  
Mr J Archibald, Education Administrator  
Mr C Bendall, Secretary to the Committee  
Mr J Bracken, HPC's solicitor (until item 11 inclusive)  
Ms A Creighton, Education Manager  
Mr M Guthrie, Policy Manager  
Ms M Hargood, Education Officer  
Mr R Houghton, Head of Registration  
Mr S Leicester, Director of Finance  
Mr S Mars, Policy Officer  
Ms N O'Sullivan, Secretary to Council  
Mr S Rayner, Secretary to Committees  
Mr G Ross-Sampson, Director of Operations  
Mr M Seale, Chief Executive and Registrar  
Ms C Urwin, Policy Officer  
Dr A van der Gaag, President

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-11-30	a	ETC	MIN	Minutes Education and Training Committee 4 December 2007 public meeting	Draft DD: None	Public RD: None

### **Item 1.07/106 Apologies for absence**

- 1.1 The Chairman welcomed Mrs Haggerty to her first meeting of the Committee and welcomed members of the public.
- 1.2 Apologies for absence were received from Mr J Donaghy, Mrs S Drayton, Professor J Harper and Ms P Sabine.

### **Item 2.07/107 Approval of agenda**

- 2.1 The Committee approved the agenda.
- 2.2 The Committee noted a suggestion that the volume of enclosures might be reduced through committee papers providing Internet addresses for publications, instead of the publication being copied as part of the paper.

### **Item 3.07/108 Notes of the Education and Training Committee meeting held on 27 September 2007**

- 3.1 The Committee agreed that the notes of the thirty-third meeting of the Education and Training Committee should be confirmed as a true record and signed by the Chairman.

### **Item 4.07/109 Matters arising**

- 4.1 The Committee received a paper to note from the Executive.
- 4.2 The Committee noted the action list as agreed at the last meeting.
- 4.3 The Committee noted that, at the last meeting, it had been reported that the HPC would no longer provide notification of forthcoming approval visits to professional bodies which charged an accreditation fee to education providers. This was because education providers might not wish to seek accreditation by a professional body and could, if they wished, approach the professional body directly. The Committee noted that the Executive was considering wider issues about the publication of information on approval visits. A paper would be presented to the next meeting.

### **Item 5.07/110 Chairman's report**

- 5.1 The Committee received a verbal report from the Chairman.

- 5.2 The Committee noted that the Chairman had approved a Continuing Professional Development sample profile for chiropodists and podiatrists. Further work was needed to ensure that there were profiles for all professions. The Chairman thanked members and the Executive for their continued work in reviewing profiles.
- 5.3 The Committee noted that the Chairman had chaired a discussion day about student fitness to practise on 5 November 2007. Further discussion took place at item 10.
- 5.4 The Committee noted that the Chairman would interview drama therapists for Partner roles that afternoon.

**Item 6.07/111 Education Manager's report**

- 6.1 The Committee received a report on the work of the Education - Approvals and Monitoring Department.
- 6.2 The Committee noted that, since September 2007, the Department had begun the annual monitoring process for the 2007-8 academic year. The Department was currently planning the assessment days to consider submissions.
- 6.3 The Committee noted that the Department would shortly complete its annual presentations to education providers. Feedback to date had been very positive and a report on the presentations would be included in the Education Manager's report to the next meeting.
- 6.4 The Committee noted that the Department had completed initial information gathering on IHCD paramedic programmes. The Department was currently finalising visit dates to these programmes. The visits were likely to include a third visitor from another part of the Register, to work alongside two paramedic visitors. This approach was being taken to reduce the conflict of interests, as most paramedic visitors had had contact with the delivery or assessment of an IHCD paramedic programme because every ambulance trust had ran the programme. A number of ambulance services had confirmed their intention to stop enrolling students on the programme after 1 September 2008. However, in October 2007 the IHCD had confirmed that it intended to extend the programme to March 2013. The Department would contact ambulance services to reconfirm their intentions.

- 6.5 The Committee noted that there were currently political sensitivities about the ambulance service in Wales. A member offered to provide a briefing to the Education Manager about the issues involved.
- 6.6 The Committee thanked the Department for its work.

**Item 7.07/112 Proposed fee rise**

- 7.1 The Committee received a paper for discussion/approval from the Executive.
- 7.2 The Committee noted that the Council on 11 May 2006 had agreed the following principles for fees:
- HPC should aim to avoid significant and deliberate fee cross-subsidisation;
  - fee rises should be made on a regular basis, i.e. every two years, or more often in high inflationary periods; and
  - fees should be set at a level to maintain the agreed reserves policy and ensure the financial viability of the HPC as an independent organisation.
- 7.3 The Committee noted that the proposed fee increases in June 2009 and June 2011 were at or below the likely rate of inflation and were as follows:

	<b>Fee from June 2007 (£)</b>	<b>Proposed fee, 2009 (£)</b>	<b>Proposed fee, 2011 (£)</b>
Full year registration (graduates)	50	53	56
Full year registration (non graduates)	50	53	56
Readmission	110	115	120
Renewal	72	76	80
International scrutiny fee	400	420	440
Grandparenting scrutiny fees	400	420	440

- 7.4 The Committee noted that the proposed increases were based on the Five Year Plan and its modelling of factors such as costs and registrant volumes. The key assumptions in the Plan were listed in the paper. The Committee noted that the fee rise would be subject to a public consultation process and alteration of the Registration and Fees rules.
- 7.5 The Committee agreed that the terms ‘graduates’ and ‘non graduates’ should be revised, as ‘non graduates’ actually meant individuals who applied for registration more than two years after graduating from an approved programme.

- 7.6 The Committee noted that the Five Year Plan forecast that UK graduates would decrease by 2% per year. Some members felt that this was too optimistic. The Committee noted that the assumptions in the Five Year Plan would be revised over time, in the light of the actual number of graduates.
- 7.7 The Committee noted that NHS Employers had recently agreed to pay an allowance of £38 to support payment of registration fees for clinical staff in England, where registration with a regulatory body was mandatory in order to practice. The Committee noted that the allowance applied to staff in pay bands 5-8(A) inclusive. The Committee noted that many registrants (such as most prosthetists and orthotists) did not work in the NHS, or worked in the other home countries, or fell outside the pay bands affected.
- 7.8 The Committee agreed to approve the fee rise schedule for 2009 outlined above and noted that a further paper would be presented to the next meeting.

**Action: SL (by 26 March 2008)**

**Item 8.07/113 Generic standards of proficiency**

- 8.1 The Committee received a paper for discussion/approval from the Executive.
- 8.2 The Committee noted that, at meetings of the Professional Liaison Group (PLG) which had drafted the standards of proficiency for applied psychologists, there had been discussion about the existing generic standards of proficiency. In particular, there had been discussion about the standards' applicability to the disciplines of applied psychology and whether the terminology used was appropriate for those disciplines.
- 8.3 The Committee noted that, at the final meeting of the PLG on 25 October 2007, the chairman of the Group had invited the British Psychological Society to submit their views so that the Committee could consider an appropriate way forward. It was expected that this would be available for the Committee's consideration at its next meeting. The Committee noted that the draft standards of proficiency had been issued for consultation and the consultation period would end on 8 February 2008.
- 8.4 The Committee noted that other professions, such as counsellors and psychologists and arts therapists, had also expressed a view that the terminology of the standards might be inappropriate for their professions. The Committee noted that

there was a move in health policies from an emphasis on making the patient better to ensuring that the patient stayed well.

- 8.5 The Committee noted that, if the review of the standards was brought forward, this would have an impact on planning within the Policy and Standards Department but was not expected to affect the review of other standards.
- 8.6 The Committee agreed that the Executive should prepare a paper for the next meeting, addressing the issues identified above. The Committee noted that the paper would include a summary of comments about the generic standards from the current consultation.

**Action: MG (by 26 March 2008)**

**Item 9.07/114 Health Professions Council response to EQUIP  
Enhancing Quality in Partnership – Healthcare Education  
Quality Assurance Framework Consultation**

- 9.1 The Committee received a paper for discussion/approval from the Executive. Copies of a letter dated 3 December 2007 from the Chief Executive of Skills for Health were tabled.
- 9.2 The Committee noted that Skills for Health was currently consulting on a new quality assurance framework for healthcare education. The Executive had drafted a response to the consultation and the Chief Executive had also written to the Chief Executive of Skills for Health. Both responses expressed serious concern about the proposal, including the following points:
- the consultation only briefly referred to HPC and did not mention HPC's statutory role in setting standards and approving education and training programmes against those standards;
  - readers might infer that HPC had been jointly responsible for the proposals, as the consultation referred to 'partners';
  - there was no information about how the process would be funded;
  - there was limited reference to the devolved health administrations in Northern Ireland, Scotland and Wales and no clarity that the process only applied to NHS-funded healthcare education in England; and
  - the consultation would create an additional burden on education providers.

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2007-11-30

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- 9.3 The Committee agreed that the draft response to the consultation should be strengthened, to make it very clear that the proposals would greatly increase the burden on programmes which were approved by the HPC. Subject to this amendment, the Committee agreed that the response should be submitted.

**Action: MG (by 31 December 2007)**

- 9.4 The Committee agreed that it had serious concerns that Skills for Health had not engaged with the HPC's views. The Committee noted that similar concerns had been expressed by other organisations in the healthcare and education sectors. The Committee noted that the President, the Chairman and the Chief Executive would meet the Chief Executive of Skills for Health to discuss the matter.

**Action: President/Chairman/MJS (by 28 March 2008)**

**Item 10.07/115 Student fitness to practise – Department of Health response**

- 10.1 The Committee received a paper for discussion/approval from the Executive.
- 10.2 The Committee noted that, following its discussion at the meeting on 27 September 2007, a meeting with stakeholders had been held on 5 November 2007. The paper summarised the outcome of the meeting, identified potential work for the future and included HPC's draft response to the Department of Health on the student fitness to practise.
- 10.3 The Committee noted that some education providers operated student fitness to practise panels. The Committee noted that the paper proposed that the HPC would not produce guidance on objectivity and the make-up of panels, as these decisions were best taken locally.
- 10.4 The Committee noted that the Professional Liaison Group (PLG) to review the Standards of Education and Training (SETs) had met for the second time on 22 November 2007. The Group had discussed including a new SET requiring that programmes should include teaching of the standards of conduct, performance and ethics. The Group had also discussed whether to include an additional SET, requiring programmes to have a process for considering student fitness to practise issues. There would be a paper taken to the next SETs PLG, outlining the discussion and recommendations for a student fitness to practise process. The Committee noted that members of the Group had

been able to report verbally on the meeting held on 5 November 2007, although the written note of the meeting had not been available.

10.5 The Committee noted that it was intended that, as part of the review of the HPC's health and character process, the HPC would produce guidance for education providers on dealing with students with criminal convictions.

10.6 The Committee agreed that the Executive should further explore whether it would be appropriate for the HPC to produce guidance for students on professional behaviour and fitness to practise. The Committee noted that education providers and students might welcome such guidance.

**Action: CU (by 28 March 2008)**

10.7 The Committee recommended to the Council the text of the response to the Department of Health on student fitness to practise.

**Action: CU (by 13 December 2007)**

#### **Item 11.07/116 Education complaints procedure**

11.1 The Committee received a paper for discussion/approval from the Executive.

11.2 The Committee noted that there was currently no formal procedure for making a complaint about an educational programme to the HPC. The proposed procedure provided that any complaint would be analysed jointly by the Education Department and the Fitness to Practise Department. A joint decision would be made on whether the complaint was about an individual or about a programme. If the complaint was about a programme, the Committee could use its powers under Part IV of the Health Professions Order 2001 to require education providers to give such information and assistance as the Committee might reasonably require. However, if a complaint was subsequently found to be about an individual, any evidence obtained effectively under Part IV of the Order might be inadmissible to any subsequent fitness to practise proceedings.

11.3 The Committee noted that it was expected that there would only be a small number of complaints and that some complaints might actually be about academic judgement (i.e. whether a student had passed). The Committee noted that the outcome of any investigation by the HPC might only affect approval of an



educational programme and would not lead to any financial compensation for the complainant, any change to an academic award or support any legal case by a complainant.

- 11.4 The Committee noted that there were three possible outcomes to an investigation into an educational programme: no case to answer; a change not requiring immediate action (use of an existing process, either approvals, annual monitoring or major change); or further investigation by a directed visit. All findings from an investigation would be taken to the private part of a meeting of the Education and Training Committee, with recommendations from the Executive on the future course of action.
- 11.5 The Committee agreed that, in communicating the new process to stakeholders, the HPC should make it clear that normally complainants should have exhausted all appropriate complaints channels within the education provider, before contacting the HPC. Subject to this point, the Committee agreed the process set out in the paper.

**Action: SM (Ongoing)**

#### **Item 12.07/117 Major change process redesign**

- 12.1 The Committee received a paper for discussion/approval from the Executive.
- 12.2 The Committee noted that the major/minor change process had been running formally for two academic years and was being redesigned to react to data captured during the period. The changes included:
- linking the process more closely with the annual monitoring and approvals processes;
  - changing its name to 'major change process', to better reflect its purpose;
  - introducing an advice stage of the process, enabling education providers to seek guidance about which process was most appropriate;
  - changing the required documentation for assessment of a change;
  - introducing new criteria for assessing changes, including a table which mapped possible changes against their impact on the SETs;
  - the HPC would no longer visit education providers on a cyclical basis participating in education provider's internal period review procedures, as this was not a risk-based approach to regulation;

- enabling an education provider to submit documentation to evidence how HPC's standards continued to be met; and
- developing the visitors' report for the major change process.

12.3 The Committee noted that the cumulative effect of several minor changes might lead to significant change to a programme. The Committee noted that visitors would be able to refer to previous annual monitoring cycles and visitors' reports, to help determine whether there had been a cumulative change to the programme.

12.4 The Committee noted that visits would still be conducted where necessary and that, given programmes were often visited by several organisations apart from the HPC, it was likely that any issues would be identified.

12.5 The Committee:

- approved the new major change process, supplementary information document, visitors' report and associated guidance;
- agreed to change the name of the process to 'Major change process';
- agreed that, at the advice stage of the new process, the Executive could decide whether to determine a programme continued to meet the SETs and standards of proficiency (SOPs) using the approval, major change or annual monitoring processes;
- agreed to change the criteria used to assess the impact of a change on the SETs and SOPs;
- agreed, if possible based on the new criteria, to allow visitors to determine whether the programme continued to meet the SETs using documentation only and not require a visit;
- agreed to amend the guidance given in 'Key Decisions from our Consultation on Standards of Education and Training and the Approvals Process' and deal with changes from periodic review cycles using the most appropriate approval or monitoring process;
- approved an implementation date for the new process of 1 March 2008.

**Action: OA (Ongoing to 1 March 2008)**

### **Item 13.07/118 Visitors' report**

13.1 The Committee received a paper for discussion/approval from the Executive.

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- 13.2 The Committee noted that the current format of the visitors' report had been used for approval visits since its agreement by the Approvals Committee on 24 May 2004. The report had been used for visits for three academic sessions. The Executive had drafted a new style of report and intended to move the responsibility of drafting them from visitors to employees. It was hoped that this would increase consistency between reports and improve their helpfulness in communicating information to a wide range of audiences, including prospective students, registrants, education providers and Committee members. The Executive would explain the reasons for the new format when communicating with education providers and visitors.
- 13.3 The Committee noted that, in the 2006-7 academic year, approximately two-thirds of reports had been drafted by the Executive and then approved by visitors. This approach would be used for all reports in the future.
- 13.4 The Committee agreed that the guidelines for completing the report should make it clear that there could be more than one condition against each SET.
- 13.5 The Committee agreed that the new format was a great improvement and commended the Executive for the work involved.
- 13.6 The Committee agreed:
- the content and format of the new visitors' report;
  - the supporting guidelines, subject to the amendment identified at paragraph 13.4 above;
  - that the Executive would normally draft the visitors' report, with the visitors confirming the content and recommended outcomes; and
  - that the new format of the visitors' report would become effective from 1 January 2008.

**Action: MH/AC (Ongoing)**

**Item 14.07/119 Applied psychologists consultations**

- 14.1 The Committee received a paper to note from the Executive.
- 14.2 The Committee noted that consultation documents had been issued on the draft standards of proficiency for applied psychologists and the threshold level of qualification for entry to that part of the register. Both consultations would run from 9 November 2007 to 8 February 2008.

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**Item 15.07/120 Continuing Professional Development project**

- 15.1 The Committee received a paper to note from the Executive.
- 15.2 The Committee noted that, since 2006, the Continuing Professional Development (CPD) project team had been making the Council's CPD scheme operational. The paper gave details of recent progress.
- 15.3 The Committee agreed that the paper was useful and showed a great deal of work by the Executive.

**Item 16.07/121 Approvals and monitoring annual report 2006**

- 16.1 The Committee received a paper for discussion/approval from the Executive.
- 16.2 The Committee noted that the first approvals and monitoring annual report had been published in August 2007. The report covered the period 1 September 2005 to 31 August 2006 and presented statistical information relating to the approvals and annual monitoring processes.
- 16.3 The Committee thanked the Executive for producing a very useful report.

The Committee noted the following papers:

**Item 17.07/122 Education Department reorganisation**

**Item 18.07/123 Dates of Committee and Panel meetings 2008-9**

**Item 19.07/124 Electronic resolutions passed since the last meeting**

**Item 20.07/125 Reports from Education and Training Committee representatives at external meetings**

- 20.1 The Committee received a paper to note from the Executive.
- 20.2 The Committee noted that resources to support practice placement educators were available free of charge at [www.practicebasedlearning.org](http://www.practicebasedlearning.org)

The Committee noted the following papers:

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**Item 21.07/126 Committee membership**

**Item 22.07/127 Amendment to Standing Orders**

**Item 23.07/128 Minutes of the review of the Standards of Education and Training Professional Liaison Group held on 13 September 2007**

**Item 24.07/129 Minutes of the Applied Psychologists Standards of Proficiency Professional Liaison Group held on 4 September 2007**

**Item 25.07/130 Minutes of the Applied Psychologists Standards of Proficiency Professional Liaison Group held on 12 October 2007**

**Item 26.07/131 Minutes of the Applied Psychologists Standards of Proficiency Professional Liaison Group held on 25 October 2007**

**Item 27.07/132 Minutes of the Education and Training Panel held on 27 September 2007**

**Item 28.07/133 Minutes of the Education and Training Panel held on 25 October 2007**

**Item 29.07/134 Minutes of the Education and Training Panel held on 14 November 2007**

**Item 30.07/135 Health and character declarations**

30.1 The Committee received a paper for information from the Executive, giving statistics on health and character declarations made by registrants on application for renewal, readmission and admission to the Register.

30.2 The Committee noted that, at its meeting in June 2007, it had approved a work plan to review the process for considering health and character issues. The Executive now intended to produce a paper for the meeting on 26 March 2008.

**Item 31.07/136 Any other business**

31.1 There was no other business.

**Item 32.07/137 Date and time of next meeting**

32.1 The next meeting of the Committee would be held at 10.30 am on Wednesday 26 March 2008.

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32.2 Subsequent meetings would be held at 10.30 am on:  
Tuesday 10 June 2008  
Thursday 25 September 2008  
Tuesday 2 December 2008  
Thursday 26 March 2009  
Thursday 11 June 2009

**Chairman**  
**Date**

Unconfirmed

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