

EXAMPLE 1

Change notification form

A separate form must be completed for each HPC approved programme

There are three sections of this form which need to be completed.

- Section 1 About the education provider
- Section 2 Outline of proposed change
- Section 3 Confirmation
- Section 4 For office use only

Section 1 – About the education provider	
Name of education provider	University of Anywhere
Name of awarding/validating body (if different from education provider)	as above
Programme title	BSc (Hons) Physiotherapy
Mode of delivery	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Other (please provide details)
Contact details for person responsible for submitting the change proposal to HPC	
Name	Dr Ben Potter
Job title	Academic Quality Officer
Telephone number	020 7840 9713
Email address	BPotter@anywhere.ac.uk

Section 2 – Outline of proposed change (If the change is temporary, please also provide dates)
The University of Anywhere will be undergoing a review during the forthcoming academic year of its BSc (Hons) Physiotherapy programme. This may have an impact on the programme aims, objectives and learning outcomes. We may also review the number of modules, module names, content and structure and assessment strategy. Programme timetables and teaching and learning arrangements will also be discussed. Any subsequent changes are likely to be permanent. The purpose of this review is to harmonise the programme with other

pre-registration health programmes to promote and encourage interprofessional learning.

Is there a meeting already scheduled to assess the change to the programme or is there a periodic review meeting upcoming?

Yes **No**

If yes, what are the intended dates for this meeting?

1 May 2011

Is documentation available now to evidence the changes to the programme?

Yes **No**

If no, when will evidence of the changes and how HPC standards continue to be met become available?

A month prior to revalidation event

Section 3 – Confirmation

I CONFIRM that: all information relating to the proposed programme changes which have been submitted herewith, and the information provided on, and with this form, is correct.

Name	Ben Potter
Job title	Academic Quality Officer
Date	19.09.2010

Approval Process

Rationale for decision

- there may be significant changes occurring across the entire programme
- Likely to impact across **all** the SETs
- Most effective method of reviewing **changes of this scale** is an approval visit
- Revalidation meeting already planned
- Time scale appropriate to arrange HPC approval visit
- As long as visit request form is received shortly it is likely that this meeting will be an appropriate forum to review the changes.

Follow up Questions – (to facilitate discussions):

Can we organise a visit to something we do not understand?

No – in this instance we know the EP is planning changes but we do not know the details however it *appears* the changes will be substantial so a visit is appropriate

Would it have been better for the EP to submit a major change form to us once they knew the details and scale of the changes?

Yes – for example not all the SETs may have been affected by these changes, and those that were could have been assessed by documentary evidence

Are we bound to attend the EPs revalidation event?

No – just because we have been told about a revalidation event doesn't mean we will attend. There may not be enough time for us to organise a visit.

Ideally when should an EP submit a major change to us?

When you're ready but remember the process takes three months.

EXAMPLE 2

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Section 1 – About the education provider	
Name of education provider	University of Somewhere
Name of awarding/validating body (if different from education provider)	as above
Programme title	BSc (Hons) Occupational Therapy
Mode of delivery	<input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Other (please provide details)
Contact details for person responsible for submitting the change proposal to HPC	
Name	Dr Lewis Roberts
Job title	Programme leader
Telephone number	020 7840 9773
Email address	Roberts@somewhere.ac.uk

Section 2 – Outline of proposed change (If the change is temporary, please also provide dates)
<p>The BSc (Hons) Occupational Therapy programme was granted HPC approval three years ago. The programme has run very successfully during that time and following a departmental review we have made the following changes to come into effect 1 September 2010.</p> <ul style="list-style-type: none">• We have appointed Mr Brendon Edmonds as external examiner for the programme until 30 June 2013. He replaces Ms Ruth Wood who has resigned. Mr Edmonds' academic and clinical qualifications and

experience satisfy the university's requirements and he is an HPC registered occupational therapist.

- We have also changed the duration of the final examination from one hour 15 minutes to one hour 45 minutes. This was based on student feedback and allows them more reading time during the exam. The learning outcomes of the programme will not be affected.
- Given the success of the programme we are planning to increase student numbers by 5%. We have allowed in our resources and budget predictions for this increase and have added appropriate resources eg additional text books in the library.

Please also note I (programme leader) will be on leave for the first two months of the forthcoming academic year.

Is there a meeting already scheduled to assess the change to the programme or is there a periodic review meeting upcoming?

Yes **No**

If yes, what are the intended dates for this meeting?

1 April 2011

Is documentation available now to evidence the changes to the programme?

Yes **No**

If no, when will evidence of the changes and how HPC standards continue to be met become available?

Decision – Annual monitoring

Rationale for decision

- The education provider has provided specific details of changes that are judged by us as minor
- Even though the EP is holding a revalidation event it is not necessary for us to attend it as the changes are not substantial
- Changes are therefore put through our annual monitoring process

Why do we judge these changes to be minor?

- External examiner is from relevant part of the Register and has appropriate experience and qualifications
- Increasing exam time by 30 minutes does not compromise opportunity for a student to demonstrate their understanding of subject
- We normally consider an increase of student numbers of less than 25% a minor change

Therefore these changes will not affect the way in which this programme continues to meet the SETs

EXAMPLE 3

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- Section 3 Confirmation
- Section 4 For office use only

Section 1 – About the education provider	
Name of education provider	University of Nowhere
Name of awarding/validating body (if different from education provider)	as above
Programme title	MSc Speech and Language Therapy
Mode of delivery	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Other (please provide details)
Contact details for person responsible for submitting the change proposal to HPC	
Name	Prof John Archibald
Job title	Head of School
Telephone number	020 7840 9773
Email address	archibald@nowhere.ac.uk

Section 2 – Outline of proposed change (If the change is temporary, please also provide dates)
<p>The programme has recently undergone changes which we have considered to be minor but hereby notify HPC of.</p> <p>To keep in line with the University's requirement for all pre-registration programmes to adopt a 15 credit module structure the module SLT007 – Therapy Practice (10 credits) has been withdrawn. To balance this the module SLT006 – Core Therapy has been increased to be worth 15 credits. The learning outcomes from SLT007 have been incorporated into SLT006 and were</p>

also embedded in other modules within the programme. Therefore despite changes to the module sizes the overall learning outcomes of the programme have not changed.

The programme leader will also change and Paula Lescott will be replaced by Ruth Wood who has a large amount of experience and is on the HPC Register.

Our external examiners' contract came to an end last July. We have now appointed Dr Tracey Samuel-Smith as new external examiner. She has successfully been through our internal recruitment procedure and was offered the post in August. She has signed the contract for the position and started the role at the commencement of this academic year – 1st September.

Is there a meeting already scheduled to assess the change to the programme or is there a periodic review meeting upcoming?

Yes No

If yes, what are the intended dates for this meeting?

Is documentation available now to evidence the changes to the programme?

Yes No

If no, when will evidence of the changes and how HPC standards continue to be met become available?

Decision – Major change process – note that the EP consider the changes to be 'minor' HPC however assess the significance of the changes.

1 - Change to module credit value

SETs potentially affected

- 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.

- 4.8 The range of learning and teaching approaches used must be appropriate to the effective delivery of the curriculum.
- 6.1 The assessment strategy and design must ensure that the student who successfully completes the programme has met the standards of proficiency for their part of the Register
- 6.4 Assessment methods must be employed that measure the learning outcomes
- 6.7 Assessment regulations must clearly specify requirements for student progression and achievement within the programme.

What should EP submit to us to show how programme continues to meets the SETs?

- Evidence to show there is no change to learning outcomes & that those who complete learning outcomes meet SOPs.

May include module descriptors in original & amended form (allows us to assess how learning outcomes have changed/moved), programme specs or equivalent

- Evidence to show teaching & learning approaches have not changed and they are still effective at meeting the learning outcomes.

May include module descriptors/programme spec in original & amended form, learning and teaching strategy etc

- Evidence to show assessments still measure learning outcomes effectively.

May include module descriptors and/or programme specs in original and amended form (allows us to review how assessment of learning outcomes have changed/moved)

Submission of any new guidelines governing the implementation of new assessment regulations

2 - Change of programme leader

SETs affected

- 3.4 There must be a named person who has overall professional responsibility for the programme who must be appropriately qualified and experiences and, unless other arrangements are agreed, be on the relevant part of the Register

What should EP submit to us to show how programme continues to meets the SETs?

- Evidence to show programme leader is 'appropriately qualified and experienced'.
- As well as a detailed CV the EP may wish to include evidence to show individual has led a previous programme effectively, can effectively organise how a programme is delivered, hold a professional or educational qualification

(Remember changes to programme leaders can impact on address details so please keep us up to date!)

3 – External examiner change

SETs affected

- 6.11 Assessment regulations must clearly specify requirements for the appointment of at least one external examiner who must be appropriately experienced and qualified and, unless other arrangements are agreed, be from the relevant part of the Register.

What should EP submit to us to show how programme continues to meets the SETs?

- Evidence to show external examiner is 'appropriately experienced and qualified' **if not on the HPC register**.
- **If not on the HPC register** then a detailed CV. The EP may wish to include evidence to show individual is able to take on the role effectively, hold a professional or educational qualification

Follow up Questions – (to facilitate discussions):

If the change did not include the programme leader change would the decision change?

Potentially – they have stated that the learning outcomes are not changing simply moving within the programme. This may be able to be looked at through the AM process.

If the extent of the module changes was more substantial would this affect the decision?

If the programme was changing 5 of its modules in this way would this result in a major change or AM? If the changes were exactly the same as stated – ie no learning outcomes changed. Possibly AM again.

We would need to be sure the SOPs are still being met – learning outcomes and assesement of those learning outcomes.

If it was stated the external examiner was from the HPC register and provided her registration number as proof in this notification form would we need the evidence?

No, if the external examiner was from the HPC register this would not need to be looked at by visitors, AM would be sufficient to report the change to us. We could tell the EP this even if the rest of the change went to MC process.

We could also go back to the EP at this stage and ask for further clarifications about the new external examiner.