

Council, 28 July 2020

Minutes of the Education and Training Committee Meetings of 11 June 2020 and 8 July 2020 (unconfirmed)

Executive Summary

The Education and Training Committee (ETC) met on 11 June and 8 July 2020, the public minutes of the meetings are enclosed. A summary of business considered is set out below.

11 June 2020

Education quality assurance model and pilot proposals

ETC agreed to proceed with a pilot of the proposed new model for approving and monitoring education programme quality. This work started in January 2019 with a stakeholder working group.

The Executive proposed pausing the annual monitoring process for 2020, to enable resource to be focused on the pilot. ETC were not able to agree this at the meeting as no risk assessment was included. ETC subsequently met on 8 July and to consider this risk assessment and agreed to pause the monitoring.

Update on timeline for public consultation on SET 1 for Operating Department Practitioners

ETC has already agreed there is a case for reviewing the SET 1 level for ODPs, this discussion focused on the timing of this review and the differences between English and Scottish ODP education provision.

Other items considered

- Advance Practice update
- Non-approval decision – The University College of Osteopathy – BSc (Hons) Integrated Nutrition and Dietetics, FT (Full time)
- HCPC Committee review

8 July 2020

Risk assessment: pausing annual monitoring in 2020-21 academic year

As referenced above, ETC met to consider the risk assessment before it could make a decision to pause annual monitoring. ETC was satisfied that pausing annual monitoring represented a very small risk and that mitigations were in place to manage this risk. ETC agreed to pause annual monitoring to enable focus on the pilot of the new QA model.

HCPC Committee review

ETC discussed its submission to the Senior Council Member's review of committee governance.

Education and Training Committee

Minutes of the 93rd meeting of the Education and Training Committee held as follows:

Date: Thursday 11 June 2020

Time: 10.30 am

Venue: By teleconference

Members: Maureen Drake
Luke Jenkinson
Penny Joyce
Sonya Lam
Kathryn Thirlaway
Stephen Wordsworth (Chair)

In attendance:

Claire Amor, Secretary to the Committee
Matthew Clayton, Senior Policy Officer
Brendon Edmonds, Head of Education
Jamie Hunt, Education Manager
Charlotte Rogers, Policy Manager
Katherine Timms, Head of Policy and Standards

Public Agenda

Item 1 - Chairs welcome and introduction

1.1 The Chair welcomed members and the Executive to the meeting.

Item 2 - Apologies for absence

2.1 There were no apologies for absence.

Item 3 - Approval of agenda

3.1 The Committee approved the agenda.

Item 4 - Declaration of members' interests

4.1 No public interests were declared.

Item 5 - Public minutes of the Education and Training Committee meeting of 23 April 2020 (ETC 21/20)

5.1 The Committee approved the public minutes of its meeting of 23 April 2020.

Items for discussion/approval

Item 6 - Education quality assurance model and pilot proposals (ETC 22/20)

6.1 The Committee received a paper from the Head of Education.

6.2 The Committee noted the following points:-

- the pilot proposals put forward in the paper reflected the development work carried out with stakeholders since the beginning of 2019;
- the pilot would be delivered in an incremental way, enabling feedback to be gathered and inform future stages;
- it was expected that the results of the pilot would be presented to the Committee in June 2021 to inform full implementation; and
- the Executive proposes pausing annual monitoring process for 2020-21 to enable the focusing of resources on the delivery of the pilot.

- 6.3 The Committee welcomed the proposal for launching a pilot for the new education quality assurance (QA) model.
- 6.4 The Committee discussed the proposed timeline for the pilot. While the Committee agreed the timeline for the pilot was right given the external context and pressures on stakeholders, the Committee expressed some concern at the timescale for full implementation following the pilot, given the exploration to get to pilot stage had been ongoing since January 2019. It was agreed that the Chair of the Committee and the Head of Education would discuss any scope for accelerating the timeline post pilot.
- 6.5 The Committee noted that the proposed new education QA model would have implications for the standards of education which required policy resource to review. It was agreed that the broader resource interdependencies required review.
- 6.6 The Committee agreed that the assessment measures needed to be defined before the pilot commenced to ensure they were consistent throughout the pilot duration.
- 6.7 The Committee asked if the proposed new model had been subject to legal scrutiny, a risk assessment and an equality diversity and inclusion (EDI) impact assessment. The Executive confirmed a legal review had been undertaken and that the HCPC's legislation relating to education provided the needed flexibility. During June-December 2020 the legal basis for institution-based approval would be explored. The Executive confirmed that a risk assessment and EDI impact assessment had not been undertaken to date. This would take place when the proposals move into a formal project.
- 6.8 The Committee noted that the Committee's own part in the new QA model required further exploration as part of the pilot. The Executive anticipated holding a workshop in the autumn of 2020 to progress this.
- 6.9 The Committee asked if the professional standards authority had been engaged regarding the HCPC's direction of travel for the new education QA model. The Executive advised it intended to engage with the PSA following the Committee's decision on launching the pilot.
- 6.10 The Committee agreed that the proposed education QA model pilot should go ahead as outlined in sections three and four of the paper.
- 6.11 The Committee agreed the pilot design methodology and timelines as outlined in section five, subject to the point outlined in paragraph 6.4.
- 6.12 The Committee discussed the proposal to pause the annual monitoring audit process for 2020-21 academic year to enable resource to be focused on the pilot. It was noted that the Executive considered that this would send a message to the sector that the HCPC was moving away from the current education quality assurance model.

- 6.13 The Committee asked if a risk assessment had been undertaken to inform the proposal to pause annual monitoring. It was noted that a risk assessment had not been undertaken. The Executive considered the risk was low given how few issues were picked up as part of annual monitoring.
- 6.14 The Committee agreed that it could not make a decision to pause annual monitoring without considering the results of an assessment of the regulatory risk of doing so. It was agreed that the Executive would produce this risk assessment and that the Committee would meet at a date to be determined in July 2020 to make an informed decision on the proposal to pause the annual monitoring audit process for 2020-21 academic year.

Item 7 - Update on timeline for public consultation on SET 1 for Operating Department Practitioners (ETC 23/20)

- 7.1 The Committee received a paper from the Senior Policy Officer.
- 7.2 The Committee noted the following points:-
- in March 2020 the Committee considered proposals to consult on ODP SET1;
 - the Committee asked the Executive to explore the possibility of moving the consultation forward to Q3 of the 2020-2021 financial year;
 - the Executive had begun the initial stakeholder engagement work with education providers which had highlighted the importance of further engagement before a full consultation is launched, in particular in relation to the difference in ODP education provision in the four countries; and
 - the timeline for consultation would also need to be cognisant of the pressures on stakeholders as a result of the COVID-19 pandemic response, and the current standards of proficiency consultation being live.
- 7.3 Sonya Lam provided the Committee with a summary of the current provision of ODP education in Scotland and the opposition the HCPC was likely to face in implementing a change to degree level. It was also noted that the Scottish Government had not supported the regulation of ODPs. It was agreed that focused engagement on the case for change would be required with Scottish stakeholders.
- 7.4 The Committee noted that a stakeholder consultation plan had been produced. There had been no response to date from the only Welsh education provider. Kathryn Thirlaway advised that Higher Education Improvement Wales was retendering all its bursary programmes which would be occupying education providers.

Item 8 - Advance Practice update (ETC 24/20)

- 8.1 The Policy Manager provided the Committee with an overview of the intended approach to developing the HCPC's regulatory approach to Advanced Practice (AP).
- 8.2 The Committee noted that:-
- following desk based research, external research would be commissioned to better understand the risk profile of AP practice;
 - this would lead to the development of proposals taking into account the wider context of regulatory reform and workforce demand;
 - an extensive engagement plan would run in parallel;
 - timescales for the work were ambitious with the aim to present proposals to Council for approval at the end of 2020. The Committee and Council would receive regular progress reports leading to the delivery; and
 - in developing an engagement plan the Executive was mindful of the pressures on stakeholders at this time. Engagement would be targeted and specific and include a diverse range of groups.
- 8.3 The Committee noted that a number of Council members had agreed to act as a reference group to meet on a bi-monthly basis. The internal project group included representatives across the regulatory departments to ensure joined up consideration of regulatory impacts of AP.
- 8.4 The Committee welcomed the momentum that had gathered behind exploring AP, noting there was evidently a depth of understanding of its importance among the Executive and Council.
- 8.5 The Committee discussed inter regulator collaboration on AP. It was noted that other regulators while interested in the outputs of the HCPC's work were unable to commit resources to joint working on this area currently.

Item 9 - Non-approval decision – The University College of Osteopathy – BSc (Hons) Integrated Nutrition and Dietetics, FT (Full time) (ETC 25/20)

- 9.1 The Committee received a paper from the Education Manager.
- 9.2 The Committee noted that at its meeting on 24 March 2020, the Committee decided that they were 'minded to' not approve the programme. The education provider, the University College of Osteopathy (UCO) was invited to make any additional submissions it wished to in response to this decision. The UCO's submission was included in the paper.

- 9.3 The Committee considered UCO's submission. The Committee agreed that UCO had not provided any further evidence to satisfy the outstanding conditions which needed to be met before the programme could be approved.
- 9.4 The Committee agreed that the submission did not set out the UCO's plans to meet the conditions in future. For example, there were no plans outlined to engage with the London group of practice placement providers. No assurance had been given on the process the UCO's would follow to secure practice placements in years two and three of the programme. The HCPC did not require the specific details of which placements would be secured, but instead required assurance that a process was in place to secure suitable placements.
- 9.5 Due to the absence of assurance from UCO that it had met, or could meet in future, the outstanding conditions for approval, the Committee agreed that the current approval process for the programme had come to an end with the result that the programme was not approved.
- 9.6 The Committee noted that UCO had asked for the Committee's response to UCO's view that new education providers were unable to gain HCPC programme approval. The Committee disagreed with this view, noting that several new providers had achieved approval in the past year. The HCPC needed assurance that its threshold standards of education were met and this applied to both new and established education providers. The Committee agreed that the UCO had been unable to provide this assurance following a number of opportunities to do so. The Committee agreed that the Executive should provide data on new provider approvals when communicating the Committee's decision to UCO.

Item 10 - HCPC Committee review (ETC 26/20)

- 10.1 The Committee Chair provided the Committee with an overview of the Committee governance review being undertaken by the Senior Council Member in collaboration with the Committee Chairs. A questionnaire had been issued for all Committees to complete.
- 10.2 It was agreed that members would complete the survey and submit this to the Committee Secretary who would combine and anonymise comments. The Committee would then meet in July 2020 to agree its combined response based on the data collected.

Item 11 - Any other business

- 11.1 There was no further business.

Item 12 - Date and time of next meeting

- 12.1 10.30am – 10 September 2020

Item 13 – Resolution

The Committee is invited to adopt the following:

‘The Committee hereby resolves that the remainder of the meeting shall be held in private, because the matters being discussed relate to the following;

- (a) information relating to a registrant, former registrant or application for registration;
- (b) information relating to an employee or office holder, former employee or applicant for any post or office;
- (c) the terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property;
- (d) negotiations or consultation concerning labour relations between the Council and its employees;
- (e) any issue relating to legal proceedings which are being contemplated or instituted by or against the Council;
- (f) action being taken to prevent or detect crime to prosecute offenders;
- (g) the source of information given to the Council in confidence; or
- (h) any other matter which, in the opinion of the Chair, is confidential or the public disclosure of which would prejudice the effective discharge of the Council’s functions.’

Item	Reason for Exclusion
14	A

Item 14 - Private minutes of the Education and Training Committee meeting of 23 April 2020 (ETC 27/20)

14.1 The Committee approved the private minutes of the Education and Training Committee of 23 April 2020.

Signed

Date

Education and Training Committee

Minutes of the 94th meeting of the Education and Training Committee held as follows:

Date: Wednesday 8 July 2020

Time: 4 pm

Venue: By teleconference

Members: Maureen Drake
Luke Jenkinson
Penny Joyce
Sonya Lam
Kathryn Thirlaway
Stephen Wordsworth (Chair)

In attendance:

Claire Amor, Secretary to the Committee
Brendon Edmonds, Head of Education
Jamie Hunt, Education Manager
Tracey Samuel-Smith, Education Manager
Katherine Timms, Head of Policy and Standards

Public Agenda

Item 1 - Chairs welcome and introduction

1.1 The Chair welcomed members and the Executive to the meeting.

Item 2 - Apologies for absence

2.1 There were no apologies for absence.

Item 3 - Approval of agenda

3.1 The Committee agreed to consider a tabled paper, 'Supplementary decision – University of Sunderland – Non-medical prescribing (Independent and Supplementary prescribing V300), PT (Part time).' With this change the Committee approved the agenda.

Item 4 - Declaration of members' interests

4.1 No public interests were declared.

Item 5 - Public minutes of the Education and Training Committee meeting of 11 June 2020 (ETC 28/20)

5.1 The Committee approved the public minutes of its meeting of 11 July 2020.

Item 6 - Matters arising (ETC 29/20)

6.1 The Committee noted the matters arising from its last meeting.

Items for discussion/approval

Item 7 - Risk assessment: pausing annual monitoring in 2020-21 academic year (ETC 30/20)

7.1 The Committee received a paper from the Head of Education.

7.2 At its meeting in June 2020, the Committee had required that an assessment of the regulatory risk of pausing annual monitoring for the 2020-21 academic year be undertaken before the Committee could agree the proposal.

7.3 The Committee noted the following points:-

- pausing annual monitoring would enable resource to be focused on the new education quality assurance model pilot;
 - the Executive considered the risk was low given how few issues were picked up as part of annual monitoring, data on this was provided in the paper; and
 - pausing annual monitoring would send a message to the sector that the HCPC was moving away from the current education quality assurance model.
- 7.4 The Head of Policy and Standards noted the need to remain aware of standards changes impacting in the pause period.
- 7.5 The Committee discussed the current pressures on practice placements, as a result of the pandemic response, and the potential risk that practice placement issues were not picked up if annual monitoring was raised. It was agreed that this would be more likely to be an issue that required major change notification, and that the education providers remained responsible for raising significant changes in programmes with the HCPC. It was noted that ensuring providers understood their responsibilities would be a key part of the communication plan accompanying the pilot roll out.
- 7.6 The Committee suggested that the Executive proactively seek information from the four countries on the current impacts they are seeing on placements.
- 7.7 The Committee agreed that based on the risk assessment and data presented the risk of pausing annual monitoring was low and this risk was mitigated.
- 7.8 The Head of Education confirmed that the PSA had not been consulted on the new model proposals to date. This engagement would start once the Committee made their decision on implementation of the pilot and pausing annual monitoring. The Committee requested that the Head of Education provide a briefing on the PSA response to the proposals at its September 2020 meeting. A report on the progress of pilot preparation would also be presented.
- 7.9 It was agreed that the Chair of the Committee would be kept updated on progress in preparing for the pilot, in addition to formal updates at Committee meetings.
- 7.10 The Committee agreed to pause annual monitoring for the 2020-21 academic year.

Item 8 - HCPC Committee review 2020 (ETC 31/20)

- 8.1 The Committee received a paper from the Secretary to the Committee.
- 8.2 The Committee noted the combined response to the HCPC committee review questionnaire. During discussion the following points were agreed:-

- the independent members of the Committee had added a valuable perspective that should be retained. These varied perspectives had mitigated the absence of any 'Lay' members of the Committee;
- the Committee's role in the new education quality assurance model was yet to be defined. The pilot plans included scoping this role;
- the Committee considered it could be more engaged in the PSA standards that impact its assurance areas, in education and also registration appeals; and
- the Committee considered that registration appeals remained an area it needed to build its assurance of.

8.3 The Committee agreed that it would use the more detailed cover sheet template as used by the Council and the Audit Committee. This would highlight risk as a factor of decision making.

8.4 The Committee discussed its role in setting HCPC strategy in relation to the Committee's assurance areas. The idea of an annual strategy session was raised. It was noted that the Committee had previously held an annual stakeholder workshop event. Stakeholder engagement was something the Committee agreed it should consider more proactively. There was some concern that the Council was responsible for strategy and the Committee had a stewardship role and needed to focus on ensuring it was providing valuable assurance to Council.

8.5 The Committee agreed it had been focused on the detail of education processes as a result of the ongoing model development work since January 2019, as well as the more complex cases coming through the panel. The Committee agreed that it needed to renew its focus on other assurance areas, for example standards, CPD and registration appeals. The Committee considered it could add value in exploring the interaction between CPD and FTP.

8.6 The Committee considered there was scope to engage in the work of prevention and professionalism. It was agreed that the Professionalism and Upstream Regulation Lead should be invited to discuss her work with the Committee with a view to identifying where the Committee could add value to this work. The Committee agreed the same scope was present with the emerging data and intelligence workstream.

8.7 The Committee agreed that a generative discussion on future committee focus should be scheduled to inform a workplan for the Committee. The Chair of the Committee agreed to meet with the Executive to initiate this thinking.

Item 9 - Supplementary decision – University of Sunderland – Non-medical prescribing (Independent and Supplementary prescribing V300), PT (Part time) (ETC 32/20)

- 9.1 The Committee received a paper from the Education Manager.
- 9.2 The Committee agreed to issue an approval certificate for the University of Sunderland – Non-medical prescribing (Independent and Supplementary prescribing V300), PT (Part time) programme under section 3D.

Item 10 - Any other business

- 10.1 There was no further business.

Item 11 - Date and time of next meeting

- 11.1 10.30am – 10 September 2020

Signed

Date

Unconfirmed