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Education and Training Panel – 27 September 2007

Minor/Major Changes (2)

Executive summary and recommendations

**Introduction**

The major/minor change process requires education providers to notify the HPC of any major changes to approved programmes. The process aims to recognise changes which may impact significantly on the provision of a programme and on the standards of education and training and standards of proficiency and determine the action that the HPC should take.

Visitors have assessed the changes to the programmes listed below, by correspondence. The visitors' reports are attached.

The visitors are satisfied that although the changes are major, the programme(s) continue to meet the standards of education & training, so there is no requirement for an approvals visit.

<b>Education Provider</b>	<b>Programme Name</b>	<b>Delivery Mode</b>
Queen Margaret University	MSc Music Therapy (Nordoff Robbins)	Full time
University of Central Lancashire	BSc (Hons) Paramedic Practice	Full time
Sheffield Hallam University	BSc (Hons) Radiotherapy and Oncology	Full time
University of Central Lancashire	BSc (Hons) Physiotherapy	Full time
University of Salford	Graduate Certificate Non-Medical Prescribing Level 3	Flexible
University of Salford	Post Graduate Certificate Non-Medical Prescribing Level M	Flexible

**Decision**

The Panel is asked to approve the above named programme(s) as having undergone major change and that the programme(s) continue to meet the HPC's standards of education and training.

**Background information**

None

**Resource implications**

None

**Financial implications**

None

**Appendices**

Visitors' reports (5)

**Date of paper**

17 September 2007

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-09-07	a	EDU	PPR	COVER SHEET minor&major changes - Sept 2007	Publication DD: None	Public RD: None

## Visitors' Report Major/Minor Change

### Section One: Programme details

<b>Name of education provider</b>	Queen Margaret University
<b>Name of awarding body (if different from above)</b>	NA
<b>Programme title(s)</b>	MSc Music Therapy
<b>Mode of delivery</b>	<u>Full time</u>
<b>Name and profession of HPC Visitor(s)</b>	Donald Wetherick (Music Therapist)

Please list the documents submitted by the education provider, in support of the major/minor change form:

- 1) HPC Major Change application form.
- 2) DVD Rom including plans of new build, video presentation (based on artist's impressions) and proposed allocation of rooms.
- 3) Letter outlining proposed changes and some room allocation information (not including music therapy)
- 4) Responses to visitor's queries (written/email) giving further information on room allocation and resources for Music Therapy programme.

Please provide a summary of the proposed changes below.

Relocation of programme delivery to new-build site in Musselburgh (outskirts of Edinburgh) commencing September 2007.

## Section 2: Recommendation of the Visitor(s)

Visitors' are asked to select one of the following recommendations –

The following documentation is requested before a final recommendation can be made (please list below and include a reason)

The programme has undergone a minor change & continues to meet the standards of education and training. Upon successful completion, students continue to meet the standards of proficiency.

The programme has undergone a major change, but continues to meet the Standards of Education and Training, so no approval visit is required. Upon successful completion, students continue to meet the standards of proficiency.

*(If you have comments to make, which may be useful when considering future annual monitoring and/or minor/major change submissions, please list these on the following page)*

The programme has undergone a major change and an approval visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

*(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)*

**Visitors' signatures:**

**Name:** Donald Wetherick

**Signature:**

**Date:** 31 July 2007

**Name:**

**Signature:**

**Date:**

**SET1: Level of qualification for entry to the Register.**

Reason:

**SET 2: Programme admissions**

Reason:

**SET 3: Programme management and resource standards**

3.7/3.12/3.13 Future Annual Monitoring should report on the adequacy and use made of student practice facilities (rooms and pianos/keyboards/other musical instruments)

Reason: The programme requires students to devote substantial time to developing and practising musical skills and it is therefore essential that the facilities for practice and access to instruments (especially keyboard instruments) are adequate and effectively used at the new site.

**SET 4: Curriculum standards**

Reason:

**SET 5: Practice placements standards**

Reason

**SET 6: Assessment standards**

Reason:

## Visitors' Report Major/Minor Change

### Section One: Programme details

<b>Name of education provider</b>	University of Central Lancashire
<b>Name of awarding body (if different from above)</b>	
<b>Programme title(s)</b>	BSc (hons) Paramedic Practice
<b>Mode of delivery</b>	Full time
<b>Name and profession of HPC Visitor(s)</b>	<b>Jim Petter (Paramedic) Marcus Bailey (Paramedic)</b>

Please list the documents submitted by the education provider, in support of the major/minor change form:

- Minor/Major Change Submission form
- New and Old module descriptors
- New and Old Programme specification
- Previous minor/major change forms
- Initial Visitors Report

Please provide a summary of the proposed changes below.

Changes were requested, on this occasion, to two modules to rework the assessment strategy.

## Section 2: Recommendation of the Visitor(s)

Visitors' are asked to select one of the following recommendations –

- The programme has undergone a major change, but continues to meet the Standards of Education and Training, so no approval visit is required. Upon successful completion, students continue to meet the standards of proficiency.

The programme has undergone changes that account for approximately 25%, this is therefore considered a major change. On reviewing the documentation the visitors requested additional documentation to show the whole programme and modules. This was to ensure that the workload, assessment strategy and overall programme remained fit for purpose and met the SET's and SOP's

*Future Annual Monitoring of minor/major change should be carefully reviewed utilising all available material held with the HPC and also submitted by the HEI.*

### Visitors' signatures:

**Name: Marcus Bailey**

**Signature:**

**Date: 30<sup>th</sup> July 2007**

**Name: Jim Petter**

**Signature:**

**Date: 30<sup>th</sup> July 2007**

**SET1: Level of qualification for entry to the Register.**

Reason:

**SET 2: Programme admissions**

Reason:

**SET 3: Programme management and resource standards**

Reason

**SET 4: Curriculum standards**

Reason:

**SET 5: Practice placements standards**

Reason

**SET 6: Assessment standards**

Reason:

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2007-08-01	a	EDU	APV	UCLAN PARA majorminor	Final DD: None	Public RD: None

## Visitors' Report Major/Minor Change

### Section One: Programme details

<b>Name of education provider</b>	Sheffield Hallam University
<b>Name of awarding body (if different from above)</b>	
<b>Programme title(s)</b>	BSc Hons Radiotherapy & Oncology
<b>Mode of delivery</b>	Full time
<b>Name and profession of HPC Visitor(s)</b>	<b>Kathryn Burgess Shaaron Pratt</b>

Please list the documents submitted by the education provider, in support of the major/minor change form:

- Paper requesting approval for a modification of the clinical placement provision for a student to progress to the BSc Hons Radiotherapy and Oncology Programme
- Table indicating action / evidence taken to ensure practice placements SET's are met during the 10 week period in question.
- Clinical placement information.
- Curriculum vitae of Cathryn Wood.
- Entry Requirement for Dip HE
- Entry requirement for BSc Hons Radiotherapy & Oncology
- Module outline for bridging modules
- Confirmation of
  - a) the number of students for which the radiotherapy department at North Wales Cancer Centre has approval.
  - b) the number of students who will be undergoing practice (clinical) education at the same time as the student in question.
  - c) The number of weeks other students will be will be undergoing practice (clinical) education at the same time as the student in question

- ii) Confirmation from the superintendent radiographer that this proposed change has been agreed and is supported.
- iii) An explanation of the rationale for dividing clinical education between Weston Park Hospital ( 8 weeks) and North Wales Cancer Centre (10 weeks)
- iv) Confirmation from Cardiff University that the student can be accommodated for the number of weeks in question for the 2007-2008 academic year only.

Please provide a summary of the proposed changes below.

A change in the clinical placement provision for the 3<sup>rd</sup> year of the BSc Hons Radiotherapy and Oncology Programme.

## Section 2: Recommendation of the Visitor(s)

Visitors' are asked to select one of the following recommendations –

The following documentation is requested before a final recommendation can be made (please list below and include a reason)

The programme has undergone a minor change & continues to meet the standards of education and training. Upon successful completion, students continue to meet the standards of proficiency.

√ The programme has undergone a major change, but continues to meet the Standards of Education and Training, so no approval visit is required. Upon successful completion, students continue to meet the standards of proficiency.

*(If you have comments to make, which may be useful when considering future annual monitoring and/or minor/major change submissions, please list these on the following page)*

The programme has undergone a major change and an approval visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

*(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)*

**Visitors' signatures:**

**Name: Kathryn Burgess**

**Signature: *Kathryn Burgess***

**Date: 10.08.07.**

**Name: Shaaron Pratt**

**Signature: *Shaaron Pratt***

**Date: 10.08.07.**

**SET1: Level of qualification for entry to the Register.**

Reason:

**SET 2: Programme admissions**

Reason:

**SET 3: Programme management and resource standards**

Reason

**SET 4: Curriculum standards**

Reason:

**SET 5: Practice placements standards**

Reason

**SET 6: Assessment standards**

Reason:

## Visitors' Report Major/Minor Change

### Section One: Programme details

<b>Name of education provider</b>	University of Central Lancashire
<b>Name of awarding body (if different from above)</b>	
<b>Programme title(s)</b>	BSc (Hons) Physiotherapy
<b>Mode of delivery</b>	Full time
<b>Name and profession of HPC Visitor(s)</b>	<b>Ms Nicola Smith (Physiotherapy)</b> <b>Mrs Kathleen Bosworth (Physiotherapist)</b>

Please list the documents submitted by the education provider, in support of the major/minor change.

Major/minor change submission form with proposal.  
Module Descriptors

Please provide a summary of the proposed changes below.

Change in learning outcomes for module PZ2022  
Change in assessment strategy for module PZ3020

These include:

- an additional module aim
- rewording of content to fir both Sports Therapist and Physiotherapist
- a change to the order of module aims so that they flow logically
- rewording of module outcomes

Deleted: 2007-08-28

## Section 2: Recommendation of the Visitor(s)

Visitors' are asked to select one of the following recommendations –

### Decision

The programme has undergone a major change, but continues to meet the standards of education and training, so no approval visit is required. Upon successful completion students continue to meet the standards of proficiency.

#### Visitors' signatures:

**Name Nicola Smith**

**Signature: Nicola Smith**

**Date: 24/8/7**

**Name: Kathleen Bosworth**

**Signature: Kathleen Bosworth**

**Date: 23/8/07**

Deleted: 2007-08-28

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
<a href="#">2007-08-28</a>	a	EDU	APV	MajorMinor PHY UCLAN Aug2007	Final DD: None	Public RD: None

**SET1: Level of qualification for entry to the Register.**

Reason:

**SET 2: Programme admissions**

Reason:

**SET 3: Programme management and resource standards**

Reason

**SET 4: Curriculum standards**

Reason:

**SET 5: Practice placements standards**

Reason

**SET 6: Assessment standards**

Reason:

Deleted: 2007-08-28

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
<a href="#">2007-08-28</a>	a	EDU	APV	MajorMinor PHY UCLAN Aug2007	Final DD: None	Public RD: None

## Visitors' Report Major/Minor Change

### Section One: Programme details

<b>Name of education provider</b>	University of Salford
<b>Name of awarding body (if different from above)</b>	
<b>Programme title(s)</b>	Graduate Certificate in Non-medical Prescribing – Level 3 Postgraduate Certificate Non-medical Prescribing – M Level
<b>Mode of delivery</b>	Part time
<b>Name and profession of HPC Visitor(s)</b>	Patricia Fillis Radiography

Please list the documents submitted by the education provider, in support of the major/minor change form:

Programme and Module Specifications for Graduate Certificate in Non-medical Prescribing – Level 3

Programme and Module Specifications for Postgraduate Certificate Non-medical Prescribing – M Level

Student Programme Handbook with information for Designated Medical Practitioners

Resources Document.

Please provide a summary of the proposed changes below.

A change to the credit rating of the four modules originally approved in June 2007.

Graduate Certificate option: a change from two 30 credit modules to two 20 credit modules.

Postgraduate Certificate option: a change from two 30 credit modules to two 15 credit modules.

All other aspects of the June 2007 approved programmes remain unchanged.

## Section 2: Recommendation of the Visitor(s)

Visitors' are asked to select one of the following recommendations –

The following documentation is requested before a final recommendation can be made (please list below and include a reason)

The programme has undergone a minor change & continues to meet the standards of education and training. Upon successful completion, students continue to meet the standards of proficiency.

The programme has undergone a major change, but continues to meet the Standards of Education and Training, so no approval visit is required. Upon successful completion, students continue to meet the standards of proficiency.

*(If you have comments to make, which may be useful when considering future annual monitoring and/or minor/major change submissions, please list these on the following page)*

The programme has undergone a major change and an approval visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

*(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)*

**Visitors' signatures:**

**Name: Patricia Fillis**

**Signature: P Fillis**

**Date: 21 August 2007**

**Name:**

**Signature:**

**Date:**

**SET1: Level of qualification for entry to the Register.**

Reason:

**SET 2: Programme admissions**

Reason:

**SET 3: Programme management and resource standards**

Reason

**SET 4: Curriculum standards**

Reason:

**SET 5: Practice placements standards**

Reason

**SET 6: Assessment standards**

Reason: