

### **What makes a change 'significant'?**

We consider a change significant if it has an impact to one or more of our education and training [standards](#) - for example, introducing a new route through the programme or there is a change of programme leader. We do not state how many changes can be made or what extent of the programme can be amended before a change becomes 'significant'. We do this because every programme is different and therefore every change made will affect programmes differently. When making a change to your programme, we strongly recommend you review the relevant [standards](#) and consider whether the change affects how your programme continues to meet these, and if it does, [how best to inform us](#).

If you are unsure your change is significant or not then please do not hesitate to seek guidance from the [Education](#) team.

### **If we are holding an internal review, should we let you know about potential changes (ie before the event) or actual changes (ie after the event)?**

Changes can be prospective or retrospective so you can let us know either side of your internal review. We would recommend you consider the scale of the changes going to your internal review and how likely they are to be approved by the internal validation panel. For example, if you are unsure if changes to the programme will be approved by an internal validation panel, it might be worth considering notifying us after the internal review so that you have the evidence we would need to approve these changes.

### **Can the HCPC instigate a review of a change / programme?**

We can approach education providers regarding issues that have been highlighted in the media or through other communications channels. We might ask an education provider to let us how the information we have received impacts their programme and any changes that are likely to be made as a result of this. We have the ability to trigger a major change or approval visit if necessary.

### **Before we submit a change notification form, how much advice / conversation can we participate in with the HCPC?**

There is no limit on the amount of support we can provide before an education provider submits a change notification form however we are restricted in the information we can provide in these conversations. The support we can give is limited to guidance; we cannot be prescriptive in the documentation that should be submitted or provide advice on decisions that will be made. We are happy to discuss and provide guidance regarding the best way to engage with us regarding changes to your programme and the time frames associated with this.

### **Why can't the HCPC provide a list of documentation to submit for a particular change?**

The [standards](#) are generic across 16 professions, flexible and set at a threshold level. This means that every programme we approve can meet the standards differently and documentation which might be appropriate to evidence changes on one programme, might not be appropriate to evidence the same changes on another. If we were to be prescriptive in the documentation for education providers to submit to evidence changes we would need to be more prescriptive in the way in which each programme is run.