

Agenda Item 20

Enclosure 18

Paper ETC 18/03

Education and Training Committee

**COURSE AND INSTITUTIONAL APPROVALS
PROCESSES AT H.P.C.**

OPERATING MANUAL

from Newchurch

for information

Executive Summary

This paper is presented for context and completeness to show the work in progress at Newchurch on the operating manual for approval (and withholding and withdrawing approval) of education and training provision at HPC.

It covers only the internal procedures at HPC, not the external relations and external procedures for this work.

Draft version

Health Professions Council:

Course approvals process - Operating Manual

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Introduction

This document sets out guidance for how the Health Professions Council staff

Information about when and how this document will be used

In addition to this operating manual, documents that relate to the course approvals process include:

- The Education and Training Committee
- How your HEI can obtain an HPC approved course
- Educational Advisory Groups
- The Role of a visitor

Suggested list

New Courses

Process for new courses to get approved.

- 1) How are HPC made aware of new courses?
- 2) What evidence must be submitted and who to (to HCP or EATGs - Educational Advisory Task Groups – formally JVCs/JQACs?)
- 3) Are there any standard letters that go to the HEIs or EATGs?

Course re-approval

Process for courses to be approved (after five years).

- 1) Who instigates the re-approval process (HPC, institution or EATGs?)
- 2) What evidence must be submitted and to who (to HCP or EATGs?)
- 3) Are there any standard letters that go to the HEIs or EATGs?

Visitor visits institution

Visitor required to assess the course of education and training, qualification and institution to ascertain that the instruction, resources and facilities provided or intended to be provided satisfy the ETC that the standards of education and training, standards of proficiency, requirements of good health and good character are met.

Additionally, the Council can require Visitors to report on other matter if it deems it necessary, either for a particular visit or a class of visits.

Visitor report process

Following each visit, a Visitor reports to the Council on the visit undertaken.

The Council, on receipt of the report sends a copy to the institution concerned, providing the institution with a least one month to respond from the date that reports are sent out and informing the institutions of their right to make observations. The Council must wait until the end of the response period before taking any further action, including publication.

The Council must publish all reports it receives. At an institution's request, the Council must also publish the institution's observations on the report.

Is there a standard reporting format?

ETC assessment process

Does the ETC believe the institution in question is properly organised and equipped in conducting the whole or part of an approved course of education and training?

Does the ETC believe the qualifications which are granted following success in an examination, or assessment, taken as part of an approved course of education and training ensure the standards of proficiency and requirements are met?

Does the ETC believe that the course of education or training would/does confer on persons completing it successfully the standards of proficiency and ensure that other requirements are met?

Decision to approve course/institution/qualification

Course, qualification and institution are approved. Proceed to "List of courses, institutions and qualifications"

Decision not to approve/withdraw approval from course/institution/qualification

ETC wishes not to approve or withdraw approval from education, training, qualification or institution. It may exercise this power when:

- Institutions do not provide the information and assistance the Council requires of them
- It has received information that the education, training, qualification or institution is not meeting, or will not meet, the standards it has set.

Course, qualification and institution are not approved. Proceed to "Notify institution of refusal or withdrawal of approval".

Notify institution of refusal or withdrawal of approval

ETC to notify institution that the ETC intends to refuse or withdraw approval including the reasons why, giving at least a month for the institution to respond (appendix XXX)

ETC to consider visitor's report and any response from institutions in relation to the report.

The ETC must wait until the end of the response period before acting further.

Does the ETC still wish not to approve/withdraw approval?

If yes, the ETC must inform the institution (appendix XXX) and set the date for the decision to take effect which can be any date on or after the date of the decision itself.

ETC to endeavour to give those undertaking the education or training at the time of withdrawal the opportunity to transfer to an approved course.

Proceed to "List of courses, institutions and qualifications".

Lists of courses, institutions and qualifications

Approved courses

Council to publish a list of courses of education and training qualifications and institutions which are approved under the HPC Order. Proceed to “

Formally approved courses

Council to publish a list of course of education and training, qualifications, institutions which have been approved under the HPC Order but which are no longer so approved, together with a record of the periods in respect of which were approved.

Proceed to “Notify relevant stakeholders”.

Draft version

Notify relevant stakeholders

Education Manager to liaise closely with UK Registration Manager on any changes to the lists of approved and formally approved courses.

Does ETC need to be updated?

Appendices

