

Approvals Committee
9th September 2005

Department of Education
Annual Monitoring Draft Process

Executive Summary and Recommendations

1. Introduction

The purpose of Annual Monitoring is to ensure that the HPC approved programmes currently running continue to meet the Standards of Education and Training, thereby ensuring that upon completion, graduates will meet the Standards of Proficiency.

The annual monitoring process was detailed in the 'Key decisions from our Consultation on Standards of Education and Training and the Approvals Process'. The paper made clear that

- HPC would adopt a 'light touch' approach and, as such, the process would normally be documentary based as opposed to regular scheduled visits; and
- so far as possible, to use and build upon Education Providers' own quality and monitoring processes.

Monitoring Processes will be underpinned by HPC's Standards of Education Training, Standards of Proficiency, Standards of Education and Training Guidance and the Annual Monitoring Process.

The Education Manager has investigated the annual monitoring process of a range of Universities and has found a number of commonalities in the process and terminology across UK education providers. The draft HPC annual monitoring process is based on these commonalities of best practice within UK education providers, the key decisions of the consultation and Health Professions Order.

The following working draft will need to be refined based on internal operational review, development of systems, legal advice and possible budget requirements. The following working drafts are included in the appendices:

- Annual Monitoring Proforma
- Internal process flowchart
- Internal Action Sheet
- Annual Monitoring workflow forecast

The executive are also developing information for education providers on the HPC annual monitoring process, a draft of the document will be submitted to the November Approvals Committee.

The following table details the key dates and action over the coming year:

September to November	Executive finalise the Annual Monitoring Process including development of IT systems, information for education providers and internal HPC process
October to November	Recruit Annual Monitoring Officers Recruit Visitors
22 nd November	Approval Committee
23 rd November	Inform Education Providers of the Process
December	Train Visitors
December	First reports are expected
March to June	Majority of reports expected
June	All reports to be completed
September	Approvals Committee to report to Education and Training Committee on the generic issues and areas of good practice for inclusion in the HPC annual report.

Please note, these dates are subject to the refinement of internal operational review, development of systems, legal advice and possible budget requirements.

2. Decision

The Committee is asked to agree:

- That the attached draft annual monitoring process is in accordance with the initial consultation on the Standards of Education and Training and the material published in HPC 'Key Decisions from our Consultation on Standards of Education and Training and the Approvals Process' and the way in which the committee would like to approach the annual monitoring process.
- That Annual Monitoring reports will be normally considered by one Visitor. If the first Visitor is unsure, or if they consider that the programme has undergone a major change, the annual monitoring report will be sent to a second Visitor for consideration.
- That Visitors will recommend to Approvals committee one of the following two options:
 - The programme continues to meet the Standards of Education and Training and upon successful completion, the students will meet the Standards of Proficiency
 - Or
 - The programme has undergone major change and that an HPC Approvals Visit is required
- That the Executive can return incomplete annual monitoring reports to the education provider.

The Committee is asked to provide detailed feedback and comments on:

- The draft annual monitoring process and draft documents included in the appendix

3. Background information

None

4. Resource implications

Recruitment of Annual Monitoring Officers
Recruitment of Visitors for Annual Monitoring
Training of Annual Monitoring Officers
Training Visitors for Annual Monitoring
Development of Annual Monitoring tracking system

5. Financial implications

Cost of recruitment for Annual Monitoring Officers
Cost of communication with HPC Visitors Partners
Payment of Visitors (as for registration assessors)

6. Background papers

None

7. Appendices

- Annual Monitoring Proforma *Working Draft*
- Annual Monitoring Flowchart *Working Draft*
- Internal process flowchart *Working Draft*
- Internal Action Sheet *Working Draft*
- Annual Monitoring forecast *Working Draft*