

**Health Professions Council
Education & Training Panel – 31 May 2007**

MINOR/MAJOR CHANGES

Executive Summary and Recommendations

Introduction

The major/minor change process requires education providers to notify the HPC of any major changes to approved programmes. The process aims to recognise changes which may impact significantly on the provision of a programme and on the standards of education and training and standards of proficiency and determine the action that the HPC should take.

Visitors have assessed the changes to the programmes listed below, by correspondence. The visitors' reports are attached.

The visitors are satisfied that the changes are minor and that the programmes continue to meet the standards of education and training and that upon successful completion, students continue to meet the standards of proficiency. In line with the major/minor change process, this means that the visitors do not wish to recommend an approval visit.

Education Provider	Programme Name	Delivery Mode
University of Keele	BSc (Hons) Physiotherapy	Full time Part time
The Manchester Metropolitan University	Non-Medical Prescribing	Part time
The Manchester Metropolitan University	BSc (Hons) Physiotherapy	Full time
University of Ulster	BSc (Hons) Podiatry	Full time
University of the West of England, Bristol	BSc (Hons) Physiotherapy	Full time

Decision

The Panel is asked to approve the above named programmes as having undergone minor change, in line with the visitors' recommendation, and that the programmes continue to meet the HPC's standards of education and training.

Background information

None

Resource implications

None

Financial implications

None

Appendices

Visitors' reports (5)

Date of paper

21 May 2007

Visitors' Report Major/Minor Change

Section One: Programme Details

Name of education provider	Keele University
Name of awarding body (if different from above)	
Programme title(s)	BSc (Hons) Physiotherapy
Mode of Delivery	Full time – Yes Part time – Yes Other - No
Name of HPC Visitor(s) considering audit submission	Rachel Spearing Norma Brook

Please list the documents submitted by the education provider, in support of the major/minor change form:

- Major/ minor change submission form
- Covering letter summarising proposed changes, rationale and support of relevant parties
- Rationale for proposed changes
- Letter of support from external examiner
- Letter of support form ex- student
- Letter of support from panel member of original validation panel
- Copies of internal correspondence including module proposal forms and programme specifications showing changes

Please provide a summary of the proposed changes below.

- It is noted that approval for the changes identified appears to be being sought retrospectively
- Reconfiguration of existing level one modules to allow integration of material across units.
- Learning outcomes, content, contact hours and assessment methods remain as on the approved programme.
- Transitional arrangements have been put in place to ensure that appropriate learning continues in the interim.
- The proposed changes do not alter the level of qualification for entry to the register, programme admissions procedures, management of the programme, resources, curriculum and practice placement standards or the assessment standards.

Section 2: Recommendation of the Visitor(s)

The programme has undergone a minor change & continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.

It is, therefore, recommended that the minor changes to this programme be approved.

Visitors' signatures:

Name: Rachel Spearing

Signature: R M Spearing

Date: 17th April 2007

Name: Norma Brook

Signature: Norma Brook

Date: 20th April 2007



Visitors' Report Major/Minor Change

Section One: Programme Details

Name of education provider	Manchester Metropolitan University
Name of awarding body (if different from above)	
Programme title(s)	Supplementary Prescribing
Mode of Delivery	Full time
Name of HPC Visitor(s) considering audit submission	Gordon Pollard Marcus Bailey

Please list the documents submitted by the education provider, in support of the major/minor change form:

HPC Major/Minor Change Submission Form

HCS Professional Development Programme Definitive Document pages 150 to 154 (Old and New pages)

HCS Professional Development Programme Definitive Document pages 215 to 219 (Old and New pages)

Manchester Metropolitan University Minor Faculty Modification Proforma

Please provide a summary of the proposed changes below.

Amended Learning Outcomes and Amended Assessment.

Section 2: Recommendation of the Visitor(s)

The programme has undergone a minor change & continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.

Visitors' signatures:

Name: Marcus Bailey

Signature:

A handwritten signature in black ink, appearing to read 'Bailey', written on a light grey rectangular background.

Name: Gordon Pollard

Signature:

Gordon Pollard

Date: 25th April 2007

Visitors' Report Major/Minor Change

Section One: Programme details

Name of education provider	Manchester Metropolitan University
Name of awarding body (if different from above)	
Programme title(s)	BSc (Hons) Physiotherapy
Mode of delivery	Full time
Name and profession of HPC Visitor(s)	Prof K L Harrison (Physiotherapy) Ms Nicola Smith (Physiotherapy)

Please list the documents submitted by the education provider, in support of the major/minor change form:

1. Minor Faculty Modification Proforma. (This document includes a detailed rationale in support of the three specified minor changes, and the summary of consultation which has occurred with key stakeholders.)
2. BSc Physiotherapy Programme Committee minutes 28th February 2007.
3. Supportive statement External Examiner (Gillian Eveleigh)
4. Minutes staff-student forum 23rd February 2007-05-14
5. Course diagram (before changes) and proposed course diagram (September 2007)
6. Unit descriptors years one and two
7. Signed statement of agreement from second year students
8. HPC Minor/Major change submission form

Please provide a summary of the proposed changes below.

Three minor changes are proposed as follows:

1. Re-scheduling of units in the first and second years of the programme (to enhance the student learning experience and prevent bunching of assessments).

2. To increase tutorial group sizes from 12-14 to 24-28, with two staff in classroom where the tutorials had previously been delivered in a smaller session, (to facilitate the learning experience associated with PBL, to provide a more diverse student mix, and to facilitate staff development through team teaching).

It is anticipated that actual groups would be no greater than 21 in 2007/2008

3. To reduce the EBP units from five to four weeks duration, to permit the students to graduate in time to be able to attend the summer graduation ceremony after the completion of their final clinical placement.

The proposals have passed through all of the formal quality assurance mechanisms of the University and have the documented support of students and of the external examiner to the course.

Section 2: Recommendation of the Visitor(s)

Visitors' are asked to select one of the following recommendations –

1. The programme has undergone a minor change & continues to meet the standards of education and training. Upon successful completion, students continue to meet the standards of proficiency.

Visitors' signatures:

Name: Professor Karen Harrison

Signature: K L Harrison

Date: 14th May 2007

Name: Nicki Smith

Signature: N S Smith

Date: 14th May 2007

SET1: Level of qualification for entry to the Register.

Reason:

SET 2: Programme admissions

Reason:

SET 3: Programme management and resource standards

Reason

There is a proposed change in the system of utilisation of staff for tutorial sessions, from groups of 12-14 with one member of staff, to groups of a maximum of 24-28 with two members of staff.

(It is anticipated that the actual group sizes in for the 2007 admission will be delivered in groups of 21.)

Hence although the mode of delivery will change, the staff-student ratio in classrooms will remain constant at 1:14.

This is well in line with resourcing for small group sessions in other recognised courses in the United Kingdom.

SET 4: Curriculum standards

Reason:

There is a proposed minor variation to structure and sequencing of units in years one and two, and to the length of one module in year three.

The content of these modules remains the same.

SET 5: Practice placements standards

Reason

SET 6: Assessment standards

Reason:

Visitors' Report Major/Minor Change

Section One: Programme Details

Name of education provider	University of Ulster
Name of awarding body (if different from above)	
Programme title(s)	BSc Hons Podiatry
Mode of Delivery	Full time
Name of HPC Visitor(s) considering audit submission	P.Renwick P.Mandy

Please list the documents submitted by the education provider, in support of the major/minor change form:

Rationale for Change
 Practice Educator Assessment tool
 Clinical Placement Evaluation Form
 Two sets of slides from Practice Educator training day
 Clinical Placement Handbook
 Guide for Practice Educators
 Pattern diagram for new clinical placements
 Learning Support Documents – feedback info and learning advice

Please provide a summary of the proposed changes below.

The programme is being developed to include increased number of hours in placement.

Section 2: Recommendation of the Visitor(s)

Visitors' are asked to select one of the following recommendations –

| The following documentation is requested (please list below) before a final recommendation can be made -

✓ The programme has undergone a minor change & continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.

| The programme has undergone a major change, but continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.

(If you have comments to make, which may be useful when considering future annual monitoring and/or minor/major change submissions, please list these on the following page)

| The programme has undergone a major change and an Approvals visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)

Visitors' signatures:

Name: P.Mandy

Signature:

Date: 23/4/07

Name: P.Renwick

Signature:

Date: 23/4/07

Visitors' Report Major/Minor Change

Section One: Programme Details

Name of education provider	UNIVERSITY of WEST of ENGLAND BRISTOL
Name of awarding body (if different from above)	
Programme title(s)	BSc (Hons) PHYSIOTHERAPY
Mode of Delivery	<u>Full time</u> Part time Other
Name of HPC Visitor(s) considering audit submission	LIZ HOLEY JENNY MORRIS

Please list the documents submitted by the education provider, in support of the major/minor change form:

MAJOR/MINOR CHANGE SUBMISSION FORM (x 3)
 UNIVERSITY REQUEST FOR NEW/AMENDMENT TO MODULE (x 3)
 MODULE SPECIFICATION (x 3)

Please provide a summary of the proposed changes below.

- 1) Inclusion of PENE into level 2 module
- 2) Removal of one level 2 module as a prerequisite for level 3 modules
- 3) Change to assessment weighting of level 3 module

Section 2: Recommendation of the Visitor(s)

Visitors' are asked to select one of the following recommendations –

| The following documentation is requested (please list below) before a final recommendation can be made -

| ✓ The programme has undergone a minor change & continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.

| The programme has undergone a major change, but continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.


(If you have comments to make, which may be useful when considering future annual monitoring and/or minor/major change submissions, please list these on the following page)

| The programme has undergone a major change and an Approvals visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)

Visitors' signatures:

Name: LIZ HOLTY

Signature: 

Date: 20.4.07

Name: JENNY MORRIS

Signature: 

Date: 20/4/07.