Education provider guidance - approval process stage 2 submission

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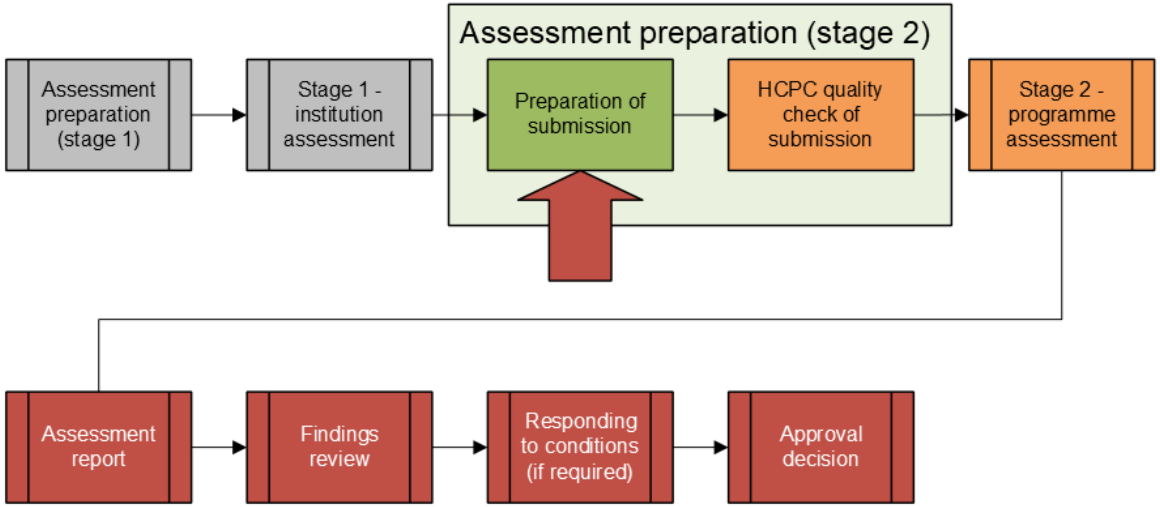
Guidance



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

Purpose of this stage

- We have decided to progress to assessing your provision, and are satisfied that you meet stage 1 (institution level) standards
- We are now asking you to demonstrate how your proposed provision meets stage 2 (programme / profession level) standards
- We will use this information to:
    - start forming our judgements about whether stage 2 standards are met, and whether those who complete programme(s) meet the relevant proficiency standards
    - decide on the themes we need to consider through quality activities
    - develop next steps for assessment, including defining quality activities to be undertaken

Guidance for producing your submission

- Review the standards level guidance, to ensure you understand the purpose and focus of each standard. There is also additional guidance referenced for some standards
- Your submission should be tailored to how you meet the standards listed in this document
- You should also provide any other information that directly supports the way you meet standards

Please ensure that:
✓ Supporting documents provided have clear names, and page numbers
✓ You only provide supporting documentation referenced in your mapping
✓ You have checked that external users can access hyperlinks
✓ Any documentation has any personally identifiable or sensitive information which is not necessary for us to consider when assessing your programme removed or redacted[1]

Submission best practice

- The following should be used as a **guideline** when providing your submission, and as a **checklist** before you submit it to us
- To ensure we are able to find information about how your programme meets the standards, please ensure that your evidence is presented in a coherent and user-friendly way
- Your mapping document **should**:
    - state how you consider you meet each standard
    - indicate where in your supporting documentation evidence can be found to support your position

[1] Documentation provided through Education processes may be subject to a freedom of information (FOI) request, and will be used in line with data protection legislation

    - reference exact document titles or externally accessible web links
    - reference correct page and paragraph numbers
    - be in Arial size 12
- If we are unable to navigate your documentation, we will ask you to resubmit

Step by step guidance

Through the following steps, please contact your HCPC Executive if you would like any advice or guidance your submission:

1. Consider the areas that need to be evidenced, and how you consider you meet these standards
2. Complete the mapping document (below, from page 4), including referencing any supporting evidence
3. We strongly suggest undertaking an internal quality checking exercise, focusing on the usability of your mapping and submission (eg that links work, that document titles are correctly referenced, page numbers correctly stated)
4. Pass your completed submission to the HCPC

Continuing process – next steps and key milestones

1. Your HCPC Executive will review your submission for accessibility and quality
2. Our registrant partner visitors will undertake a detailed review against relevant standards
3. We will contact you with next steps, including the undertaking of any quality activities
4. Using information from your submission and any quality activities, we will come to initial conclusions about the approval of your provision
5. Outcomes are that we approve the programme(s), set formal conditions on approval, or are minded to not approve