Provider guidance – approval process quick reference guide

Contents
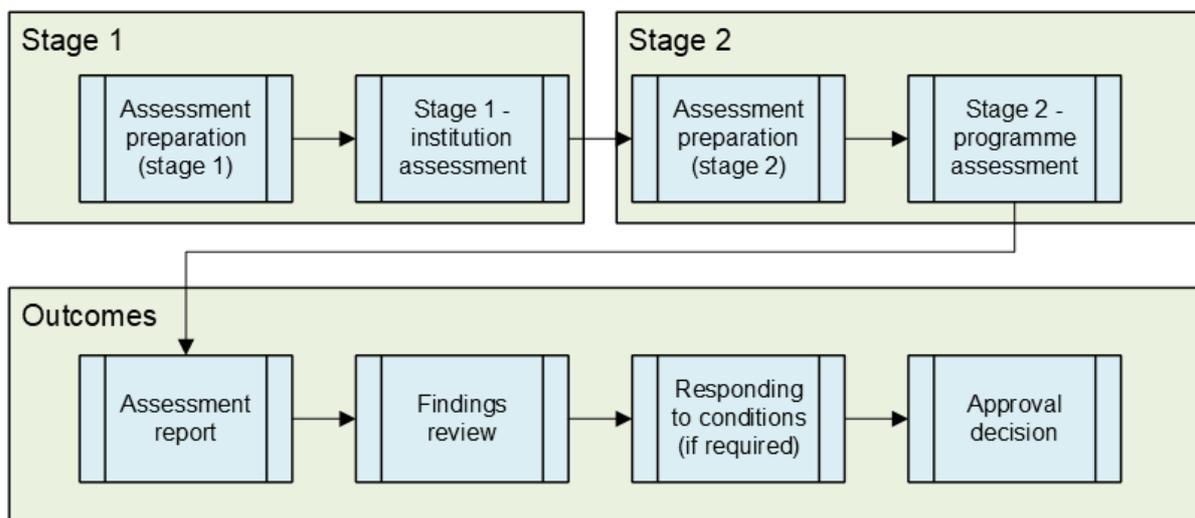
This guidance can also be accessed as an e-learning module

Purpose of the process

To assess institutions and new programmes to ensure they are properly organised to deliver education and train learners to be safe, effective and fit to practice. We assess whether institution and programme level standards are met through a two staged process.

Process stages

1. Assessment preparation (stage 1)
   a. Provider submission of an approval request form
   b. HCPC consideration of whether there is relevant existing provision at the provider, and whether direct assessment of how institution level standards are met
   c. Provider preparation of their documentary submission for assessment (where required)
2. Stage 1 – institution assessment:
   a. If existing provision, normally executive-led review of alignment of new provision to existing provision

b. If new provider to the HCPC, undertake direct visitor-led assessment of the institution against institution level standards
3. <u>Assessment preparation (stage 2)</u> – Provider preparation of their documentary submission for stage 2 assessment
4. <u>Stage 2 – programme assessment</u>
    a. Assessment of the proposed programmes against programme level standards
    b. HCPC undertakes quality assurance activity with the provider to explore themes identified through the documentary review
5. <u>Assessment report</u> – HCPC forms the assessment report, including the setting of any requirements
6. <u>Findings review</u> – Our Education and Training Committee (ETC) reviews findings of the process to date, and decides what further action is required
7. <u>Responding to conditions</u> – if conditions are set, the provider formally responds to them for HCPC assessment
8. <u>Approval decision</u> – Final ETC decision on institution and programme approval

How we quality assure post approval
- Undertake periodic reviews of the institution and its programmes via the <u>performance review</u> process. This includes reviewing a self-reflective portfolio supplied by the institution
- Regularly review performance <u>data points</u>, to ensure data shows that institution performance remains consistent
- Consider data and / or intelligence through the <u>focused review</u> process where required. This allows us to understand any impacts to our standards and to inform decisions regarding on-going approval

Key points for education providers undertaking the approval process
- The process **focuses on whether education standards are met** at the threshold level required. This ensures those who complete programmes meet relevant proficiency standards.
- **Our standards are packaged along institution and programme lines**. We assess institution level standards through stage 1 of the process, and programme level standards through stage 2.
- **We only actively assess institution level standards through stage 1 of the process where the provider is new to the HCPC**, or if there is a specific reason for a review against institution-level standards. From previous reviews, we are confident that existing providers are properly organised to deliver HCPC-approved education and training. If visitors are not involved, the executive undertakes a detailed review of the proposal to ensure it aligns with the institution.
- **Through stage 2 assessment, we focus on how programme-level standards are met**, and will not revisit areas from the institution level standards. As the provider has been through stage 1 of the process, we do not need to re-assess institution-level standards through stage 2.
- We **do not visit as standard**, but rather undertake the quality assurance activity needed to address and explore themes from our documentary review. We will dovetail with other quality assurance / enhancement processes where possible
- The process report:
    o Provides a **full and detailed view of the process** – <u>it will not simply focus on exceptions</u>
    o Provides reasoning as to why standards are met

- The **outcomes of the process** are to approve or not approve the institution and / or programmes
- The process is designed to be **carried out flexibly with provider needs**, and should take no longer than 7 months (for new institutions) or 5 months (for existing institutions) in total. Specific interactions are defined as the process progresses (considering stakeholder availability)

Further process guidance
- At each stage of the process, we will supply process stage level guidance to help you interact with the process
- You will have a named member of the executive to support you through process interactions

Key process milestones

Stage 1
- You provide an approval request form
- We decide whether visitor assessment if institution level standards is required
- (if assessment required) You supply a documentary submission
- (if assessment required) We arrange and undertake activities to understand how institution-level standards are met

Stage 2
- You supply a documentary submission
- We review your submission against programme-level standards
- We arrange and undertake activities to understand how programme-level standards are met

Assessment report
- We draft a report with process outcomes to date
- You have the opportunity to comment on the report

Findings review
- The ETC decides on next steps

Responding to conditions
- You respond to any conditions
- We review your response, and decide whether conditions are met

Approval decision
- The ETC decides whether the institution / programme(s) are approved