

Appendix 1

Standards of Education and Training guidance for education providers

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Introduction

About this document

This document has been written to supplement our programme approvals process, it provides **guidance on our Standards of Education and Training**, in order to give more information about how Visitors will assess against our standards.

It is written for education providers who are preparing for an **approvals visit**, whether the approvals visit is for a pre-registration programme or for a post-registration programme that we approve, such as supplementary prescribing, or local analgesia / prescription only medicine.

It will also be useful for education providers who are preparing information to inform us about a **minor or major change** to their programme, or as background information for education providers preparing for their **HPC monitoring report**.

Throughout the document, ‘we’ refers to the Health Professions Council, and ‘you’ refers to staff working on an approved programme, or a programme that is seeking approval. Where the abbreviation ‘SET’ followed by a number is used, this refers to a specific Standard of Education and Training.

About us (the HPC)

We are the Health Professions Council. We are a health regulator, and we were set up to protect the public. To do this, we keep a Register of health professionals who meet our standards for their training, professional skills, behaviour and health.

We currently regulate thirteen health professions:

- Arts therapists;
- Biomedical scientists;
- Chiropodists and podiatrists;
- Clinical scientists;
- Dietitians;
- Occupational therapists;
- Operating department practitioners;
- Orthoptists;
- Paramedics;
- Physiotherapists;
- Prosthetists and orthotists;
- Radiographers; and
- Speech and language therapists.

We may regulate other professions in the future. For an up-to-date list of the professions we regulate, please see our website: www.hpc-uk.org

Each of these professions has one or more ‘protected titles’ (protected titles include titles like ‘physiotherapist’ and ‘dietitian’). Anyone who uses one of these titles must be on our Register. Anyone who uses a protected title who is not registered with us is breaking the law, and could be prosecuted.

Our Register is available on our website for anyone to search, so that they can check the registration of their health professional.

Our key functions

In order to protect the public, we:

- set standards for the education and training, professional skills, conduct, performance, ethics, and health of registrants;
- keep a Register of health professionals who meet those standards;
- approve programmes which health professionals must complete in order to register with us; and
- take action when health professionals on our Register do not meet our standards.

The Health Professions Order says that we must set our standards to protect the public, and that we must set standards which are necessary for safe and effective practice. This is why our standards are set at a ‘threshold’ level.

When you are developing your programme, you may also wish to refer to documents published by other organisations which take a role in developing and fostering good practice, e.g. professional bodies, and the Quality Assurance Agency.

Guidance on our standards

This document provides guidance on our Standards of Education and Training, which are the standards a programme must meet in order to be approved by us. The detail that it contains against each standard gives suggestions of how you could show that you meet the standards.

Although you do not have to use this document in order to have your programme approved, you are advised to do so, as it has been put together to provide advice to you on the evidence you will need to refer to.

Preparing for a visit

Before the visit, we will send you two documents for cross-referencing. One of these contains the Standards of Education and Training, and the other contains the Standards of Proficiency for your profession.

We **strongly recommend** that you complete these cross-referencing documents **as fully as you can**, to show how and in what ways your documentation shows how you meet our standards. Doing this will save both your programme team and the HPC Visitors time on the day of the visit; the Visitors will be able to refer easily to the information you’ve

provided, and will be able to concentrate only on those standards where information or evidence is lacking or raises questions.

Please note that in order to make the cross-referencing helpful to the Visitors, we recommend that you do not use phrases such as '*implicit through entire programme*' or '*throughout*'. If you reference exactly where the Visitors can find evidence to show how you meet the standards, this will help the visit to go more smoothly.

For more information about the process of programme approvals, including timings, procedures, the role of Visitors, etc, please see our document 'The Approvals Handbook', which we anticipate will be published on our website in late 2005.

Documents published by other organisations

For your information, throughout this document we have referenced other documents that may be useful to you in providing additional information and context. This does not mean that we have 'approved' these documents, but they nevertheless may be helpful when you are compiling evidence to show how you meet our standards.

Working with professional bodies

Professional bodies for the professions we regulate have had important input into the drafting of this document (see the section 'How this document was written' on page 50).

Under the new process for approving pre-registration programmes, we have overall responsibility for the standards which programmes must meet, and under our legislation, we need to assess against those standards independently.

Professional bodies have an important role in promoting and representing their respective professions. They are the holders, and primary shapers, of their professions' respective knowledge, skills and evidence base. In particular, professional bodies may develop the learning and curriculum frameworks for their profession. In this document, we have referenced the curriculum documents published by professional bodies which will provide useful information, background and context.

The structure of this document

We have divided up the main part of this document into six parts, to reflect the six sections of our Standards of Education and Training.

Under the title of each standard is a **Summary**, which summarises the areas that the standard is concerned with. There is then a section called '**Overall guidance**' which gives guidance for the whole of that standard, including information about how you can show how you meet this standard: the documents you may provide, or the people whom the Visitors may wish to meet. This is followed by a section called '**Further information**'. Here we reference any other documents which may be useful to education providers in finding further information related to the whole of the standard. Certain documents, like the professional body curriculum outlines or equivalent, may have relevant information in them which relates to so many standards that, in order to save space, we have not referenced them every time, but instead have given a list at the end.

We have also provided a list of '**Example questions**'. These are questions that the Visitors might ask at an Approvals event, and also can be used as prompt questions when you are putting together evidence for your documentation, or considering your Annual Monitoring, or a major / minor change to your programme. Visitors will not normally ask all of these questions, and may not use the example questions at all, but we have provided them to give you an idea of the sorts of questions that may arise during a visit.

The final, and most substantial section is called '**Detailed guidance**'. Here, we have broken down each Standard of Education and Training into its individual, numbered parts. Each part is in a table like the one below:

1. This box contains the Standard title, ie: 'Assessment standards'
1. 1 This box contains the full text of the relevant Standard of Education and Training.
Guidance This box contains guidance on the standard. Where specific sessions with groups, or documents that you may supply, are referred to in this guidance, they are in bold. For example, 'Visitors may ask students questions about this standard.' 'This information may be available in your practice placement handbook , or equivalent.'
Other sources of guidance This box, where applicable, indicates other documents which may contain further background information on possible ways of meeting the standard.

Here, as with the 'further information' for the whole of the standard, you will find that certain documents may have relevant information in them which relates to so many standards that we have not referenced them against each one separately, but instead have given a list at the end.

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SET 1. Level of qualification for entry to the Register

Summary

This standard is concerned with the academic level of the qualifications awarded in order to allow eligibility to apply for registration with us.

Overall guidance

None applicable.

Further information

- Quality Assurance Agency for Higher Education, Qualifications Framework for England, Wales and Northern Ireland
- Quality Assurance Agency for Higher Education, Qualifications Framework for Scotland
- College of Radiographers, Handbook of the Joint Validation Committee (Radiography)
 - 3.4 Registerable qualification¹
 - Appendix Two – Guidance for the Development and Approval of M Level Programmes with Eligibility for Registration
- Quality Assurance Agency for Higher Education, Subject benchmark statements
- Chartered Society of Physiotherapy, Expectations of Master's Level Programmes within qualifying physiotherapy education

Example questions

What differentiates the MA from the PG Dip?
Is there an exit route other than BSc / MA etc?

Detailed guidance:

1. Level of qualification for entry to the Register

1. 1. The Council normally expects that the threshold entry routes to the Register will be the following:

1. 1. 1. Bachelor degree with honours for the following professions:

- chiropody or podiatry;
- dietetics;
- occupational therapy;
- orthoptics;
- physiotherapy;
- prosthetics and orthotics;

¹ The Joint Validation Committee of the Radiographers Board no longer exists, and hence much of the content of the entire document has been superseded by HPC or Society of Radiographers guidance, however, this section is still relevant.

- radiography;
- speech and language therapy;
- biomedical science (with the Certificate of Competence awarded by the Institute of Biomedical Science (IBMS), or equivalent if appropriate); and

1.1.2 Masters degree for the arts therapies.

1.1.3 Masters degree for the clinical sciences (with the award of the Association of Clinical Scientists' Certificate of Attainment, or equivalent).

1.1.4 Equivalent to Certificate of Higher Education for paramedics.

1.1.5 Diploma of Higher Education in operating department practice for operating department practitioners.

Guidance

We expect that most of the programmes on our approved list will be at the standard which we have outlined above, but we realise that there may be some exceptions. We have determined the level above for each profession, based on what we think is needed in order for those who successfully complete the programme to meet all of the Standards of Proficiency.

This standard contains the word 'normally', to show that you may be able to design a programme which leads to a different qualification from that above, but which meets the rest of the Standards of Education and Training, and the Standards of Proficiency, and can therefore still be approved by us.

SET 2. Programme admissions

Summary

This standard concerns the admissions procedures for your programme, including the selection procedure, and the information provided to those involved.

Overall guidance

Examples of the kinds of information that you could provide under this standard could include the information that is sent to students when they apply to you, information handed out at open days or interviews, any welcome/information pack sent in the post to successful applicants, or a copy of your section of the university prospectus.

The Visitors may want to be assured that you are keeping your admission procedures under review to evaluate their effectiveness and to guard against discrimination. You may therefore want to provide information about how you analyse application and admission patterns.

It is important that both your admissions staff and your applicants understand that when you assess applications, you are checking that person's suitability to do your programme, and that you are not assessing or giving any assurances about their eventual registration. This particularly applies to the sections of this standard which refer to criminal conviction checks, and health requirements.

Admissions staff, and applicants, should be aware that the offer of a place is not a guarantee of registration at the end of the programme, neither is it an opinion from the institution as to the likelihood of eventual registration.

When someone applies to us for registration, we will look at their application individually, and make a decision about their registration based on their own individual circumstances. We cannot offer future guarantees of registration, or definite indications that a future application for registration would not be successful.

Further information

- Health Professions Council, Standards of conduct, performance and ethics
- Health Professions Council, A disabled person's guide to becoming a health professional (anticipated 2006)
- Health Professions Council, Information about the health reference (anticipated 2006)
- Quality Assurance Agency for Higher Education, Code of Practice for the assurance of academic quality and standards in higher education: Recruitment and admissions
- Quality Assurance Agency for Higher Education, Guidelines on the accreditation of prior learning

Example questions

How much information do students get in advance?
What information do you give to applicants?
How do you ensure students reach IELTS 7.0 on graduation?
What are your English language requirements?
Are your criminal records check requirements specified in detail for applicants?
How do you ensure that overseas applicants undergo the same checks as EU students?
What provision do you have to monitor relevant health issues in applicants?
What is the process for assessing an applicant's AP(E)L on entry? How often do you do it?
Do you give credit to applicants with prior AP(E)L?
How do you monitor / implement your equal opportunities policy?
How are applicants and students informed about your equal opportunities policy?

Detailed guidance:

2. Programme admissions

The admissions procedures must:

2.1. give both the applicant and the education provider the information they require to make an informed choice about whether to make or take up the offer of a place on a programme;

Guidance

All of your entry requirements should be clearly stated in the information sent to interested potential applicants, with contact details of your admissions tutor or equivalent.

You may want to supply information to show how students are informed about the duration and possible location of their placements in advance, including whether they will need to stay away from the university, their travel, and how this is funded.

You should also ensure that none of your programme documentation gives students the impression that they will 'automatically' be registered with us once they have completed the programme.

You should make sure that your documentation clearly tells students that completing the programme means they are 'eligible to apply' for registration with us. Phrases like 'completing this programme entitles you to be registered with the HPC' or 'once you have completed this programme, you will be registered' are potentially misleading, since all students need to *apply* for registration after they have completed their programme.

See also the guidance under SET 2.2.2 and SET 2.2.3, in order to ensure students understand that an offer of a place does not show that they automatically meet our standards, or that they will be registered with us in the future.

2. Programme admissions

The admissions procedures must

2.2 apply selection and entry criteria, including:

2.2.1 evidence of a good command of written and spoken English;

Guidance

We do not require that you interview applicants to your programme, but we do need information about your selection and entry criteria, with information about how these are applied.

Please see also SET 4.1, which requires that all graduates from your programme must be able to meet the Standards of Proficiency. This means that any English language requirements you set at entry to the programme should take account of the fact that at the **end of the programme**, all students must meet the required level of English proficiency for the Standards of Proficiency for their profession.

Those students whose first language is English will not normally need to provide evidence of meeting an IELTS standard.

2. Programme admissions

The admissions procedures must

2.2 apply selection and entry criteria, including:

2.2.2 criminal convictions checks;

Guidance

You will probably run checks on your students through the Criminal Records Bureau or the Scottish Criminal Record Office, and we would expect that this would be 'enhanced' disclosure or equivalent, due to the positions of responsibility in which health professionals are placed.

See also the comments above in the general guidance for this standard, about the role of your staff in assessing applicants for your programme, and not for registration.

However, if you are considering an application from someone who has a criminal conviction, you may find it helpful to refer to our Standards of Conduct, Performance and Ethics, and consider how far any criminal conviction might impair that person's ability to meet those standards. You may also find it helpful to consult your practice placement educators as to whether they would be willing to accommodate the applicant.

You should also have a mechanism for monitoring criminal records during the

programme such as an annual self-declaration form that students sign, which you can provide for the Visitors as further information.

2. Programme admissions

The admissions procedures must
2.2 apply selection and entry criteria, including:
2.2.3 compliance with any health requirements;

Guidance

At the time of writing this document, we are planning to publish a document in early 2006 called 'A disabled person's guide to becoming a health professional', with information for disabled applicants to approved programmes, and for admissions staff on considering applications from disabled people.

We are also planning to publish a document called 'Information about the health reference' in early 2006, with information for applicants and doctors about the health reference.

Both of these documents will be consulted on before they are published.

See also the comments above in the general guidance for this standard, about the role of your staff in assessing applicants for your programme, and not for registration.

Information regarding any preparation e.g. vaccinations, that students need before practice placement should be available to candidates before they begin their programme of study.

2. Programme admissions

The admissions procedures must
2.2 apply selection and entry criteria, including:
2.2.4 appropriate academic and/or professional entry standards;

Guidance

The Visitors will want to be assured of your academic and / or professional entry standards, and also how you communicate these standards to applicants, and how they are applied.

2. Programme admissions

The admissions procedures must

2.2 apply selection and entry criteria, including:

2.2.5 Accreditation of Prior Learning and other inclusion mechanisms.

Guidance

You must demonstrate that you have a system for accrediting prior learning, and show how this is implemented. You may wish to show how your AP(E)L policies are stated clearly to applicants, including any details of charges that education providers may make for this administrative work (this information may also be relevant to show how you meet SET 2.1) You should also ensure that students who are eligible for AP(E)L are able to meet the Standards of Proficiency for their profession when they successfully complete the programme.

The Visitors will need to be assured that students' prior learning is mapped against the learning outcomes for a programme / individual modules and a correlation ensured between that prior learning and that which is developed / assessed within the programme in question.

It can be helpful for Visitors if profiles of students who will be eligible for AP(E)L are included in the documentation in addition to giving details of which parts of the programme are compulsory and for which AP(E)L will not be allowed.

2. Programme admissions

The admissions procedures must:

2.3 ensure that the education provider has an equal opportunities and anti-discriminatory policy in relation to candidates and students, together with an indication of how this will be implemented and monitored.

Guidance

The Visitors will need to be assured that you have an equal opportunities and anti-discriminatory policy.

You may have a separate policy for equal opportunities, and one for anti-discrimination, or the documents may be published together, or perhaps your equal opportunities policy also tackles how you will deal with discrimination. Your department, school or programme may have its own policy, or your University may have a policy that applies to you.

This is not problematic, as long as the Visitors have sufficient evidence to show that you have these policies in place, and that they are implemented and monitored.

The Visitors may also want to see that information that you give to students (for example, a student handbook) includes this policy, with information about the procedure to follow if a student feels that discrimination has occurred.

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SET 3. Programme management and resource standards

Summary

This standard concerns the management of the programme, and the resources available to the academic and support staff, and to the students on the programme.

Overall guidance

Visitors will usually take note of the on-site resources available during their **tour of the library and facilities**. Notes taken on this tour may help to show the Visitors how you meet this standard. You might want to use the tour to draw attention to facilities which you feel meet the standards particularly effectively.

Visitors may also want to ask questions of the **programme team**, regarding how well the policies and procedures that you outline in your documentation are working in practice. Questions that the Visitors ask the **practice placement educators** about the management of placements, and the resources available during placements may be relevant to this standard, as well.

Visitors may also ask questions of **senior managers (eg head of department)** about the whole of SET 3.

Further information

- Quality Assurance Agency for Higher Education, Code of Practice for the Assurance of Academic Quality and Standards in Higher Education
- Department of Health, Partnership Framework for Quality Assurance of Healthcare Education

Example questions

Do you use visiting lecturers? If so, how do you quality assure them?

Do you have annual staff appraisals?

Do you do peer observation as part of staff development? If so, does it feed into staff appraisals?

Do students participate as clients in teaching? If so how do you get their consent?

How do you monitor student attendance? If students don't attend what mechanisms are used to follow this up?

Can students access IT and library resources remotely or at weekends?

Detailed guidance:

3. Programme management and resource standards

3.1 The programme must have a secure place in the education provider's business plan.

Guidance

The Visitors would normally need to see a business plan, to assure themselves that the programme was secure within the institution, not under any threat, and adequately supported.

A 'secure place' means that the education provider is committed to providing adequate resources to deliver the programme; the risks or threats to programme delivery are minimal; that there is a long-term future for the programme within the education provider's range of provision.

As part of your documentation, you may wish to include university planning statements, as returned to HEFCE, SHEFC, HEFCW and Department of Health Commissioners, if appropriate.

You could, for example:

- explain the institutional context of your programme; e.g. in terms of how it fits with its research profile and strategy;
- demonstrate how programme management and oversight of resources and capacity are undertaken in partnership with providers of practice-based learning to ensure the effective development, delivery and on-going review of your programme; and/or
- explain your processes for reviewing the delivery of your programme and the related need for development and capacity building.

3. Programme management and resource standards

3.2 The programme must be managed effectively.

Guidance

The Visitors may ask questions of the **senior managers (eg head of department)**, and of the **programme leader**, in order to assure themselves that this standard is met.

Evidence you could provide that would help to show you meet this standard might include:

- external examiner reports;

- a critical review of current provision;
- analysis of student feedback through module evaluations; placement evaluations; programme committees; staff student liaison committees;
- placement provider feedback through placement audits and evaluations; partnership meetings;
- analysis of tutor feedback through module evaluations; programme committees; annual reports;
- quality audits of practice placements; and
- clear action plans.

If your programme leader is not registered in the relevant profession with us, then the Visitors may wish to see information about how they are supported in their role by ready access to relevant profession-specific information.

If the programme proposal is new, the Visitor must be convinced there are effective systems in place to manage the programme and that individuals involved have the skills and expertise to work within these systems.

Where a partnership exists for a third party to deliver the academic content of the programme (e.g. another education provider, or where a Trust employs the academic staff as well as the practice placement educators) then Visitors may ask to see the partnership agreement and ascertain under whose regulations and disciplinary procedures both students and staff exist. The Visitors will want to be assured that there are clear procedures to deal with any problems in this area, and these should be explicitly written into any partnership agreement.

3. Programme management and resource standards

3.3 There must be a named programme leader who has overall responsibility for the programme and who should be either on the relevant part of the HPC Register or otherwise appropriately qualified and experienced.

Guidance

You will probably wish to supply the **CV of your programme leader**, to show how you consider them to be ‘appropriately qualified and experienced’.

We expect that your programme leader will normally be registered with us. However, we recognise that it may be possible for a programme to be led by someone who is not registered in the relevant part of the Register. If this is the case, you should show more detail about their qualifications, and their experience (and if they are not registered, then you should ensure that their job title does not give the impression that they are registered by using a protected title).

The information that you can provide the Visitors with about your programme leader

might include: evidence of previous effective programme leadership, an ability to effectively organise the delivery of the programme, a professional qualification, or an education qualification.

3. Programme management and resource standards

3.4 There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.

Guidance

We do not set staff / student ratios, but our Visitors will want to be assured that there are enough staff to deliver the programme effectively, without compromising our standards. The Visitors may want to look at the staffing within the context of your health and social care provision, and the staffing resources to support this. For example, the involvement of your staff in other programmes in the same profession, your expected research activity, or you inter-professional learning and teaching, all might impact on staffing capacity for the programme under consideration. Visitors will require information on what administrative and/or technical staff are in place to support the programme and their experience and qualifications if appropriate.

You will probably wish to take account of the practical requirements of your programme, and the potential need for small group teaching when determining the number of staff required. You may also require clinical as well as academic experience within your staff expertise.

The information that you give the Visitors about staffing at your placements (SET 5.2) will also be relevant to this standard.

3. Programme management and resource standards

3.5 Subject areas must be taught by staff with relevant specialist expertise and knowledge.

Guidance

Your **staff CVs** will probably address this, but if they do not, you may find it helpful to set out more explicitly in your **cross-referencing document** how your staff, and practice placement providers have the specialist expertise and knowledge required in order to deliver the programme.

We do not specify the precise expertise and knowledge which are required in order to deliver certain aspects of your programme, since we feel that this may change as best practice develops, and we do not want to set requirements which would hinder the

development and enhancement of programmes.

Visitors may also consider the input from ‘specialist visiting lecturers’ and the expertise and knowledge that they bring to the programme balanced against quality of delivery and continuity of student experience. If visiting lecturers teach on your programme, the Visitors may want to know how you assure their teaching quality.

3. Programme management and resource standards

3.6 A programme for staff development must be in place to ensure continuing professional and research development.

Guidance

It is important that all staff, including part-time staff, practice placement educators and visiting lecturers, have the opportunity to develop and maintain their professional skills, in order to ensure that they continue to deliver the programme effectively.

The Visitors will want to be assured that there is a staff development policy. This could be supported by:

- departmental planning documents;
- staff development strategies;
- CVs;
- staff appraisal systems;
- staff profiles; and
- professional development portfolios.

The Visitors may want to ask members of your **programme team** about how this works, and how accessible and available staff development is. They may ask your **practice placement educators** about the ways in which they are supported by you in their development. They will also want to know about any peer observation or mentoring schemes that are run and what training is available to new lecturers.

3. Programme management and resource standards

3.7 The resources to support student learning in all settings must be used effectively.

Guidance

‘Resources’ in this context may include:

- student handbooks and module guides;
- Information Technology (IT);
- academic and support staff;

- buildings;
- books;
- equipment; and
- materials.

This standard means that resources must not only be available, but should also be used effectively. You could therefore provide information about how students are given access to resources including, for example, how equipment booking systems are implemented, or how laboratory resources are utilised. (The Visitors will look separately at your library provision, see SET 3.13)

The Visitors will want to be assured that resources are effectively used on placement, so as part of your evidence to show that you meet this standard, you could demonstrate to the Visitors how you support student learning in a practice placement setting.

The Visitors may wish to see evidence of the evaluation of effectiveness of the deployment and use of resources in your **quality assurance mechanisms and reports**.

3. Programme management and resource standards

3.8 The facilities needed to ensure the welfare and well-being of students must be both adequate and accessible.

Guidance

To meet this standard you will need provide evidence regarding the facilities for student support, how students are informed, and how accessible they are. Visitors will need assurance that appropriate support facilities are in place and these could include, counselling, health centre, medical advice, etc.

See also SET 5 regarding support for students on practice placement.

3. Programme management and resource standards

3.9 Where students participate as patients or clients in practical and clinical teaching, appropriate protocols must be used to obtain their consent.

Guidance

This standard is primarily concerned with prevention of injury and/or emotional distress and helps to ensure that education and placement providers acknowledge risk factors. The level of participation of students will vary from profession to profession.

Examples of activities where you will need to have a protocol for gaining student consent include:

- role play;
- bio-mechanical assessments;
- patient positioning through manipulation of bony anatomical landmarks; and
- practising profession-specific techniques.

You should make potential candidates aware of the expectations of the programme regarding the level of participation expected by and from the student, taking account of, for example, the cultural differences or personal medical health of the individual. In your cross-referencing document, you could refer the Visitors to how this is made clear in the **programme documentation**, or **student handbook**, and included in the **programme recruitment and admissions procedures**, for example.

The Visitors will want to satisfy themselves that mechanisms for gaining consent are clearly in place. They will need to be provided with a copy of relevant protocols, and they may in addition ask questions during their meetings with **students** or **placement providers**.

Other possible sources of guidance

- Chartered Society of Physiotherapy, Guidelines of Good Practice – Student Consent, Information for HEI Physiotherapy Programmes and Physiotherapy Students

3. Programme management and resource standards

3.10 A system of academic and pastoral student support must be in place.

Guidance

See also the guidance under SET 3.8.

To show how you meet this standard, you can supply the Visitors with information about the support that you offer to students. Visitors may wish to see how your systems can support students, for example those on part-time, in-service or work-based learning, or mature or disabled students.

If you operate a personal tutor system, you will probably wish to provide information on how this operates to show how you meet this standard. Or you could show how you support students with dyslexia, including how they are supported on placement. In addition, Visitors may ask **students** about how well they feel the support systems are working.

3. Programme management and resource standards

3.11 Throughout the course of the programme, the education provider must have identified where attendance is mandatory and must have associated monitoring mechanisms in place.

Guidance

You should provide information to the Visitors to demonstrate when attendance is mandatory, and when it is not. You should show the Visitors how you monitor attendance, for example by a lecture register. You may also wish to show the systems you have in place for implementing this, for example the action that is taken if students do not attend mandatory parts of the programme.

The Visitors will need to assure themselves that all students can meet all of the standards of proficiency in order to be able to practise safely and effectively. This means, for example, that aspects of the programme which are essential in order to ensure that students met the Standards of Proficiency will need to be mandatory, with attendance monitored, and lack of attendance followed up to ensure that students gain this knowledge before they complete the programme.

The Visitors will probably wish to be assured that your requirements, and any consequences of missing mandatory teaching, are clearly communicated to students, for example in a **student handbook** or equivalent.

3. Programme management and resource standards

3.12 The resources provided, both on and off site, must adequately support the required learning and teaching activities of the programme.

Guidance

During the **tour** of facilities, you may wish to show the Visitors evidence of resources, which may include lecture theatres, tutorial rooms, presentation equipment, etc. Your documentation may then show the Visitors how these resources support your programme's learning and teaching activities.

'Off-site' could refer to, for example, a second site where parts of the programme are delivered, or to resources that are available to students on practice placements. The Visitors may not need to see lecture rooms, but will be interested to see other resources such as skills laboratories.

3. Programme management and resource standards

3.13 The learning resources, including the stock of periodicals and subject books, and IT facilities, including internet access, must be appropriate to the curriculum and must be readily available to students and staff.

Guidance

You should provide information in your documentation regarding the learning resources provided for students and for staff, and in addition, you may wish to draw the Visitors' attention to the learning resources during the course of the **tour** of the library and facilities, including Information Technology (IT) facilities.

The Visitors will wish to assure themselves of the quantity, accessibility and currency of resources. They will therefore wish to be assured that stocks are kept up to date, that there is sufficient budget for replenishment, that there are sufficient stocks of core texts (or that arrangements are made such as reserving certain titles for reference only, or short term loan, or similar), and that opening hours etc. mean that the facilities are available to students and to staff.

You may wish to cross-reference your evidence under this standard to the information in SET 4.4 'The curriculum must remain relevant to current practice', to show how your resources remain up to date with developments in the programme, and your profession.

In addition to your library facilities, the Visitors will also need to assure themselves that your IT facilities are appropriate, and readily available. They may **ask the students** how easy they found it to access computers, and whether they considered the number of computers available to be adequate for their needs. If you are using a virtual learning system such as WebCT or Blackboard it can be helpful to the visitors to see a demonstration of how this is used during the **tour** of the library or the IT suites.

SET 4. Curriculum standards

Summary

This part of the standards is concerned with the curriculum: ensuring that graduates meet our standards for their professional skills and knowledge, and are fit to practise. We have created a set of enabling curriculum standards which will allow you to design your own programme. You may choose to do this by following a curriculum framework document produced by a professional body, where this is available.

Overall guidance

Professional bodies may be involved in designing curriculum frameworks. We do not set more detailed standards for curricula, or prescribe more detail about the content of programmes and how they are delivered.

Different professional bodies are at different stages regarding curriculum frameworks: some have been engaged in this for some time, certain professional bodies are beginning to develop this, and some professional bodies may not get involved in this area. For a list of documentation, please see the back of this document, or our website.

Further information

- Health Professions Council Standards of Proficiency
- Professional body:
 - curriculum outlines; and
 - codes of professional conduct.(where available). See the back of this document for a list of publications.
- Department of Health , Partnership Framework for Quality Assurance of Healthcare Education
- Quality Assurance Agency for Higher Education, Subject benchmark statements
- Quality Assurance Agency for Higher Education, Code of practice for the assurance of academic quality and standards in higher education

Example questions

What drives the design of your curriculum?

Would you explain the overall coherence of the programme and how a student progresses from day one to graduation?

Can you explain how the learning outcomes of the programme meet the Standards of Proficiency?

Would you clarify how, on qualification, your students will be able to use a range of approaches in their practice?

What teaching methods do you use, and why?

Would you explain the rationale for the programme content and the balance between the number of hours for different subjects covered?

How do you ensure your curriculum stays relevant to current practice?

Detailed guidance

4. Curriculum standards

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.

Guidance

This is one of the most crucial standards, and one that we advise you to address by completing the Standards of Proficiency cross-referencing document that we provide, as fully as possible. Please ensure that you cross-reference against the generic, and also the profession-specific parts of the standards.

You should refer the Visitors to the module descriptors, or their equivalent, and learning outcomes which show how all of the Standards of Proficiency are addressed by successfully completing the programme.

The Visitors will want to assure themselves that every student completing the programme can meet all of the Standards of Proficiency, no matter what option modules they choose, or if they have had a period of deferral.

As well as the cross-referencing document we will send you, you can download a copy of the Standards of Proficiency for your profession from our website, in the publications section.

You should also be aware that in considering how your students can meet the Standards of Proficiency at the end of their programme, you can take into account any reasonable adjustments you have made to the way that you deliver the programme to disabled students.

When the Visitors meet with students they are likely to ask them if they are aware of the Standards of Proficiency and we welcome the inclusion of these in your reading lists.

Other sources of guidance

- Health Professions Council, A disabled person's guide to becoming a health professional (anticipated 2006)
- Health Professions Council, The Standards of Proficiency

4. Curriculum standards

4.2 The programme must reflect the philosophy, values, skills and knowledge base as articulated in the curriculum guidance for the profession.

Guidance

The area of curriculum guidance (or curriculum outline / framework) is one where the professional bodies for each profession are particularly involved. Professional bodies may be involved in designing curriculum or similar detailed work around the philosophy, values, skills, and knowledge base for their profession. (see also the overall guidance for this section, above)

In meeting this standard, you may therefore refer to any relevant professional body documentation. If no relevant documentation is produced by your professional body, then you may refer to the QAA Benchmark Statements for your profession.

Other sources of guidance

Profession specific sources of guidance may include professional body:

- curriculum frameworks;
- practice placement standards;
- good practice guidelines;
- clinical guidelines; and
- codes of practice.

(where available).

Examples of multi-professional key external reference frameworks could include:

Education and Quality

- Quality Assurance Agency for Higher Education, subject benchmark statements;
- Quality Assurance Agency for Higher Education, Code of practice for the assurance of academic quality and standards in higher education
- Quality Assurance Agency for Higher Education, Qualifications Framework for England, Wales and Northern Ireland
- Quality Assurance Agency for Higher Education, Qualifications Framework for Scotland

Legislation

- Disability Discrimination Act 1995
- Human Rights Act 1998
- Health and Safety at Work Act and regulations there under, for example
 - Ionising Radiation Regulations 1999
 - Ionising Radiation (Medical Exposure) Regulations 2000

- The Children Act 1989

Health and Social Care Policy

- National Service Frameworks
- National Occupational Standards
- Knowledge and Skills Framework (Department of Health 2003)

See the list at the back of this document for a list of publications which you may find useful.

4. Curriculum standards

4.3 Integration of theory and practice must be central to the curriculum to enable safe and effective practice.

Guidance

The visitors will be looking for evidence within your curriculum documentation that theory and practice are integrated within both the academic and practice placement settings.

You could demonstrate how you meet this standard specifically through your programme design. Also, your quality control mechanisms may provide evidence of successful integration, and you could highlight specific aspects of your programme delivery where it is clearly demonstrated.

4. Curriculum standards

4.4 The curriculum must remain relevant to current practice.

Guidance

Examples of the kinds of evidence you could refer to in order to show how you meet this standard could include:

- regular contact with employers;
- staff CVs, which might include information about how you maintain currency through the ongoing clinical or research experience, or professional activity of members of the programme team;
- evidence of where research and scholarly activity impact on the programme, and programme development;
- peer-reviewed journals used in curriculum;
- QAA major review reports;
- evidence of the contribution of stakeholders (placement educators, employers,

- practitioners, past and present students, service users, workforce development confederations/strategic health authorities) in the programme planning process; and
- evidence of how changes in policy and health and social care developments affect your programme's development.

You may want to provide information about how current external frameworks and drivers influence the profession, and hence influence the education and training that you provide, and how your programme design and delivery:

- anticipate or reflect change in health and social care and its organisation, changes in legislation, and in patient need;
- absorb and reflect developments in a profession's research base and technological advances; and
- nurture students' capability to be responsive to – and to initiate effective change in practice.

4. Curriculum standards

4.5 The delivery of the programme must assist autonomous and reflective thinking, and evidence based practice.

Guidance

Students should be encouraged to reflect upon their own practice, the limits of their safe and effective practice, and their accountability, to ensure that they are safe autonomous practitioners when they graduate.

The Visitors will look for evidence of autonomous and reflective thinking, and evidence-based practice through student-centred and independent learning, teaching and assessment strategies. The evidence that you could refer to in order to show how you meet this standard could include:

- self appraisal with subsequent planning and writing of action plans;
- discussion groups;
- workshops;
- practice simulation and debriefing;
- reflective diaries or logs;
- professional development portfolios or personal development plans; and
- practice placement reviews.

We do not require that undergraduate students write a dissertation in order for you to meet this standard. Evidence based practice could be demonstrated, for example, by a research methods course, or the production of a research proposal.

Other sources of guidance

- Professional body:
 - codes of ethics; and
 - guidance on reflective practice.

(where available). See the back of this document for a list of publications.

4. Curriculum standards

4.6 The range of learning and teaching approaches used must be appropriate to the subjects in the curriculum.

Guidance

In this standard, the term ‘subjects’ includes practice placements, so the information that you provide here may also be used to show how you meet SET 5, which is concerned with practice placements.

‘Appropriate’ means appropriate to the learning outcomes required, both theoretical knowledge, and the practical skills required in professional practice.

Meeting this standard means that you will need to show that you employ a ‘range’ of learning and teaching approaches in delivering the programme. We do not specify how many approaches you should adopt, but it is unlikely that a programme which relied on only one learning and teaching approach would be able to give evidence to show that it met this standard.

NB: This standard will also inform SETs 4.3, 4.4 and 4.5

Further sources of guidance

- The Higher Education Academy website www.hea.ac.uk

4. Curriculum standards

4.7 Where there is inter-professional learning the profession specific skills and knowledge of each professional group must be adequately addressed.

Guidance

We recognise that where inter-professional learning exists, and is successful, it can develop students’ capacity for collaboration and communication with other members of the health and social care team, which will foster effective working with others.

However, we also recognise that you may not be able to offer inter-professional learning,

since capacity to do so may depend on your total provision, and structure, and other factors beyond your direct control. Here, therefore, we only specify that if your programme includes inter-professional learning, you must ensure that the skills and knowledge of each separate professional group are adequately addressed.

To show how you meet this standard, you might provide information about which parts of the curriculum are shared, and which are not, with the rationale behind this, and the ways that you see inter-professional education developing in your institution, and how it benefits those groups which participate.

Further sources of guidance

- UK Centre for the Advancement of Interprofessional Education, Interprofessional education

SET 5. Practice placements standards

Summary

This section of the standards concerns your practice placements. We do not normally need to approve individual practice placements, however, we may visit practice placements if specific queries have been raised about whether your placements meet our standards.

The responsibility for assuring the quality of the placement lies with you: the education provider. If you share practice placement arrangements with another education provider, you will each need to separately demonstrate approval and ongoing quality assurance of placements. You should also have arrangements in place to ensure that your own learning outcomes can still be achieved.

We need to see evidence about the way that you manage your placements, support and provide information to your students and practice placement providers, and monitor the placements to ensure that they continue to be useful, and to meet our standards.

Overall guidance

In order to assure themselves that you meet all of the standards for practice placements, the Visitors will normally wish to see:

- **a practice placement handbook for students; and**
- **a practice placement handbook for practice placement educators / co-ordinators.**

You may produce documents which have a different title, or this information may be published in some other form, with other documentation, or online. This is not necessarily a problem, as long as in doing so you can show that you can meet all of the standards below.

The Visitors would normally also meet with **practice placement educators**, and they may raise questions relating to the information in the documentation you have provided, or any standards which raised queries.

Please note that we do not make specific requirements regarding the duration, structure, organisation or timing of placements. Other organisations may have set requirements of a certain number of hours of clinical contact, or a number of weeks that a placement must last. While you may wish to meet these, you should be aware that we do not make these requirements of you, and that it is not necessary to meet these in order for us to approve your programme. See SET 5.5 for more information on this.

The whole of SET 5.8 begins with the text '*unless other arrangements are agreed*', hence you can agree with the Visitors to meet this standard in other ways. To discuss this, please contact the Education Officer organising your visit, who will send your information to the Visitors for their comments.

The Visitors will want to be assured that there is evidence of clinical governance within the practice placements where students are allocated. These will normally be through the three guiding principles, namely:

- improving patient care – informed choice, philosophy of care, risk management
- professional development of staff – CPD, education & training (lifelong learning) and the investment in staff
- organisational development - demonstration of evidence-based practice (research basis of care planning & delivery) examples of good practice - (implementing change)

Overall clinical governance should be seen as a process for the review of, and the improvement of patient care delivery which is achieved through outcome based practice. Therefore the Visitors will need to be assured of evidence within the practice placement of a quality assurance system to support both the student and the patient experience.

Example questions

Questions that the visitors ask may include such areas as:

- student progression;
- visits to placements;
- quality assurance; and
- support of practice placement educators.

Further information

- Health Professions Council, Standards of Conduct, Performance and Ethics
- Professional body practice placement guidelines (where available)
- NHS Education for Scotland, The Development of Quality Standards for Practice Placements,
- Quality Assurance Agency for Higher Education, Code of Practice for the Assurance of Academic Quality and Standards in Higher Education: Placement Learning,
- Department of Health, Placements in Focus: Guidance for education in practice for health care professions
- Northern Ireland Department of Health, Social Services and Public Safety, Review of Clinical Placements for the Allied Health Professions
- Making Practice-Based Learning work, Case studies in Dietetics, Occupational Therapy, Physiotherapy and Radiography

Detailed guidance

5. Practice placements standards
5.1 Practice placements must be integral to the programme.
Guidance The structure of your programme must show that practice placements are an integral part of the programme. You could demonstrate this through reference to your ongoing partnership arrangements with your practice placement educators, the way that they are supported and encouraged to participate in programme development, the way that the practice placement learning outcomes and progression are aligned with the rest of the programme, and through your rationale for your placement structure.
5. Practice placements standards
5.2 There must be an adequate number of appropriately qualified and experienced staff at the placement.
Guidance We do not dictate how many staff must be present at each placement (nor that those staff must be registered with us) as we acknowledge that there are different models of practice-based learning. However, the Visitors will want to assure themselves that there is an adequate number to ensure that the students are supported in their learning in a safe practice environment. If the staff present at certain placements are not registered with us, then you may want to provide information about their professional qualifications (and their registration with other regulators or organisations, if appropriate) and also to show how their qualifications are appropriate to the placement, and to the learning outcomes. We are aware that different professions practise different models of practice placement, including the relationship with the practice educator/supervisor. For instance a one to one relationship may be the ideal for many professions whereas there may be four or five students to one supervisor in others. The Visitors will look for evidence in documentation, and at meetings with the programme team and placement educators, that you have clearly justified what you consider to be adequate numbers and ratios. Ratios may also vary according to the level of support needed by the student.
Other sources of guidance

Possible definitions of the terms 'qualified and experienced', with specific suggestions for ways to meet this requirement, may be found in professional body curriculum documentation.

5. Practice placements standards

5.3 The practice placement settings must provide:

5.3.1 a safe environment;

Guidance

A safe environment means one where staff and student have carried out relevant assessments of risk within the area of practice and where safety policies and procedures are in place. In showing how you meet this standard, you may therefore show the Visitors evidence of your consideration of issues which may include:

- physical risk from equipment;
- risk from substances hazardous to health;
- radiation risk;
- fire safety; and
- infection control.

Placement induction processes should clearly articulate how risks and safety issues are brought to the student's attention.

Placement should adhere to all elements of clinical governance to ensure protection of the public.

You could also provide information about how you quality assure your placements, including whether, as part of this, you require your placement providers to give you information about their health and safety policies. Information that you have provided for SET 3 about student support may also be relevant to how you meet this standard, and you may wish to cross-reference it here.

You could also show how you enable students to assess risk in clinical situations, and to make measured, professional decisions. (This kind of evidence may also be relevant in showing how you meet SET 4.5)

Other sources of guidance

Any Health and Safety documentation produced by:

- education provider; and
- professional bodies.

(where available).

5. Practice placements standards

5.3 The practice placement settings must provide:
5.3.2 safe and effective practice.

Guidance

In showing how your placements provide for safe and effective practice, you could refer the Visitors to how you map your placements against learning outcomes, or you could explain the resources available to students (including, for example, learning contracts, portfolios, library provision, e-learning resources) or how the role of the practice placements educators helps to ensure that the students can practice safely and effectively.

You could also show how you enable students to assess risk in clinical situations, and to make measured, professional decisions. (This kind of evidence may also be relevant in showing how you meet SET 4.5)

5. Practice placements standards

5.4 Learning, teaching and supervision must be designed to encourage safe and effective practice, independent learning and professional conduct.

Guidance

The Visitors will want to be assured that your placements prepare your students for entry into their profession. You could provide evidence about how your programme prepares your students for independent learning on placement, and how they are equipped with the resources and skills to work more autonomously. Visitors may want to see information about how students learn about the conduct expected of them on placement; you could relate this to any teaching about our standards.

The evidence that you could refer to might include:

- reflective logs or diaries;
- professional development portfolios;
- tutorial records; and
- placement reports.

This kind of information could also be relevant to showing how you meet SET 4.5, and SET 5.3.2.

Other sources of guidance

- Health Professions Council 'Standards of conduct, performance and ethics'

- Professional body standards of conduct /codes of ethics.

5. Practice placements standards

5.5 The number, duration and range of placements must be appropriate to the achievement of the learning outcomes.

Guidance

We do not dictate the number, length or range of placements that you must include in your programme in order to meet our standards. Visitors will want to be assured that there is a clear rationale for the chosen number, duration and range of placements.

Visitors may want to see that all students gain access to a breadth of learning experiences in a variety of practice environments so as to reflect the nature of contemporary practice and practice settings of the profession to which they are preparing for entry. You may want to provide information about how you support students in recording and articulating how their learning in practice environments relates to the core areas of practice of that profession.

The Visitors may also want to know about how students are expected to progress in terms of their clinical skills during the placements, and how, therefore, the learning outcomes for the first placement differ from those of the final one.

5. Practice placements standards

5.6 The education provider must maintain a thorough and effective system for approving and monitoring all placements.

Guidance

In order to show how you meet this standard, you will need to provide the Visitors with information about how you approve placements before you use them, and also how they are subsequently monitored.

The evidence to support this could include:

- policies and processes for initial approval of placements;
- examples of how these are implemented;
- mechanisms for ongoing monitoring and audit of placements;
- how feedback from students is collected, analysed and acted upon;
- how you gain feedback from practice placement educators and co-ordinators, and ensure that channels of communication are clear;
- how you feed this information back into your processes; and

- policies or processes for how you deal with placements where difficulties arise.

5. Practice placements standards

5.7 Students and practice placement educators must be fully prepared for placement which will include information about and understanding of the following:

- 5.7.1 the learning outcomes to be achieved;
- 5.7.2 timings and the duration of any placement experience and associated records to be maintained;
- 5.7.3 expectations of professional conduct;
- 5.7.4 the assessment procedures including the implications of, and any action to be taken in the case of failure; and
- 5.7.5 communication and lines of responsibility.

Guidance

In order to demonstrate to the Visitors how you meet this standard, you will need to show not only that this information is provided to students and to practice placement educators, but also that this information is accessible to them, and that it is provided with adequate time for following up any queries they have.

You might want to show how the information is provided, and also how you ensure that students and practice placement educators have understood the information that you have given. This might be through follow-up training, or teaching, or opportunity for discussion. This could be in your **student handbook**, **practice placement handbook**, or equivalent. The Visitors may ask questions during their **meeting with the students or with the practice placement educators** to find out how well-informed they feel about the expectations of them and their responsibilities during a placement.

See also the guidance provided for SET 5.11

5. Practice placements standards

5.8 Unless other arrangements are agreed, practice placement educators:

- 5.8.1 must have relevant qualifications and experience;

Guidance

We do not make specific requirements regarding the qualifications and experience that your practice placement educators must have, but the Visitors will want to be assured that they have the knowledge, skills and experience to support students adequately and to ensure that they have a safe environment for effective learning.

(See also the information that we have provided under SET 5.2)

Your professional body may offer an accreditation scheme for practice placement educators. (For example, the College of Occupational Therapists, and the Chartered Society of Physiotherapy offer schemes of this nature.) If you participate in such a scheme, you could provide the Visitors with information about how it operates.

5. Practice placements standards

Unless other arrangements are agreed, practice placement educators:
5.8.2 must be appropriately registered;

Guidance

Normally, your practice placement educators will be registered with us in the relevant profession. However, it is reasonable to assume that there are other entirely appropriate practice placement educators who do not have a profession-specific background which matches that of the student. For example occupational therapists may supervise physiotherapy students in areas such as hand therapy; nurses may supervise radiographers in aseptic techniques.

Because this standard contains the text '*unless other arrangements are agreed*', this means that your practice placement educators may include health professionals who are not registered with us, but are registered with another statutory regulator, or members of a relevant voluntary register, or not registered at all. If you choose this, then you will probably wish to provide additional information to the Visitors to assure them of the practice placement educator's experience, qualifications and training, and how this is relevant to the placement, and how this facilitates your students' learning. The Visitors will want to be assured that arrangements are in place to support these educators.

5. Practice placements standards

Unless other arrangements are agreed, practice placement educators:
5.8.3 must undertake appropriate practice placement educator training.

Guidance

We expect that you will wish to train all of your practice placement educators, and to follow this up with refresher training at intervals, as well as making provision for new practice placement educators.

We do not make specific requirements for this training, either in length or content, since we feel that this level of detail is best decided by individual education providers. There may be best practice in other organisations, or advice published by other bodies about the content that you will wish to cover. Your training may take a variety of forms e.g.

attendance at the education provider institution for training; training in the workplace; on-line support; written support; peer support through workshops and meetings.

Practice placement educator training requirements will vary across the professions and also between education providers. Those education providers who use the same placements regularly and recurrently and have relatively low staff turnover may need less ongoing training for practice educators/supervisors. Where placements are used less regularly or where staff turnover is high, training should be more regular.

Visitors may want to see evidence of training for these placement providers involved in either formative or summative assessment to ensure consistency of assessed standards across all placements (see also SET 6)

Because this standard says ‘unless *other arrangements are agreed*’, it is possible for a programme to be approved that does not make provision for practice placement educator training. However, if you choose not to provide training, the Visitors will want to see how you give information to your practice placement educators in order to assure themselves that you meet SETs 5.3, 5.6 and 5.7. If you anticipate not meeting this standard, then please contact the Education Officer organising your visit, who can forward information to the Visitors for their comment.

5. Practice placements standards

5.9 There must be collaboration between the education provider and practice placement providers.

Guidance

Visitors will need to be assured that you collaborate regularly with your practice placement providers. This might take the form of regular meetings or channels of communication with your practice placement providers, or systems whereby they feed back on their experience of supervising students on placement, or ways in which placement providers influence the structure of the placements or programme planning and design. Any information that you can supply which shows a partnership and ongoing relationship and not one that only occurs around the time of programme approval and quality monitoring will help to show the Visitors how you meet this standard.

5. Practice placements standards

5.10 The education provider must ensure necessary information is supplied to practice placement providers.

Guidance

The Visitors will want to be assured that necessary information is supplied, and also *how* it is supplied to practice placement educators. This information might include:

- names of students and their year of study;
- information about the responsibilities of practice placement educators, their role in the programme, and expectations;
- induction information;
- programme management information;
- information about supporting disabled students on placement;
- contact details, both routine and emergency; and
- details of learning outcomes of placements.

We expect that some of this information will normally take the form of a **practice placement educators handbook**, or equivalent. This would normally be supplied to practice placement educators prior to the beginning of a placement.

5. Practice placements standards

5.11 Practice placement providers must ensure necessary information is available at the appropriate time for both the education provider and students.

Guidance

In order to meet this standard, you should show how you ensure that students receive information from the practice placement providers, and that you are in receipt of the information you need from placement providers.

‘The appropriate time’ may mean, for example, that pre-placement information is provided in advance of the placement, with adequate time for both parties to read the information, and to ask any questions which arise from it. However, there are other pieces of information for which ‘the appropriate time’ will mean a suitable duration after the placement, for example a record of student attendance, progress or placement reports, completed student feedback, completed placement audits, completed placement assessments, etc.

5. Practice placements standards

5.12 A range of learning and teaching methods that respect the rights and needs of patients or clients and colleagues must be in place throughout practice placements.

Guidance

Students may learn on placement in different ways, and different practice placement educators may structure the learning and teaching according to their own preferences and experience, or the individual needs of the students. It is important that whatever the range used, these must respect the needs of patients, clients, users, and also colleagues as laid out above.

The Visitor may wish to see evidence that you have a system in place which ensures that, wherever possible, patients/clients are aware that students are involved in their care. You can show how you inform your placement providers of this system, and give them any relevant documentation. The system might be communicated verbally, in writing or through information such as posters or leaflets. If placement providers have local systems to adhere to then these systems may override your requirements but should at least match them and you should show how you are made aware of this, and monitor it.

5. Practice placements standards

5.13 The placement providers must have an equal opportunities and anti-discriminatory policy in relation to students, together with an indication of how this will be implemented and monitored.

Guidance

You do not need to submit to the Visitors copies of the equal opportunities and anti-discrimination policies (or equivalent) of all your placements. In order to show that you meet this standard, you will need to give the Visitors information about how you ensure that these are in place and that they are implemented. The students on placement will need to know how they can access these policies and the steps they should take if they feel that discrimination has occurred. You may decide to have an audit process for your placements and this could be part of that process.

Further information

- Chartered Society of Physiotherapy, Supporting disabled physiotherapy students on clinical placement
- College of Occupational Therapy, Guidance on Disability and Learning,

SET 6. Assessment standards

Summary

This part of the Standards of Education and Training concerns how you assess your students, to ensure that they meet the requirements of your programme, that they meet our Standards of Proficiency, and that they are assessed fairly and consistently.

Overall guidance

You may wish to provide the Visitors with a copy of your institution's **assessment strategy**, or equivalent, as well as any additional information about the assessment of your programme which sits alongside this.

The Visitors may be interested in how you ensure that assessment of practice placements is rigorous, consistent, and fair. Hence information about how you train practice placement educators, and how marks are moderated, may also be relevant here. You may therefore wish to refer to this information in your cross-referencing document both in section 5 (practice placements) and here, in the assessment standards section.

Example questions

How did you develop your assessment profile?

What is your policy on re-sits?

How does your assessment comply with external reference frameworks?

How have you used external reference points?

How does your assessment design deliver students who are fit to practise?

Do you have the option to award an aegrotat award? If so do you make it clear that an aegrotat excludes you from registering with the HPC?

Without special circumstances, do students still have the right of appeal?

Who is the external examiner? Is the external examiner HPC registered?

Further information

- Quality Assurance Agency for Higher Education, Code of Practice for the Assurance of Academic Quality and Standards in Higher Education, Assessment of students,
- Quality Assurance Agency for Higher Education, Subject benchmark statements
- Quality Assurance Agency for Higher Education, Qualifications Framework for England, Wales and Northern Ireland
- Quality Assurance Agency for Higher Education, Qualifications Framework for Scotland

Detailed guidance

6. Assessment standards

6.1 The assessment design and procedures must assure that the student can demonstrate fitness to practise.

Guidance

When you assess a student you must ensure that you are testing not only academic and theoretical learning and knowledge, but also the practical application of skills for the student to practice their profession safely and effectively.

The Visitors will want to be assured that, in order to complete the programme, students have to show that they have the skills and knowledge to become independent, accountable members of their profession.

The Visitors will want to be assured that your programme specification clearly articulates your **assessment strategy** and include direct reference to the learning outcomes and associated assessment methods. This therefore provides a direct link to fitness to practise. Each module outline/descriptor should explain the assessment methods for that module.

The Visitors may also be interested to see information about your regulations on issues such as:

- number of re-sit attempts allowed (and within what period of time);
- number of module re-sits allowed within any one year;
- maximum number of re-sits permitted per year for practice placement modules ;
- compensation and condonement regulations; and
- the maximum length of a programme.

Although we do not set limits on, for example, the number of re-sit attempts allowed, you should show the Visitors how your policy on re-sits strikes an adequate balance between the need to support students, and the need to ensure that those who successfully complete the programme are fit to practise.

6. Assessment standards

6.2 Assessment methods must be employed that measure the learning outcomes and skills that are required to practise safely and effectively.

Guidance

In order to show how you meet this standard, you might want to provide information about your assessment methods, your rationale behind the different assessment methods that are used for different parts of the programme, and how the methods are aligned to the

learning outcomes in each module. The Visitors will need to be assured that, whatever method of assessment applies, it ensures safe and effective practice.

6. Assessment standards

6.3 All assessments must provide a rigorous and effective process by which compliance with external reference frameworks can be measured.

Guidance

You may want to provide information here not only about how your assessment methods are rigorous and effective, but also about how your programme complies with any relevant external reference frameworks. An example of this would be if your programme is a pre-registration Masters programme: showing how your programme meets the requirements of a Masters programme as well as meeting the requirements to be approved by us, could be part of your evidence for this standard.

Further information

- Any relevant institution regulations
- Professional body guidelines

6. Assessment standards

6.4 The measurement of student performance and progression must be an integral part of the wider process of monitoring and evaluation, and use objective criteria.

Guidance

The Visitors will want to see information about how you monitor student performance, your expectations for student progression through the programme, what criteria you use to assess students who are at different stages in their learning, and how this reflects an overall progression.

Your **assessment strategy** may contain information about the criteria used for assessment, and how this ensures objectivity. In addition, the moderation of marks, and the way that students are assessed on placement, may all be relevant information to provide to the Visitors.

When Visitors meet with students they often ask them about the level of feedback they receive on their assignments and whether the students feel it is sufficient. However, we do not normally expect to see samples of students' work.

6. Assessment standards

6.5 There must be effective mechanisms in place to assure appropriate standards in the assessment.

Guidance

Under this standard, you could provide information about how your programme is assessed, for example, by your University validation process (if applicable), or comments from your external examiner in their report. Visitors will want to be assured not only that your criteria are robust and consistently applied, but also that the standards students are assessed against are appropriate: for your programme; for the student's progression; and to ensure that they can meet the Standards of Proficiency when they complete the programme.

The Visitors may want to see that internal and external moderation are carried out. You could refer the Visitors to external examiner reports and responses to these reports as part of an identified audit trail.

The Visitors may use **CVs and staff profiles** to evaluate where educators from the programme team have a depth and breadth of experience in assessment. For example where staff act or have acted as external examiners at other education provider institutions. The Visitors will then be able to see how internal moderation systems of the education provider have additional comparisons to external standards.

6. Assessment standards

6.6 Professional aspects of practice must be integral to the assessment procedures in both the education setting and practice placement.

Guidance

'Professional aspects of practice' may include, for example, the students' familiarity with concepts of autonomy and accountability, values and ethics, or their understanding of the nature of professional regulation, and the responsibilities this entails.

In order to show how you meet this standard, you could provide information to the Visitors about the way that your assessment procedures assess this. For example, you may have a specific module which addresses professional issues, with information about how this is assessed.

You could also show the Visitors how a student can redeem a referred, failed or incomplete placement within an appropriate timeframe that allows progression to the next stage of the programme.

Further information

- Health Professions Council, Standards of conduct, performance and ethics (2003)

6. Assessment standards

6.7 Assessment regulations must clearly specify requirements for:

6.7.1 student progression and achievement within the programme;

Guidance

Your assessment regulations must make it clear how you assess students in order to ensure and recognise their continuing progression within the programme. These must be clear in order for students to understand the expectations of them at each stage of the programme, and in order that staff can apply assessment criteria consistently to students' work.

The information that you provided for SET 6.4, which also refers to student progression, may also be relevant here.

6. Assessment standards

6.7 Assessment regulations must clearly specify requirements for:

6.7.2 awards which do not provide eligibility for inclusion onto the Register not to contain any reference to an HPC protected title in their title;

Guidance

It is important that there is no confusion regarding which programmes are approved by us, and which are not. We therefore require under this standard that students who are not eligible for apply for registration should not be given an award which makes a reference to an approved title. Some education providers give these students awards with titles like 'Healthcare studies' which reflects the academic standard achieved, but does not give the impression that they are eligible to apply for registration. The Visitors will want to see that programme titles are clear, in order that applicants, students, staff and the public understand who is eligible to apply for registration with us, and who is not.

6. Assessment standards

6.7 Assessment regulations must clearly specify requirements for:
6.7.3 an aegrotat award not to provide eligibility for admission to the Register

Guidance

It must be clear to students and to staff that those who are awarded an aegrotat degree are not eligible to apply for registration. In order to show that you meet this standard, you could refer the Visitors to where this policy is laid out, and how students are informed, for example on your **website**, in your **student handbook**, etc.

6. Assessment standards

6.7 Assessment regulations must clearly specify requirements for:
6.7.4 a procedure for the right of appeal for students; and

Guidance

You may give the Visitors information about the appeal procedure, and also information about how students are informed of this. Visitors would normally expect to find this in a **student handbook**, or equivalent, and in your institution's regulations for examinations. This should contain information about how the procedure works, and how it is judged, and by whom.

Visitors will also expect to see clear information for students about where they should go for advice on your institution's appeals process.

6. Assessment standards

6.7 Assessment regulations must clearly specify requirements for:
6.7.5 the appointment of at least one external examiner from the relevant part of the Register.

Guidance

We require that you have at least one external examiner (who must be registered in the relevant part of our Register) for each programme, but we do not play any part in their appointment. The Visitors will expect to see, however, that the external examiner has been selected with due regard to their qualifications and experience. You may want to refer to comments made by your external examiner in your self-evaluation document.

We are aware that in some programmes, particularly those in biomedical science or

clinical science, your external examiner may not be registered with us. If this is the case, we may still be able to give approval, but the Visitors will want to be assured that your external examiner is appropriately qualified and experienced.

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How this document was written

We consulted on our Standards of Education and Training, and our approvals process, in 2004. We held six meetings around the UK to present our proposals, and sent copies of our proposals out to interested parties, which included professional bodies, education providers, and others involved in training or representing the professionals on our Register.

As a result of this consultation, we published our standards and our processes, but we also committed to publishing further guidance on our Standards. In our 'Key Decisions' document we refer to publishing 'guidance' and 'curriculum guidance'.

We established a professional liaison group to meet these responsibilities, and the group met for the first time in March 2005. The view of this group was that the term 'curriculum guidance' was misleading, and had the potential to lead to confusion about our role and the role of the professional bodies. The group agreed that further guidance on the standards for education providers was needed, but that it was not appropriate or necessary for us to replace the detailed curriculum information published by professional bodies, who are the learned societies for their professions, and play an important role in the development of their professions, and setting standards for best practice. The documentation our group would draft was therefore named the 'Standards of Education and Training guidance for education providers'.

The group agreed that liaison with the professional bodies in the production of this guidance would be essential, and therefore invited the professional bodies to an initial ideas meeting where representatives discussed the document, and gave valuable input and ideas for a first draft. The professional body representatives subsequently gave more detailed notes about the standards after consulting with others in their organisation, and then gave comments on a first draft which was circulated by email.

We are very grateful for the time and effort that members of professional bodies have given to help make these documents full, complete, and useful. We would like to thank the people below who have contributed to the writing of this document.

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Society & College of Radiographers
Society of Chiropractors & Podiatrists

We would also like to thank Helen Best, who worked on an original draft of a document called 'Visitors guidance', much of which has now been integrated into this document.

However, we would like to emphasise that this document remains the property of the Health Professions Council. Any queries about its content should be directed to us, and any mistakes in this document remain our responsibility.

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References

The references included may have been changed, updated or replaced since this document was published. For an up-to-date list of documentation, you may wish to see our website.

Document name	Published by	Date published	Available from
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Guidelines on Programme Structure & Content for Music Therapy Education Providers	Association of Professional Music Therapists	2005	www.apmt.org
Code of Professional Ethics and Conduct	Association of Professional Music Therapists	2003	www.apmt.org
Professional Competencies	Association of Professional Music Therapists	2003	www.apmt.org
Principles of Professional Practice	Association of Professional Music Therapists		www.apmt.org
Requirements and directions for approval of courses and institutions in the UK for purposes of state registration as prosthetists and orthotists.	British Association of Prosthetists & Orthotists (published by the Prosthetists and Orthotists Board)	2001	www.bapo.org
Guideline No. 1 - The Role Of The Prosthetist Orthotist	British Association of Prosthetists & Orthotists	2000	www.bapo.org
Guideline No. 2 - Communication And Teamwork	British Association of Prosthetists & Orthotists	2000	www.bapo.org
Guideline No. 3 - Clinical Records	British Association of Prosthetists &	2002	www.bapo.org

	Orthotists		
Guideline No. 4 - Assessment Review - Issued Mar 03	British Association of Prosthetists & Orthotists	2003	www.bapo.org
Guideline No. 5 - The Clinical Environment	British Association of Prosthetists & Orthotists	2002	www.bapo.org
Pre-registration Education and Training	The British Dietetic Association (published by the Dietitians Board)	2000	
Professional Standards for Dietitians	The British Dietetic Association	2004	www.bda.uk.com
Curriculum Guidance	British Paramedic Association	Anticipated to be published 2005	www.britishparamedic.org
Curriculum Framework for Qualifying Programmes in Physiotherapy. CSP London	Chartered Society of Physiotherapy	2002	www.csp.org.uk
Core Standards of Physiotherapy Practice	Chartered Society of Physiotherapy	2005	www.csp.org.uk
Developing a Portfolio: Guide to CSP members	Chartered Society of Physiotherapy	2001	www.csp.org.uk
“Keeping a CPD Portfolio Using your CD rom” Guidance for Students	Chartered Society of Physiotherapy	2005	www.csp.org.uk
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Rules of Professional Conduct CSP London	Chartered Society of Physiotherapy	2002	www.csp.org.uk
Expectations of Master's Level Programmes within qualifying physiotherapy education	Chartered Society of Physiotherapy	2004	www.csp.org.uk
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Guidance on Disability and Learning	College of Occupational Therapists	2005	www.cot.org.uk
A Curriculum Framework for Radiography, College of Radiographers	College of Radiographers	2003	www.sor.org
Clinical Education and Training: Capacity and Quality	College of Radiographers	2004	www.sor.org
Handbook of the Joint Validation Committee (Radiography) Revision 2004 ²	College of Radiographers (published by the Radiographers Board)	2004	www.sor.org
Radiography - The Scope of Practice	College of Radiographers	2003	www.sor.org
Radiography Education and professional Development: Moving Ahead	College of Radiographers	2003	www.sor.org
Standards for Professional Conduct	College of Radiographers	2002, revised 2004	www.sor.org
Guidance on Approval and Accreditation of Practice Placements at all levels of Pre-registration Education	College of Radiographers	2005	www.sor.org

² The Joint Validation Committee of the Radiographers Board no longer exists, and hence much of the content of the entire document has been superseded by HPC or Society of Radiographers guidance. Where there is no new guidance, the JVC document is still relevant.

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Placements in Focus: Guidance for education in practice for health care professions	Department of Health	2001	www.dh.gov.uk
Outline curriculum for training programmes to prepare Allied Health Professionals as Supplementary Prescribers	Department of Health	2004	www.dh.gov.uk
The Approvals Handbook	Health Professions Council	Anticipated 2006	www.hpc-uk.org
A disabled person's guide to becoming a health professional	Health Professions Council	Anticipated 2006	www.hpc-uk.org
Information about the health reference	Health Professions Council	Anticipated 2006	www.hpc-uk.org
Standards of Proficiency	Health Professions Council	2003	www.hpc-uk.org
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European Dietetic Benchmark Statement	European Federation of the Association of Dietitians (EFAD)	2005	www.efad.org
Case studies in Dietetics, Occupational Therapy, Physiotherapy and Radiography	Making Practice-Based Learning work	2005	www.practicebasedlearning.org
The Development of Quality Standards for Practice Placements	NHS Education for Scotland	2002	www.nes.scot.nhs.uk
Social Services and Public Safety, Review of Clinical Placements for the Allied Health Professions	Department of Health, Social Services and Public Safety, Northern Ireland		www.dhsspsni.gov.uk
Benchmark statements:	Quality Assurance Agency for Higher Education		www.qaa.ac.uk
Biomedical Sciences		2002	www.qaa.ac.uk
Arts therapy		2004	www.qaa.ac.uk

Clinical sciences		2004	www.qaa.ac.uk
Dietetics		2001	www.qaa.ac.uk
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Prosthetics and orthotics		2001	www.qaa.ac.uk
Radiography		2001	www.qaa.ac.uk
Speech and language therapy		2001	www.qaa.ac.uk
Qualifications Framework for England, Wales and Northern Ireland	Quality Assurance Agency for Higher Education	2001	www.qaa.ac.uk
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Guidelines on the accreditation of prior learning	Quality Assurance Agency for Higher Education	2004	www.qaa.ac.uk
Code of Practice for the assurance of academic quality and standards in higher education:	Quality Assurance Agency for Higher Education	Revised 2004	www.qaa.ac.uk
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<ul style="list-style-type: none"> • 4 External examining 	Quality Assurance Agency for Higher Education		www.qaa.ac.uk

<ul style="list-style-type: none"> • 5 Academic appeals and student complaints on academic matters 	Quality Assurance Agency for Higher Education		www.qaa.ac.uk
<ul style="list-style-type: none"> • 6 Assessment of students 	Quality Assurance Agency for Higher Education		www.qaa.ac.uk
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<ul style="list-style-type: none"> • 8 Career education, information and guidance 	Quality Assurance Agency for Higher Education		www.qaa.ac.uk
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Guidance on competence for newly qualified therapists	Royal College of Speech and Language Therapists		www.rcslt.org
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Clinical guidelines	Royal College of Speech and Language Therapists	2005	www.speechmark.net
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Health & Safety Guidelines	Society of Chiropodists and Podiatrists	2001	www.feetforlife.org
Guidelines for Needlestick Injury	Society of Chiropodists and Podiatrists	2005	www.feetforlife.org
Disposal of Clinical Waste	Society of Chiropodists and Podiatrists	2005	www.feetforlife.org
Code of Conduct	Society of Chiropodists and Podiatrists	2001	www.feetforlife.org
The Health Professions Order 2001	The Stationery Office	2001	www.hpc-uk.org www.tso.co.uk/books hop
Interprofessional education	UK Centre for the Advancement of Interprofessional Education (CAIPE)	2002	www.caipe.org.uk

An explanatory note about professional boards

The Council for Professions Supplementary to Medicine (CPSM) was the predecessor body of the HPC. Under the CPSM structure, each profession has its own board, which would normally publish information about the CPSM approvals process. In some professions, these Board documents have been replaced by other documents published by the professional bodies. In other professions, all or part of the Board documents are still used and therefore referenced here. Copies of these Board documents are unfortunately no longer available from HPC.

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