

HCPC approval process report

Education provider	Queen Margaret University
Name of programme(s)	Master of Occupational Therapy (MOccTher), Full time BSc (Hons) Occupational Therapy (BSc(Hons)OT), Full time Master of Science in Occupational Therapy (Pre-registration) (MScOT pre-reg), Full time PGDip Occupational Therapy (PGDipOT), Full time
Approval visit date	10 June 2020
Case reference	CAS-15922-J2N1J3

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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.

Through undertaking this process, we have noted areas that may need to be considered as part of future HCPC assessment processes in section five of this report.

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:

Joanna Goodwin	Occupational therapist
Julie-Anne Lowe	Occupational therapist
John Archibald	HCPC executive

Other groups involved in the virtual approval visit

There were other groups involved with the approval process as follows. Although we engage in collaborative scrutiny of programmes, we come to our decisions independently.

Jacklyn Jones	Independent chair (supplied by the education provider)	Queen Margaret University
Alison Basford-Thomson	Secretary (supplied by the education provider)	Queen Margaret University
Clair Parkin	Panel member	Royal College of Occupational Therapists
Anna Pratt	Panel member	Royal College of Occupational Therapists

Sally Feaver	Panel member	Royal College of Occupational Therapists
Chris McKenna	Panel member	Royal College of Occupational Therapists

Section 2: Programme details

Programme name	Master of Occupational Therapy (MOccTher)
Mode of study	FT (Full time)
Profession	Occupational therapist
Proposed first intake	01 September 2020
Maximum learner cohort	Up to 35 across both this programme and BSc (Hons) Occupational Therapy (BSc(Hons)OT)
Intakes per year	1
Assessment reference	APP02218

Programme name	BSc (Hons) Occupational Therapy (BSc(Hons)OT)
Mode of study	FT (Full time)
Profession	Occupational therapist
Proposed first intake	01 September 2020
Maximum learner cohort	Up to 35 across both this programme and Master of Occupational Therapy (MOccTher)
Intakes per year	1
Assessment reference	APP02251

Programme name	Master of Science in Occupational Therapy (Pre-registration) (MScOT pre-reg)
Mode of study	FT (Full time)
Profession	Occupational therapist
Proposed first intake	01 September 2022
Maximum learner cohort	Up to 40 across both this programme and PGDip Occupational Therapy (PGDipOT)
Intakes per year	1
Assessment reference	APP02252

Programme name	PGDip Occupational Therapy (PGDipOT)
Mode of study	FT (Full time)
Profession	Occupational therapist
Proposed first intake	01 September 2022
Maximum learner cohort	Up to 40 across both this programme and Master of Science in Occupational Therapy (Pre-registration) (MScOT pre-reg)
Intakes per year	1
Assessment reference	APP02253

We undertook this assessment of a new programme proposed by the education provider via the approval process. This involved consideration of documentary evidence and a virtual 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 ask for 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.

Type of evidence	Submitted
Completed education standards mapping document	Yes
Information about the programme, including relevant policies and procedures, and contractual agreements	Yes
Descriptions of how the programme delivers and assesses learning	Yes
Proficiency standards mapping	Yes
Information provided to applicants and learners	Yes
Information for those involved with practice-based learning	Yes
Information that shows how staff resources are sufficient for the delivery of the programme	Yes
Internal quality monitoring documentation	Yes

Due to the COVID-19 pandemic, the education provider decided to move this event to a virtual (or remote) approval visit. In the table below, we have noted the meeting held, along with reasons for not meeting certain groups (where applicable):

Group	Met	Comments
Learners	Yes	
Service users and carers (and / or their representatives)	No	Questions related to service users and carers were explored in other meetings and by correspondence.
Facilities and resources	No	Questions related to facilities and resources were explored in other meetings.
Senior staff	Yes	
Practice educators	Yes	
Programme team	Yes	

Section 4: Visitors' recommendation

In considering the evidence provided by the education provider as part of the initial submission and at the virtual 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 20 August 2020 meeting of the ETC. Following this meeting, this report should be read alongside the ETC's decision notice, which are available [on our website](#).

Section 5: Future considerations for the programme(s)

We include this section to note areas that may need to be considered as part of future HCPC assessment processes. Education providers do not need to respond to this section at this time, but should consider whether to engage with the HCPC around these areas in the future.

The visitors were satisfied that learners are able to learn with and from professionals and learners in other relevant professions. However, the visitors were informed by the learners that there are different levels of engagement with interprofessional education (IPE), and that IPE activities are not well attended. The visitors would like to highlight this for future assessment of the programmes to ensure IPE remains of the most possible benefit for learners' future practice and for service users and carers.