

THE HEALTH PROFESSIONS COUNCIL

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PROFESSIONAL LIAISON GROUP FOR STANDARDS OF EDUCATION AND TRAINING: GUIDANCE FOR EDUCATION PROVIDERS

MINUTES of the third meeting of the Professional Liaison Group for Standards of Education and Training: Guidance for Education Providers held at **1.30 p.m. on Thursday 29 September 2005** at Park House, 184 Kennington Park Road, London, SE11 4BU.

PRESENT:

Miss E Thornton (Chairman)
Ms G Darwent
Ms H Davis
Ms C Farrell
Ms D Haggerty
Professor C Lloyd
Mr P McFadden
Mr A Mount
Miss G Pearson

IN ATTENDANCE:

Mr C Bendall, Secretary to the PLG for Standards of Education and Training: Guidance for Education Providers
Ms N Borg, Education Officer
Ms K Scott, Manager - Aspirant Groups & CPD
Ms R Tripp, Policy Manager

Item 1.05/11 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Mr D Proctor, Miss P Sabine, Dr A van der Gaag and Professor D Waller.
- 1.2 The Chairman welcomed the new members of the Group to the meeting.

Item 2.05/12 APPROVAL OF AGENDA

2.1 The Group approved the agenda.

Item 3.05/13 MINUTES OF THE MEETING HELD ON 11 MARCH 2005

3.1 It was agreed that the minutes of the first meeting of the Group should be confirmed as a true record and signed by the Chairman.

Item 4.05/14 MINUTES OF THE MEETING HELD ON 24 MARCH 2005

4.1 It was agreed that the minutes of the second meeting of the Group should be confirmed as a true record and signed by the Chairman.

Item 5.05/15 MATTERS ARISING

5.1 There were no matters arising.

Item 6.05/16 STANDARDS OF EDUCATION AND TRAINING - GUIDANCE FOR EDUCATION PROVIDERS

6.1 The Group received a paper for discussion/approval from the Executive.

6.2 The Group noted that the document "Standards of Education and Training - Guidance for Education Providers" had been drafted in conjunction with the professional bodies. Representatives of the professional bodies had been invited to the meeting on 24 March and, in addition to notes from that meeting, each body had been invited to send in suggestions for the text and references to other documents. Once a first draft had been written, the professional bodies had been invited to comment and the response had been largely positive. The comments had been incorporated into the draft as far as possible, in line with the document's purpose, status as guidance, and to align with other HPC processes.

6.3 The Group noted that the draft document included guidance for Visitors. The Group noted that a separate Visitors' handbook would provide advice on procedural issues during visits.

6.4 The Group agreed that, in general, the draft document was very useful and well laid-out, although some sections required editing to be more concise. The Group agreed that it should be made clear to education providers that both institutional and programme policies should be documented and made available to Visitors on request (e.g. available on the education provider's website or intranet). The Group agreed that the guidance should

include a check-list for education providers to confirm that certain policies were in place and operational.

- 6.5 The Group agreed that the example questions on each SET should be included in the consultation document, which should specifically ask whether the questions were helpful.
- 6.6 The Group agreed amendments to the document, which are indicated on the version attached as an appendix to these minutes. The Group agreed that Professor Lloyd would send further amendments to the Policy Manager by e-mail and that Mr Mount would send further amendments on clinical governance (SET 5).

Action: Professor Lloyd/Mr Mount

The Group noted that the revised draft would be circulated electronically to members and the Group would be asked to recommend the draft to the Education and Training Committee.

Action: CB/RT

- 6.7 The Group agreed that the Policy Manager should notify the professional bodies of the expected consultation period. The Group agreed that the consultation should be targeted at the interested parties principally involved in education (e.g. education providers, professional bodies, Visitors and aspirant groups). The Group noted that the consultation document would also be available on the HPC website. The Group agreed that the consultation period should be between six weeks and two months, depending whether it included the Christmas holiday.

Action: RT

- 6.8 The Group noted that the professional bodies would be asked to notify the HPC if any documents in the list of references were changed, updated or replaced. The Group noted that a more up-to-date list of documentation would be included on HPC's website. The Group noted that some reference documents for dietetics had been omitted from the list and Ms Pearson would arrange for details to be sent to the Policy Manager.

Action: Ms Pearson/RT

Item 7.05/17 ANY OTHER BUSINESS

- 7.1 There was no other business.

CHAIRMAN