

Approval process

The Department has spent the last few months finalising the schedule of approval visits for the current 2009-10 academic year. There are currently 40 visits, covering 72 programmes. The schedule is now closed from Sept 2009 – May 2009, as we require six months notice. Education providers have until December 2009 to request a visit before July 2010. The detailed schedule is included as appendix 1.

Annual monitoring process

The Department has spent the last few months finalising the review of the annual monitoring process in the 2008-2009 academic year and preparing for the 2009-2010 academic year. A detailed review report is included as appendix 2.

For the 2009-2010 academic year, it is anticipated that there will be six annual monitoring assessment days held in March (2), May (2) and June (2) 2010. There will also be a number of submissions considered by visitors, by correspondence between July- September 2010. Consequently, it is envisaged that the majority of annual monitoring visitors report will be considered by the Education and Training Panels in May, June and July 2010.

Major change process

The Department has spent the last few months finalising major change submissions from the 2008-2009 academic year and receiving new submissions in the 2009-2010 academic year. Since 1 September 2009, the Department has received 21 major change submissions. These submissions covered 30 programmes.

Table 1: Submissions received in the 2009-2010 academic year

Month	Submissions	Programmes considered
Sept 09	7	9
Oct 09	14	21

Table 2: Result of the notification stage of the major change process in the 2009-2010 academic year

Process	Number of programmes
Referred to annual monitoring process	7 (23%)
Referred to approval process	8 (27%)
Retained in major change process	12 (40%)
Pending decision	3 (10%)

Table 3: Outcome of those retained within the major change process in the 2009-2010 academic year

Outcome	Number of programmes
Sufficient Evidence of SETs	4 33(%)
Insufficient Evidence of SETs - Visit Required	0 (%)
Pending decision	8 (66%)

Practitioner psychologists

The Department has spent the last few months strengthening their communications work and arranging relevant operational activities with practitioner psychologist programmes. Specific activities have included:

- Amending and developing further FAQs on the education section of the website;
- Amending the lists of approved programmes (current and historic);
- Completing the process for assessing the unconcluded BPS re-accreditation visits from the 2008-2009 academic year. 5 reports were considered by visitors at an assessment day in late September and the recommendations agreed by the Education & Training Panel in October;
- Scheduling required approval visits in the 2009-10 academic year. 13 (87%) out of the required 15 visits have now been scheduled. The remaining 2 programmes have until December 2009 to secure dates with us;

- Scheduling of approval visits to new programmes in the 2009-10 academic year (2 visits, covering 4 programmes have been scheduled.);
- Holding a series of seminars for education providers at the locations listed below. There are 80 attendees already signed up.

<u>Location</u>	<u>Date</u>	<u>Attendee numbers</u>
Glasgow	14 October	13
Belfast	23 October	6
Cardiff	11 November	7
Liverpool	20 November	9
Birmingham	26 November	15
London	2 December	30

- Presented at BPS conference for 'Trainers in Clinical Psychology' (approximately 65 attendees)

Publications

In October 2009, the revisions to three publications were complete, namely the 'major change – supplementary information for education providers', standards of proficiency for radiographers and standards of proficiency for chiropodists/podiatrists. Copies of all publications were sent to education providers and key stakeholders as part of the Education Update mailing in October.

Website

The Department worked with the Communications Department to launch a new section of the website for students. (www.hpc-uk.org/students) in October 2009. There are a variety of new resources which include an audio-visual presentation and presentation slides and handouts. These resources can either be accessed by students direct from the website, or downloaded and used by teaching staff in the delivery of their programme. It is envisaged that these resources will replace face-to-face students visits by members of the Executive in a much more accessible and efficient manner.

Database

The Department has spent the last few months working with the IT Department with an external supplier to make enhancements to the in-house database. These small, but significant changes include changes to contact systems, inclusion of the complaints process and upgrades to visit and monitoring tracking. The changes are currently being analysed by the external supplier so areas can be prioritised according to feasibility, resources and cost.

Partners

The Department has spent the last few months working with the Partners Department to secure the appointment of additional practitioner psychologist visitors and hold refresher training sessions for a large proportion of existing visitors.

There are interviews planned to recruit the one remaining vacancy for an Educational psychologist visitor before the end of the calendar year.

Two two-day refresher training sessions for visitors were held in October 2009 and a third two-day refresher training session is due to be held in early December 2009. It is anticipated that 56 visitors will have attended refresher training by the end of the year. This represents 77% of the invited visitor pool. This particular visitor pool has not been trained since 2004 or 2005. As the attendance is not as high as the Executive would have hoped, there is an ongoing risk that a number of visitors are not as up-to-date with their knowledge as they could be. Both the Partners and Education Department are working towards improving this, as the rates are similar across a number of the partner roles.

There is a training session for new visitors planned in January 2010. There are 13 confirmed visitors (practitioner psychologists and

hearing aid dispensers) and a potential 8 more (clinical scientists, practitioner psychologists and hearing aid dispensers).

Education provider seminars

The work in the Department has focused heavily on the annual series of seminars to education providers on the last few months. There are 80 attendees already signed up. Details of the six events are listed below.

<u>Location</u>	<u>Date</u>	<u>Attendee numbers</u>
London	15 October	30
Belfast	22 October	13
Leeds	27 October	26
Bristol	6 November	11
Swansea	12 November	6
Edinburgh	18 November	23

The workshops have been used to communicate changes to our standards of education and training and also to gather education providers' views on extending professional regulation into the field of post-registration qualifications. These views will be collated and used by the Executive as a basis for future work in this area.

A feedback and summary report of the seminars will be included in the Director's report at the next meeting of the Education and Training Committee.

Liaison with stakeholders

The Department circulated the second edition of 'Education Update' in October 2009 (www.hpc-uk.org/education/update/). This included information about the seminars, annual monitoring requirements for 2009-10 and revised publications. It also included a feedback questionnaire, which is open until the end of November 2009. An analysis of this feedback will be included in the Director's report at the next meeting of the Education and Training Committee

Members of the Department have met with the following groups in October and November 2009;

- British Psychological Society conference);
- CHRE good practice seminar);
- UK Interprofessional group working group for further and higher education); and
- Education Inter-Regulatory Group;
- Academic Registrars' Group subjects allied to medicines);
- Welsh Assembly Government;
- Department of Health Office of the Chief Scientific Officer (CSO)/Modernising Scientific Careers Programme); and
- NHS Education for Scotland.

Projects

The Department has been progressing with the project work identified in the 2009-10 work plan. Of the 14 projects, two are now complete standards of education and training and guidance and standards of proficiency for chiropodists/podiatrists) and nine are ongoing. Three projects remain uninitiated Education systems and processes, Independent safeguarding authority and Net regulate approved programme maintenance). In general, the projects are progressing well and in line the proposed timescales agreed at the Education and Training Committee meeting in March 2009.

Employees

Natalie Fraser joined the Department from the Registrations Department) as Education Administrator on 9 November 2009. Interviews were held for a new Team PA/Administrator position in October 2009 and it is anticipated that the successful candidate will join in December 2009. Plans have begun to arrange for the maternity cover of Abigail Gorringer from February – December 2010.

Appendix 1 - Current schedule for approval visits in 2009-2010 academic year

Provisional date for visit	Education provider	Programme Name	Mode of Study	Reason for visit
30 September 2009	Birmingham City University	BSc (Hons) Speech and Language Therapy	Full Time	Annual Monitoring
30 September 2009	Birmingham City University	BSc (Hons) Speech and Language Therapy	Part Time	Annual Monitoring
08 October 2009	University of Salford	BSc (Hons) Prosthetics and Orthotics	Full Time	Major Change
28 October 2009	University of Liverpool	Pg Dip (Radiotherapy)	Full Time	New Programme
04 November 2009	University of Derby	MA Dramatherapy	Full Time	Major Change
10 November 2009	Association of Clinical Scientists	Certificate of Attainment	Flexible	Visit required by ETC
24 November 2009	Institute of Biomedical Science	Certificate of Competence	Flexible	Visit required by ETC
08 December 2009	Queen Margaret University	MSc Speech and Language Therapy	Full Time	New Programme
09 December 2009	St George's, University of London	V300 Independent and Supplementary Nurse Prescribing	Part Time	New Programme
12 January 2010	University of Nottingham	Doctorate in Forensic Psychology	Full Time	New Programme
12 January 2010	University of Nottingham	Doctorate in Forensic Psychology	Part Time	New Programme
28 January 2010	The Open University	Diploma in Higher Education in Paramedic Sciences	Part Time	Major Change
28 January 2010	The Open University	Foundation Degree in Paramedic Science	Part Time	Major Change
04 February 2010	University of Salford	BSc (Hons) Occupational Therapy	Full Time	Major Change
04 February 2010	University of Salford	BSc (Hons) Occupational Therapy	Part Time	Major Change
09 February 2010	University of Wales, Newport	MA Art Psychotherapy	Full Time	New Programme
09 February 2010	University of Wales, Newport	MA Art Psychotherapy	Part Time	New Programme
09 February 2010	University of Wales, Newport	MA Music Psychotherapy	Full Time	New Programme
09 February 2010	University of Wales, Newport	MA Music Psychotherapy	Part Time	New Programme
11 February 2010	Manchester Metropolitan University	BSc (Hons) Physiotherapy	Full Time	Major Change
02 March 2010	University of Plymouth	Doctorate in Clinical Psychology	Full Time	New Profession
03 March 2010	British Psychological Society	Qualification in Counselling Psychology	Flexible	New Profession
03 March 2010	Teesside University	MSc Rehabilitation (Physiotherapy/Occupational Therapy)	Full Time	New Programme
03 March 2010	Teesside University	MSc Rehabilitation (Physiotherapy/Occupational Therapy)	Full Time	New Programme

Provisional date for visit	Education provider	Programme Name	Mode of Study	Reason for visit
16 March 2010	University of Cumbria	Non Medical Prescribing (Pharmacy)	Part Time	New Programme
18 March 2010	University College London	Doctorate in Clinical Psychology (DclinPsych)	Full Time	New Profession
23 March 2010	Aston University	BSc (Hons) Biomedical Science	Full Time	New Programme
23 March 2010	University of Essex	BSc (Hons) Occupational Therapy	Full Time	Major Change
23 March 2010	University of Essex	BSc (Hons) Occupational Therapy	Part Time	Major Change
23 March 2010	University of Essex	BSc (Hons) Physiotherapy	Part Time	Major Change
23 March 2010	University of Essex	MSc Occupational Therapy	Full Time	New Programme
30 March 2010	Queen Margaret University	MSc Occupational Therapy (Pre-registration)	Full Time	Major Change
30 March 2010	Queen Margaret University	Pg Dip Occupational Therapy	Full Time	Major Change
13 April 2010	University of Wales Institute Cardiff	BSc (Hons) Applied Biomedical Science	Full Time	New Programme
13 April 2010	University of Wales Institute Cardiff	BSc (Hons) Applied Biomedical Science	Part Time	New Programme
14 April 2010	Keele University	BSc (Hons) Physiotherapy	Full Time	Major Change
20 April 2010	University of Manchester	Educational and Child Psychology (D.Ed.Ch.Psychol)	Full Time	New Profession
20 April 2010	Queen Margaret University	MSc Art Therapy	Full Time	Major Change
20 April 2010	Queen Margaret University	MSc Art Therapy	Part Time	Major Change
20 April 2010	Queen Margaret University	MSc Music Therapy (Nordoff Robbins)	Full Time	Major Change
21 April 2010	University of Bristol	Doctorate of Educational Psychology (D.Ed.Psy.)	Full Time	New Profession
28 April 2010	Edge Hill University	Dip HE Operating Department Practice	Full Time	Major Change
28 April 2010	University of Ulster	BSc (Hons) Dietetics	Full Time	Major Change
28 April 2010	University of Ulster	MSc Dietetics	Full Time	Major Change
28 April 2010	University of Ulster	Pg Dip Dietetics	Full Time	Major Change
29 April 2010	University of Birmingham	Applied Educational and Child Psychology (D.Ed.Psy)	Full Time	New Profession
29 April 2010	Institute of Psychiatry	Doctorate in Clinical Psychology (DClinPsy)	Full Time	New Profession
11 May 2010	Anglia Ruskin University	MA Dramatherapy	Full Time	New Programme

Provisional date for visit	Education provider	Programme Name	Mode of Study	Reason for visit
12 May 2010	Teesside University	Doctorate in Clinical Psychology (DclinPsy)	Full Time	New Profession
13 May 2010	Tavistock & Portman NHS Trust	Doctorate in Child, Community and Educational Psychology (D.Ch.Ed.Psych.)	Full Time	New Profession
18 May 2010	University of Wolverhampton	BSc (Hons) Applied Biomedical Science	Full Time	New Programme
19 May 2010	University of the West of England, Bristol	BSc (Hons) Diagnostic Imaging	Full Time	Major Change
19 May 2010	University of the West of England, Bristol	BSc (Hons) Occupational Therapy	Part Time	Major Change
19 May 2010	University of the West of England, Bristol	BSc (Hons) Occupational Therapy	Full Time	Major Change
19 May 2010	University of the West of England, Bristol	BSc (Hons) Physiotherapy	Full Time	Major Change
19 May 2010	University of the West of England, Bristol	BSc (Hons) Radiotherapy	Full Time	Major Change
19 May 2010	University of the West of England, Bristol	Graduate Diploma Diagnostic Imaging	Full Time	Major Change
19 May 2010	University of the West of England, Bristol	Graduate Diploma Occupational Therapy	Full Time	Major Change
19 May 2010	University of the West of England, Bristol	Graduate Diploma Occupational Therapy	Part Time	Major Change
19 May 2010	University of the West of England, Bristol	Graduate Diploma Physiotherapy	Full Time	Major Change
19 May 2010	University of the West of England, Bristol	Graduate Diploma Radiotherapy	Full Time	Major Change
19 May 2010	University of the West of England, Bristol	MSc Radiotherapy & Oncology	Full Time	New Programme
19 May 2010	University of the West of England, Bristol	MSc Radiotherapy & Oncology	Part Time	New Programme
19 May 2010	University of the West of England, Bristol	PG Dip Radiotherapy & Oncology	Full Time	New Programme
19 May 2010	University of the West of England, Bristol	PG Dip Radiotherapy & Oncology	Part Time	New Programme

Provisional date for visit	Education provider	Programme Name	Mode of Study	Reason for visit
02 June 2010	University of Exeter	Doctorate in Clinical and Community Psychology (DClinPsy)	Full Time	New Profession
02 June 2010	University of Exeter	Doctorate in Clinical Psychology	Full Time	New Programme
16 June 2010	Institute of Education	Doctorate in Professional Educational, Child and Adolescent Psychology (DEdPsy)	Full Time	New Profession
17 June 2010	London Metropolitan University	Professional Doctorate in Sport and Exercise Psychology	Full Time	New Programme
17 June 2010	London Metropolitan University	Professional Doctorate in Sport and Exercise Psychology	Part Time	New Programme
22 June 2010	British Psychological Society	Diploma in Forensic Psychology	Flexible	New Profession
22 June 2010	University of Leeds	Doctor of Clinical Psychology (DClinPsychol)	Full Time	New Profession

Education and Training Committee – 25 November 2009

Addendum to the Director's Report – Annual monitoring process refinements

Executive summary and recommendations

Introduction

As part of the routine operational process improvement activities which take place in the Education Department, a review of the annual monitoring process was conducted on 22 May 2009. This paper reports the preparation and outcomes from the review day to the Committee.

Preparation for the review day

Prior to the review day, preparation work took place to ensure that the review was effective in its methodology and to collect relevant data to inform discussion and decision making. Particular consideration was given to the following areas emerging from the data collected as part of the application of the annual monitoring process:

- The outcomes of the annual monitoring audit and declaration process.
- The relative proximity of submission dates of audits and declarations to deadlines given to education providers.
- The duration the annual monitoring process took to reach completion.

Additionally a discussion was held around the purpose of annual monitoring and its efficacy in the consideration of change. Following this discussion, the Department broke into three groups and worked through the process step by step and ensure that each element and associated documentation were appropriate. Where necessary, revisions were made to the process steps or associated documentation.

Outcomes from the review day

Only a small number of annual monitoring submissions led to the requirement for an approval visit. In each of the four years in which annual monitoring has been conducted in excess 92% of programmes audited continue to meet the standards of education and training and therefore did not require a visit. In all cases, submission of a declaration form resulted in no requirement for an approval visit.

The low number of visits required by the annual monitoring process led the Education Department to consider the purpose of the activity on behalf of both the Department and education providers. It was discussed that the role of annual monitoring was to act as the “safety net” to ensure accumulation of change or continuing challenges to a programme was appropriately addressed by the education provider and that the standards of education and training continued to be met.

The major change process by contrast was viewed to be more crucial in addressing larger and more immediate prospective changes and more likely to result in programmes managing changes appropriately as they occur. This in turn reduces the number of visits required as a result of annual monitoring. It was also stated that although few visits occurred as a result of annual monitoring, the process still served a crucial purpose in identifying the minority of programmes that required scrutiny proportionate to the risks presented.

It was discussed that documentation that was required from education providers as part of an audit varied significantly and in some instances may not necessarily contain information in relation to practice placements. The Department considered that a longer term piece of work could be conducted to review the documentation required by annual monitoring. In the interim, Standard of education and training 3.3 (introduced in the newly revised standards) now requires education providers to have in place regular monitoring processes and indicates that placement monitoring information may be included in this documentation.

It was also considered by the Department that further work could be conducted to determine if declaration forms continued to be a useful mechanism in quality assuring programmes.

With regard to the data collected showing the dates education providers submitted documentation compared to the deadline dates that were given, it was clear that education providers generally submit documentation on time. In many cases, education providers submit documentation to us before the deadline. It was apparent over the four years of operation of the annual monitoring process that education providers have improved in meeting the deadlines that have been set.

The duration taken to process audits and declarations has also been improving over the years of operation. An increased audit processing duration was experienced in the 2008-2009 as a result of the increased diversity of the professions being subject to annual monitoring. This diversity led to decisions being made to hold submissions over to following assessment days in order to arrange the most effective cross-professional and cost-effective event. This increased duration led to the decision being made to amend the deadlines that education providers submit declarations and audits to us. Previously a series of rolling deadlines across the academic year were set appropriate to the education providers. Now three to four deadlines will be set every year which though appropriate to the education providers will allow us to better plan assessment days to involve the required professional visitors effectively.

A series of other changes have been made to the operational process used to manage annual monitoring. The changes include:

- Better articulation of individual actions and the roles within the Department performing them.
- Updates to standard correspondence.

- References to appropriate standards documents (including managing the transition years between old and revised standards of education and training).
- Updates to adhere to house style and to ensure documentation meets the requirements of Department's equality and diversity agenda in the 2009-2010 workplan.

These changes have all been implemented in the annual monitoring cycle 2009/2010 and education providers have been informed in the introductory mailing sent as part of the October edition of Education update. In the next financial year, the annual monitoring supplementary information will be reprinted to take into account the amendments to the process.

Decision

This paper is for information only. No decision is required.

Background information

Annual monitoring – supplementary information for education providers,
www.hpc-uk.org

Resource implications

There will be no increase or decrease in the resource demands as a result of the refinements made to the annual monitoring operational process. Rather, the phasing of the workload will change across the academic year. Education providers will submit annual monitoring documentation later in the academic year and it will be processed in the latter part of the year.

Financial implications

There will be no increase or decrease in the financial demands as a result of the refinements made to the annual monitoring operational process. Rather, the phasing of the workload will change across the academic year. It is expected that expenditure related to annual monitoring will fit more closely with the financial year and budget phasing will need to take into account increased activity in the latter part of the academic year.

In financial year 2010-2011 the *Annual monitoring – supplementary information for education providers* document will need to be reprinted incurring a financial implication. Stocks of the current version of the publication will be run down by this time as the last print run was scaled to take these likely revisions into account.

Appendices

None

Date of paper

10 November 2009