

HCPC approval process report

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| Education provider | University of Lincoln |
| Name of programme(s) | MSc Occupational Therapy (Pre-registration), Full time |
| Approval visit date | 02 May 2018 |
| Case reference | CAS-12224-L8N5H9 |

Contents

| | |
|---|---|
| Section 1: Our regulatory approach..... | 2 |
| Section 2: Programme details..... | 3 |
| Section 3: Requirements to commence assessment..... | 3 |
| Section 4: Visitors' recommendation | 4 |

Executive Summary

We are the Health and Care Professions Council (HCPC), a regulator set up to protect the public. We set standards for education and training, professional knowledge and skills, conduct, performance and ethics; keep a register of professionals who meet those standards; approve programmes which professionals must complete before they can register with us; and take action when professionals on our Register do not meet our standards.

The following is a report on the approval process undertaken by the HCPC to ensure that programme(s) detailed in this report meet our standards of education and training (referred to through this report as 'our standards'). The report details the process itself, the evidence considered, and recommendations made regarding programme approval.

Section 1: Our regulatory approach

Our standards

We approve programmes that meet our education standards, which ensure individuals that complete the programmes meet proficiency standards. The proficiency standards set out what a registrant should know, understand and be able to do when they complete their education and training. The education standards are outcome focused, enabling education providers to deliver programmes in different ways, as long as individuals who complete the programme meet the relevant proficiency standards.

Programmes are normally [approved on an open-ended basis](#), subject to satisfactory engagement with our monitoring processes. Programmes we have approved are listed [on our website](#).

How we make our decisions

We make independent evidence based decisions about programme approval. For all assessments, we ensure that we have profession specific input in our decision making. In order to do this, we appoint [partner visitors](#) to undertake assessment of evidence presented through our processes. The visitors make recommendations to the Education and Training Committee (ETC). Education providers have the right of reply to the recommendation of the visitors, inclusive of conditions and recommendations. If an education provider wishes to, they can supply 'observations' as part of the process.

The ETC make decisions about the approval and ongoing approval of programmes. In order to do this, they consider recommendations detailed in process reports, and any observations from education providers (if submitted). The Committee meets in public on a regular basis and their decisions are available to view [on our website](#).

HCPC panel

We always appoint at least one partner visitor from the profession (inclusive of modality and / or entitlement, where applicable) with which the assessment is concerned. We also ensure that visitors are supported in their assessment by a member of the HCPC executive team. Details of the HCPC panel for this assessment are as follows:

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|------------------|------------------------|
| Claire Brewis | Occupational therapist |
| Natalie Matchett | Occupational therapist |
| Ian Prince | Lay |
| Eloise O'Connell | HCPC executive |

Other groups involved in the approval visit

There were other groups in attendance at the approval visit as follows. Although we engage in collaborative scrutiny of programmes, we come to our decisions independently.

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|----------------|--|-----------------------|
| John Slack | Independent chair (supplied by the education provider) | University of Lincoln |
| Carolyn Smith | Secretary (supplied by the education provider) | University of Lincoln |
| Martin Pinnick | Internal panel member | University of Lincoln |
| Kirsty Miller | Internal panel member | University of Lincoln |

| | | |
|--------------------|---|--|
| Ruth Heames | Royal College of Occupational Therapists representative | Royal College of Occupational Therapists |
| Georgina Callister | Royal College of Occupational Therapists representative | Royal College of Occupational Therapists |
| Angie Brown | Royal College of Occupational Therapists representative | Royal College of Occupational Therapists |

Section 2: Programme details

| | |
|------------------------|---|
| Programme name | MSc Occupational Therapy (Pre-registration) |
| Mode of study | FT (Full time) |
| Profession | Occupational therapist |
| First intake | 01 January 2019 |
| Maximum learner cohort | 20 |
| Intakes per year | 1 |
| Assessment reference | APP01809 |

We undertook this assessment of a new programme proposed by the education provider via the approval process. This involves consideration of documentary evidence and an onsite approval visit, to consider whether the programme meet our standards for the first time.

Section 3: Requirements to commence assessment

In order for us to progress with approval and monitoring assessments, we require certain evidence and information from education providers. The following is a list of evidence that we asked for through this process, and whether that evidence was provided. Education providers are also given the opportunity to include any further supporting evidence as part of their submission. Without a sufficient level of evidence, we need to consider whether we can proceed with the assessment. In this case, we decided that we were able to undertake our assessment with the evidence provided.

| Required documentation | Submitted | Reason(s) for non-submission |
|--|-----------|------------------------------|
| Programme specification | Yes | |
| Module descriptor(s) | Yes | |
| Handbook for learners | Yes | |
| Handbook for practice based learning | Yes | |
| Completed education standards mapping document | Yes | |
| Completed proficiency standards mapping document | Yes | |
| Curriculum vitae for relevant staff | Yes | |

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|---|--------------|---|
| External examiners' reports for the last two years, if applicable | Not Required | This a new programme, therefore there are no external examiner reports. |
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We also expect to meet the following groups at approval visits:

| Group | Met | Comments |
|---|-----|--|
| Learners | Yes | As this is a new programme and there are no learners enrolled, we met with registered occupational therapists currently undergoing a non-HCPC approved post-registration MSc at the education provider, and current first year learners on the education provider's HCPC approved MSc Physiotherapy programme. |
| Senior staff | Yes | |
| Practice education providers | Yes | |
| Service users and carers (and / or their representatives) | Yes | |
| Programme team | Yes | |
| Facilities and resources | Yes | |

Section 4: Visitors' recommendation

In considering the evidence provided by the education provider as part of the initial submission and at the approval visit, the visitors recommend that there is sufficient evidence to demonstrate that our standards are met, and that the programme(s) are approved.

This report, including the recommendation of the visitors, will be considered at the 05 July 2018 meeting of the ETC. Following this meeting, this report should be read alongside the ETC's decision notice, which are available [on our website](#).