

The Health Professions Council

Education & Training Committee Meeting

Tuesday 12th November 2002

noon, and together with the Registration Committee for
initial business (items 9, 19, and 21 taken out of sequence)

The **Fifth** meeting of the Health Professions Council Education & Training Committee will be held at the following location:

The Council Chamber
The Health Professions Council
Park House
184 Kennington Park Road
LONDON SE11 4BU

Tel. No : 020 7582 0866

The Committee meeting will be held in two parts. Part One will be open to members of the public.

Marc Seale
Chief Executive
5th November 2002

Health Professions Council
Park House
184 Kennington Park Road
London SE11 4BU

Peter Burley
Secretary to the Committee

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Agenda – Part One – Open to Members of the Public

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| 1. Apologies for Absence | Verbal |
| 2. Approval of Agenda | Verbal |
| 3. Minutes of the Education & Training Committee meeting held on 16 October 2002 | Enclosure 1
Paper ETC 65 / 02 |
| 4. Matters Arising together with Notes of the Meeting of the Education and Training Secretariat Group on 21 October 2002 | Verbal and
Enclosure 2
Paper ETC 66 / 02 |
| 5. Chairman's Report | Verbal |
| 6. Secretary's Report | Verbal |

Items for Discussion/Approval (supported by the paper on " Education and Training Processes ... " from Mr G Ross-Sampson)

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| | Enclosure 3
Paper ETC 67 / 02 |
| 7. Admission Requirements to approved Courses from the Secretary | Enclosure 4
Paper ETC 68 / 02 |
| 8. Publishing the Admissions Requirements from the Secretary | Enclosure 5
Paper ETC 69 / 02 |
| 9. Standards of Proficiency from the Secretary | Enclosure 6
Paper ETC 70 / 02 |
| 10. Standards of Education and Training to achieve " Standards of Proficiency " from the Secretary | Enclosure 7
Paper ETC 71 / 02 |
| 11. Outcomes to be achieved by approved Education and Training provision from the Secretary | Enclosure 8
Paper ETC 72 / 02 |
| 12. " Course Comparison to Criteria " Guidance Notes/Policy " from the Secretary | Enclosure 9
Paper ETC 73 / 02 |
| 13. Information Required from Visitors' Reports and Executive Summary of Visitors' Reports from the Secretary | Enclosure 10
Paper ETC 74 / 02 |
| 14. List of Approved Course/Formally Approved Courses from the Secretary | Enclosure 11
Paper ETC 75 / 02 |
| 15. Guidance Notes on Minor and Major Course Changes from the Secretary | Enclosure 12
Paper ETC 76 / 02 |
| 16. Period of Time to be given to Institutions to make " Observations " from the Secretary | Enclosure 13
Paper ETC 77 / 02 |

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| 17. Period of Time to be given to an Institution to carry out " Conditions and Requirements "
from the Secretary | Enclosure 14
Paper ETC 78 / 02 |
| 18. Policy Statement on Shutting down Courses and Transfer of Students
from the Secretary | Enclosure 15
Paper ETC 79/ 02 |
| 19. Visitor's Qualifications Policy/Guidance Notes
from the Secretary | Enclosure 16
Paper ETC 80/ 02 |
| 20. ETC statistics – What information/statistics does Education & Training Committee want to see to make pro-active judgements ?
from the Secretary | Enclosure 17
Paper ETC 81 / 02 |
| 21. Job description, person specification, interview evaluation criteria etc.
from the Secretary | Enclosure 18
Paper ETC 82 / 02 |
| 22. Update from Newchurch on the results of the consultation exercise and matters for decision
from Newchurch | Paper to follow |

Items for Information

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| 23. Glossary of Terms
A glossary of the technical terms to be used consistently in the publications. | Oral |
| 24. Any Other Business
Previously Notified to and Agreed by the Chairman. | |
| 25. Date & Time of Next Meeting
10.30 am Wednesday 27 November 2002 | |

Resolution

The Committee is invited to adopt the following if needed :

"The Committee hereby resolves that the remainder of the meeting shall be held in private because publicity would be prejudicial to the public interest, by reason of the confidential nature of the business transacted."