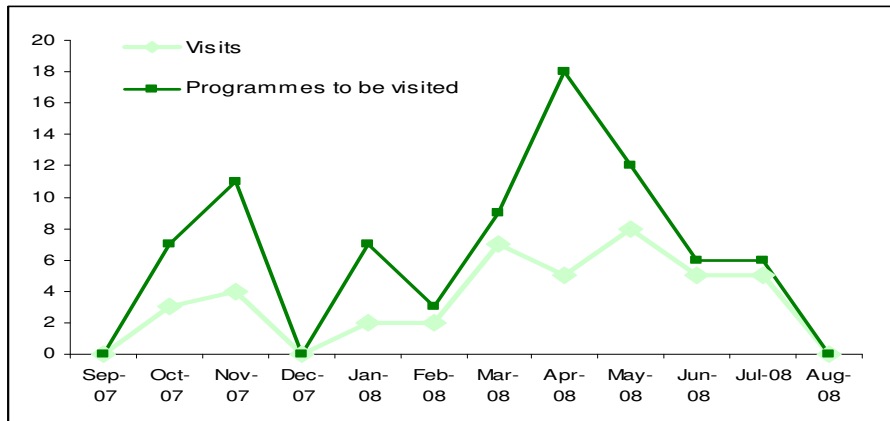


Education – Approvals and Monitoring

Approval visits 2007/08

The department has 41 visits in the schedule for the current academic year. These 41 visits will consider 79 programmes. The department is entering its peak workload for the next five months – with 30 visits (73% of the total) covering 51 programmes. There are three large multi-professional visits planned for April 2008.

	Visits	Programmes to be visited
Sep-07	0	0
Oct-07	3	7
Nov-07	4	11
Dec-07	0	0
Jan-08	2	7
Feb-08	2	3
Mar-08	7	9
Apr-08	5	18
May-08	8	12
Jun-08	5	6
Jul-08	5	6
Aug-08	0	0



Annual Monitoring 2007/08

The department is in the middle of its peak of annual monitoring work. The expected submission dates from education providers are at the end of each month.

To date, 95% of expected audit submissions have been received, with the majority on time. There is a 5% non-submission rate. Non submissions get reported to the Education and Training Panel for consideration.

	Audit submissions	
	Expected	Actual
Dec-07	17	17
Jan-08	15	14
Feb-08	29	27
Mar-08	33	0
Apr-08	15	0
May-08	1	0
Jun-08	1	0
Jul-08	0	0
Aug-08	0	0

	Actual submissions		
	On time	Late	Non submissions
Dec-07	15	2	0
Jan-08	14	0	1
Feb-08	27	0	2
Mar-08	-	-	-
Apr-08	-	-	-
May-08	-	-	-
Jun-08	-	-	-
Jul-08	-	-	-
Aug-08	-	-	-

The first assessment day was held in mid Feb 08, with the second planned for mid March 2008. Eight partners and four executive members attend each day. The number of partners has been reduced this year to make the assessment days more cost effective.

At the first assessment day, the visitors recommended that the majority of programmes (79%) continue to meet our standards. These recommendations will be considered by the Education and Training Panel in late March 2008. This means that the entire process has taken three months or less for these programmes, which is within the estimated time period. At the first assessment day, the visitors requested further information for the remaining 21% of programmes, before making a final recommendation to Panel.

	Type of assessment	
	Assessment	Postal

Outcome of assessment day	
Visitors'	Sent to Panel

	day		requested more info	(continues to meet standards)
Dec-07	14 (Feb 08)	3	2	12
Jan-08	14 (Feb 08)	0	4	10
Feb-08	27 (Mar 08)	0	tbc	tbc

To date, 97% of expected declaration forms have been received, with the majority on time. There is a 3% non-submission rate. Non submissions get reported to the Education and Training Panel for consideration.

	Declaration forms		Actual declaration forms		
	Expected	Actual	On time	Late	Non submissions
Dec-07	24	24	23	1	0
Jan-08	40	39	37	2	1
Feb-08	29	27	27	0	2
Mar-08	25	10	10	-	-
Apr-08	9	3	3	-	-
May-08	0	0	-	-	-
Jun-08	1	0	-	-	-
Jul-08	8	1	1	-	-
Aug-08	1	0	-	-	-

All declaration forms go direct to the Education and Training Panel for consideration. 42 programmes were considered at their February meeting and 62 are due to be considered at their March meeting. This means that the entire process is taking 33 days on average, which is considerably below the three months estimated time period.

Minor and Major Changes

The Department has received minor/major change submissions for 64 programmes in the current academic year. 55% of these submissions have been concluded. On average it is taking three months to consider each submission. This is in line with our guidance to education providers.

	Minor/major change submissions	
	Received	Concluded*
Sep-07	13	13 (100%)
Oct-07	7	7 (100%)
Nov-07	4	2 (50%)
Dec-07	5	5 (100%)
Jan-08	11	7 (64%)
Feb-08	24	1 (4%)

(* includes those due to be considered at an Education and Training Panel in late March 08)

The revised major change was launched in early March 2008 and the new publication 'Major change – supplementary information' distributed to all education providers and visitors. Submissions considered as through this new process will be reported to the next Education & Training Committee.

Publications

The department has recently finalised two publications. The new 'Major change – supplementary information' offers guidance for education providers about the revised major change process. The annual report offers a detailed analysis of the three operational processes during the 2006-07 academic year.

Partners

The department has successfully recruited two new drama therapist visitors and two new occupational therapist (clinicians) visitors. Training for these visitors is being planned for this summer.

Unfortunately, we need to re-advertise for more occupational therapist (clinicians) visitors and dietitian visitors.

The department has been working with the Partners department recently to plan the workload (recruitment, selection, extensions and training) for the 2008-2009 financial year. This will include refresher training and recruitment/training of practitioner psychologist visitors. Detailed information is in the department work plan for 2008-2009.

Projects

The department has continued to spend significant time over the last two months working on the projects outlined in the work plan for 2007-08. At the end of the 2007-2008 financial year, 9 out of the 14 projects (65%) have been completed. 5 (35%) have been carried over to the work plan for the next financial year; 4 of these are mid way through and just 1 has not been started. Given the operational demands between April – July 2007 and the staff shortages throughout the year, the level of success with projects is to be commended, as prioritisation was given to approval visits and education provider presentations for substantial periods of the year.

The table below summarises the current status of each project;

Project title	Progress to date
List of approved programmes	<ul style="list-style-type: none">• Education & Training Committee noted completion of lists. (Sept 2007)• Changes to website still to be implemented (new system) <i>Project carried over to 2008-2009 work plan</i>
LISA programme list	<ul style="list-style-type: none">• This project was delayed due to the IT changes that were needed to the LISA database. These changes were incorporated into the 'LISA user access rights' major project which is due to complete in April 2008. <i>Project carried over to 2008-2009 work plan</i>
Withdrawing approval	<ul style="list-style-type: none">• Education & Training Committee agreed process and potential programmes (Sept 2007)• Process to be put into operation still. <i>Project carried over to 2008-2009 work plan</i>
Visitors' reports	<ul style="list-style-type: none">• Education & Training Committee approved new report (Dec 2007) <i>Project concluded</i>
Conditions catalogue	<ul style="list-style-type: none">• Preliminary work has been carried out on designing an IT solution to facilitate this project.

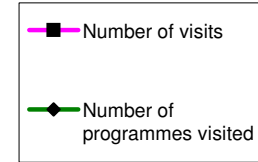
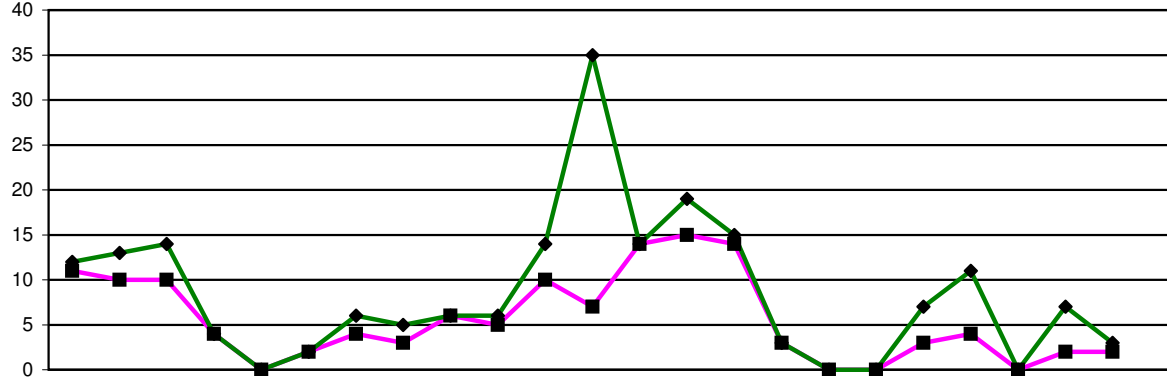
	<i>Project carried over to 2008-2009 work plan</i>
Advertising protocol	<ul style="list-style-type: none"> • Use and effectiveness of protocol monitored and encouraged. <i>Project concluded – operational approval process to continue in 2008-2009.</i>
Professional body programmes	<ul style="list-style-type: none"> • Extensive research has been carried out on how the two professional body certificates are designed and delivered. • A draft mapping of the two programmes to the standards of education and training has been started, with the aim of establishing if any adaptations to the standard documentation, agenda and panels will need to be made. <i>Carried over to 2008-2009 work plan</i>
IHCD paramedic programmes	<ul style="list-style-type: none"> • Research complete and visits arranged. • Education and Training Committee updated throughout 2007 – 2008. <i>Project concluded – operational approval process to continue in 2008-2009.</i>
Entitlements approvals and monitoring	<ul style="list-style-type: none"> • Education & Training Committee approved historical programmes (June 2007). <i>Project concluded</i>
Minor/major change process	<ul style="list-style-type: none"> • Education & Training Committee approved revised process (Dec 2007) • Process launched in March 2008 <i>Project concluded – operational approval process to continue in 2008-2009</i>
Result of current consultation on the standards of proficiency	<ul style="list-style-type: none"> • Education providers informed of the changes. • Education & Training Committee updated (Dec 2007). <i>Project concluded</i>
Result of current standards of education and	<ul style="list-style-type: none"> • Education providers informed of the changes.

Complaint procedure about an approved programme	<ul style="list-style-type: none"> • New procedure agreed by Education and Training Committee (Dec 2007) and guidance pending approval (March 2008) <i>Project concluded</i>
Overseas programme approval	<ul style="list-style-type: none"> • Decision pending by Education and Training Committee (March 2008) <i>Project concluded</i>

Employees / Department reorganisation

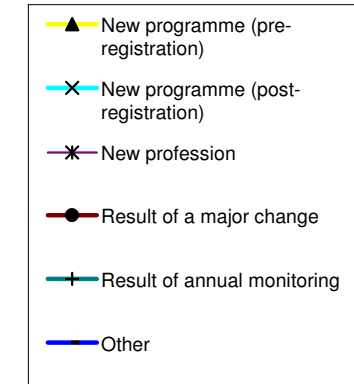
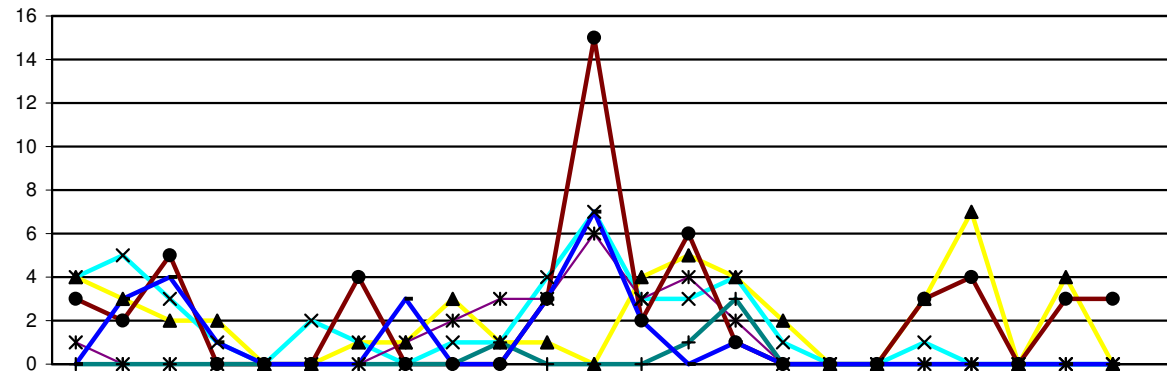
The department has successfully recruited to a number of positions in early 2008. Ruth Wood who was the temporary Team Administrator (covering a period of maternity leave) has been successful in getting a permanent position as Education Administrator. Both Osama Ammar and Tracey Samuel-Smith have been successful in getting the two new Education Manager positions which created as part of the department reorganisation.

The department moved over to their new structure in mid March 2008. The department will now operate on a team basis – with one team covering the education providers in southern England and Scotland and one team covering the education providers in northern England, Northern Ireland and Wales. The first team will also take responsibility for the any across department operational and project work to do with the approval process; with the second team taking the responsibility for the any across department operational and project work to do with the monitoring processes.



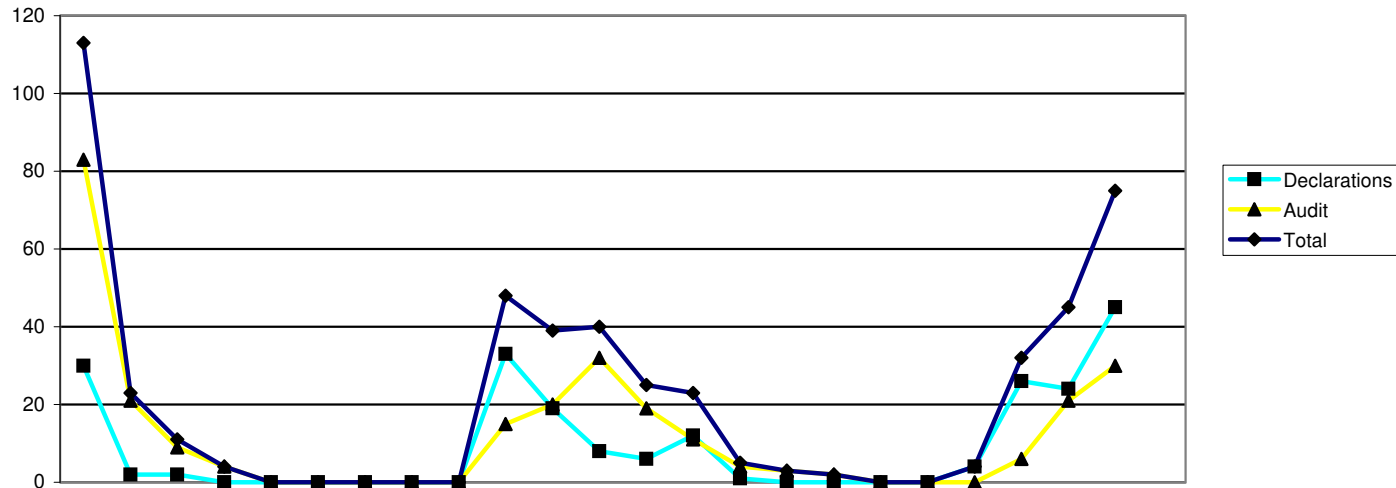
	2006			2007									2008											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Overview of approvals																								
Number of visits	11	10	10	4	0	2	4	3	6	5	10	7	14	15	14	3	0	0	3	4	0	2	2	
Number of programmes visited	12	13	14	4	0	2	6	5	6	6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

2004/5	2005/6	2006/7	2007/8
FYE	FYE	FYE	YTD
0	0	101	57
22	27	117	79



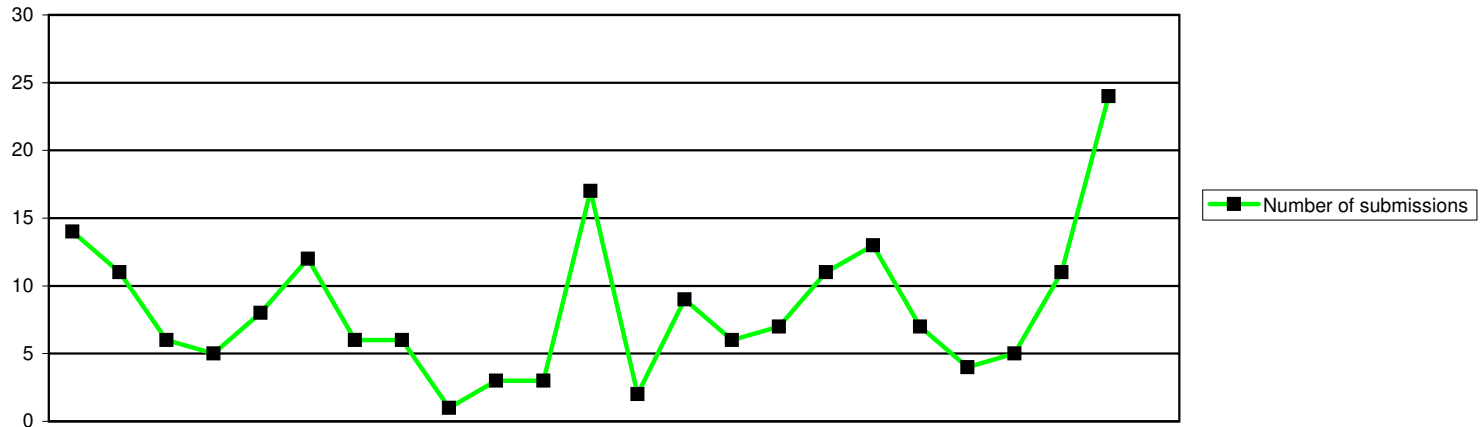
	2006			2007									2008											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Reason for programme visited																								
New programme (pre-registration)	4	3	2	2	0	0	1	1	3	1	1	0	4	5	4	2	0	0	3	7	0	4	0	
New programme (post-registration)	4	5	3	1	0	2	1	0	1	1	4	7	3	3	4	1	0	0	1	0	0	0	0	
New profession	1	0	0	0	0	0	0	1	2	3	3	6	3	4	2	0	0	0	0	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	4	0	3	3	
Result of annual monitoring	0	0	0	0	0	0	0	0	0	1	0	0	0	1	3	0	0	0	0	0	0	0	0	
Other	0	3	4	1	0	0	0	3	0	0	3	7	2	0	1	0	0	0	0	0	0	0	0	
Total	12	13	14	4	0	2	6	5	6	6	14	35	14	19	15	3	0	0	7	11	0	7	3	

2004/5	2005/6	2006/7	2007/8
FYE	FYE	FYE	YTD
0	0	18	29
0	5	29	12
0	5	16	9
0	5	32	22
0	5	1	4
0	5	21	3
0	25	117	79



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
Declarations	30	2	2	0	0	0	0	0	0	33	19	8	6	12	1	0	0	0	0	4	26	24	45
Audit	83	21	9	4	0	0	0	0	0	15	20	32	19	11	4	3	2	0	0	0	6	21	30
Total	113	23	11	4	0	0	0	0	0	48	39	40	25	23	5	3	2	0	0	4	32	45	75

2004/5	2005/6	2006/7	2007/8
FYE	FYE	FYE	YTD
0	113	94	118
0	51	184	96
0	164	278	214



	2006			2007									2008			2004/5	2005/6	2006/7	2007/8									
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	YTD
Minor/major change submissions	14	11	6	5	8	12	6	6	1	3	3	17	2	9	6	7	11	13	7	4	5	11	24	0	113	92	99	
Number of submissions																												