

Agenda Item 12

Enclosure 10

Paper ETC 91 / 03

Education and Training Committee

**SITUATION REPORT AND PROJECT PLAN FOR THE
STANDARDS OF EDUCATION AND TRAINING
PROFESSIONAL LIAISON GROUP**

from the Secretary of the Committee

for discussion and decision

Situation Report and Project Plan for the Standards of Education and Training (SET) Professional Liaison Group (PLG)

This report sets out the position and issues for the PLG as at mid-July 2003. Different parts of the project plan are still at different levels of detail. The Committee is asked to approve progressing the PLG on this basis.

1. Mission Statements and Terms of Reference

The PLG's mission statement is, " To inform the HPC's stakeholders as to the standards of education and training required for admission to the register", with the terms of reference being Part IV 15 (1) – (2) of the Order.

2. HPC Membership

Prof. C. Lloyd	Convenor
Miss E. Thornton	<i>ex-officio</i>
Prof. Norma Brook	<i>ex-officio</i>
Miss H. Davis	
Mrs. J. Stark	
Mr. G. Sutehall	
Prof. D. Waller	

Secretary : Ms L. Pilgrim

Suggestions for external membership have been forwarded to the convenor.

3. Objective and Timetable

In setting a timetable the PLG will need to consider :

- (a) that it reports in July 2004.
- (b) that it will consult with interested stakeholders before final decisions are taken.
- (c) prepare documentation, reports, brochures and arrange for them to be printed and distributed.
- (d) all steps/actions taken to go to Committee and Council meetings for approval.
- (e) set up website communication.

A Gantt chart will be prepared.

The SET PLG may wish to consider meeting bi-monthly or in periods; eg. meeting in 2/3 periods over the next 5 – 6 months. In relation to the latter, each period would be of 1 – 2 days duration at an agreed venue. The latter option may allow for the work to be covered over a concentrated period of time.

4. **Outcome of PLG's Work**

The SET PLG will :-

1. Produce an Operating Manual, which will be remitted to the Education and Training Committee for approval;
2. (a) Devise and set standards of education and training necessary to achieve the Standards of Proficiency (SOPs) and (b) the outcomes to be achieved by that education and training;
3. Devise and set the requirement to be satisfied for admission to, and continued participation in, the stated education and training; and
4. Consider further outcomes in line with its terms of reference.

5. **Communications Strategy**

The PLG will liaise/communicate with :-

- (a) Relevant committees (Education and Training Committee and communications Committee) and departments within HPC, eg. IT Department.
- (b) appropriate members of HPC staff.
- (c) Educational institutions.
- (d) Professional bodies.

6. **Operationalisation : Training & Recruitment**

The PLG may need to identify if additional staff are needed, and, if so, arrangements for recruitment will need to be made. (A draft template job description has been prepared).

The PLG will also need to establish the contribution needed by existing staff, Council and Committee members, and partners and if additional training for them will be needed.

Recruitment and training will then need to be integrated into the process.

7. **Legal Issues**

The relevant extract from the Order is Part IV 15 (1) – (2) of the Order which states,

"15. (1) The Council shall from time to time establish -

- (a) the standards of education and training necessary to achieve the standards of proficiency it has established under article 5(2); and
- (b) the requirements to be satisfied for admission to, and continued participation in, such education and training which may include requirements as to good health and good character.

(2) The standards mentioned in paragraph (1)(a) shall include such matters as the outcomes to be achieved by that education and training. "

The main legal issue identified to date by the Committee (and discussed there already) is the relationship between the SETs and the Standards of Proficiency.

8. **Budget**

£10,000 p.a. has been allocated for the PLG's work. Bids for additional funds will be made as proposals are identified and costed.

9. **Lessons to be Learned from other Organisations**

No other organisations have produced SETs in this form, but the PLG will look at any equivalent experience elsewhere.