

Education and Training Committee

Minutes of the meeting of the Education and Training Committee held in public as follows:

Date: Wednesday 4 June 2025

Time: 10am

Venue: Videoconference (Microsoft Teams)

Present: Katie Thirlaway (Chair)
Rebekah Eglinton
Helen Gough
Carl Stychin
Helen White

Apologies: None

In attendance:

Claire Amor, Executive Director of Corporate Affairs
Roberta Ansah, Registration Advisor
Nicholas Biskinis, Senior Policy Officer
Francesca Bramley, Governance Manager
Claire Garcia, Interim Head of Policy and Standards
Edward Hobson, Registration Advisor
Michael Hughes, Registration Advisor
Jamie Hunt, Head of Education
Richard Lewis, Registration Advisor
Patricia Morrissey, Head of Governance
Nicole Small, Operational Manager – Quality Assurance and Training, Registration
Andrew Smith, Deputy Chief Executive and Executive Director of Education, Registration and Regulatory Standards
Dabbi Taylor, Student Representative

Public agenda

1 Welcome and introduction

- 1.1 The Chair welcomed those present to the meeting, in particular Carl Stychin, who was attending his first Committee meeting as a Council member having observed the previous Committee meeting, and Patricia Morrissey, who had recently joined the HCPC as Head of Governance.

2 Apologies for absence

- 2.1 There were no apologies.

3 Approval of agenda

- 3.1 The Committee approved the agenda.

4 Declaration of members' interests in relation to agenda items

- 4.1 No interests were declared.

5 Minutes of the Education and Training Committee meeting held in public on 5 March 2025

- 5.1 The Committee approved the minutes as an accurate record of its meeting held in public on 5 March 2025.

6 Minutes of the Education and Training Panel meeting held in public on 28 March 2025

- 6.1 The Committee approved the minutes as an accurate record of the meeting of the Education and Training Panel held in public on 28 March 2025, subject to correcting the year of the meeting from 2024 to 2025 on page 1.

7 Matters arising

- 7.1 The Committee noted the matters arising from its previous meetings. The Committee would meet in person on 6 November 2025.

Performance reports

8 Registration performance report

- 8.1 The Deputy Chief Executive and Executive Director of Education, Registration and Regulatory Standards presented the performance report, which outlined

performance for the period from January to May 2025 and service improvements under way.

8.2 The following areas were highlighted:

- the maintenance of consistently high performance standards across most Registration service areas;
- a gradual improvement in international application performance following the spike in applications in December 2024 and January 2025, with performance expected to meet the KPI target by the end of July 2025, noting additional resource had been approved by the Executive Leadership Team (ELT) in February 2025 as part of the flexible resourcing model;
- the median monthly performance target to hear a registration appeal had not been met since January 2025, which was mainly due to limited Council member availability to chair panel hearings as well as other factors, noting the ongoing discussions taking place to seek to increase the number of hearings and the limitations of the median KPI measure in view of the small number of hearings taking place each month;
- the renewal period for practitioner psychologists had begun during the reporting period and the renewal rate (96%) was slightly ahead of the previous renewal period in 2023 (95%) and ahead of the earlier renewal periods, noting online training packages had been developed for registration advisors to answer frequently asked questions on the renewal process and to share information about each of the professions regulated by the HCPC; and
- a new section of the report summarised the work of the recently established Quality Assurance and Training team, including feedback themes and actions to drive continuous improvement, noting the team worked closely with the Head of Assurance and Compliance and the organisation-wide Quality Assurance Team to ensure alignment.

Action: The link to the online training packages would be circulated to Council members via email.

9 Education performance report

- 9.1 The Head of Education outlined the performance measures across the operational processes in the Education team and current performance against these.
- 9.2 The percentage of active assessments over service level had increased from 17% to 31% and the RAG rating remained red for this performance measure. This was primarily due to several complex assessments within the approval process. Most cases over the service level were close to progressing to the next case stage. The Education team had participated in a prioritisation session to support the effective management of their work pipeline.

- 9.3 Observations had been received on 7% of cases (two cases), resulting in an amber rating for this performance measure. No changes were made to outcomes by the Education and Training Panel based on these observations, indicating the initial recommendations made had been fair.
- 9.4 The time taken to complete the approval process had decreased during the reporting period, although performance remained rated as red. No programme start dates had been delayed. Assessments for education programmes starting in September 2025 would be delivered to the Education and Training Panel by August 2025, which would significantly reduce the number of open cases.
- 9.5 The time taken to complete the performance review process had remained rated as red during the reporting period due to one highly complex case that had taken a significant period of time to conclude and was considered by the Education and Training Panel in March 2025.
- 9.6 Following a review and Quality Assurance audit, a number of new spot checks had been introduced, which had resulted in a temporary dip in performance as feedback was implemented across the team.
- 9.7 Continuous improvement activities included developing expectations for degree apprenticeship programmes, new triage thresholds for degree apprenticeship proposals, introducing a requirement to physically visit new education providers through stage 1 of the approval assessment and moving consideration of the first standard of education and training (SET 1) from the institution level to programme level.
- 9.8 The Education team was considering a review of the Education KPIs, which had been set internally, to provide the Committee with a more meaningful picture of performance, to consider how best to reflect highly complex cases that required a longer timeframe to resolve without compromising quality and how to differentiate delays that were within and outside of the HCPC's control. The Committee was supportive of the focus on quality, reflecting that delays were sometimes necessary to maintain high quality standards and that the early identification of issues prevented later complication such as conditions being set.
- 9.9 There had been an upward trend in engagement with education providers over the previous five months, which reflected an increase in operational activity and also a focus on proactive engagement with education providers aligned to each provider's needs and preferences. This could include face to face engagement and more regular interactions. Further analysis of engagement trends would be possible as more data was collected over the coming year.
- 9.10 The Committee enquired as to whether there was an established process for communicating with education providers to inform them of the progress of their assessment(s). The Head of Education clarified that a standard operating procedure was in place and an assessment plan was shared with all relevant stakeholders at the beginning of the process. Communication with education providers and partners was focused on the progress of the assessment, including any delays and the reasons for these.

- 9.11 The Committee discussed the stakeholder feedback received during the reporting period and noted a decrease in the satisfaction rates for education providers and partners. Due to the low number of responses, a single education provider's poor experience with an assessment had significantly impacted the overall performance. The Education team were considering how to drive an increase in the response rates from education providers and how to enable partners to contribute to continuous improvement through informal communication channels, to provide a more representative picture of stakeholder experience
- 9.12 The Committee noted the Government's recent announcement that funding public funding for Level 7 apprenticeships would be withdrawn from January 2026 and considered the implications of this decision for the HCPC. The Head of Education clarified that only a very small proportion of the degree apprenticeships within the HCPC's remit were at level 7. These had been identified and the Education team would engage with the relevant education providers and employers as required.
- 9.13 The Committee commended the Education team for their continued focus on quality assurance and continuous improvement during the 'bottleneck' period during which education providers prepared for the next academic year.

Consultations and reviews

10 Scope of practice and delegation

- 10.1 The Committee received a presentation from the Senior Policy Officer on a series of advanced practice webinars the HCPC planned to deliver to registrants, employers and managers of HCPC registrants from September to November 2025, for which funding had been received from NHS England.
- 10.2 The webinars were intended to demonstrate how the existing HCPC standards and continued professional development requirements provided a strong regulatory framework for advanced practice, noting HCPC registrants working at an advanced level were required to meet all HCPC standards relevant to their scope and that CPD should reflect each registrant's scope of practice.
- 10.3 The webinars would focus on delegation for professionals who were part of the support workforce, addressing key misconceptions about delegation, setting out the HCPC's expectations for registrants working at an advanced practice level and promoting the HCPC's support materials for registrants working at an advanced level.
- 10.4 There would be four webinars for managers and employers and four webinars for registrants, with two sessions focusing on supervision and delegation and two focusing on scope of practice for each audience.

- 10.5 A set of online materials including anonymised case studies and other resources would be published to further support registrants and employers' understanding of scope of practice and delegation. Feedback and input from Committee members would be welcomed to inform the development of these materials.
- 10.6 The Committee endorsed the proposed approach and welcomed the inclusion of managers in the target audience and the use of real life case studies to bring the discussions to life, acknowledging the complexity of the topics and the different pathways.

Governance

11 **Education and Training Committee scheme of delegation**

- 11.1 The Committee reviewed the proposed changes to the scheme of delegation, which had last been updated in 2024. The scheme had been updated to clarify the decision-making processes for the Education and Training Panel in line with the changes to the Committee standing orders that had been approved by the Council at its meeting on 27 March 2025.
- 11.2 The Committee endorsed the proposed changes to the scheme of delegation.

12 **Committee forward plan**

- 12.1 The Committee's forward plan was noted.

13 **Resolution to move the meeting to private session**

- 13.1 The Committee resolved that the remainder of the meeting would be held in private, because the matters being discussed related to matters which, in the opinion of the Chair, were confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.
- 13.2 The meeting was briefly adjourned.