

Agenda Item 20(i)

Enclosure 23

**Health and Care Professions Council
19 September 2018**

**Minutes of the Education and Training
Committee meeting of 6 September 2018**

To note

**From Stephen Wordsworth, Chair of
Education and Training Committee**

Council, 19 September 2018

Minutes of the Education and Training Committee Meeting 6 September 2018

Executive Summary

The Education and Training Committee (ETC) met on 6 September 2018. The draft minutes of the meeting are enclosed. A summary of business considered is set out below.

Reviewing education quality assurance

In previous discussions regarding the issue of introducing fees for approval activity, the Committee identified a need to review the HCPC's approach to gaining assurance as to education programmes.

In this discussion the Committee considered plans for a fundamental review of the HCPC's approach, including reviewing the principles of open ended approval and a one size fits all model. This is a longer term review. A more immediate operational review of the approval visit process will take place in parallel to implement any needed improvements or efficiencies immediately.

The Committee agreed that the question of introducing a fees model was not the driving force behind these reviews, and that they were needed to ensure ongoing good regulation.

Comparable qualifications list

The Committee received an update on the first year of operation of the list. The list enables quicker application processing based on a pre assessment of the equivalence of an international education programme. Time and cost savings were noted as a result of the list being in place. The Committee agreed the executive should continue to develop the list.

Education and Training Committee Rules and Scheme of Delegation review

The Committee agreed to recommend to council revised Education and Training Committee (ETC) Rules. The amendments enable Education and Training Panels (ETP) to consider concerns raised about approved programmes. This change will enable quicker resolution of concerns as the ETP meets more frequently than the ETC.

Education and Training Committee

Minutes of the 82nd meeting of the Education and Training Committee held as follows:

Date: Thursday 6 September 2018

Time: 10:30 am

Venue: Room K, Health and Care Professions Council, Park House,
184 Kennington Park Road, London SE11 4BU

Members: Maureen Drake
Luke Jenkinson
Penny Joyce
Sonya Lam
Stephen Wordsworth (Chair)

In attendance:

Claire Amor, Secretary to the Committee
Dushyan Ashton, Registration Manager
John Barwick, Executive Director of Regulation
Brendon Edmonds, Head of Education
Richard Houghton, Head of Registrations
Anna Lubasinska, Registration Manager
Marc Seale, Chief Executive and Registrar

Public Agenda

Item 1 - Chairs welcome and introduction

- 1.1 The Chair welcomed the Committee and Executive to the meeting.

Item 2 - Apologies for absence

- 2.1 Apologies were received from Joanna Mussen.

Item 3 - Approval of agenda

- 3.1 The Committee approved the agenda.

Item 4 - Declaration of members' interests

- 4.1 Members had no interests to declare.

Item 5 - Minutes of the meeting of 7 June 2018 (ETC 17/18)

- 5.1 The Committee considered the minutes of the 81st meeting of the Education and Training Committee.
- 5.2 The Committee approved the minutes.

Item 6 - Matters arising (ETC 18/18)

- 6.1 The Committee noted those matters arising from the meeting held on 7 June 2018.

Item 7 - Reviewing education quality assurance (ETC 19/18)

- 7.1 The Committee received a paper from the Executive.
- 7.2 The Committee noted that, during its previous discussions relating to introducing a charging model for approval visits, it was agreed that a move towards this model would first require an in depth review of the HCPC's approach to education assurance. It was noted that the Executive has developed plans for such a review as well as taking forward further work on fees.
- 7.3 The Committee agreed to consider the quality assurance review aspects of the paper before question of progressing a charging model for approval visits.
- 7.4 The Committee noted that two reviews are proposed, running in parallel. One being a fundamental review of the principles underpinning the HCPC's education quality assurance approach, and the second being a more operationally focused review of the approval and monitoring processes.

- 7.5 The Committee discussed the proposed review of the overall approach to education quality assurance. The following points were noted;
- the HCPC's overall QA approach has remained in place and largely unaltered since its inception in 2005;
 - the education provision landscape has changed significantly since then;
 - the intended review is strategically focused, ensuring the HCPC is positioned appropriately within the education sector to fulfil its ongoing regulatory responsibilities;
 - the review examine the advantages and disadvantages of the HCPC's current approach, opportunities to reduce burden and utilise the data the HCPC holds and work more collaboratively with stakeholders;
 - the current underpinning principles of a one size fits all, open ended model will be reviewed; and
 - the Executive has discussed working jointly with the Council of Deans of Health (CoDH) to progress the review, though wider sector involvement will be included through a mix of public consultation and stakeholder workshops.
- 7.6 The Committee agreed that the review is required to provide assurance as to the continuing suitability of the HCPC's approach to education assurance. It was agreed that the proposed scope of the review is appropriate and comprehensive.
- 7.7 The Committee discussed stakeholder engagement during the working group stage of the review. The following points were made:-
- a working group similar to a PLG format should be explored to ensure stakeholder engagement is integral and consistent throughout the review;
 - close working the the CoDH will be beneficial but not all HCPC regulated professions are within the CoDH's remit, and so wider input will be required;
 - Health Education England was suggested as a key stakeholder to engage with particularly on apprenticeship programmes, as was the Office for Students, and professional bodies; and
 - Education and Training Committee members should be involved in stakeholder engagement were possible to maintain the Committees close links to the review.

- 7.8 The Committee noted that any proposals for change as result of the working group stage of the review would be presented to the Committee in June 2019. Supporting this work will be factored into the Education Department work plans for the current financial year. Further consultation and stakeholder engagement activities will be factored into future budget and work plan cycles.
- 7.9 The Committee discussed the proposed review of the approval process. It was noted that the aim of the review is to ensure that the approval process remains fit for purpose, is consistent and transparent and meets the expectations of stakeholders. The review will be carried out within the current financial year with a view to rolling out the revised process in time for the 2019-2020 academic year.
- 7.10 The Committee noted that a workshop around the key area of the approval process would be held in November.
- 7.11 The Committee discussed the introduction of fees in education processes. The following points were made:-
- the question of where burden should fall for the costs of education assurance remains;
 - before a fee model can be introduced, the HCPC needs to gain assurance that its approach to education programme approvals remains appropriate going forward;
 - the review of approach may result in efficiencies and cost savings and should be explored first;
 - challenge over perceived inconsistent results would be more complex and assurance on consistency is needed before fees could be introduced;
 - concern remains about the impact fees would have on the relationship with providers and their expectations as a result; and
 - changes to a fee model due to a change in quality assurance approach would be disruptive to providers once introduced.
- 7.12 The Committee agreed that financial need is not the motivation for the review of education quality assurance approach and that good regulation and outcomes were the priority.
- 7.13 The Committee agreed:-
- the scope, review activities and timescales of the quality assurance review, as set out in section 3 and 4 of appendix 1 of the paper;

- the scope, review activities and timescales of the approval process review, as set out in appendix 2 of the paper; and
- that the process and assurance reviews should conclude before a decision on the suitability of introducing a fee model could be made.

Item 8 - Review of the introduction of the service user and carer involvement standard (ETC 20/18)

- 8.1 The Committee received a paper from the Executive.
- 8.2 The Committee noted that the service user and carer standard has applied to all approved programmes since September 2014. The Education Department has undertaken a review of the implementation of the standard.
- 8.3 The Committee noted the following points:-
- no trends have emerged to indicate that particular professions or models of training found the standard particularly challenging to meet;
 - however common issues were identified for all programmes in achieving the standards, the most common of which was formalising existing informal arrangements with service users and carers, and providing appropriate support and training;
 - the standard is intentionally broad to allow for the differences in profession interaction with service users and carers; and
 - the Education Department will continue to monitor how programmes meet this standard through changes being introduced to the annual monitoring audit process for the 2018-19 academic year.
- 8.4 The Committee discussed the challenges faced by providers in meeting the standards. It was noted that funding for service user and carer involvement is generally limited and that obtaining a representative sample of service users can be challenging.
- 8.5 The Committee noted that the standard does look for learner engagement as part of stakeholder involvement in the evaluation of service user and carer provision.
- 8.6 The Committee noted the report.

Item 9 - Concerns process review outcomes (ETC 21/18)

- 9.1 The Committee received a paper from the Executive.

- 9.2 The Committee noted that as part of the Education Department's work plan for 2017-18, a review of the programme concerns process has been undertaken. The review resulted in some minor amendments to the process, the majority of which were to formalise currently informal practices.
- 9.3 The Committee noted the paper.

Item 10 - Comparable qualifications list (ETC 22/18)

- 10.1 The Committee received a paper from the Executive.
- 10.2 The Committee noted the following points:-
- in June 2017, the Committee agreed a new comparability model, the first Comparable Qualifications List and instructed the Executive to develop the List further;
 - the report provides information on the functioning of the list to date;
 - the Executive are pleased with the efficiencies enabled by the list, both in terms of cost and processing time for applicants;
 - annual FTP checks have not raised any concerns about registrants entering the register through the list.
 - good relationships are in place with the home country regulators, with free flowing of information. Annual checks are made with the regulators for any changes, but proactive contact has been received through the year; and
 - the Committee agreed that the Executive should continue to develop the List further in line with the approved Comparability Model.
- 10.3 The Committee noted the Executive's findings in regards to the comparability exercise carried out physiotherapy qualifications from South Africa, United States and Cyprus.
- 10.4 The Committee approved the updated list of Comparable Qualifications as set out in the paper. The Committee agreed that the Executive should continue to develop the list.
- 10.5 The Committee agreed to consider at a future meeting a list of Australian and New Zealand comparable radiography qualifications for approval.

Item 11 - Education and Training Committee Rules and Scheme of Delegation review (ETC 23/18)

- 11.1 The Committee received a paper from the Executive.

- 11.2 The Committee noted that a change to the Education and Training Committee's Scheme of Delegation is required due to the recent Executive level restructure.
- 11.3 The Committee approved the revised Education and Training Committee Scheme of Delegation as set out in the paper.
- 11.4 The Committee noted that an addition to the Education and Training Committee Rules is proposed, to allow the Education and Training Panel to consider concerns about programmes. This change would enable a quicker resolution to such concerns, as the Panel meets more frequently than the Committee.
- 11.5 The Committee agreed to recommend the revised Rules as set out in the paper to the Council for approval.

Item 12 – Any other business

- 12.1 The Committee considered a tabled paper providing an update on the delay to NHS England's planned consultation window for the Standards for Prescribing.
- 12.2 The Committee agreed that, given the delay and indicative timescales for NHS England's consultation, the HCPC should seek to progress its own consultation. The delay had been agreed to avoid an overlap of consulting periods.
- 12.3 The Committee agreed to receive by correspondence the Head of Policy's assessment of this proposal.

Item 13 – Date and time of next meeting

- 13.1 10.30am – Thursday 22 November 2018 at Park House, SE11 4BU

15. Resolution

The Committee is invited to adopt the following:

'The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;

- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council's functions.'

Item	Reason for Exclusion
15	a

Matters considered in private session

15.1 The Committee approved the minutes of the private part of the Education and Training Committee meeting of 7 June 2018.

Chair

Date

Unconfirmed