

Council, 23 March 2022

Unconfirmed minutes of the Education and Training Committee meeting
of 10 March 2022

Committee Chair's summary to Council

The meeting welcomed Steven Vaughan to his first meeting as a committee member and Meera Burgess as Council apprentice who observed the meeting as part of her induction.

Performance reporting

Reports were received from the registration department and the education department. The Committee noted the progress being made with registration performance and the support that had been sought from temporary staff and PWC. Later in the meeting the Committee received a presentation that explained the rationale and governance behind the additional support from PWC and the additional benefits this was bringing over and above the intended outcomes (such as service improvement). With this support and the implementation of self-registration, it was anticipated that all targets in relation to international recruitment would be met by the end of June. Improvements in registration reporting were noted as was the need to continue the development of this to reflect more qualitative measures.

The education department presented the next iteration of the developing education performance report and a paper outlining the next stages for the proposed development of this. There has been positive feedback in relation to the implementation of the new QA model and the Committee feel that they are now getting a more rounded view of performance including quality. Much of the discussion was around data and how we capture and use this intelligence, both qualitative and quantitative. Identifying themes that reflect the state of individual professions education and the education landscape as a whole, the Committee felt to be a positive development. The organisational recruitment of a data specialist was noted.

Results of Standards of Proficiency review consultation

The response to the consultation on the SOPs and the final version of the revised SOPs were brought to the committee for recommending to the Council. It was noted that communication around the implementation of these needed to pay particular attention to when they would apply to registrants, how they would apply to registrants and what they mean as threshold standards. Challenges within ODP were noted and discussed which the executive will action. The Committee agreed to recommend the changes to Council for approval.

Partnership working briefing

In the private section the committee noted the partnership work underway and were supportive of this within the bounds of legislation such as Information Governance.

Maureen Drake, Chair of the Education and Training Committee

Education and Training Committee

Minutes of the 102nd meeting of the Education and Training Committee held as follows:

Date: Thursday 10 March 2022

Time: 10am

Venue: MS Teams

Members: Maureen Drake (Chair)
Helen Gough
Luke Jenkinson
Penny Joyce
Kathryn Thirlaway
Steven Vaughan

In attendance:

Claire Amor, Head of Governance

Zoe Allan, Governance Officer

Meera Burgess, Council Apprentice

Matthew Clayton, Acting Policy Manager

Richard Houghton, Head of Registration

Jamie Hunt, Education Lead

Emma Leary, Head of Policy, Standards and Strategic Relationships

Naomi Nicholson, Executive Director of Professional Practice and Insight

Andrew Smith, Executive Director of Regulation

Public Agenda

Item 1 – Chair’s welcome and introduction

- 1.1 The Chair welcomed Members of the Committee and the Executive to the 102nd meeting of the Education and Training Committee, extending a special welcome to Steven Vaughan, Committee member, to his first meeting and to Meera Burgess, Apprentice Council member who had joined the meeting to observe.
- 1.2 No apologies were received.

Item 2 - Approval of agenda

- 2.1 The Committee approved the agenda.

Item 3 - Declaration of members’ interests

- 3.1 No public interests were declared.

Item 4 - Public minutes of the Education and Training Committee meetings of 10 November 2021 (ETC 01/22)

- 4.1 The Committee approved the public minutes of its meeting of 10 November 2022.

Items for discussion/approval

Item 5 - Registration Performance (ETC 02/22)

- 5.1 The Committee received a paper from the Head of Registration.
- 5.2 The Committee noted the following points:
 - the progress that had been made with registration performance and the support that had been sought from temporary staff and PWC to help manage the increase in volume of international applications;
 - with the resource support and the implementation of self-registration, the anticipation was that the department should reach all targets in relation to international recruitment by the end of June 2022;
 - there had been a number of system upgrades which were helping to reduce the number of emails and telephone enquiries, for example reassuring registrants of their renewal completion and providing registrants with the ability to change historical email addresses online. The Executive would continue to monitor the impact of these changes.

- 5.3 The Committee reflected on the volume of telephone enquiries and whether call lines could be identified; the Executive confirmed that, currently, the department were able to identify themes but did not have granular detail surrounding specific call line identification; the ambition would be to be able to provide this in the future.
- 5.4 The Committee asked about the PWC support cost; the ED of Regulation confirmed it was cost neutral.
- 5.5 The Committee reflected on the moral duty to support those seeking asylum brought into focus by the ongoing Ukraine crisis and noted that there was an existing process for managing such applications. Further, the Executive had engaged with other regulators and were keen to support people and to make sure the registration process was fair.
- 5.6 The Committee acknowledged the improvements in registration reporting and noted the positive system upgrades, as well as the need to continue the ongoing development of reporting to reflect more qualitative measures, in addition to the timely measures. The volume of work around the international space was noted and the need to be able to anticipate this through working closely with other organisations.

Item 6 - Education Performance (ETC 03/22)

- 6.1 The Committee received a paper from the Education Lead.
- 6.2 The Committee noted the following points:-
- development of clear internal service levels had identified cases where further attention was needed to progress in a timely manner. Intervention was underway for those cases, which were primarily pilot cases reaching final conclusions;
 - the sample size across all processes remained small, but trends were beginning to emerge in certain areas, explored through the process level KPI information;
 - the use of data was continuing to expand with the use of HESA data recently received, and the plan was to embed the National Education and Training Survey (NETS) data in to current academic year;
 - the department were continuing to engage with senior representatives across the sector to understand the situation around changing mandatory vaccination policy for care and NHS staff, considering the impact on practice learning environments and learner experience; and
 - recruitment activity was ongoing to provide suitable backfill arrangements whilst HoE was leading the Registration Review and partnership work.

- 6.3 The Committee noted it was positive that trends were beginning to emerge and being identified by the Executive - the data analysis would help to inform resourcing. The graph illustrating the pipeline of new programmes was welcomed by the Committee and, following discussion, the Education Lead agreed to explore including commentary on shortfalls in workforce to provide the Committee with this additional awareness.
- 6.4 The Committee reflected on the positive progression of the QA model from pilot stage through to full scale up, noting how the collaborative working approach was reducing the number of conditions being applied, the ambition was to include the quality of these conditions within future reporting, once in receipt of the data, which the Committee welcomed.
- 6.5 The Committee noted the development within the Education report and that it was an evolving piece; the Committee extended their thanks to the Executive team in progressing the model from the pilot stage.

Item 7 - Proposals for developing Education performance report (ETC 04/22)

- 7.1 The Committee received a paper from the Education Lead setting out the proposed direction for developing the Education team's performance information, in line with the Education quality assurance model. Developments were being made in line with the intentions of the new model and following discussions with the Committee at their previous meeting in November 2021. The Committee were being asked to discuss and approve the proposed reporting approach.
- 7.2 The Committee noted the following points:-
- the Executive Leadership Team (ELT) and the Committee were the audiences for the report, to receive the report monthly and quarterly respectively;
 - there were two broad aims for the performance report. The first was the performance of the function, the second was the developments and performance of the education sector;
 - following the launch of the new QA model, the report was now divided between the three main operational process (approvals, performance review, and focused review), with each focusing on drivers for the work of the function, current performance linked to service levels and outcomes based KPIs;
 - most of the metrics presented were currently time based, or quantitative data. The commentary was intended to add richness to the data, to aid understanding of quality; and
 - further reporting developments planned for the future included stakeholder engagement, regional engagement, internal quality checks, building a data set over time, KPI performance metrics to Council.

- 7.3 The importance of data and its capture was discussed, and the organisational recruitment of data specialists was noted by the Committee as a positive step in providing valuable expertise in this area. The Committee encouraged the Executive to explore intelligence from both qualitative and quantitative data in identifying themes that reflect the state of individual professions education and the education landscape as a whole. In terms of quality measures, the Committee requested that the reporting captured the consistency of visitor decisions within and across professions – **ACTION (Education Lead)**.
- 7.4 The Committee reflected on the credibility of the regional engagement approach, noting it had been developed in response to provider feedback and there had been positive feedback in relation to the implementation; the ambition was to provide the Committee with the quantitative data on this regional engagement. Further, support for the new education model and its regional engagement approach was provided by the education provider Committee members, noting the credibility and quality-based process, working alongside providers to ensure standards achieved and maintained. The Committee felt that they were receiving a more rounded view of performance, including quality. It would be key for the Executive to monitor the perception risk surrounding future decreases in conditions being set.
- 7.5 The Committee approved the paper, noting that the aims of the reporting captured what the Committee would want to see.

Item 8 - Education data set 2021 (ETC 05/22)

- 8.1 The Committee received a paper from the Education Lead which provided highlights from the Education team's data set for the 2020-21 academic year. The Committee were asked to note the paper.
- 8.2 The Committee noted the paper and were encouraged to see the number of approved programmes remaining stable or increasing.

Item 9 - Results of Standards of Proficiency review consultation (ETC 06/22)

- 9.1 The Committee received a paper from the Acting Policy Manager which provided an update on the proposed revisions to the Standards of Proficiency (SOPs) for recommendation to March Council.
- 9.2 The Committee noted the importance of timings in terms of the communication and implementation piece, for example linking to specific profession focused weeks e.g., dietician's week. The Acting Policy Manager agreed to take the suggestion forward and confirmed that there would also be profession specific tailored activities such as workshops involving the Professional Liaison Team to support with the roll out. Providing ongoing assurance to registrants would be key. The Committee reflected on the importance of providing specific communications for newly qualified registrants and noted that this was being looked at by the Executive.

- 9.3 The Committee discussed the revision of standards and the importance of guidance and enforcement, particularly for areas where evidencing could be difficult. The Committee noted the existing guidance available supporting these areas already and that formal guidance would be considered, if necessary, as well as the close work between Policy and FTP colleagues in terms of drawing out the implementation details surrounding enforcement.
- 9.4 The Committee noted concerns within the ODP profession that would need to be managed, particularly around the large variation in practice, advanced practice changes and threshold expectations.
- 9.5 The Committee noted the Executive's engagement with professional bodies and the Council of Deans of Health to date, and their confidence in the revised standards and threshold criteria. A risk-based approach to the engagement would need to be taken by the Executive, maintaining awareness of the profession as a whole, the developing role and variation of these changes across the UK.
- 9.6 The Committee recommended the revisions to the SOPs, and the consultation analysis document, to Council for approval.

Item 10. Registration service support update

- 10.1 The Committee received a verbal update from the ED of Regulation with accompanying slides, setting out the rationale and governance behind the additional support from PWC as well as the opportunities for service improvement identified by the project team. With this support and the implementation of self-registration, it was anticipated that HCPC should reach all targets in relation to international recruitment by the end of June.

The Committee note the following item:

Item 11 - Education and Training Committee forward workplan

Item 12 - Date and time of next meeting

- 12.1 Wednesday 8 June 2022 - virtual

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	B
15	H
16	A

Signed

Date