

Agenda Item 21

Enclosure 19

Paper ETC 19/03

Education and Training Committee

**OPERATING MANUALS FOR MODIFICATIONS TO
COURSES AND TO PLACEMENTS**

from the Executive

for discussion and decision

Modifications to Placement Education

For Dietetics and Orthoptics, the Education and Training Committee must be notified immediately via their advisory body of the following circumstances :

1. Substantial changes to the staff, management, resources, or patient profile,
2. Change of the academic institutions to whom the placement relates,
3. Increase in the number of students on the placement, and
4. Changes to assessment procedures.

For other professions the delivering further or higher education institutions must keep placements under review and assess across their full portfolio of placements for each course whether changes have adverse implications for the overall educational provision and experience approved by HPC. Adverse changes must be addressed and remedied, and then reported to ETC via monitoring procedures. Where clinical teaching is conducted within the HEI's own in-house clinics then the Education and Training Committee must be notified via their advisory body as in 1. above.

Changes to health care scientific placement education, or its equivalent, need to be notified to the Association of Clinical Scientists or Institute of Biomedical Science under their own schemes.

Modifications to Course Programmes

The Education and Training Committee must be notified immediately via the relevant advisory body of the following circumstances :

1. Substantial changes to staff, management or resources
2. A change of title of award or change of awarding body
3. Increase in student intake, with details of new staff : student ratio and how additional student numbers will be accommodated in terms of staffing, physical resources and clinical education placements
4. Major changes to assessment procedures. These must be normally submitted for approval in the academic year preceding the implementation of the proposed changes, with the explicit consent of the external examiners and students involved
5. Major changes to the organisation of the theory and practice elements of the programme, particularly as they relate to clinical education and to the sequencing, integration and progression of the programme as a whole
6. Major changes in clinical education placements either in type or in numbers
7. A major reduction in the institution's physical or financial resources
8. Change of course leader.

The changes will be reported to the committee in the notes of the relevant advisory body, together with recommendations arising from discussion and any supporting report(s) if needed.

Minor programme changes, such as alterations to the format and structure of individual assessments, do not normally require formal approval from the Education and Training Committee. A minor change would need approval by external examiners and notification to the Education and Training Committee through the external examiners' report or course annual report as submitted to the relevant advisory body. Where approval is needed, this can normally be done by Chairman's Action procedure.