

**Agenda Item 6 (i)**

**Enclosure 2**

**Health and Care Professions Council  
21 September 2017**

**Minutes of the Education and Training  
Committee meeting held on 7th September  
2017**

**For information**

**From Stephen Wordsworth, Chair of the  
Education and Training Committee**

Council, 21 September 2017

Minutes of the Education and Training Committee Meeting  
7 September 2017

### Executive Summary

The Education and Training Committee (ETC) met on 7 September 2017 at the  
The draft minutes of the meeting are enclosed. A summary of business considered is  
set out below.

#### **Consultation on the threshold level of qualification for entry to the Register for paramedics – recommended to Council**

The Committee discussed a draft consultation document on proposals to change the  
threshold level for entry to the Register for paramedics as described in SET 1.

A shortened timetable was agreed to maximise any possible period of adaptation for  
education providers.

The Committee agreed that a policy statement will be produced outlining the factors  
the HCPC takes into account when considering a change to SET 1

#### **Review of Health and Character declarations – discussed**

The Committee received an update on the impact of changes to the Health and  
Character Declarations policy agreed by the ETC in March 2016. The changes  
allowed for a greater number of declarations to be signed off administratively.

The Committee agreed to review the policy in two years according to the review  
cycle.

#### **Annual monitoring: proposals to broaden the evidence base – agreed**

The Committee agreed to expand the the evidence base required from providers to  
include evidence on practice placements and service user and carer involvement  
monitoring.

Following discussion it was agreed that building an evidence base on learner  
involvement was a priority and should begin as soon as a programme has first been  
assessed as meeting the new SETs.

#### **Revisions to Education process (visitors') reports – noted**

The Committee agreed to provide feedback on a revised reporting style for visitors reports at future ETP meetings.

**Education and Training Committee**

**Minutes of the 76<sup>th</sup> meeting of the Education and Training Committee held as follows:**

**Date:** Thursday 7 September 2017

**Time:** 10.30 am

**Venue:** Room D&G, Health and Care Professions Council, Park House,  
184 Kennington Park Road, London SE11 4BU

**Members:** Stephen Wordsworth (Chair)  
Maureen Drake  
Sue Gallone  
Sonya Lam  
Gavin Scott

**In attendance:**

Claire Amor, Secretary to the Committee  
Olivia Bird, Policy Officer  
Laura Coffey, Head of Case Reception and Triage  
Brendon Edmonds, Head of Educational Development  
Abigail Gorringer, Director of Education  
Michael Guthrie, Director of Policy and Standards  
Imran Inamdar, Case Reception Manager  
Greg Ross-Sampson, Director of Operations

## Public Agenda

### **Item 1 - Chair's welcome and introduction**

- 1.1 The Chair welcomed the Committee and Executive to the meeting.

### **Item 2 - Apologies for absence**

- 2.1 Apologies were received from Joanna Mussen.

### **Item 3 - Approval of agenda**

- 3.1 The Committee approved the agenda.

### **Item 4 - Declaration of members' interests**

- 4.1 Members had no interests to declare in connection with the items on the agenda.

### **Item 5 – Minutes of the meeting of 12 June 2017 (ETC 21/17)**

- 5.1 The Committee considered the minutes of the last meeting of the Education and Training Committee.
- 5.2 The minutes were accepted as a correct record to be signed by the Chair.

### Items for discussion/approval

### **Item 6 – Consultation on the threshold level of qualification for entry to the Register for paramedics (ETC 22/17)**

- 6.1 The Committee received a paper from the Executive.
- 6.2 The Committee noted that at its meeting of 12 June 2017, the Committee considered a paper on the threshold level of qualification for entry to the Register for paramedics ('SET 1'). The Committee agreed that no change to SET 1 is not a viable option.
- 6.3 The Committee received an update on recent changes in approved paramedic programmes across the UK. It was noted that an update appendix one to the paper had been circulated ahead of the meeting and the Consultation document will be updated to reflect the most recent statistics.
- 6.4 In response to a question it was noted that the all UK provider is the Open University and that student volumes for that programme are small.

- 6.5 The Committee agreed that paragraph 3.4 should be amended so that the first bullet point addresses the changes in models of care as this was the primary motivation for considering change.
- 6.6 The Committee agreed that consultation question two should be amended to clarify what the education levels referred to are.
- 6.7 The Committee discussed consultation question four. It was noted that this question, or similar is likely to be included in all future consultations on standards. It was agreed that the wording would be reviewed to determine if 'inclusion' is an appropriate addition.
- 6.8 The Committee discussed the criteria the HCPC uses to determine that a change to SET 1 is required for any profession. The Committee noted that professions change regularly and that some professions have stronger lobbying ability to effect change. Workforce planning is also a very important factor beyond the HCPC's remit that must be considered when making changes to SET 1. The Committee agreed that, post this consultation, a policy statement would be produced outlining the factors the HCPC takes into account when considering a change to SET 1.
- 6.9 The Committee discussed the timetable options for the consultation as set out by the Executive. The Committee agreed that option two is preferred by that the consultation should be closed after 12 weeks on 15 December 2017 to avoid the holiday period. The Committee preferred this option as it maximised the time for providers to adapt to any change.
- 6.10 The Committee discussed possible options for the implementation timetable. It was noted that legal advice is currently being sought about the HCPC's ability to take a phased approach to changing SET 1, however any change the SET 1 must be contemporaneous. It was agreed that the consultation document should be amended to make it clear that change is not likely before the 2019-20 academic year.
- 6.11 The Committee agreed to recommend the draft consultation document to Council for approval subject to the amendments agreed during their discussion, minor editing amendments and legal scrutiny.

#### **Item 7 – Review of Health and Character declarations (ETC 23/17)**

- 7.1 The Committee received a paper from the Executive.
- 7.2 The Committee noted that the report is a biennial review of the Health and Character Declarations made by applicants for registration or readmission on to the register or by registrants on renewal of registration. The review relates to the period April 2015 to March 2017.
- 7.3 In March 2016 the Committee approved changes to the Health and Character Declarations policy, which allowed for a greater number of declarations to be signed off administratively.

7.4 During discussion the following points were noted:-

- the number of declarations received during the reporting period was 18% lower than in the previous two year review period;
- 82% of declaration cases received were signed off in the department, compared to 54% previously;
- the majority of cases signed off from July 2016 related to matters that had already been considered by the education provider; and
- the proportion of cases where registration was rejected by a panel has more than doubled under the revised policy this is due to the resulting change to the profile of cases reaching Panel considers changing.

7.5 The Committee noted that the Executive continue to look for administrative efficiencies in the declarations process.

7.6 The Committee discussed the decrease in declarations received and if this should be a concern. It was noted that the improved guidance has clarified where declarations are not required for protected convictions.

7.7 It was agreed that the Executive would examine fitness to practise cases relating to declarations to identify any relevant trends that could impact on the assessment of the policy. This will be reported to the Committee before the next review date if findings are significant

7.8 The Committee agreed that it did not require an additional update on the working of the policy before its due review date in 2019, subject to paragraph 7.7.

#### **Item 8 – Annual monitoring: proposals to broaden the evidence base (ETC 24/17)**

8.1 The Committee received a paper from the Executive.

8.2 During discussion the Committee noted that:-

- the Executive is proposing changes to the evidence required from education providers engaging with the annual monitoring audit process. Developments within the health, care and education sectors impacting on the programmes approved by the HCPC require examination as to further enhancements to ensure the approval process remains effective;
- it is proposed that additional evidence be required for practice placement and service user and carer involvement monitoring for the last two academic years. This will involve third part feedback;

- the Executive do not believe requiring additional information in these areas would increase the overall burden to the education provider in engaging with the annual monitoring process. Providers should be producing the information already for their own internal purposes; and
  - guidance will be provided to education providers on the types of evidence the HCPC expects to see.
- 8.3 The Committee discussed requiring an evidence base for learner involvement. It was noted that the revised SETs published in July 2017 include a new SET 3.6 requiring learners to be involved in the programme. Broadening the evidence base on learner involvement before they have been assessed against the revised SETs would present a challenge to providers. Following approval, it is expected providers will maintain their own evidence of how the SET is met and therefore this area could form part of the HCPC evidence base.
- 8.4 The Committee agreed that building an evidence base on learner involvement was a priority and should begin as soon as a programme has first been assessed as meeting the new SETs.
- 8.5 The Committee agreed that the evidence base for the assessment of programmes through annual monitoring should be expanded to include practice placements and service user and carer involvement monitoring for the last two academic years. This requirement will be introduced in the 2018-19 academic year. The Committee agreed that learner involvement monitoring should be included in the evidence base for those programmes that had been assessed under the new SETs on a two year phased basis.

#### **Item 9 – Revisions to Education process (visitors') reports (ETC 25/17)**

- 9.1 The Committee received a paper from the Executive.
- 9.2 The Committee noted that the Executive has recently reviewed and updated visitors' reports for the annual monitoring, approvals, and major change processes. Some new reports have been trialled for Education and Training Panel meetings.
- 9.3 The Committee agreed that the Education and Training Panel would provide feedback on the new format as required.

#### **Item 10 – Any other business**

- 10.1 The Committee discussed the format of its meeting of 23 November 2017. It was noted that a briefing session would take place following the formal meeting.



**Item 11 – Date and time of next meeting**

11.1 Thursday 23 November 2017, 10.30am at Park House, SE11 4BU

**Resolution**

The Council adopted the following:

‘The Council hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council’s functions.’

Item	Reason for Exclusion
12	A

**Summary of matters discussed in private session**

The Committee approved the private minutes of its meeting of 12 June 2017.

**Chair** .....

**Date** .....