

Education and Training Committee

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

Date: Wednesday 3 June 2026

Time: 10am

Venue: Videoconference (Microsoft Teams)

Members: Katie Thirlaway (Chair)
Rebekah Eglinton (from item 9)
Helen Gough
Carl Stychin
Helen White

Apologies: Thalia Lau, Student Representative

In attendance:

Claire Amor, Executive Director of Corporate Affairs
Francesca Bramley, Governance Manager
Madeleine Connor, Policy Manager (for items 13-16)
Georgia Cross, Governance Officer
Brendon Edmonds, Head of Regulatory Development and Performance
David Fell, Operational Manager - UK Registration and Contact Centre
Rachael Gledhill, Head of Policy and Standards
Emma Greening, Head of Professional Liaison and Outreach
Richard Houghton, Head of Registration
Jamie Hunt, Head of Education
Tom Miller, Policy Manager
Andrew Smith, Executive Director of Education, Registration and Regulatory Standards and Deputy Chief Executive
James Wilson, Quality Assurance Manager

1 Welcome and introduction

- 1.1 The Chair welcomed those present to the meeting.
- 1.2 The Committee noted that the public session of the meeting would be recorded and transcribed to support minute-taking.

2 Apologies for absence

- 2.1 Apologies were received from Thalia Lau, Student Representative. Rebekah Eglinton was expected to join the meeting later.

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 4 March 2026

- 5.1 The Committee approved the minutes as an accurate record of its meeting held in public on 4 March 2026.

6 Matters arising

- 6.1 The Committee noted the matters arising from its previous meeting.
- 6.2 The Committee supported the proposals to address the recommendations arising from the Committee effectiveness review that were set out in the matters arising report, including the introduction of an annual Committee workshop, maintaining virtual meetings where appropriate, and allowing time for reflection following complex discussions.

7 Registration Performance Report

- 7.1 The Head of Registration presented the report.
- 7.2 The following areas were highlighted:
 - overall performance across Registration services remained strong;

- recruitment to additional registration officer roles was under way to support increased complexity across continuing professional development (CPD), international applications and appeals;
- UK applications continued to be processed within one to two working days;
- performance against the appeals service standard had not been met during the reporting period; and
- audit findings relating to CPD assessments provided a high/medium assurance rating.

7.3 The Committee discussed performance in relation to appeals and noted that:

- appeal volumes had increased significantly, with more appeals concluded compared to previous years;
- most upheld appeals were linked to the submission of additional information, rather than deficiencies in the original decision-making; and
- changes to the appeals process had recently been implemented, including revised case management arrangements and additional guidance to panels.

7.4 In discussion, the Committee noted the balance between timeliness and maintaining a focus on quality, particularly in relation to CPD assessments and appeals.

7.5 In response to questions, the Head of Registration confirmed that submission patterns for CPD audits were typically weighted towards the end of the cycle and were reflected in workforce planning, although recent volumes had created short-term pressure.

7.6 The Committee noted that further work was being undertaken to review assessor capacity and monitor performance trends.

7.7 The Executive would continue to review appeal outcomes and identify any emerging themes.

Action: The Head of Registration would include any identified themes from appeals decisions in future Registration performance reports, where appropriate.

8 Education Performance Report

8.1 The Head of Education presented the performance report. This was the first report using the revised KPI framework that had been approved by the Committee at its meeting in March 2026.

8.2 The Committee noted that:

- performance had been maintained or improved across a number of areas, including data use and stakeholder engagement;
- improvements had been made to quality assurance processes and audit ratings; and
- stakeholder satisfaction ratings remained high.

8.3 The Committee discussed performance against timeliness KPIs and noted that the time taken to produce assessment reports remained above target. This reflected a focus on completing overdue reports and the increasing complexity of assessments and activity levels were high at this point in the academic cycle.

8.4 The Committee noted that the Education team had secured additional resource and was implementing changes to support improvements in performance over time.

8.5 The Committee welcomed the development of new insight and analytics tools, including a dashboard showing the proportion of learners progressing from education programmes to registration.

8.6 The Committee discussed ongoing engagement with the Department for Education on lifelong learning and the potential implications for professional education and training. The Committee agreed that this would benefit from further strategic consideration.

Action: The Head of Education would facilitate a discussion on lifelong learning and its implications for professional standards at the next Committee workshop.

9 Developing our international application assessment approach

9.1 The Head of Regulatory Development and Performance presented an update on the development of the international application assessment approach.

9.2 The Committee noted the following points:

- the international application route required the HCPC to make a comparability decision at the point of application based on qualifications, training and professional experience;
- where significant gaps were identified, applicants may be required to undertake a test of competence;
- a significant amount of work had been undertaken prior to assessment to ensure that applications were complete and that applicants were appropriately supported to provide the required evidence;

- certification and verification processes formed a key part of the overall assessment approach;
- ongoing development work included the review and updating of guidance supporting tests of competence, the development of enhanced quality assurance processes including pilot audit activity led by partners; and early exploratory work to consider the potential role of third-party verification in supporting assurance and consistency.

9.3 The Committee noted that a significant amount of work had been undertaken prior to assessment to ensure that applications were complete and that applicants were appropriately supported to provide the required evidence.

9.4 The Committee discussed the balance between assessing each application on a case-by-case basis and ensuring consistency in decision-making. It was noted that while formal use of precedent was limited, processes were in place to ensure that decisions were reviewed and any divergence from previous decisions was appropriately justified.

9.5 In discussion, the Committee considered how assurance and consistency could be strengthened further, including through improved verification of qualifications and continued development of quality assurance mechanisms.

9.6 The Committee discussed the role of the HCPC in supporting international applicants transitioning to practice in the UK, including the importance of engagement with employers and the promotion of resources to support understanding of professional standards.

9.7 In response to questions, the Executive Director of Education, Registration and Regulatory Standards confirmed that the HCPC was undertaking activity to support understanding of its standards among international applicants and employers. This included guidance, engagement activity and the development of supporting resources. Further updates on quality assurance and verification approaches would be brought back to the Committee.

10 Fee consultation

10.1 The Policy Manager presented a paper seeking the Committee's response to the fees consultation.

10.2 The Committee noted the following points:

- under the Health Professions Order (2001), the Committee was required to be consulted on proposals to change fees;
- the proposal was to increase fees by 4.1%;
- the proposed approach was to introduce more regular, incremental increases to avoid larger periodic fee increases;

- the financial context included increasing costs and demand, particularly in fitness to practise; and
 - an equality impact assessment had been undertaken as part of the consultation.
- 10.3 The Committee agreed with the principles underpinning the proposed fee increase, including the approach of balancing cost pressures with the requirement to maintain public protection.
- 10.4 The Committee supported the proposed fee increase, noting the rationale provided and the importance of maintaining financial sustainability in the context of increasing operational demand.
- 10.5 The Committee discussed a number of additional considerations, including:
- the challenges associated with introducing targeted discounts or exemptions, including the complexity, cost and administrative burden of implementation;
 - the potential for disproportionate impact on certain groups, and the importance of continuing to consider how this could be mitigated where feasible; and
 - the importance of keeping developments in technology under review, noting that advances in areas such as data processing and automation could, over time, support more efficient and proportionate approaches to applying differentiated fees or targeted financial support.
- 10.6 The Committee noted that, at present, the practical and financial challenges of introducing means-tested or targeted fee adjustments were likely to outweigh the benefits. However, it was recognised that future developments in technology could enable more flexible approaches without introducing disproportionate administrative burden.
- 10.7 The Committee also discussed the broader financial context, including the relationship between fee levels, operational demand and organisational efficiency, noting the importance of ongoing review.
- 10.8 In discussion, it was clarified that although Committee members were also Council members, the requirement to consult the Committee reflected its historic role when it had a distinct membership. The Executive Director of Corporate Affairs clarified that this requirement remained within the legislative framework and therefore continued to apply.
- 10.9 The Committee noted that members may also wish to respond to the consultation individually.
- 10.10 The Committee's feedback was noted.

Action: The Governance Manager would share the minutes of the Committee's discussion with the Policy Manager.

11 Committee forward plan

- 11.1 The Council noted the forward plan.

12 Resolution to move the meeting to private session

- 12.1 The Committee Chair invited the Head of Registration to share his reflections on the meeting. The agenda had been full and covered a wide range of substantive items. There had been a strong focus on quality and continuous improvement across a number of areas. A number of complex topics would benefit from further discussion outside the meeting, including through the proposed Committee workshop and there was value in continuing to ensure sufficient time for discussion of key strategic issues.
- 12.2 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.
- 12.3 The meeting was briefly adjourned.