

Education – Approvals and Monitoring

Approval visits 2006/07

Since September 2007, the department have finalised all of the visits from the 2006/07 academic year. The December meeting of the Education and Training Panel is due to approve the final programme of the 141 visited during the last year.

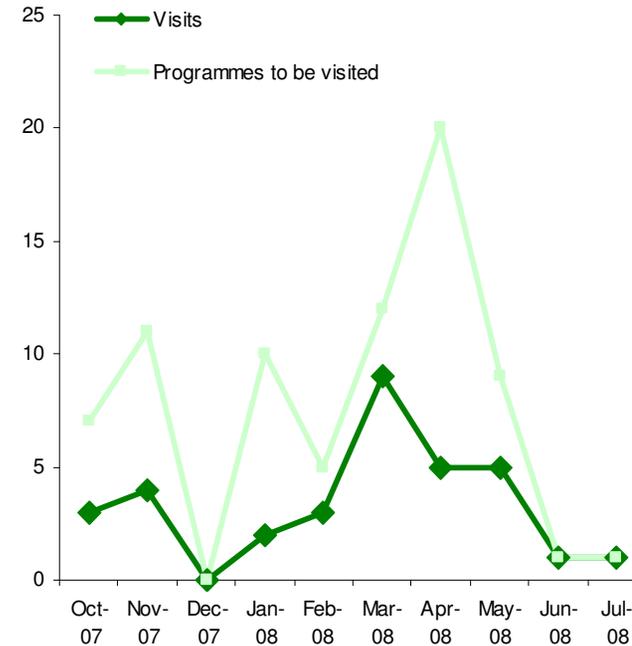
Approval visits 2007/08

The department has 32 visits in the schedule for the new 2007/08 academic year. These 32 visits will consider 75 programmes. There are three large multi-professional visits in April 2008. The first two visits to IHCD paramedic programmes are scheduled for March 2008. Two visits have been cancelled this year and two postponed to dates last on in the academic year.

	Visits	Programmes to be visited
Oct-07	3	7
Nov-07	4	11
Dec-07	0	0
Jan-08	2	10
Feb-08	3	5
Mar-08	9	12
Apr-08	5	20
May-08	5	9
Jun-08	1	1
Jul-08	1	1

Compared to previous years, the number of visits scheduled for Jan – April 2008 is relatively quiet. There are potentially 11 more visits to IHCD paramedic programmes to be added to the schedule between May – Sept 2008.

The following graph shows the timing of the visits and the difference between number of visits and number of programmes to be visited. The majority of visits consider more than one programme.



Date	Education provider	Programme Name	Mode of Study
16/10/07	City University	Independent/Supplementary Prescribing	Part Time
18/10/07	University of Derby	BSc (Hons) Occupational Therapy	Full Time Full Time Accelerated Part Time
25/10/07	University of Plymouth	BSc (Hons) Paramedic Practitioner (Community Emergency Health)	Full Time Part Time
25/10/07	University of Plymouth	Diploma in Higher Education Paramedic	Part Time

		Studies (Community Emergency Health)	
06/11/07	Robert Gordon University	BSc (Hons) Diagnostic Radiography	Full Time
7/11/2007	Coventry University	BSc (Hons) Applied Biomedical Science	Full Time
15/11/2007	York St John University	BHSc (Hons) Occupational Therapy	Full Time Part Time Part Time (In Service) Flexible
15/11/2007	York St John University	BHSc (Hons) Physiotherapy	Full Time Part Time Part Time (In Service) Flexible
21/11/2007	University of Ulster	BSc (Hons) Biomedical Science with DPP (Pathology)	Full Time
10/1/2008	University of the West of England, Bristol	Foundation Degree Paramedic Science	Full Time
15/1/2008	University of Cumbria	BSc (Hons) Occupational Therapy	Full Time Part Time Flexible
15/1/2008	University of Cumbria	MSc Occupational Therapy (Accelerated route)	Full Time Flexible
15/1/2008	University of Cumbria	BSc (Hons) Physiotherapy	Full Time Flexible
15/1/2008	University of Cumbria	MSc Physiotherapy (Accelerated Route)	Full Time Flexible
12/2/2008	University of Huddersfield	BSc (Hons) Physiotherapy	Full Time
12/2/2008	University of Huddersfield	Pg Dip Physiotherapy	Full Time
20/2/2008	University of Nottingham	Masters of Nutrition (M Nutr)	Flexible
21/2/2008	University of Central	BSc (Hons) Physiotherapy	Full Time

4/3/2008	University of Leeds	BSc (Hons) Radiography (Diagnostic)	Full Time
5/3/2008	University of Worcester	MA Art Therapy	Full Time
5/3/2008	University of Worcester	MA Drama Therapy	Part Time
11/3/2008	University of Wolverhampton	BSc (Hons) Applied Biomedical Science	Full Time Part Time
11/03/2008	University of Northampton	BSc (Hons) Podiatry	Full Time
11/03/2008	Welsh Ambulance Service	IHCD paramedic award	Full-Time
18/3/2008	Open University	Foundation Degree in Health Sciences	Part Time
18/3/2008	Open University	Foundation Degree in Paramedic Science	Part Time
26/03/2008	Eastern England Ambulance Service	IHCD paramedic award	Full-Time
8/4/2008	University of Plymouth	BSc (Hons) Occupational Therapy	Full Time
8/4/2008	University of Plymouth	BSc (Hons) Dietetics	Full Time
8/4/2008	University of Plymouth	BSc (Hons) Podiatry	Full Time
8/4/2008	University of Plymouth	BSc (Hons) Physiotherapy	Full Time
9/4/2008	University of Liverpool	BSc (Hons) Radiotherapy	Full Time Part Time
9/4/2008	University of Liverpool	BSc (Hons) Occupational Therapy	Full Time
9/4/2008	University of Liverpool	BSc (Hons) Orthoptics	Flexible
9/4/2008	University of Liverpool	BSc (Hons) Diagnostic Radiography	Full Time
15/4/2008	Coventry University	Diploma of Higher Education Operating Department Practice	Full Time
15/4/2008	Coventry University	BSc (Hons) Dietetics	Full Time
15/4/2008	Coventry University	BSc (Hons) Occupational	Part Time

Date 2007-11-22 Ver. a Dept/Cmte EDU Doc Type PPR

Title Education contribution to ETC
report - Dec 2007

Status Final
DD: None

Int. Aud. Internal
RD: None

		Therapy	
15/4/2008	Coventry University	BSc (Hons) Physiotherapy	Full Time
15/4/2008	Coventry University	Foundation Degree in Paramedic Science	Full Time
16/04/2008	Swansea University	Dip HE Paramedic Science	Full Time
16/04/2008	St Georges, University of London	BSc (Hons) Physiotherapy	Full Time
16/04/2008	St Georges, University of London	BSc (Hons) Diagnostic Radiography	Full Time
16/04/2008	St Georges, University of London	BSc (Hons) Therapeutic Radiography	Full Time
7/5/2008	University of Portsmouth	BSc (Hons) Applied Biomedical Science	Part Time
13/05/2008	University of Northampton	BSc (Hons) Occupational Therapy	Full Time Part Time
21/05/2008	Bradford University	BSc (Hons) Applied Biomedical Science	Full Time Part Time
27/5/2008	Manchester Metropolitan University	FdSc Paramedic Science	Full Time Part Time
28/05/2008	University of Huddersfield	BSc (Hons) Physiotherapy	Full Time
28/05/2008	University of Huddersfield	Pg Dip in Physiotherapy	Full Time
4/6/2008	Middlesex University	Biomedical Science (Clinical Laboratory Practice)	Full Time
1/7/2008	University of Central Lancashire	Foundation Degree Paramedic Science	Full Time

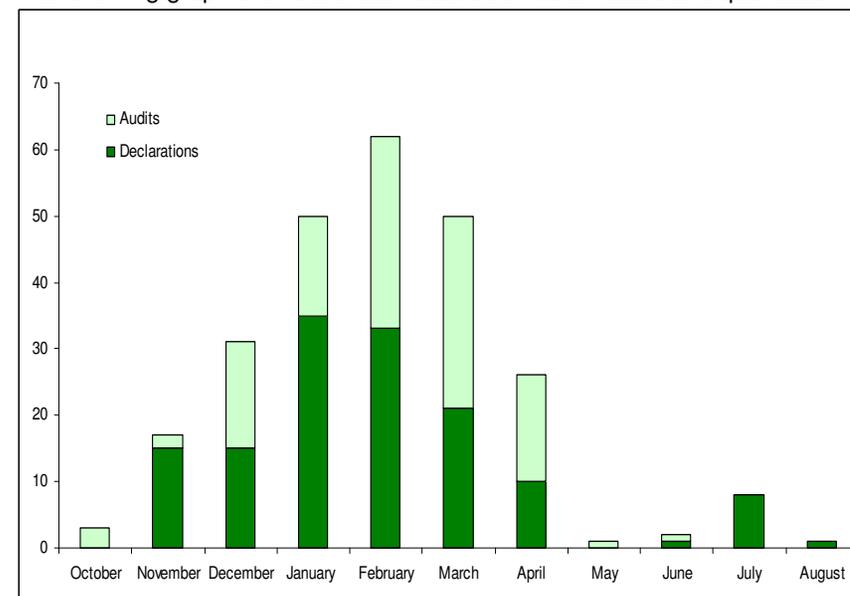
Annual Monitoring 2007/08

Since September, the department have begun the next round of annual monitoring for the new academic year. This year programmes in group A must submit a declaration form and programmes in group B must submit an audit submission. The department is expecting the following submissions in over the academic year.

Declaration	139
Audit	112
To be confirmed	2*
Total	253

* If these are subject to AM, then they will be in group a (declaration).
There are 291 approved programmes not in annual monitoring this year.

The following graph shows the estimated submission dates and quantities.



All approved programmes were written to in November to explain their role in annual monitoring this year and deadline dates.

All audit submissions need to be considered by visitors and the department is currently making plans for assessment days to consider the audit submissions. The following table outlines the draft plans.

HPC submission month	Number	Method of visitor assessment
December	21	Assessment day (Feb)
January	15	Assessment day (Feb)
February	29	Assessment day (March)
March	29	Assessment day (April)
April	16	AM day (May)
May	1	By correspondence
June	1	By correspondence

Minor and Major Changes

The Department has received 19 minor/major change submissions since the beginning of September 2007.

Communication with Stakeholders

The department has contacted education providers about the following areas over the last two months;

- Changes to standards of proficiency (and the impact on the curriculum design and content of their approved programme)
- Annual monitoring schedule for this year
- Mail out of the annual report from 2005-06
- Visit schedule for 2007/08

Over the last three months, the department has begun a substantial feedback exercise with education providers and visitors. Questionnaires were sent out to all quality assurance contacts and programme leaders at education providers with approved programmes and all visitors. Copies of the questionnaires are enclosed as appendix 2 and 3. The department is currently compiling all the responses and intends to provide a detailed report (with actions) to the next Education and

Training Committee meeting. Initial observations from the education providers' feedback suggest that the response rate is relatively high and that the feedback is in general positive, with some sound suggestions for enhancement.

Presentations to Education Providers

The department has almost completed their series of annual presentations to education providers. The presentations this year updates education providers on the wider work of the HPC (e.g. implications of the White Paper, publication of disability guidance, on boarding of new professions, PLG work on the review of the standards of education and training) as well as feeding back findings from the approval and monitoring processes from 2006-07.

The venues and dates are as follows;

October	Edinburgh, London
November	Belfast, Cardiff and Sheffield
December	London

Feedback to date has been very positive. A report on the presentations will be included in the next Education Manager's report.

Projects

The department has continued to spend time over the last two months working on the projects outlined in the work plan for 2007-08. Of the 14 projects, two have now been completed and one is still on hold. The remaining 11 projects are ongoing. Due to staff shortages and prioritisation being given to approval visits and education provider presentations, some projects have not progressed as far as intended in the last two month period.

Separate papers on the visitors report and minor/major change review projects are to be considered at this meeting of the Education and Training Committee. The remainder of this section provides an update on two specific projects.

'Result of current consultation on the standards of proficiency' project
The department has assessed the impact of the changes to the standards of proficiency and informed all education providers of the requirements to update their approved programmes to take these changes into account. An example letter is enclosed as appendix 4. The department has also updated all operational

Date	Ver.	Dept/Cmte	Doc Type	Title	Status
2007-11-22	a	EDU	PPR	Education contribution to ETC report - Dec 2007	Final DD: None

Int. Aud.
Internal RD: None

documents (e.g. SOPs mapping documents,) and updated the website and publications, where necessary.

'IHCD paramedic programmes' project

The department has completed the initial 'information gathering' exercise and a model and timescale for approval visits to all IHCD programmes were agreed at the Committee meeting in June 2007. The department is currently finalising the specific visit dates to IHCD programmes. It is intended that all the visits will take place before September 2008. The table below shows the progress to date.

Ambulance Service	Update
East Midlands Ambulance Service NHS Trust	Visit proposed for July 2008.
East Of England Ambulance Service NHS Trust	Visit arranged for March 2008
Isle Of Wight NHS PCT	Visit not necessary as ambulance service to cease to enrol students on the IHCD programme after 1 September 2008.
London Ambulance Service NHS Trust	Visit proposed for July 2008
North East Ambulance Service NHS Trust	No response to initial letter, followed up in November 2007
North West Ambulance Service NHS Trust	No response to initial letter, followed up in November 2007
Northern Ireland Ambulance Service NHS Trust	Visit proposed for March 2008
Scottish Ambulance Service NHS Trust	No response to initial letter, followed up in November 2007
South Western Ambulance Service NHS Trust	Visit proposed for May 2008
Welsh Ambulance Service NHS Trust	Visit arranged for March 2008

West Midlands Ambulance Service NHS Trust (Includes the recently merged Staffordshire Ambulance Service NHS Trust)	In complete form received, followed up in November 2007
Yorkshire Ambulance Service NHS Trust	Visit proposed for May 2008
Great Western Ambulance Service NHS Trust	No response to initial letter, followed up in November 2007
South Central Ambulance Service NHS Trust	Visit not necessary as ambulance service to cease to enrol students on the IHCD programme after 1 September 2008.
South East Coast Ambulance Service NHS Trust	No response to initial letter, followed up in November 2007

Visits have been arranged to the Wales Ambulance Service and the East of England Ambulance Service in March 2008. These were two (out of three) ambulance services identified through the previous round of annual monitoring as needing an approval visit. The third ambulance service requiring a visit was South Central Ambulance Service. This service has confirmed that they will cease to enrol students on the IHCD programme after 1 September 2008, so a visit is not necessary.

A number of ambulance services have confirmed their intention to stop enrolling students on the IHCD programme after 1 September 2008, therefore removing the need for an HPC visit. These decisions were made at a time when it was thought that the IHCD programme would not run past 2008 or 2009. However, in late October 2007, the IHCD confirmed that they intend to extend the current IHCD paramedic programme to March 2013. The department is keen to get ambulance services to reconfirm their intentions, in light of this extension.

The department has completed a mapping of the IHCD programme to the standards of education and training. It is hoped that this will help the department to effectively liaise with ambulance services (using the relevant terminology etc) and will act as additional, more tailored information to the standards of education and training guidance document. The department has also arranged to meet with

a small group of paramedic visitors to talk through the IHCD programme and the relationship between ambulance services and IHCD, to help prepare for the visits.

The department intend to present to the next Education and Training Committee a confirmed visit schedule to the IHCD programmes which will enrol students after 1 September 2008 and a confirmed list of IHCD programmes which do not intend to enrol students after 1 September 2008. A decision will need to be made on withdrawal approval from the programmes in the latter group.

Partners

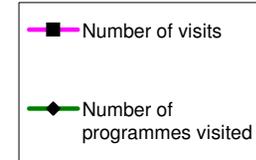
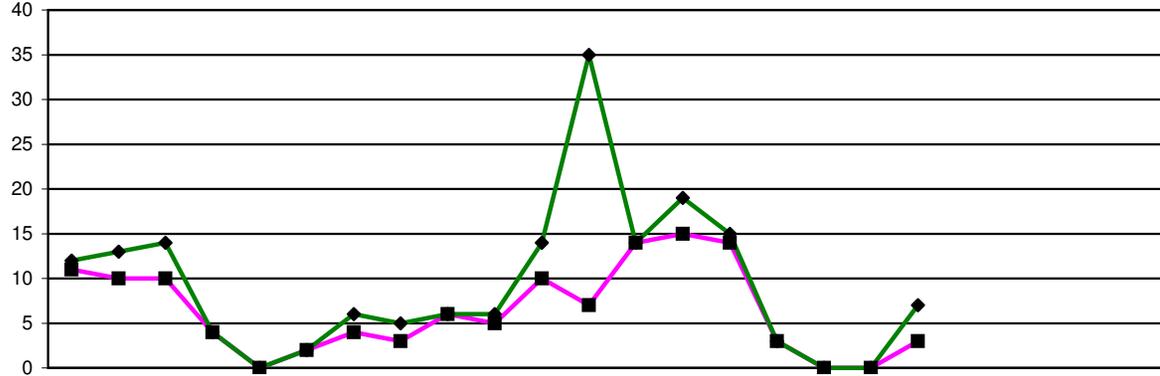
The department is working with the Partner Manager to recruit new occupational therapist (clinicians); dietitian and dramatherapist visitors. Interviews are planned for new dramatherapist visitors in December and advertisements are due to be placed for occupational therapist and dietitian visitors shortly.

Employees

Ruth Wood joined the department in November as a temporary Team Administrator to cover a period of maternity leave. Unfortunately, Barry Molloy (Education Administrator) resigned and is due to leave the Department at the end of November 2007. A temporary Education Administrator is due to join the department in early December 2007 to cover this vacancy, with the permanent position due for advertisement in January 2008. Interviews were held for two Education Officers in November 2007 and it is hoped that two new members will be joining the department in late December or January 2007.

The department is currently in the middle of a consultation period on a proposed reorganisation. A separate paper is to be considered at this meeting of the Education and Training Committee on this matter.

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2007-11-22	a	EDU	PPR	Education contribution to ETC report - Dec 2007	Final DD: None	Internal RD: None

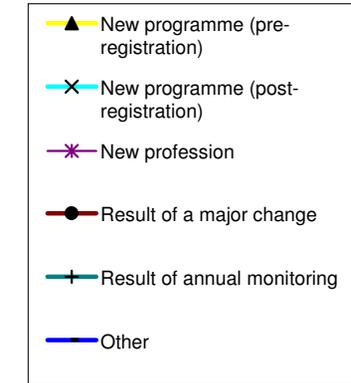
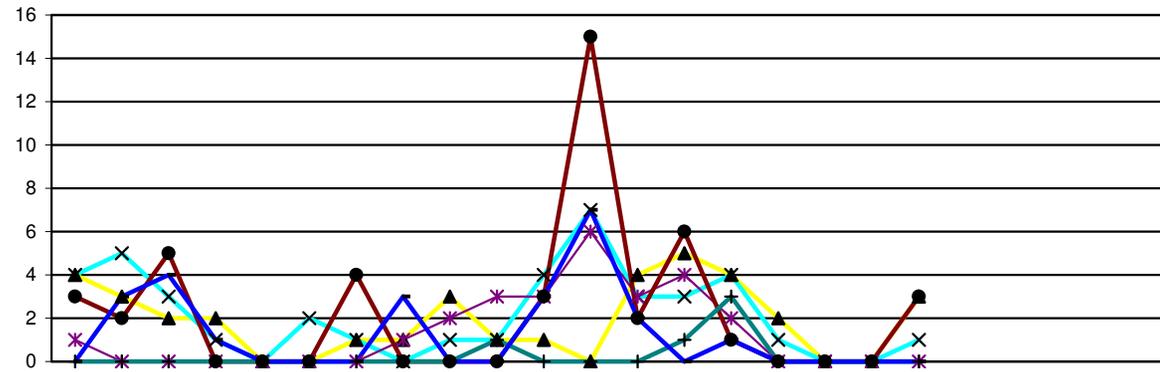


	2006			2007									2008												
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Overview of approvals																									
Number of visits	11	10	10	4	0	2	4	3	6	5	10	7	14	15	14	3	0	0	3						
Number of programmes visited	12	13	14	4	0	2	6	5	6	6	6	14	35	14	19	15	3	0	0	7					

2004/5	2005/6	2006/7	2007/8
FYE	FYE	FYE	YTD
0	0	101	49
22	27	117	58

Overview of approvals

Number of visits
Number of programmes visited

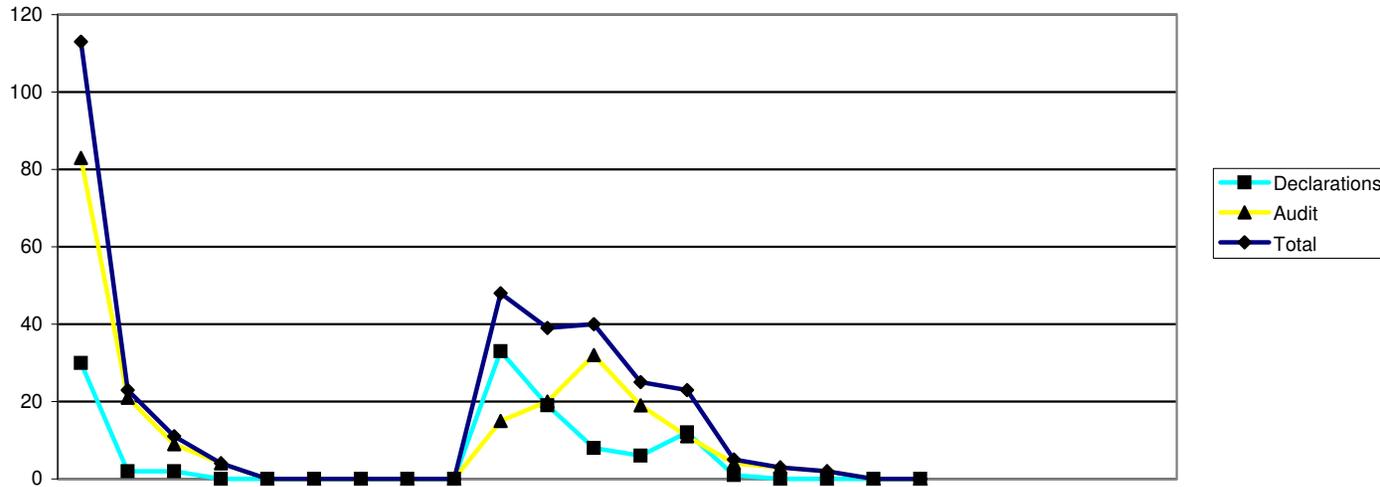


	2006			2007									2008											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Reason for programme visited																								
New programme (pre-registration)	4	3	2	2	0	0	1	1	3	1	1	0	4	5	4	2	0	0	3					
New programme (post-registration)	4	5	3	1	0	2	1	0	1	1	4	7	3	3	4	1	0	0	1					
New profession	1	0	0	0	0	0	0	1	2	3	3	6	3	4	2	0	0	0	0					
Result of a major change	3	2	5	0	0	0	4	0	0	0	3	15	2	6	1	0	0	0	3					
Result of annual monitoring	0	0	0	0	0	0	0	0	0	1	0	0	0	1	3	0	0	0	0					
Other	0	3	4	1	0	0	0	3	0	0	3	7	2	0	1	0	0	0	0					
Total	12	13	14	4	0	2	6	5	6	6	14	35	14	19	15	3	0	0	7					

2004/5	2005/6	2006/7	2007/8
FYE	FYE	FYE	YTD
0	0	18	18
0	5	29	12
0	5	16	9
0	5	32	12
0	5	1	4
0	5	21	3
0	25	117	58

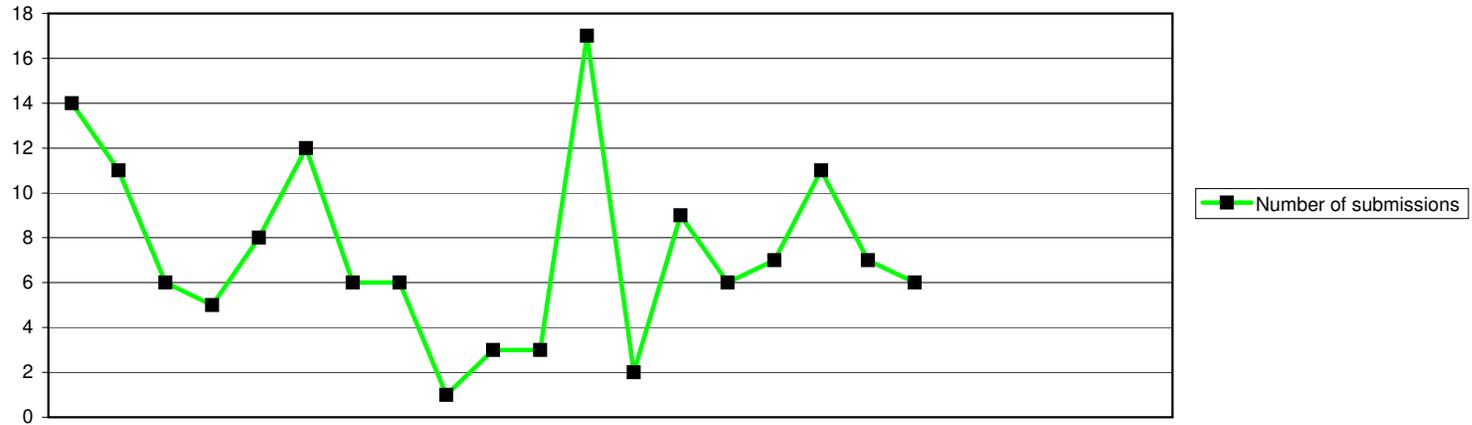
Reason for programme visited

New programme (pre-registration)
New programme (post-registration)
New profession
Result of a major change
Result of annual monitoring
Other
Total



Annual monitoring submissions	2006			2007									2008											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Declarations	30	2	2	0	0	0	0	0	0	0	33	19	8	6	12	1	0	0	0	0	0	0	0	0
Audit	83	21	9	4	0	0	0	0	0	0	15	20	32	19	11	4	3	2	0	0	0	0	0	0
Total	113	23	11	4	0	0	0	0	0	0	48	39	40	25	23	5	3	2	0	0	0	0	0	0

2004/5	2005/6	2006/7	2007/8
FYE	FYE	FYE	YTD
0	113	94	19
0	51	184	39
0	164	278	58



	2006			2007									2008															
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2004/5 FYE	2005/6 FYE	2006/7 FYE	2007/8 YTD
Minor/major change submissions																												
Number of submissions	14	11	6	5	8	12	6	6	1	3	3	17	2	9	6	7	11	7	6						0	113	92	48

Programme leader (Arts therapy)
Address

2 November 2007

Dear Colleague,

I am writing with regards to the recent review of the HPC standards of proficiency (SOPs).

We first published the standards of proficiency for the first 12 professions we regulated in 2003. This is the first time we have reviewed them. We set up a Professional Liaison Group (PLG) to review how the existing standards were working and whether they continued to reflect current practice as experienced by registrants, employers, educators and others. The PLG then drafted revised standards which we sent out for consultation between October 2006 and February 2007. New standards of proficiency have now been approved by our Council and are effective from 1 November 2007.

The changes are minor and affect the following standards of your profession:

Generic standards – 1a.1, 1a.2, 1a.3, 1a.4, 1a.6, 1a.7, 1a.8, 1b.1, 1b.3, 1b.4, 2a.2, 2a.3, 2b.1, 2b.2, 2b.5, 2c.1, 2c.2, 3a.1, 3a.3

Profession specific standards – 2b.4 (Art therapists only), 2c.2, 3a.1

As you will be aware, the design and assessment of your programme must ensure that those who complete it are able to meet the standards of proficiency for their profession. Please can you check the new SOPs and review your programme to make that those who complete the programme continue to meet all the new SOPs.

As the changes to the standards are relatively minor, we are asking education providers to make any necessary changes to their programmes for implementation in the 2008/09 academic year and to inform us of these changes through their next annual monitoring audit submission.

If, however, you decide to review the programme and change it significantly in response to the new standards, please can you inform us of these changes through a minor/major change submission, at the earliest opportunity.

Please find enclosed a copy of the new SOPs for your profession.

If you need any further information regarding the effects of the changes for education providers please contact me on 0207 840 9716.

Yours sincerely,

Education provider feedback form

Education provider		
Name		
Position (tick)	<input type="checkbox"/> Programme leader <input type="checkbox"/> Head/Dean <input type="checkbox"/> Quality Officer/Administrator	
Publications	Yes	No
1. This year we sent you the following publications, did you find them useful?		
<ul style="list-style-type: none"> • HPC approval process supplementary information • Annual Monitoring (AM) supplementary information • Standards of education and training guidance • Advertising protocol 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If you answered no for any of the above, what could be improved?		
2. Were the publications sent to the appropriate member of staff? If no, who should it have been sent to?	<input type="checkbox"/>	<input type="checkbox"/>
Approvals		
If an HPC visit has been undertaken at your institution in the past year, please answer the following. If not, please proceed to question 17 .		
3. Was your visit requested due to the result of a:		
<input type="checkbox"/> New programme <input type="checkbox"/> Major change <input type="checkbox"/> Annual monitoring <input type="checkbox"/> New profession <input type="checkbox"/> QAA subject benchmarks		
4. Were you well notified about the planning for a visit? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
5. Were you satisfied with the information as to what documents needed to be submitted once a visit date was suggested? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
6. Was the overall communication during the organization of the visit satisfactory? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
The visit		
7. Did you feel that the agreed agenda was effective? If no, what could have been improved?	<input type="checkbox"/>	<input type="checkbox"/>
8. On the day of the visit, was the role and remit of the HPC made clear?	<input type="checkbox"/>	<input type="checkbox"/>
9. If other validating/accrediting bodies attended the visit, was it clear what was required exclusively from each body? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
10. Were you aware of the role of the visitors and the HPC executive? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
11. Was the overall communication on the day of the visit satisfactory? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
Post visit		
12. If conditions were set, was the deadline for conditions to be met reasonable. If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
13. Was the visitors' report clear and easy to understand (e.g. condition, time span, approval by the education and training panel etc...?) If no, what could have been improved?	<input type="checkbox"/>	<input type="checkbox"/>
14. Were you aware of what happens once a programme is approved with regards to annual monitoring and minor/major changes?	<input type="checkbox"/>	<input type="checkbox"/>
15. Was the overall communication after the visit satisfactory? If no why?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are there any other comments you would like to add regarding the approval visit?		

Annual monitoring	Yes	No
17. If you have participated in our annual monitoring process this year, was the reminder email and letter useful? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
18. Was the guidance for the process clear? If no, what could have been improved?	<input type="checkbox"/>	<input type="checkbox"/>
19. Did you receive enough information about which documents needed to be submitted once you received the email and letter? If no, what other information was required?	<input type="checkbox"/>	<input type="checkbox"/>
20. If extra documents were required after the annual monitoring submission, did you received adequate information on what was needed and why? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
21. Was the overall communication through annual monitoring satisfactory? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
Major/minor change		
22. Did you submit a major/minor change in the last year? If not, please proceed to question 26		
23. If yes, and you used the guidance for the process, did you find the guidance useful and clear? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
24. Were you aware of what documents to send with your submission? If, no what could have been improved?	<input type="checkbox"/>	<input type="checkbox"/>
25. Was the overall communication through the major/minor change process satisfactory? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
Website		
26. Have you used information on the HPC website? If yes, what did you find useful?	<input type="checkbox"/>	<input type="checkbox"/>
Any other comments?		

Thank you for completing this feedback form

Visitor Feedback Form – Education Department

Training	Yes	No
1. When were you last trained as a visitor?		
2. Did you find the training useful? If no, what could have been improved?	<input type="checkbox"/>	<input type="checkbox"/>
3. Would you be interested in receiving refresher training, for your role as visitor, for any of the following: approvals visits <input type="checkbox"/> major/minor change <input type="checkbox"/> annual monitoring assessments <input type="checkbox"/> health professions order <input type="checkbox"/> report writing <input type="checkbox"/> reading documentation <input type="checkbox"/> agreeing conditions <input type="checkbox"/> role of education and training committee and panel <input type="checkbox"/> other, please give details		
Approval visits		
If you have attended an HPC visit in the last two years please answer the following questions. If not, please proceed to question 17.		
Pre visit		
4. Were you satisfied with the initial contact inviting you to a visit? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
5. Was the organisation of the visit with the HPC executive satisfactory? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
6. If you booked your travel through Portman travel, were you satisfied with the service you received? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
7. Was the time given to feedback on the documentation sufficient? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
The visit		
8. Did you find the new standards of education and training guidance publication useful? If no, what could be improved?	<input type="checkbox"/>	<input type="checkbox"/>
9. Did you find the pre-meeting with the HPC executive and other visitor to discuss any arising issues useful? If no, what could have been improved?	<input type="checkbox"/>	<input type="checkbox"/>
10. If other validating /accrediting bodies attended the visit, was it clear what was required exclusively from each body? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
11. Were you aware of the role of the visitors and the HPC executive? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
12. Was the overall agenda for the visit adequate? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
Post visit		
13. Did you find the layout and structure of the visitors' report served its purpose? If no, what could be improved?	<input type="checkbox"/>	<input type="checkbox"/>
14. If there were any conditions to be met, was sufficient time given to read the response to conditions?	<input type="checkbox"/>	<input type="checkbox"/>
15. Were the documents received relevant for meeting the conditions?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are there any other comments you would like to add regarding the approval visit?		

Annual monitoring		
17. Did you attend an annual monitoring assessment day this year? If not, please proceed to question 27	<input type="checkbox"/>	<input type="checkbox"/>
18. Did you find the new annual monitoring publication useful? If no, what could be improved?	<input type="checkbox"/>	<input type="checkbox"/>
19. Did you receive enough information of what was expected of the day? If no, what other information was required?	<input type="checkbox"/>	<input type="checkbox"/>
20. Did you find the presentation at the start of the day useful? If no, what could be improved?	<input type="checkbox"/>	<input type="checkbox"/>
21. Did you find the history of the programme on the pack useful?	<input type="checkbox"/>	<input type="checkbox"/>
22. Were you satisfied with the amount of submissions looked at on the day? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
23. Were you happy with the overall organisation of the day? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
24. If more documents were required, was the organisation of this satisfactory? If no, what could be improved?	<input type="checkbox"/>	<input type="checkbox"/>
25. Did you find the format of the annual monitoring report easy to complete? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
26. Was the HPC executive on the day helpful? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
27. Did you look at an annual monitoring submission this year by correspondence ? If not, please proceed to question 31	<input type="checkbox"/>	<input type="checkbox"/>
28. Did you find the overall organisation of documents sent to you satisfactory? If no, what could be improved?	<input type="checkbox"/>	<input type="checkbox"/>
29. Were you given sufficient time to read the documentation?	<input type="checkbox"/>	<input type="checkbox"/>
30. Did you find the format of the annual monitoring report easy to complete? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
Major/minor change		
31. Did you look at a major/minor change submission this year? If not, please proceed to question 36	<input type="checkbox"/>	<input type="checkbox"/>
32. Did you find the format of the major/minor report easy to complete? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
33. If yes, did you receive enough information regarding the timescale for the submission?	<input type="checkbox"/>	<input type="checkbox"/>
34. Were you clear on what constituted a major or minor change?	<input type="checkbox"/>	<input type="checkbox"/>
35. Was the overall communication through the major/minor change process satisfactory? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>
36. Would you like to add any comments with regards to your role as a visitor?		