

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	Anglia Ruskin University
<b>Name &amp; Title of Programme</b>	MA Music Therapy
<b>Mode of Delivery</b>	Full Time
<b>Name of HPC Visitor(s) considering audit submission</b>	Pauline Etkin Donald Wetherick

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

Occupational Health Screening information (Document A)

Student Handbook 2007-08

Clinical Placement Handbook 2007-09

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

Please select one of the following recommendations to the Education & Training Committee–

- The following documentation is requested (please list below) before a final recommendation can be made -
- A response to the External Examiner's report for 2005/06 – see section three.

Following the receipt of the requested documentation, the visitors made the following recommendation.

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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: Pauline Etkin**

**Signature: Pauline Etkin**

**Date: 30 June 2008**

**Name: Donald Wetherick**

**Signature: Donald Wetherick**

**Date: 30 June 2008**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	c	EDU	APV	Anglia Ruskin University - AM Report- Music Therapy - FT	Final DD: None	Public RD: None

## Section Three: Additional details

### SET 6: Assessment standards

**6.5 There must be effective mechanisms in place to assure appropriate standards in the assessment.**

#### **Evidence Required:**

A response to the External Examiner's report for 2005/06

#### **Reason for required evidence:**

In an otherwise very positive Examiner's report there were two critical comments about certain aspects of students' presentations regarding a lack of client background/life history and/or lack of clarity around use of technical terms (p.5). These points were not answered in the submitted Response to the External Examiner's Report 2005/06. The visitors would like to be assured that these comments were taken on board by the programme team, and to know what action if any was taken.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	c	EDU	APV	Anglia Ruskin University - AM Report- Music Therapy - FT	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	Colchester Institute
<b>Name of awarding institution (if different from education provider)</b>	University of Essex
<b>Name &amp; Title of Programme</b>	BSc (Hons) Occupational Therapy
<b>Mode of Delivery</b>	Part Time Full Time Accelerated
<b>Name of HPC Visitor(s) considering audit submission</b>	<b>Margaret Shanahan (Occupational Therapist)</b> <b>Bob Dobson (Paramedic)</b>

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

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

Please select one of the following recommendations to the Education & Training Committee—

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

Please see section three.

Following receipt of additional documentation, the visitors made the further following recommendation.

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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: Margaret Shanahan**

**Date: 20 May 2008**

**Name: Bob Dobson**

**Date: 20 May 2008**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-07-31	b	EDU	APV	AM Visitors Report - Colchester Institute - BSc (Hons) Occupational Therapy	Final DD: None	Public RD: None

## Section Three: Additional details

### SET 3: Programme management and resource standards

#### SET 3.2

The programme must be managed effectively.

#### Evidence requested

The visitors would like to see evidence on how the programme is effectively managed with the “long-arm supervision” from role emerging placements.

#### Reason for evidence requested

As role emerging placements draw on staff time to provide “long-arm supervision”, the visitors felt further information was required to review the management of the programme with the additional demands. The visitors felt more detail was required on the supervision model to ensure that other areas of the programme could be adequately resourced.

#### SET 3.5

Subject areas must be taught by staff with relevant specialist expertise and knowledge.

#### SET 3.6

A programme for staff development must be in place to ensure continuing professional and research development.

#### Evidence requested

The visitors would like to see evidence of staff development, particularly in the induction for members of staff without education experience.

#### Reason for evidence requested

The external examiner expresses concern about staff development training. The visitors felt they required assurance that the programme team were adequately developed to fulfil their roles in delivering and assessing the programme.

#### SET 3.7

The resources to support student learning in all settings must be used effectively.

#### Evidence requested

The visitors would like to see evidence on how the resources to support student learning in all settings are used effectively.

#### Reason for evidence requested

Students’ commented that they don’t have access to resources. The visitors felt these concerns needed to be explained or the work performed to address them must be described to provide assurance resources are adequate.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-07-31	b	EDU	APV	AM Visitors Report - Colchester Institute - BSc (Hons) Occupational Therapy	Final DD: None	Public RD: None

## **SET 4: Curriculum standards**

### **SET 4.2**

The programme must reflect the philosophy, values, skills and knowledge base as articulated in the curriculum guidance for the profession.

### **SET 4.5**

The delivery of the programme must assist autonomous and reflective thinking, and evidence-based practice.

#### **Evidence requested**

The visitors would like to see evidence that the programme deliver reflective thinking. The education provider can for example show the module descriptors where reflective thinking is one of the learning outcomes.

#### **Reason for evidence requested**

The external examiner commented that critical thinking is not apparent in the programme. The visitors felt more evidence is required to provide assurance that critical thinking is part of the delivery of the programme.

## **SET 5: Practice placements standards**

### **SET 5.8.3**

Unless other arrangements are agreed, practice placement educators must undertake appropriate practice placement educator training.

#### **Evidence requested**

The visitors would like to see evidence on practice placement educator training.

#### **Reason for evidence requested**

There is an indication that not all practice placement educator undertake appropriate practice placement educator training.

## **SET 6: Assessment standards**

### **SET 6.1**

The assessment design and procedure must assure that the student can demonstrate fitness to practise.

#### **Evidence requested**

The visitors would like to see documentation about assessment strategy, especially about marking criteria and grade marking criteria.

#### **Reason for evidence requested**

<b>Date</b>	<b>Ver.</b>	<b>Dept/Cmte</b>	<b>Doc Type</b>	<b>Title</b>	<b>Status</b>	<b>Int. Aud.</b>
2008-07-31	b	EDU	APV	AM Visitors Report - Colchester Institute - BSc (Hons) Occupational Therapy	Final DD: None	Public RD: None

The external examiner's report expresses concern about marking guidelines, in particular, escalated marks in the practice assessments. The visitors felt the details of the steps taken to address the practice assessments was required to provide assurances that assessment procedures demonstrated fitness to practise.

#### **SET 6.4**

The measurement of student performance and progression must be an integral part of the wider process of monitoring and evaluation, and use objective criteria.

#### **Evidence requested**

The visitors would like documentation about the marking criteria.

#### **Reason for evidence requested**

There are indications that they have been some elevated marks related to the practice assessment as well as a lack of feedback to students.

#### **SET 6.5**

There must be effective mechanisms in place to assure appropriate standards in the assessment.

#### **Evidence requested**

The visitors would like to clarify the mechanisms in place for the assessment of the programme by external examiners.

#### **Reason for evidence requested**

There is an indication that there is ongoing work by the education provider to increase their dialogue with the external examiners.

#### **Further comments**

At the annual monitoring assessment day at which this programme was initially reviewed, the visitors felt that a visit may be averted if sufficient documentary evidence could be provided, however, it was apparent that a visit may be an appropriate step to take in the event the visitors were not assured the programme continued to meet the standards of education and training. Following the receipt of the documentation, the visitors felt that sufficient evidence was given to show that the programme continues to meet the standards of education and training. In particular the visitors were reassured that the issues raised in the external examiners' reports were related to a previous version of the programme which has been replaced by a recently visited new programme validated by University of Essex. However, the visitors noted that there continued to be adjustments being made to assessment methods and processes as a result of previous years' feedback from external examiners. The visitors strongly recommend that these changes be reported to HPC via the major change process as soon as details become available.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-07-31	b	EDU	APV	AM Visitors Report - Colchester Institute - BSc (Hons) Occupational Therapy	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	Colchester Institute
<b>Name of awarding institution (if different from education provider)</b>	University of Essex
<b>Name &amp; Title of Programme</b>	BSc (Hons) Physiotherapy
<b>Mode of Delivery</b>	Part time
<b>Name of HPC Visitor(s) considering audit submission</b>	<b>Janek Dubowski (Art Therapist) Margaret Curr (Physiotherapist)</b>

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

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

Please select one of the following recommendations to the Education & Training Committee–

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

Please see section three

Upon receipt of additional information, the visitors made the following further recommendation.

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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: Janek Dubowski**

**Date: 20 May 2008**

**Name: Margaret Curr**

**Date: 20 May 2008**

**Date: 23 June 2008**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report Colchester Insitute Bsc (Hons) Physiotherapy Part time	Final DD: None	Public RD: None

## Section Three: Additional details

### SET 3: Programme management and resource standards

Reason

**3.3 There must be a named programme leader who has overall responsibility for the programme and who should be either on the relevant part of the HPC register or otherwise appropriately qualified and experienced.**

**3.4 There must be an adequate number of appropriately qualified staff in place to deliver an effective programme.**

#### Evidence requested

The visitors require the new structure of the department of physiotherapy to show the staffing structure and the name of the programme leader. The visitors would also like to see the curriculum vitae of staff to support this new structure.

#### Reason for evidence requested

The mapping document states that a new structure is shortly to be put in place. It was difficult to determine from the documentation provided that this structure is now in place. The visitors need to see the new structure to ensure that there is a named programme leader and the appropriate staff in place.

**3.12 The resources provided, both on and off site, must adequately support the required learning and teaching activities of the programme.**

**3.13 The learning resources, including the stock of periodicals and subject books, IT facilities (including internet access), must be appropriate to the curriculum and must be readily available to students and staff.**

#### Evidence

The visitors require action plans/audits in response to the annual monitoring reports that indicate that the issues raised by the students in 2005/2006 and 2006/2007 have been addressed. The visitors wish to be assured that the education provider are responding positively to the issues

#### Reason

The Annual Monitoring reports 2005/2006 and 2006/2007, identified poor teaching rooms, poor access to IT facilities and limited library resources.

Further comments

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report Colchester Insitute Bsc (Hons) Physiotherapy Part time	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	Edge Hill University
<b>Name of awarding institution (if different from education provider)</b>	N/A
<b>Name &amp; Title of Programme</b>	Non Medical Prescribing
<b>Mode of Delivery</b>	Part time
<b>Name of HPC Visitor(s) considering audit submission</b>	<b>Margaret Shanahan (Occupational Therapist) Bob Dobson (Paramedic)</b>

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

The programme has been running since September 2006 so there is only one year of monitoring documentation available.

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

Please select one of the following recommendations to the Education & Training Committee—

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

Please see section three.

Upon receipt of additional documentation, the visitors made the following further recommendation:

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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: Margaret Shanahan**

**Date: 20 May 2008**

**Name: Bob Dobson**

**Date: 20 May 2008**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - Edge Hill University - Non-Medical Prescribing	Final DD: None	Public RD: None

## Section Three: Additional details

### SET 3: Programme management and resource standards

#### SET 3.1

The programme must have a secure place in the education provider's business plan.

#### Evidence requested

The visitors would like to clarify the commissioned number of students' places.

#### Reason for evidence requested

The documentation provided is not clear about the current students' cohort number. There is an indication in the annual monitoring form that there was an anticipated number of students of 110 funded by SHA and that the number of commissioned places by SHA increased up to 175 students in 2007-2008 which means an increase of 65. But the documentation indicates that commission for 2007-2008 have increased by 40 students' places to a total of 175 students.

#### SET 3.4

There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.

#### Evidence requested

The visitors would like to have more information about the new staff level and would like to clarify the staffing ratio.

#### Reason for evidence requested

There is an indication that there are two new members of staff with pharmacy background. If they are available, the visitors would like to see their curriculum vitae. Moreover, as there has been an increase of students' number, the visitors would like to clarify the staff ratio.

#### SET 3.7

The resources to support student learning in all setting must be used effectively.

#### SET 3.12

The resources provided, both on and off site, must adequately support the required learning and teaching activities of the programme.

#### SET 3.13

The learning resources, including the stock of periodical and subject books, and IT facilities, including internet access, must be appropriate to the curriculum and must be readily available to students and staff.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - Edge Hill University - Non-Medical Prescribing	Final DD: None	Public RD: None

**Evidence requested**

The visitors would like to see evidence about the new building facilities as well as a list of the resources, including IT resources.

**Reason for evidence requested**

The delivery of the programme has been relocated in December 2007 to a new-purpose-built accommodation at Ormskirk Campus so the visitors felt that they need to see evidences about the new facilities.

**Further comments**

The visitors would like to have clarification about the document named "DCD". There are several references about this document in the documentation provided but it's not clear whether this document has been included in the set of documentation. As there are several references to this document, the visitors we would like to see it.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - Edge Hill University - Non-Medical Prescribing	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	Glasgow Caledonian University
<b>Name of awarding institution (if different from education provider)</b>	N/A
<b>Name &amp; Title of Programme</b>	BSc(Hons) Podiatry
<b>Mode of Delivery</b>	Full Time
<b>Name of HPC Visitor(s) considering audit submission</b>	<b>Tricia Fillis (Radiographer) Jean Mooney (Chiropodist Podiatrist)</b>

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
  - Internal quality report 2005/2006
  - Internal quality report 2006/2007
  - External Examiner's Report 2005/2006
  - External Examiner's Report 2006/2007
  - Response to External Examiner's report 2005/2006
  - Response to External Examiner's report 2006/2007
- Programme specification with new of consent where students participate as students or clients in practical settings.
  - CV of new programme leader
  - Evidence of staffing of the programme
  - Assessment schedules

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

Please select one of the following recommendations to the Education & Training Committee–

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

Evidence of how the programme modules are being staffed since the major change in staff numbers in the last academic year.

Upon receipt of additional documentation the visitors made the following further recommendation:

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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: Jean Mooney**

**Date: 30 June 2008**

**Name: Tricia Fillis**

**Date: 30 June 2008**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors' Report - Glasgow Caledonian University BSc (Hons) Podiatry - FT	Final DD: None	Public RD: None

## Section Three: Additional details

### SET 3: Programme management and resource standards

#### SET 3.4 There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme

##### Evidence requested

The visitors would like to see evidence of how the programme modules are being staffed since the major change in staff numbers in the last academic year.

##### Reason for evidence requested

The documentation states that three staff on the programme opted for the voluntary early release scheme and the number of clinical and support staff remains unchanged. This is a loss of a third of staff during the major part of the academic year and in addition the loss of the post of the Schools learning support tutor. This implies an impact on student teaching and learning experience and possibly on the assessment.

##### Further comments

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors' Report - Glasgow Caledonian University BSc (Hons) Podiatry - FT	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	Glasgow Caledonian University
<b>Name of awarding institution (if different from education provider)</b>	N/A
<b>Name &amp; Title of Programme</b>	Local Analgesia with Nail Surgery for Podiatrists
<b>Mode of Delivery</b>	Part Time
<b>Name of HPC Visitor(s) considering audit submission</b>	<b>Tricia Fillis (Radiographer) Jean Mooney (Chiropodist Podiatrist)</b>

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

- Examination marks for past three cohorts
- Letter from external examiner
- Evidence of how the programme is being staffed since the major change in staff numbers in the last academic year on the BSc (Hons) Podiatry programme.

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

Please select one of the following recommendations to the Education & Training Committee–

- The following documentation is requested (please list below) before a final recommendation can be made -
- Evidence of how the programme is being staffed since the major change in staff numbers in the last academic year on the BSc (Hons) Podiatry programme.
  - Response to external examiners' report for 2006/2007
  - Internal quality document for 2006/2007

Please see section three for more details

Following the receipt of additional documentation, the visitors made the following further recommendation

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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: Jean Mooney**

**Date: 30 June 2008**

**Name: Tricia Fillis**

**Date: 30 June 2008**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	Glasgow Caledonian University BSc (Hons) Podiatry FT - AM report	Final DD: None	Public RD: None

## Section Three: Additional details

### SET 3: Programme management and resource standards

#### SET 3.4 There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme

##### Evidence requested

The visitors would like to see evidence of how the programme is staffed since the major change in staff numbers in the last academic year.

##### Reason for evidence requested

Since this module is part of the BSc (Hons) Podiatry programme the documentation states that three staff on the BSc (Hons) Podiatry programme opted for the voluntary early release scheme and the number of clinical and support staff remains unchanged. This is a loss of a third of staff during the major part of the academic year and in addition to this the loss of the post of the Schools learning support tutor. This implies an impact on student teaching and learning experience and possibly on the assessment.

### SET 6: Assessment standards

#### 6.5 There must be effective mechanisms in place to assure appropriate standards in the assessment

##### Evidence requested

Response to external examiners' report for 2006/2007 and internal quality document for 2006/2007

##### Reason for evidence requested

The visitors felt that the letter from the external examiner was not an appropriate mechanism to assure appropriate standards in assessment. Due to the lack of information supplied by the external examiner, there was no opportunity for the programme to respond to comments made. The internal quality document was not supplied for this specific programme.

### Further comments

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	Glasgow Caledonian University BSc (Hons) Podiatry FT - AM report	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	Guildhall School of Music and Drama
<b>Name of awarding institution (if different from education provider)</b>	City University
<b>Name &amp; Title of Programme</b>	MA Music Therapy
<b>Mode of Delivery</b>	Mixed mode (Full time year 1, Part time year 2)
<b>Name of HPC Visitor(s) considering audit submission</b>	Pauline Etkin Barry Falk

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

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

Please select one of the following recommendations to the Education & Training Committee—

- The following documentation is requested (please list below) before a final recommendation can be made -
- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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:** Barry Falk

**Date:** 2 July 2008

**Name:** Pauline Etkin

**Date:** 2 July 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - Guildhall School of Music and Drama - MA MT - Mixed	Final DD: None	Public RD: None

## Further comments

The visitors noted the new amendment regarding length of deferment for the course and would recommend an additional supervised clinical component to the course, if the student has had the maximum deferral period in order to refresh and reassess the student.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - Guildhall School of Music and Drama - MA MT - Mixed	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	Queen Margaret University
<b>Name of awarding institution (if different from education provider)</b>	N/A
<b>Name &amp; Title of Programme</b>	MSc Music Therapy (Nordoff Robbins)
<b>Mode of Delivery</b>	Full Time Part Time
<b>Name of HPC Visitor(s) considering audit submission</b>	<b>Donald Wetherick (Music Therapist)</b> <b>John Strange (Music Therapist)</b>

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

Placement Document

Student Handbook

Statement on SET 3.7 re English language support.

Statement on SET 3.12 re soundproof room for keyboards/instrumental work.

List of recent library acquisitions re SET 3.13.

Statement on SET 4.2 re clinical responsibility on placements.

Statement on SET 5.4 re supervision time allocation.

Statement on SET 5.8.1 re supervisor's experience.

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

Please select one of the following recommendations to the Education & Training Committee—

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

see Section Three below

Following receipt of the additional documentation, the visitors made the following recommendation

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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

**Date:** 23 June 2008

**Name:** John Strange

**Date:** 23 June 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-09	c	EDU	APV	AM Visitors Report - QMU - MSc Music Therapy - PT-FT	Final DD: None	Public RD: None

## **Section Three: Additional details**

### **3.7 The resources to support student learning in all settings must be used effectively.**

#### **Evidence requested**

The visitors require evidence of action taken regarding the comments in the External Examiner's Report 2006-2007 relating to English as a foreign language support.

#### **Reason for evidence requested**

The visitors felt more detail was required about the steps taken since the response to the examiner's report was produced to provide assurances that all students are adequately supported.

### **3.12 The resources provided, both on and off site, must adequately support the required learning and teaching activities of the programme.**

#### **Evidence requested**

The visitors require evidence of action taken as a result of an issue raised in a previous HPC Annual Monitoring report (2006-07, Point 9) relating to the provision of soundproof room for 7 keyboards, 1 acoustic piano and percussion instruments for student practice

#### **Reason for evidence requested**

The visitors felt the submitted documentation did not provide sufficient information regarding the changes made to ensure resources were adequate to the programme.

### **3.13 The learning resources, including the stock of periodicals and subject books, IT facilities (including internet access), must be appropriate to the curriculum and must be readily available to students and staff.**

#### **Evidence requested**

The visitors require evidence of action taken as a result of an issue raised in a previous HPC Annual Monitoring report (2006-07, Point 9) relating to updating of library resources and back issues of music therapy journals previous to 2002. (A list of relevant library acquisitions since 2005, and a complete list of journal holdings with dates – ie pre- and post 2002 would suffice.)

#### **Reason for evidence requested**

The visitors felt the submitted documentation did not provide sufficient information regarding the changes made to ensure resources were adequate to the programme.

<b>Date</b>	<b>Ver.</b>	<b>Dept/Cmte</b>	<b>Doc Type</b>	<b>Title</b>	<b>Status</b>	<b>Int. Aud.</b>
2008-06-09	c	EDU	APV	AM Visitors Report - QMU - MSc Music Therapy - PT-FT	Final DD: None	Public RD: None

#### **4.2 The programme must reflect the philosophy, values, skills and knowledge base as articulated the curriculum guidance for the profession.**

##### **Evidence requested**

The visitors require clarification of Section 5.1, point 6, of Placement Guidelines in which is it indicated that placement educators will “share clinical responsibility for the student’s client related work”.

##### **Reason for evidence requested**

The visitors note it is highly unusual and potentially unsafe for clinical responsibility to be shared as seems to be implied. The visitors require clarification to explain how risk to the client will be mitigated.

#### **5.4 Learning, teaching and supervision must be designed to encourage safe and effective practice, independent learning and professional conduct.**

##### **Evidence requested**

The visitors require clarification of the Placement Supervisor’s responsibility for clinical supervision of students to ensure there is regular dedicated time after clinical work where student(s) reflect on their work with a clinical Supervisor.

##### **Reason for evidence requested**

The visitors noted from the list of responsibilities of the Supervisor Tutor that their supervision is provided to students in groups, which would not meet this requirement if a student’s work is considered in rotation rather than weekly. If this is the case, responsibility for weekly clinical supervision as described above falls to the Placement Supervisor.

#### **5.8.1 Unless other arrangements are agreed, practice placement educators must have relevant qualification and experience.**

##### **Evidence requested**

The visitors require updated information on the minimum length of clinical experience necessary to act as Placement Supervisor and as Supervisor Tutor.

##### **Reason for evidence requested**

A minimum of two years clinical experience was accepted at first approval of the course, taking into account the small numbers upon which the course could draw. This has not been amended in the 2007/8 Placement Guidelines. 5 years is recommended in the Profession Specific Guidelines, and evidence is required that this requirement has now been met or is on the way to being met by a given date.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-09	c	EDU	APV	AM Visitors Report - QMU - MSc Music Therapy - PT-FT	Final DD: None	Public RD: None

## Further comments

The visitors would recommend that the programme review its library holdings in the field of adult psychiatry and keep them up to date. They would also encourage the programme to extend its stock of back issues of major music therapy journals. (SET 3.13)

The visitors suggest that the phrase 'clinical responsibility' be replaced with the phrase 'responsibility for clinical supervision' wherever it occurs in the Placement Document (e.g. p7, p12). This more accurately describes what is taking place, and avoids potential misunderstandings which could open the programme up to claims of legal liability for clients/service users (SET 4.2)

Regarding supervision provided by placement supervisors, it would be helpful to include the minimum supervision time expected in the contract between the placement supervisor, student and programme. (SET 5.4)

We would strongly encourage the programme to continue working to increase the minimum length of clinical experience of placement supervisors. The professional body's recent recommendations concerning the supervision of qualified music therapists stress the need for supervisors to be both experienced in the supervisory role and familiar with the clinical area in which the supervisee is working, and these considerations must apply with particular force to the supervision of trainee therapists. This would improve students' learning experience on placement. (SET 5.8.1)

The visitors apologise for a factual error in their earlier response in respect of placement supervisors' experience. Whilst there is within the profession a widespread aspiration for training courses to engage only highly experienced placement supervisors, it has in fact been decided after discussion within the Courses Liaison Committee that it would be impractical at present to insist on a specific minimum length of experience. The reference to "profession specific guidelines" should therefore be disregarded.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-09	c	EDU	APV	AM Visitors Report - QMU - MSc Music Therapy - PT-FT	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	Central School of Speech and Drama
<b>Name of awarding institution (if different from education provider)</b>	University of London
<b>Name &amp; Title of Programme</b>	MA Drama and Movement Therapy
<b>Mode of Delivery</b>	Full Time
<b>Name of HPC Visitor(s) considering audit submission</b>	<b>Donald Wetherick (Music Therapist) Peter Holloway (Dramatherapist)</b>

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

- CV for new member of teaching staff
- List of recent library acquisitions
- Placement Handbook
- Written response to points raised by visitors regarding SETs 4, 5 and 6

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

Please select one of the following recommendations to the Education & Training Committee–

- The following documentation is requested (please list below) before a final recommendation can be made –

see Section Three: Additional Details below

Following receipt of the additional documentation, the visitors made the following recommendation:

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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:** Donald Wetherick

**Date:** 5 August 2008

**Name:** Peter Holloway

**Signature:** Peter Holloway

**Date:** 4 August 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - Central School of Speech and Drama - MA D and M Therapy - FT	Final DD: None	Public RD: None

## Section Three: Additional details

### SET 3: Programme management and resource standards

#### 3.5 Subject areas must be taught by staff with relevant specialist expertise and knowledge.

##### Evidence requested

The visitors require the CVs for the tutor(s) teaching human development, and for any other teaching staff who have joined the programme team since HPC Visit in 2005.

##### Reason for evidence requested

The Annual Monitoring report 06-07 (part 6) notes the 'departure of a long established visiting lecturer' for this topic. It is not clear how this vacancy has been filled. If any other staff have changed, or joined, CVs are required to show they meet the SET 3.5.

#### 3.13 The learning resources, including the stock of periodicals and subject books, and IT facilities, including internet access, must be appropriate to the curriculum and must be readily available to students and staff.

##### Evidence requested

The visitors require a list of recent relevant library acquisitions.

##### Reason for evidence requested

To show the course is maintaining a current stock of relevant learning resources. (Also any other evidence to meet SET 4.4)

### SET 4: Curriculum standards

#### 4.1 The learning outcomes must ensure that those who successfully complete the programme meet the Standards of Proficiency for their part of the Register.

##### Evidence requested

The visitors require evidence to show how SoP 3a.1 is taught and assessed in the programme.

##### Reason for evidence requested

This area was highlighted by External Examiner in 2007 as one which the course could develop to cover a wider range of theoretical approaches. It is not mentioned in the Response to the External Examiner's report.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - Central School of Speech and Drama - MA D and M Therapy - FT	Final DD: None	Public RD: None

## **SET 5: Practice placements standards**

### **5.6 The education provider must maintain a thorough and effective system for approving and monitoring all placements.**

#### **Evidence requested**

The visitors require the most recent review of placement provision.

#### **Reason for evidence requested**

There is no mention of placements in the programme's annual review/monitoring documents. While there may be no reason for concern about placements, the evidence that placements have been reviewed should be submitted.

## **SET 6: Assessment standards**

### **6.2 Assessment methods must be employed that measure the learning outcomes and skills that are required to practice safely and effectively.**

#### **Evidence requested**

The visitors require the programme team's response to External Examiner's recommended changes to portfolio/viva assessment as suggested in report April 2007.

#### **Reason for evidence requested**

The visitors noted that this change to the programme was not specifically mentioned in the response to the External Examiner's report (Nov. 2007).

#### **Further comments**

The visitors would like to offer two suggestions to the programme for their consideration. One is the creation of a tri-partite contract (to replace the placement confirmation form), between placement, institution and student, confirming the responsibilities of each party. The second is the inclusion of a report on placement monitoring in the programme's annual report as confirmation that placements have been monitored and any issues found have been addressed.

<b>Date</b>	<b>Ver.</b>	<b>Dept/Cmte</b>	<b>Doc Type</b>	<b>Title</b>	<b>Status</b>	<b>Int. Aud.</b>
2008-08-06	b	EDU	APV	AM Visitors Report - Central School of Speech and Drama - MA D and M Therapy - FT	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	The Robert Gordon University
<b>Name of awarding institution (if different from education provider)</b>	N/A
<b>Name &amp; Title of Programme</b>	MSc Physiotherapy (pre-registration)
<b>Mode of Delivery</b>	Full time
<b>Name of HPC Visitor(s) considering audit submission</b>	<b>Kathleen Bosworth (Physiotherapist) Nicki Smith (Physiotherapist)</b>

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

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

Please select one of the following recommendations to the Education & Training Committee–

- The following documentation is requested (please list below) before a final recommendation can be made -
- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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: Kathleen Bosworth**

**Date: 21 July 2008**

**Name: Nicki Smith**

**Date: 21 July 2008**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - The Robert Gordon University - MSc Physiotherapy (pre-registration)	Final DD: None	Public RD: None

### **Section Three: Additional details**

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

**SET 2: Programme admissions**

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

**SET 4: Curriculum standards**

**SET 5: Practice placements standards**

**SET 6: Assessment standards**

**Further comments**

<b>Date</b>	<b>Ver.</b>	<b>Dept/Cmte</b>	<b>Doc Type</b>	<b>Title</b>	<b>Status</b>	<b>Int. Aud.</b>
2008-08-06	b	EDU	APV	AM Visitors Report - The Robert Gordon University - MSc Physiotherapy (pre-registration)	Final DD: None	Public RD: None

**Visitors' Report  
Annual Monitoring**

**Section One: Programme Details**

<b>Name of education provider</b>	University of Wolverhampton
<b>Name &amp; Title of Programme</b>	Non Medical Prescribing
<b>Mode of Delivery</b>	Part time
<b>Name of HPC Visitor(s) considering audit submission</b>	<b>Marcus Bailey (Paramedic) Emma Supple (Podiatrist)</b>

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
  - Internal quality report 2005/2006
  - Internal quality report 2006/2007
  - External Examiner's Report 2005/2006
  - External Examiner's Report 2006/2007
  - Response to External Examiner's report 2005/2006
  - Response to External Examiner's report 2006/2007
- 
- HLSP (NMC) Monitoring Report March 2007
  - CVs Jill Barr and Helen McCarthy Watson

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

Please select one of the following recommendations to the Education & Training Committee–

- The following documentation is requested (please list below) before a final recommendation can be made -
- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals 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: Emma Supple**

**Date: 17<sup>th</sup> July 2008**

**Name: Marcus Bailey**

**Date: 17<sup>th</sup> July 2008**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - University of Wolverhampton Non Medical Prescribing	Final DD: None	Public RD: None

### Section Three: Additional details

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

**SET 2: Programme admissions**

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

**SET 4: Curriculum standards**

**SET 5: Practice placements standards**

**SET 6: Assessment standards**

**Further comments**

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-08-06	b	EDU	APV	AM Visitors Report - University of Wolverhampton Non Medical Prescribing	Final DD: None	Public RD: None