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Education and Training Committee, 4 June 2015

Review of the standards of education and training – Professional Liaison Group

Executive summary and recommendations

### **Introduction**

The standards of education and training (SETs) and supporting guidance document are currently under review.

The Committee has previously discussed and agreed the proposed scope, content and process for a periodic review to be conducted in phases over approximately three years, comprising a range of research and engagement activities to gather the views of stakeholders; a Professional Liaison Group (PLG) to discuss potential changes to the standards and guidance; and a public consultation.

This paper provides background on the review and formation of a PLG, which is planned to convene in September 2015. Appendix 2 proposes terms of reference and a timetable for the work of the PLG.

### **Decision**

The Committee is invited to discuss and agree the terms of reference, membership and proposed timetable for the PLG; and to recommend them to the Council.

### **Background information**

- Education and Training Committee, 11 September 2014. Review of the standards of education and training.  
<http://www.hpc-uk.org/assets/documents/10004814Enc02-Reviewofthestandardsofeducationandtraining.pdf>
- Education and Training Committee, 5 March 2015. Review of the standards of education and training – Update on activities.  
<http://www.hcpc-uk.org/assets/documents/10004AC6Enc08-Reviewofthestandardsofeducationandtrainingupdateonactivities.pdf>

### **Resource implications**

The resource implications include organising PLG meetings and researching and writing papers for the PLG. These have been taken into account in the Policy and Standards and Secretariat departmental workplans for 2015-16.

## **Financial implications**

The financial implications for the PLG are:

- venue hire (if necessary);
- attendance fees for Council members and expenses for other attendees; and
- printing costs of PLG documents and papers.

These have been accounted for in the Policy and Standards and Secretariat budgets for 2015-16.

## **Appendices**

- Appendix 1: Standards of education and training review – Progress update
- Appendix 2: Standards of education and training review – PLG Terms of Reference
- Appendix 3: Code of Corporate Governance: Professional Liaison Groups

## **Date of paper**

26 May 2015

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## **Review of the standards of education and training – Professional Liaison Group**

### **1. Introduction**

- 1.1 The standards of education and training (SETs) and accompanying guidance document are currently under review.
- 1.2 This paper provides background information about the review and proposes formation of a Professional Liaison Group (PLG) in the next phase of the review.

### **2. Background to the review**

- 2.1 The SETs are the requirements for pre-registration education and training programmes which are approved by us. They are common across all 16 professions and cover areas such as admissions, curricula, programme management, resources and assessment. A programme that successfully meets the SETs will enable a student to meet the HCPC standards of proficiency (SOPs) at completion. A student successfully completing an approved programme will be eligible to apply for registration with us.
- 2.2 Guidance supporting the standards has been written to provide advice to education providers on how programmes will be assessed and monitored against the standards.
- 2.3 The SETs and accompanying guidance were last reviewed beginning in 2007 and re-published in July 2009. We aim to carry out a periodic review of all standards about every five years, in order to make sure that they:
  - remain fit for purpose;
  - are well understood by our stakeholders including registrants, service users and carers, education providers and the public; and
  - take account of change, including the regulation of new professions and changes in practice, legislation, technology, guidelines and wider society.
- 2.4 In September 2014, the Education and Training Committee (ETC) agreed the scope, process and timeline of a periodic review of the SETs which began in late 2014 and is expected to finish in 2017.<sup>1</sup> The review is being carried out in three phases:

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<sup>1</sup> Education and Training Committee, 11 September 2014. Review of the standards of education and training. <http://www.hpc-uk.org/assets/documents/10004814Enc02-Reviewofthestandardsofeducationandtraining.pdf>

- 1) Research and stakeholder engagement activities;
  - 2) A PLG to consider possible amendments; and
  - 3) A public consultation.
- 2.5 During the first phase which began in late 2014, the Executive is undertaking a series of activities aimed at engaging with stakeholders, including professional bodies, education providers, service users and carers, registrants, HCPC employees and visitors. Meanwhile, two commissioned research projects carried out by teams at Keele University and at a joint faculty of Kingston University and St George's University of London are exploring specific topics in more depth. These activities are due to conclude in autumn 2015.
- 2.6 Further information about the progress of the review to date is provided at Appendix 1.

### **3. Role of the PLG**

- 3.1 As agreed in principle by the ETC, the Executive proposes that a PLG, comprising representatives from a range of key stakeholders, be convened from September 2015. Appendix 2 sets out proposed terms of reference for the PLG, including membership and number of meetings, and an indicative timetable.
- 3.2 A PLG is a short-term working group formed to consider in detail a discrete area of work and provide external expertise to the Council or Committee. Appended to this paper at Appendix 3 is part E of the Code of Corporate Governance which relates to PLGs.
- 3.3 Membership of PLGs consist of Council members and a range of other stakeholders with appropriate expertise. This usually includes representation from groups such as professional bodies, education providers, employers, and service users and carers. PLGs are chaired by a member of Council.
- 3.4 We anticipate that the PLG for review of the SETs and accompanying guidance will consider and discuss key themes drawn from the stakeholder engagement and research activities in the first phase of the review. This will inform our proposed revisions to the standards and guidance. The themes to be discussed may include:
- Clarity of the standards and guidance;
  - Professionalism in health and care professionals;
  - Link between the SETs and other HCPC standards
  - Interprofessional education;
  - Student fitness to practise; and
  - Practice placements.

3.5 Following the PLG, a draft version of the revised SETs and accompanying guidance document will be considered by the ETC and the Council for approval before a public consultation.

## Appendix 1: Standards of education and training review – Progress update

### Stakeholder engagement activities

Activity	Stakeholder groups	Description	Timescales
Education stakeholder event (2014)	Council/ETC members Education providers Professional bodies	The event included updates from the Executive and from the Chair of the ETC, as well as opportunity for preliminary discussion and feedback from attendees about what the review should consider.	April 2014  <b>Completed</b>
Allied Health Professions Federation (AHPF) Education Leads meeting	Professional bodies Education providers	Professional bodies for 8 professions were represented at the meeting. The agenda included a session on the review of the SETs and broad discussion on how the standards could be amended or strengthened.	October 2014  <b>Completed</b>
NHS Education for Scotland (NES) AHP Advisory Group	Professional bodies Registrants Education providers	The Policy Manager gave a brief presentation to the advisory group about the role of the SETs in HCPC approval of education and training programmes, as well as plans for the review. Small group discussions were held based on key themes.	December 2014  <b>Completed</b>
Visitor training sessions	HCPC Visitors	Members of the Policy and Standards Department attended refresher training sessions for HCPC visitors to facilitate a session on the SETs review, with small group discussions based around key themes.	October 2014 – February 2015  <b>Completed</b>
Sheffield Hallam University service user and carer workshop	Service users and carers Education providers	A one-day workshop with service users and carers involved with programmes at the university provided an opportunity for attendees to discuss the standards and to reflect on their involvement in helping programmes meet them.	April 2015  <b>Completed</b>

Education Department workshop	HCPC Executive	A half-day off-site workshop attended by members of the Education and Policy & Standards departments focused on the utility, effectiveness and clarity of the SETs and guidance in the context of the education approval and monitoring processes.	May 2015 <b>Completed</b>
Council of Deans meeting	Education providers	Members of the Policy and Standards Department attended the Council of Deans summit to facilitate a workshop on the review and gather feedback around key themes.	May 2015 <b>Completed</b>
Academic Registrars Council meeting	Education providers	Attendance by the Director of Education and Policy Manager will allow for engagement with senior level managers responsible for academic administration at universities and higher education institutions.	June 2015 <b>Planned</b>
Kingston University and St George's University of London service user and carer workshop	Service users and carers Education providers	A one-day workshop will draw feedback from service users and carers involved with the faculty on key aspects of regulation of education and training.	June 2015 <b>Planned</b>
Joint University Councils Social Work Education Committee (JUCSWEC)	Education providers	The Policy Manager will attend a meeting of the Committee to gather feedback from members on key themes.	Summer 2015 <b>Planned</b>
Survey of education and training providers	Education providers	The education provider survey to be undertaken by the Education Department will include a small number of questions aimed at eliciting feedback about the SETs.	Summer 2015 <b>Planned</b>
Education stakeholder event (2015)	Council/ETC members Education providers Professional bodies Practice educators	Following on from the 2014 event, this will be an opportunity to update stakeholders on the progress of the review and facilitate more targeted discussions based on the outcome of commissioned research.	October 2015 <b>Planned</b>

Education seminars	Education providers	Members of the Policy and Standards Department will gather feedback from education providers via themed discussions.	Autumn 2015 <b>Planned</b>
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### Research activities

Research project	Update	Stakeholder groups
Interprofessional education (IPE)	We have commissioned a research team at Keele University to undertake this research. The project commenced in October 2014 and has so far involved a literature review and survey of approved programmes. The research team is in the process of organising targeted site visits, case studies and interviews. The final report is expected in late summer 2015, and the research team will subsequently present their findings to the Committee.	Education providers Practice placement educators Students
Preparation for practice	We commissioned the Faculty of Health, Social Care and Education of Kingston University London and St George's, University of London to carry out this research. The project began in March and is due to finish in September 2015. The research team have so far completed a literature review and will run a survey targeting a number of stakeholder groups from June 2015. Findings will be presented to the Committee following completion of the project.	Education providers Practice placement educators Students Employers Newly qualified registrants Service users and carers



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## **Appendix 2: Standards of education and training review – PLG Terms of Reference**

### **1. Introduction**

- 1.1 The standards of education and training (SETs) and accompanying guidance are currently under review. The Education and Training Committee has agreed in principle to the formation of a Professional Liaison Group (PLG) to help prepare draft revised standards and guidance during the second phase of the review, beginning in September 2015.
- 1.2 This paper proposes the terms of reference and an indicative timetable for the work of the PLG.

### **2. Terms of reference**

- 2.1 The PLG shall contribute to the preparation of draft revised SETs and accompanying guidance for consideration by the Education and Training Committee and the Council prior to public consultation. In doing so, PLG will assist the Committee and the Council to come to a decision regarding key amendments to the standards and guidance.
- 2.2 PLG members shall draw on their individual knowledge, experiences and expertise in these tasks, as well as:
  - relevant standards and guidance produced by other health and care professional regulators in the UK;
  - outcomes of commissioned research into interprofessional education and preparation for practice among newly qualified registrants;
  - feedback from stakeholders gathered through engagement activities during the first phase of the review;
  - relevant third-party reports and other policy developments in the wider sector since the last review of the SETs.

### **Membership**

- 2.3 The PLG shall comprise no more than 10 members, including a Chair. The Chair and two other members of the PLG will be drawn from the HCPC Council. At least one of these shall be a lay member of the Council. The PLG Chair shall be a member of the Education and Training Committee and the two other Council members should normally be members of the Committee as well.

- 2.4 The remaining members will be drawn from external organisations and stakeholder groups, including the following:
- education providers and/or their representative organisations (no more than two members)
  - students or newly qualified professionals (no more than one member)
  - employers or commissioners of education and training (no more than one member)
  - professional bodies (no more than two members)
  - service users and carers (no more than one member)
- 2.5 Members should demonstrate an appropriate mix of relevant skills and experience, including in the following areas:
- professional regulation;
  - developing and reviewing standards;
  - education of health and care professionals;
  - approval and/or quality assurance of education and training programmes;
  - representing the interests of HCPC registrants or employers of professionals on HCPC Register; and/or
  - representing the interests of service users and carers.

### Meetings

- 2.6 There will be four meetings of the PLG. An indicative timetable is provided in the next section.

### 3. Timetable

- 3.1 The following is an indicative timetable for the PLG's work, including an outline of the group's activities at each meeting, plus key milestones during the rest of the review. Any necessary alterations to the PLG timetable will be agreed with the Chair of the PLG.

30 June 2015	PLG terms of reference and timetable presented to Council for approval
June–August 2015	Preparation for PLG and appointment of members

September 2015	<p>First PLG meeting:</p> <ul style="list-style-type: none"> <li>• Set context and background to the standards</li> <li>• Discuss key themes from research and engagement activities</li> </ul>
November 2015	<p>Second PLG meeting</p> <ul style="list-style-type: none"> <li>• Discuss key themes from research and engagement activities</li> </ul>
January 2016	<p>Third PLG meeting</p> <ul style="list-style-type: none"> <li>• Discuss key themes from research and engagement activities</li> </ul>
March 2016	<p>Fourth PLG meeting</p> <ul style="list-style-type: none"> <li>• Discuss key themes from research and engagement activities</li> <li>• Consider draft of amendments to standards and guidance</li> </ul>
April–May 2016	Revisions made to draft; further comments sought from PLG Chair and members (if possible) by email
June–July 2016	Draft SETs and guidance and consultation document to ETC and Council for approval
September–November 2016	Public consultation
March 2017	Results of the consultation and revised SETs and guidance to ETC and Council for approval
June 2017	New SETs and guidance published
2017/18 academic year	New SETs and guidance phased into operational processes

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## PROFESSIONAL LIAISON GROUPS

### Introduction

1. The Council, where it considers that doing so would assist it to perform its functions in respect of a particular project, may establish a Professional Liaison Group (**PLG**).
2. The purpose of a PLG is to draw on the expertise of Council members and others to consider one or more specified topics in detail, and to perform a specified task or set of tasks within a timeframe set by the Council.

### Establishing a PLG

3. In respect of any project where establishing a PLG may be appropriate and beneficial, the Director of Policy and Standards must submit a report to the Council setting out:
  - 3.1 a clear and concise rationale as to why it would be appropriate and beneficial to establish a PLG;
  - 3.2 the proposed terms of reference of the PLG (which must be sufficiently precise to enable the Council to agree the PLG's remit);
  - 3.3 the activities which it is proposed the PLG will undertake, including a detailed timetable that sets a date for the conclusion of those activities and a date by which the PLG will report its findings to the Council;
  - 3.4 the knowledge and skills required for membership of the PLG and its proposed composition, including whether external members should be appointed (and, if so, identifying potential members or organisations who should be invited to nominate such members); and
  - 3.5 a proposed budget for the PLG.

### PLG Membership

4. If the Council agrees to establish a PLG, Council members who wish to be appointed to the PLG must be given an opportunity to submit a statement (of not more than 200 words) which sets out how their knowledge and skills meet those agreed for the PLG by the Council.
5. A PLG will be chaired by a member of the Council and Council members who wish to be considered for appointment as the PLG Chair must provide an additional statement (also of not more than 200 words) setting out their suitability for that role.

6. Unless the Council determines otherwise, statements submitted by Council members in accordance with paragraphs 4 or 5 will be considered by the Chair of Council, who will then recommend to the Council which members should be appointed to the PLG.
7. If the Council agrees that external members are to be appointed to a PLG, potential members identified in accordance with paragraph 3.4 may be invited to be PLG members or, in the case of organisations, to nominate such members.
8. If the number of potential external PLG members exceeds the number of places available, candidates may be asked to provide a statement similar to that submitted by Council members in accordance with paragraph 4.
9. Unless the Council determines otherwise, any statements submitted in accordance with paragraph 8 will be considered by a Panel comprised of the Chair of the Council, the PLG Chair and the Director of Policy and Standards, who will then recommend to the Council which potential members should be appointed to the PLG.
10. As appointments to a PLG are made based upon an individual's knowledge and skills, members cannot delegate their role to others. However, an external PLG member who is appointed to represent an organisation and who is unable to attend a particular meeting may, with the consent of the PLG Chair, send a delegate to that meeting. Consent must be sought at least seven days in advance of the meeting and the PLG Chair's decision as to whether a delegate may attend shall be final and binding.

### **Conduct of PLG business**

11. The Council's expectation is that, normally, PLG meetings will be held in public and that the papers for such meetings will be made available on the HCPC website.
12. PLGs are not committees of the Council and may regulate their own proceedings. However, in doing so, PLG Chairs are expected to have regard to the HCPC Standing Orders for Committees and, in particular, to take account of the criteria set out in Standing Order 5 (access to meetings) in considering any proposal to hold all or part of a meeting in private.
13. Only PLG members are entitled to speak at PLG meetings. Members of the public may only address the meeting at the prior invitation of the Chair. If any person disrupts the proceedings, the Chair may order that the person be removed from the meeting or that the part of the room which is open to the public be cleared.
14. Members of the public who wish to attend PLG meetings must sit in the public gallery. They should aim to arrive before the meeting begins and remain until the meetings ends to avoid disturbing the proceedings.

15. Unless the Council determines otherwise, the quorum for any meeting of a PLG is half of the total membership of the PLG plus one. If, during a meeting a quorum ceases to exist, the Chair must dissolve the meeting and any remaining business will be adjourned to the next meeting of the PLG.
16. Minutes will be taken at all PLG meetings and will be confirmed and signed by the Chair at the next meeting of the PLG. The minutes of a PLG's final meeting will be sent to members electronically for confirmation before being signed by the Chair. All PLG minutes will be submitted to the Council.

### **PLG Costs**

17. PLGs must operate within the budget agreed by the Council when the PLG was established.
18. Council members participating in the work of a PLG will be entitled to claim attendance allowances and expenses in accordance with the HCPC expenses policy for Council members.
19. Other PLG members will be entitled to have their reasonable expenses reimbursed in accordance with that expenses policy but will not be eligible to receive an attendance allowance.
20. In order to support the involvement of service users and carers, PLG members who are participating in an individual capacity or on behalf of an organisation representing service users or carers may, at the discretion of the Chair, be eligible to receive an attendance allowance equal to that paid to Council members.

### **Reporting to the Council**

21. In addition to receiving the minutes of all PLG meetings, the Council must be informed of any deviation from the PLG's agreed activities, timetable or budget and provided with such progress reports on the work of a PLG as the Council considers appropriate.

**17<sup>th</sup> September 2013**