

Health Professions Council

Registration Committee, Tuesday 12th April 2005

Registration Departments – Standard Letters

Executive Summary and Recommendations

Introduction

Registration Officers continue to work on this project. A total of 15 standard letters have been reviewed and re-written and are in the process of being viewed by HPC's Communications Department.

The Committee will be presented with a complete set of standard letters when they have been crystal marked.

Decision

No decision is required.

Background information

None

Resource implications

2 Registration Officers
2 Registration Managers
1 Communications Officer

Financial implications

The cost of crystal marking each letter is dependant on the number of characters

Background papers

None

Appendices **None**

Date of paper **29th March 2005**