

Tribunal Advisory Committee, 27 February 2019

Partner team operational report

Executive summary

1. Introduction

The purpose of this paper is to inform the Committee of the Partner team and its activity, provide statistics on panelist numbers and turnover (overall numbers including Panel Members, Panel Chairs and Legal Assessors), and provide information on upcoming recruitment and training activity.

2. Information system project update

The Partner Portal upgrade business case has been considered by Projects and SMT, and requires final sign-off from Council in March 2019. It will be a major project for the Partner team during the next financial year to upgrade to version 28. The project will take an estimate of 4-6 months due to the integration with FtP's Charter system.

3. Partner Numbers and Turnover

Appendix A shows the numbers of HCPC partners per month and the correlation of voluntary resignations, 8-year rule and terminations in relation to the total number of partners. We received 11 resignations in December and January and lost 10 panel members due to the 8-year rule at the end of November 2018.

4. Panelist Recruitment and Training Activity

The table below details the activity for the latest recruitment campaign for panel members.

We recently closed an FtP registrant panel member campaign, recruiting for operating department practitioners (ODP), psychiatrists (PH) and psychologists (PYL) in multiple modalities. We received 30 applications, but only three from psychologists, a profession we always struggle to recruit. It has been decided that we will re-run the campaign as any additional successful candidates will be able to train at the same time as those from the current campaign.

A full report for the FtP lay panel member campaign has been attached for the committee's consideration (*FtP Recruitment Report Lay Panel Members November 2018*).

After the lay panel member campaign, a survey was distributed to all candidates who reached interview stage (successful and unsuccessful) and a summary of the responses can be found in Annex A.

5. Recent and planned panelist Recruitment Activity

Role	Number Required	Applicants
Panel Member ODP	3	15
Panel Member PYL	3	3
Panel Member PH	3	12

6. Training

Please see below for training activities.

Role	Dates
Panel Member (Induction)	16 and 17 January 2019
Panel Member (Refresher)	7 March 2019
Panel Member (Refresher)	12 March 2019
Panel Chair (Refresher)	19 March 2019
Panel Member (Refresher)	4 April 2019
Legal Assessor (Refresher)	2 May 2019
Panel Member (Refresher)	9 May 2019
Panel Member (Induction)	11 and 12 June 2019
Panel Member (Refresher)	21 June 2019
Panel Chair (Refresher)	26 September 2019
Panel Member (Refresher)	15 October 2019
Panel Member (Refresher)	8 November 2019
Panel Chair (Refresher)	20 November 2019

7. Contract extension, self-assessments and 8-year rule

A total of 78 contract extensions have been completed this year (66 self-assessments and 12 legal assessor extensions) and 27 panel member/chairs are coming to the end of their 2nd term with the majority finishing in November 2018 and May 2019.

8. FtP Working Group

The FtP Working Group has now been established and the 1st meeting was held on 5 December 2018. The members of the group are as follows.

- Deborah Oluwole, Tribunal Services Manager - Scheduling
- Claire Baker, Tribunal Services Manager - Hearings
- Tehmina Ansari, Learning and Development Consultant
- Sarah Baalham, Panel Chair
- Claire Brewis, Panel Member

- Paul Grant, Panel Chair
- Uta Pollmann, Partner Manager

Please see separate paper for the summary of the meeting and its recommendations to the TAC.

9. Decision

The Committee is asked to note the information provided.

10. Resource Implications

None

11. Financial Implications

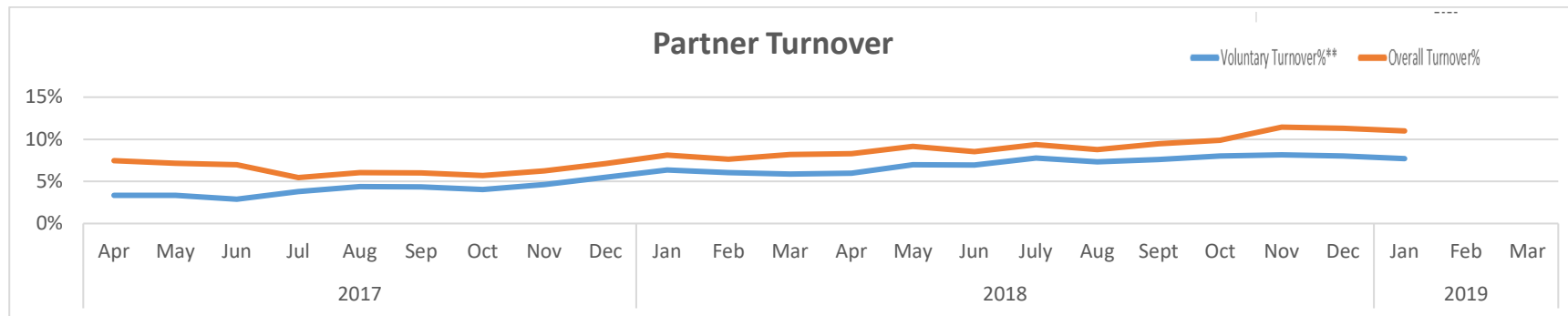
None

12. Appendices

Appendix 1 – Partner Numbers and turnover 2018 – 2019

13. Date of Paper

19 February 2019



Partner turnover

	2017			2018									2019									17/18	18/19			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	FYE	YTD
Voluntary Resignations	2	1	0	7	4	1	1	6	6	8	1	3	3	8	0	13	1	3	4	7	5	6			40	50
8-year rule*	0	0	4	0	0	0	0	0	0	1	2	5	0	0	0	0	0	3	0	10	0	0			12	13
Terminations	1	1	0	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1			4	2
Total Leavers (Vol & Comp)	3	2	4	7	5	1	1	6	6	9	4	8	4	8	0	13	1	6	4	17	5	7			56	65
Partners	660	670	676	666	670	685	702	698	696	690	689	689	700	692	707	708	694	696	723	706	701	700			683	703
Voluntary Turnover%**	3%	3%	3%	4%	4%	4%	4%	5%	5%	6%	6%	6%	6%	7%	7%	8%	7%	8%	8%	8%	8%	8%			6%	7%
Overall Turnover%	7%	7%	7%	5%	6%	6%	6%	6%	7%	8%	8%	8%	8%	9%	9%	9%	9%	10%	11%	11%	11%			8%	9%	

*Including failed renewal assessment

Turnover information does not capture those Partners who move from one role to another or those who leave one role and remain in another

YTD = Year to date

Fitness to Practise

Recruitment Report Lay Panel Members 2018

Background

The HCPTS department required six lay panel members to compensate for resignations and to deal with the increase of final hearings. Initial conversations between the Partner team and the FtP took place in early 2018. The recruitment went into full planning stage in August 2018.

The Partner team presented the FtP with the 'Information for Applicants' document (Annex B) which explained the new competence framework for lay panel member, the role requirements and commitments, as well as a new general guidance document (Annex C) which advised candidates on how to complete the application form. The lay panel member application form reflects the new competence framework. It was designed with one section for each competency in addition to a 'Reason for Application' section and the word limitation was increased to 4000 characters per section. Candidate were scored on these sections only. This improved the overall shortlisting process, and made the process more transparent and fair.

The campaign was fully rolled out through the Partner Portal and unless due to reasonable adjustments, no handwritten or postal submissions were accepted.

Resources and dates for induction training and interviews were decided and confirmed at this stage. Advertising was considered by the group and due to anticipating a high number of applicants for a small number of roles, the decision was made to advertise only on Diversity Jobs and the HCPC website. The Partner Team also notified current partners and those on the 'Expressed Interest List' with a lay background.

Interview and shortlisting panels

The shortlisting and interview panel was composed of the following FtP employees for both parts of the assessment:

- Deborah Oluwole, Adjudication Manager – Scheduling
- Claire Baker – Tribunal Services Manager – Hearings
- Amanda Johnson – Hearings Team Manager
- Ainslee Christensen – Scheduling Team Manager
- Melanie Harel – Hearings Team Manager
- Eleri Jones – HCPC Recruitment partner

Quality Assurance activities

The Partner manager oversaw the quality assurance process of the recruitment campaign. This encompassed providing guidance to shortlisters and interview panel members. All internal staff had been used for FtP recruitment campaign before and the new recruitment partner had recently been trained.

As part of the quality assurance process during the interview, the Partner Manager sat with each interviewer during their first interviews, observed them, and discussed their scoring.

Further quality assurance measures are explained in the relevant sections below.

Shortlisting of application forms

A total of 133 applications were received and shortlisted. The recruitment partner shortlisted all application and the 2nd shortlisting stage was split between the staff employees mentioned above. In the application form applicants had to provide detailed examples on how they met the competence in seven sections ('Reason for Application' plus the six competencies from the Panel Member Competence Framework).

Two shortlisters reviewed each application form and the Partner team ensured that shortlisters were paired with different shortlisters throughout the process. The partner manager checked and analysed the returned scores. In cooperation with FtP the cut-off score for going through to interview/assessment stage was set at 47.0 which was significantly higher than usual due to the excellent caliber of candidates. This meant that 18 candidates were invited to interview stage based on their scores.

A total of 13 candidates declared a disability and 8 were invited to interview as they met the threshold by meeting the criteria required for the role under the 'Disability Confident' scheme.

Interview and assessment process

Out of 133 applicants shortlisted, 26 candidates were invited to interview. Six interview panel members were selected in total to ensure we had sufficient interviewers in case of unexpected circumstances. All five internal interviewers in addition to the recruitment partner and partner manager were trained, provided with guidance, conducted many interviews for FtP partners in the past, and have a detailed and in-depth understanding of the role.

The partner manager attended a total of 9 interviews (34%). The each interview panel contained the HCPC recruitment partner and/or the Partner manager to ensure better calibration.

The interview contained **eight** questions based on the competency framework for panel members. Candidates were asked to provide specific examples to show how their skills and experience meet the competency.

Ratings were as follow:

Score	Performance Rating	Rating Meaning
0	Unsatisfactory	Did not address the competency
1	Improvement needed	Did not demonstrate the competency due to limited example and/or explanation
2	Meets expectations	Demonstrates the competency at the level required for the role
3	Exceeds expectations	Demonstrates the competency to a high level
4	Exceptional	Demonstrate

	Application	Interview
Pass Score	47.0 (both shortlisters combined)	20.0

Reasonable Adjustments

There were no reasonable adjustment requests at shortlisting stage. Two candidates were wheel chair users and one of them had additional requirements (carer, dyslexia).

Outcomes and reflections

A total of eight lay panel members were appointed. Although the FtP was only looking to appoint around six new lay panel members, the standard of applications/interviews was so high that the decision was made to appoint eight.

The recruitment campaign was very successful. We deliberately didn't advertise except on diversity job boards and mainly used social media, 'Expression of Interest list', direct communication, and the HCPC website as a mean of advertising.

Recruitment Source	Candidates
Direct Correspondence from HCPC	69
HCPC Website	29
Other	6
Social Media	1
Word Of Mouth	24

Feedback

No feedback was offered after shortlisting due to the high number of candidates, but unsuccessful candidates at interview/assessment stage were informed that they could request feedback on their performance.

16 out of 26 unsuccessful candidates requested written feedback.

A survey was sent to all successful and unsuccessful candidates who reached interview stage (Annex A).

Equality and Diversity data

Annex D

	Very easy/Very good	Easy/Good	Hard/Limited	Very hard/Very limited
1. How did you find the application process overall?	4	6		
2. Please let us know how you found the use of the portal?	3	7		
3. Please rate the documentation & information provided to you as part of the application process?	8	2		
4. How did you find the interview process?	3	5	2	
5. Please rate the communication with the HCPC Partner Team.	6	4		

Comments:

I found the process organised and timely. Thank you for the opportunity to feedback.

Interview was 'easy' socially but very challenging questions to answer – it was a pleasure to meet both interviewers

I felt that at all times my interactions with the HCPC were positive; they were very responsive to my need for reasonable adjustment. My requirements for fully accommodated throughout the whole process. I felt like I was treated fairly and although I was unsuccessful on this occasion I felt valued and understood.

I was impressed with the level of courtesy and professionalism shown in all my dealings with the HCPC Partner Team, via phone, email and in person. The interviewers provided clear information and put me at ease. Although I was unsuccessful, I feel positive about my experience and would consider applying again.

A really good process and experience. There was a bit of a timing issue getting the email from HR and the online system for booking the interview time.

Found whole process explained well – interviewing team were very supportive and communicated well – just very sad that I was unsuccessful after interview

The process worked very smoothly, everything was clear and easy to follow.

Very comfortable process overall and I was impressed at how professional I found both the process and the interview itself.

Obviously disappointed to have been unsuccessful at interview but the process was straightforward and fair.

Appointment of Fitness to Practise Lay Panel Members

Information for Applicants

September 2018

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What is the HCPC?

- 1** The Health Care Professions Council (HCPC) is a regulator, and we were set up to protect the public. To do this, we keep a [Register](#) of health and care professionals who meet our [standards](#) for their training, professional skills, behaviour and health.
- 2** We currently regulate [the following professions](#): arts therapists, biomedical scientists, chiropractors / podiatrists, clinical scientists, dietitians, hearing aid dispensers, occupational therapists, operating department practitioners, orthoptists, paramedics, physiotherapists, practitioner psychologists, prosthetists / orthotists, radiographers, social workers in England and speech and language therapists.

What does a panel member do?

- 3** Panel Members will work together as an independent panel to consider information and evidence presented to them to reach well-reasoned and fair decisions on registrants' Fitness to Practise cases as described in part V of the Health and Social Work Professions Order 2001.
- 4** Panel Members participate in a range of panels to consider allegations of impairment of fitness to practise for individual registrants. They demonstrate fairness and consistency of application of HCPC rules, alongside best value and high quality regulation.
- 5** Panel Members provide clear and consistent public decisions regarding any sanctions applied, or outcomes of registration appeals.

Specific tasks include:

- Contribute to collaborative review of case papers to decide if a case should be referred to a full hearing.
- Consider cases which have been referred to a full hearing, and determine whether any action is required to protect the public.
- Consider cases where a previous sanction has been applied, to decide if that sanction remains appropriate, or to amend it.
- Maintain competence in Panel Member skills by attending HCPC provided training, and keeping up to date with changes in FTP Practice Notes.
- Proactively work with other panel members and HCPC staff to ensure cases complete in the scheduled time.
- Consider information from a range of sources and work with other hearings participants to make practical solutions which allow cases to complete.

Why should I apply for this role?

- 6** HCPC partners work under a Partner Service Agreement and are self-employed. They are not employees and we engage them because of their special knowledge and expertise.
- 7** Panel members provide services to the HCPC as an independent contractor under the terms of the partner services agreement.
- 8** Their role is to fulfil its obligations under the Health and Social Work Professions Order 2001, the Council appoints Practice Committee Panels to consider allegations made against HCPC registrants and intervene if their fitness to practise is impaired.

What skills and experience are you looking for?

- 9** The Competence Framework for panel members is based upon the Judicial Skills and Abilities Framework 2014 for the Courts and Tribunals Judiciary and adapted specifically to the role of HCPC Panel Members. There are six competency headings:
 - 10** Assimilating and Clarifying Information
 - Assimilates, recalls and analyses information to identify essential issues
 - Identifies and focuses on the real issues
 - Applies legal rules and principles to the relevant facts and clarifies uncertainty
 - Able to weigh evidence in order to make findings of facts and reach a reasoned decision
 - Asks appropriate questions of witnesses and representatives
 - 11** Working with others¹
 - Treats people with respect, sensitivity and in a fair manner without discrimination
 - Ensures that all parties are provided with a fair opportunity to present evidence and participate fully in the hearing
 - Values and promotes equality and diversity, ensures that the requirements of those with differing needs are properly met and challenges inappropriate comments and/or actions

¹ Others refers to all participants at hearings, e.g. The Panel Chair and Members, HCPTS staff, Registrants (and their advocate/representative) and HCPC Advocates and witnesses.

- Demonstrates the appropriate balance between formality and informality in hearings
- Works constructively with others and encourages co-operation and collaboration
- Recognises and deals appropriately with actual or potential conflicts of interest
- Demonstrates familiarity with HCPC policies on expected behaviours including the HCPC Partner Code of Conduct.

12 Exercising judgement

- Exercises sound judgement and common sense
- Acts fairly and non-biased Demonstrates integrity and independence of mind
- Contributes, in an appropriate and timely manner, to reaching fair and reasoned decisions based upon relevant law
- Makes effective use of advice in applying the relevant law and procedure before making decisions.

13 Possessing and Building Knowledge

- Possesses an appropriate and up to date knowledge of the relevant law and its underlying principles and procedure
- Shows an ability and willingness to learn and develop
- Embraces new processes and procedures
- Demonstrates openness to feedback
- Possesses a sound understanding of the policy environment with a focus on regulation
- Demonstrates a clear understanding of public interest and public protection.

14 Managing work efficiently

- Works collaboratively and contributes to the fair, efficient and effective management of cases and the conduct of hearings
- Responds calmly and flexibly to changing circumstances
- Shows ability to work at speed and under pressure
- Undertakes necessary preparatory work, manages time and tasks to minimise delays and irrelevancies
- Seeks guidance from and offers assistance to others as appropriate.

15 Communicating effectively

- Adopts a clear and succinct oral and written communication style and adjusts according to the audience
- Listens attentively and seeks clarification where necessary
- Demonstrates courtesy through effective communication
- Asks clear, concise, relevant and understandable questions without unnecessary technical jargon
- Establishes authority and inspires respect and confidence
- Remains calm and authoritative at all times.

Are there any other criteria for the appointment?

16 Lay members must have no previous registration with HCPC or predecessor bodies, or hold a qualification that would allow them to apply to be on the HCPC register.

17 The Order states the following:

For the purposes of paragraph (5), “lay member” means a person who is not and never has been

(a) a registrant or registered under the 1960 Act or registered as a social worker in a register kept by the General Social Care Council, the Care Council for Wales, the Scottish Social Services Council or the Northern Ireland Social Care Council;100

(b) a member of the Association of Operating Department Practitioners, the Association of Educational Psychologists or the British Psychological Society; or

(c) a registered medical practitioner.

18 Panel member and panel chairs can only serve a maximum of eight years during any twenty-year period. This includes the role of Registration Appeal Panel member. If you have served in the past in one of the above roles, please get in contact with the Partner Team before applying.

What is the time commitment?

19 You will need to commit to a minimum of five days a year including any mandatory training. The length and notice for tribunal appointments are variable and can fit most diary commitments. We welcome applications from a wide range of candidates and will endeavour to allocate work that fits into all types of working patterns.

20 The HCPC is committed to the training of its partners. Panel members are required to complete an induction training programme before commencing panel work, and to attend at least biennial refresher training events.

What can I claim for my services?

21 Panel members are paid a daily fee of £202 per day on which the Services are provided (a day to be eight hours including lunch). Where a Partner works part of a

day only, the fees payable will be pro-rated accordingly rounded to the nearest half/full day.

- 22** You will be eligible to claim travel and subsistence expenses in accordance with the current Partner Expenses Claim Policy and Procedure. All travel and accommodation has to be booked through the HCPC's travel booking system which will ensure that appropriate discounts may be applied to travel arrangements.

Equality and diversity is important to us

- 23** Our aim is to be a fair regulator, and a fair employer. We are part of the [Disability Confident scheme](#).
- 24** We are fully committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. This may include providing application forms in an alternative format or making adjustments to the interview process. Please contact the [Partner team](#) if you would like to discuss your requirements.

How can I apply?

- 25** Our partner roles are advertised on our [website](#). If you wish to apply for a particular role, please click on the appropriate link. You can then set up your account or login into your existing account and begin your application. If you already have an account, you can use the same login details as before.
- 26** Please note that **current HCPC Partners** have to apply through the [Partner Portal](#).
- 27** When completing the application form, you must demonstrate, by using specific examples, how your experience matches the person specification detailed above, concentrating on your role, process and outcomes. Please refer to the 'HCPC Guidance Notes' for further information.
- 28** Your application will be marked based on your answers in the 'Reason for Application' and the relevant competency sections only.
- 29** You must submit your application by 1 October 2018, 10:00am.

What will happen next?

- 30** In appointing panel members, we will have regard to the need for balance in terms of diversity, skills and experience and with the aim of achieving a balance of relevant skills in our current pool.

- 31** Appointment is conditional on the outcome of the interview/assessment, receipt of satisfactory references (receipt of a minimum of two references that are entirely satisfactory covering all their employers during the last three years issued by line manager or supervisor) and successful completion of training.
- 32** Candidates will be notified of the outcome of the shortlisting stage by 22 October 2018.
- 33** Interviews will take place **from 5 to 12 November 2018**.
- 34** The panel member training will be on **16 and 17 January 2019**.

Making the most of your application for a HCPC partner role (external applicants)

Guidance notes

Your application is important. Our decision about whether to call you in for an interview or assessment event is based solely on the information in your application. Please read these guidance notes carefully. They are intended to help you make the most of your application for a partner role at the HCPC.

An overview of our application process

In almost all cases, we ask that you complete your application using the [HCPC Recruitment site](#). The information you provide through the [HCPC Recruitment site](#) is the only information that will be considered when reviewing your application. Do not attach / send a CV or any other documents – these will not be passed to the shortlisters.

The application contains two sections – Part 1 and Part 2. Our shortlisting process is anonymous so the information that you provide in Part 1 will not be given to the shortlisters. The information that you provide in Part 2 includes information relating to your qualifications, previous employment, why you are applying for the post, and how you meet the key skill requirements. This information will be used for shortlisting. The shortlisters will not be given your name and other personal details, nor any of the information from the diversity monitoring section, nor details of any criminal convictions.

As soon as you have submitted your application, you'll be sent an acknowledgment email. If you are shortlisted for an interview or assessment centre we will be in touch by phone or email. If you didn't get to the next stage this time we will email you to let you know.

Completing the online application

Our partner roles are advertised on our [website](#). If you wish to apply for a particular role, click on the appropriate link. You can then set up your account or login into your existing account and begin your application. If you already have an account, you can use the same login details as before.

References

We need

- at least two references, and
- a reference from every employer you've worked for in the last three years. There is only space for three referees in the system. If you've had more than three employers in the past three years, use the most recent referees. We may ask for details of any others needed if you are offered the role.

Please note that employer references must come directly from that company / organisation. We may contact their HR department if your manager no longer works there. If you haven't worked before, or have been self-employed, please provide details of tutors, business contacts, or character references who can cover the past three years. We won't take up references until we have offered you the role. Your appointment (or continued appointment) is subject to satisfactory references. You can find our reference policy on our [website](#).

Employment details

Complete the employment section as fully as you can, starting with the most recent jobs and qualifications. You can add further employment or education details. If this would be your first job, please put 'No previous job' in the employer field.

Supporting statement

This is a very important part of your application which will help us assess your motivation for applying for the role and your reasons for wanting to work at the HCPC.

Please don't include your name or personal details here. This section will be seen by the shortlisters and your application is anonymous in the initial stages.

Demonstrate skills

We use this section to assess whether you have the relevant skills, experience and abilities for the role. Any additional document attached to the vacancy sets out the key skills headings, with an indication of what we are looking for under each key skill heading.

You should complete one box for each key skill heading, covering all the points listed underneath it. Do not attempt to complete a separate box for each individual item listed in the document. Remember – one box for each key skill heading, including all the points listed underneath it.

Give concise and specific examples to show how you meet each key skill. You can include relevant skills, knowledge and experience from paid work, study, community or voluntary work, or other experience. Avoid generic statements such as 'I am good at working as part of a team'. We need specific evidence to show how you demonstrate this.

You don't have to complete the form in one go. You can review and change your form up to the point you submit it. Once you have submitted your application form, you can't amend it any longer. Please print your form before you submit it, or save it on your computer. It is also useful to download and save any additional document attached to the vacancy in case you need it for interview preparation – you won't have access to this document once the closing date has passed.

Additional information

It is essential that those appointed as HCPC Partners have a certain standard of conduct and probity. Applicants are therefore asked to provide information about cautions, criminal convictions, disciplinary, financial proceedings, disqualifications and other matters in Part 1. When completing the declarations including previous conduct and other information, including possible conflicts of interest, you may find it helpful to refer to the [HCPC's conflicts of interest policy](#).

Submitting the form

The submit button will appear only when all sections have been saved and confirmed as completed.

When you have submitted your application, you will no longer have access to it. If you wish to withdraw your application, please contact the [HCPC Partner Team](#). Our vacancies close at 12pm on the day specified. As soon as the closing time has passed, no further applications can be considered.

We will try to help if you have any problems. Our offices are staffed Monday to Friday, 9am – 5pm. We are not available outside of these times.

Adjustments for candidates with a disability

We are fully committed to making our recruitment process accessible. If you have specific requirements, please let us know. You can contact us on 020 7840 1722 or at partners@hcpc-uk.org. We can make adjustments such as an application form in an alternative format, someone with you at the interview, or additional time for tests if required.

Equality and diversity monitoring

The HCPC has a longstanding commitment to making meaningful progress on equality and diversity, both as regulator and as an employer. As part of this work we monitor candidates' equality and diversity data across all stages of the recruitment process. The data you provide will only be used anonymously for this monitoring and it is not shared with the shortlisting panel.

Criminal convictions and the Rehabilitation of Offenders Act 1974

We ask you to tell us in your application whether you have any criminal convictions. We wish to make informed decisions about how relevant any convictions are to the role you have applied for and to ensure a safe working environment for our staff and those we provide services to.

A conviction will not necessarily stop you from being appointed by the HCPC. Senior staff at the HCPC will consider how relevant the conviction is to the role you have applied for and whether we can proceed with your application and confirm any offer of appointment.

We keep information about criminal records strictly confidential. It will not be passed to the shortlisting panel and it will only be seen by those who need to see it in order to make a decision on your application.

The Rehabilitation of Offenders Act 1974 sets out that certain criminal convictions are 'spent' after a certain period of time. Spent convictions do not have to be disclosed when applying for a role. There are some exceptions, for example roles where you are likely to have regular contact with vulnerable people, but these exceptions do not include the HCPC.

For more information, please email partners@hcpc-uk.org

Declarations and data protection

The application process asks you to confirm other declarations and that the information you have given is truthful and accurate, and that you have not withheld relevant information. If we become aware of any inaccurate information, your application or any offer made might be withdrawn. If you have already started work with us you might be dismissed.

We take our data protection responsibilities very seriously. The information you provide will be held securely and access restricted to those dealing with your application. Your personal data and the data used for equality and diversity monitoring will be anonymised.

Any questions?

If you have any questions, or if you need the application form in a different format because of a disability, please contact the Partner Team on 020 7840 1722 or partners@hcpc-uk.org

Applying for more than one role

You may apply for more than one role at the same time, but you will have to complete a new application for each role. This is to make sure that we have a record of each application in the system, and also because different applications may have different key skills and may be assessed by different shortlisting panels.

If you use the same login details for each application, you will find that some sections, for example your personal details, will automatically be carried over into the new application.

Top tips and reminders

- Print out – or download and save on your computer – these guidance notes, any additional document attached to the vacancy and your own application. These will not be available to view in later stages of the process.
- Save regularly – the system may time-out if you haven't saved, even if you have been entering data. You may lose any unsaved work.
- The submit application button won't appear until all sections have been saved and completed.
- Your response in each key skill box should address the main key skill heading including all the points listed under it.
- Give clear, specific examples of how you meet our key skills requirements, setting out your contribution.
- Do complete your application in good time. We won't be around in the evenings or at the weekend if you have any questions or have a technical problem.
- We do not accept late applications.

How to Apply for a Role

1. Register on the [HCPC Recruitment site](#) for Partners.

hcpc health & care professions council

Date 18-October-2017 13:33

Applicant Options

- New Search
- Login
- Register**
- Terms & Conditions

corehr

Welcome to Partners Recruitment

You can choose to search vacancies using the various criteria below. To select multiple items within a list, press CTRL when selecting the items. To display all current vacancies, ensure that 'All' is highlighted in each pick-list below and then click 'Search'. The options displayed within the various lists below reflect the vacancies that are currently available.

Current Partners must apply only via their Portal Account.

Vacancy id
Numeric vacancy reference id

Job Title

Vacancy Type All Partner

Keyword Search

Search

2. Insert your details in order to create your account, review the Terms and Conditions, tick the box and click **Register**.

Applicant Options

- New Search
- Login
- Terms & Conditions

corehr

Register

To apply for a job you first need to register using an email address. Enter a password that you can use later to complete or check the progress of your application.

Passwords must be between 6 and 12 characters and contain at least one upper case letter, one lower case letter and one number.

Email Address *

Confirm Email Address *

Password *

Confirm Password *

Forename *

Surname/Family Name *

By clicking on the checkbox you agree to the [Terms & Conditions](#) as outlined in the document *

Register

Please insert your login details

3. Click on **Search** to view all available vacancies.

Applicant Options

- › New Search
- › Last Search Results
Click to view the results of your last search
- › Change Password
- › My Applications
- › Terms & Conditions
- › My Account
- › Logout



Welcome to Partners Recruitment

You can choose to search vacancies using the various criteria below. To select multiple items within a list, press CTRL when selecting the items. To display all current vacancies, ensure that 'All' is highlighted in each pick-list below and then click 'Search'. The options displayed within the various lists below reflect the vacancies that are currently available.

Current Partners must apply only via their Portal Account.

Vacancy id
Numeric vacancy reference id

Job Title

Vacancy Type
 All
 Partner

Keyword Search



4. Click on **Job Spec More** to view details of the vacancy and important information and guidance.

Date 18-October-2017 13:41

Applicant Options

- › New Search
- › Last Search Results
Click to view the results of your last search
- › Change Password
- › My Applications
- › Terms & Conditions
- › My Account
- › Logout

Current Job Vacancies

Your search returned 1 results

Test Vacancy For Panel Members

Dept : Panel Member

Salary range : 20000 pro rata Vacancy ID : 001662

Closing Date : 20-Oct-2017

Essential
Registrant panel members must have a current registration with HCPC. Lay members must have no previous registration with HCPC or predecessor bodies, or hold a qualification that ... [Job Spec More->](#)

Contact Person : Ioannis Tsolakis Contact Email : partners@hcpc-uk.org

Displaying 1 to 1 of 1

5. Read the job specification and download the attached documents before you click **Apply for Job**.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout

Job Specification

Panel Member - Biomedical Sci

Role Details : Test Vacancy For Panel Members Job ID : 001662
 Org Group : HCPC Partners Management Unit : Partner
 Salary : 20000 pro rata Company : hcpc Partner

Please read the description of the role you are applying for.

Essential
 Registrant panel members must have a current registration with HCPC. Lay members must have no previous registration with HCPC or predecessor bodies, or hold a qualification that would allow them to apply to be on the HCPC register.
 Commitment to the seven principles of public life (see appendix one)
 Proven ability to grasp the detail of a wide range of issues and contribute to objective decision-making by exercising sound judgement.
 Excellent oral and written communication skills and interpersonal skills, including the ability to communicate professionally with a range of stakeholders.
 Clear understanding of the importance of upholding public interest in high quality, efficient, consistent and fair regulation.
 Demonstrable experience of contributing to and encouraging ways of working that support public accountability.
 Demonstrable ability of combining strategic thinking skills with attention to detail and understanding of reputational and other risks
 Demonstrable ability to explain and justify decisions in language appropriate for a broad range of interested parties.

Desirable
 Demonstrable ability of participation in quasi-judicial proceedings, tribunals or in similar situations.
 Demonstrable ability of conducting meetings in public and/or drafting formal reports.
 Proven knowledge of the legal and/or policy context affecting delivery and development of professional practise in a health, social care or therapeutic setting.

Contact Person : Ioannis Tsolakis **Contact Email :** partners@hcpc-uk.org
Contact Number : 0207 840 9737 **Close Date :** 20-Oct-2017



Please click on the link/s to download the attached document/s related to the vacancy you are applying for.

Click on the link(s) below to view documents		Filesize
Vacancy description		349.4

[Return to Search Results](#) [Apply for Job](#)

6. This will take you to the application page. Click on **Save and Continue**. You will need to enter your personal details on this page.

Please note, your Personal Details will be displayed if you have previously applied for a partner role using the recruitment portal. Please ensure that your personal details are entered correctly.

Applicant Options

- > New Search
- > My Applications
- > Terms & Conditions
- > My Account
- > Logout

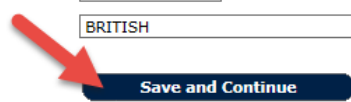


Personal Details

Test Vacancy For Panel Members

Please Insert Your Personal Details

Title * <i>(Mr, Mrs, Miss, Dr, Prof etc)</i>	Mr
Forename *	Test Partner
Middle Name	
Surname/Family Name *	Test Partner
Address Line 1 *	184
Address Line 2	Kennington Park Road
Address Line 3	Park House
Address Line 4	Kennington
County * <i>Enter your County</i>	London
Post Code *	SE11 4BU
Country * <i>Enter your Country</i>	United Kingdom
Telephone Number *	
Email *	testpartner@hcpc.com
Mobile Number	
Nationality * <i>Enter your Nationality</i>	BRITISH



Save and Continue

7. Once you have checked your **Personal Details** and clicked on **Save and Continue**, you will be able to review your summary page.

Please note that in order to submit your application you will need to complete all the fields marked with ✓.

Each time you complete a section, the summary page will show a tick next to the page.



Date 20-February-2018 10:36

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	Required
Conflicts of Interest	Required
Other Business Interests	Required
Significant Political Activity	Required
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

8. Click on the next section named **HCPC Registration Number – Profession and Modality** (depending on the role and your status, you may need to insert your registration number).

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search
- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)


- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality 	Required
Conflicts of Interest	Required
Other Business Interests	Required
Significant Political Activity	Required
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

9. You will be able to add your **Registered Profession and Modality** or tick the **Section Not Applicable** if you are not registered with the HCPC.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

HCPC Registration - Profession and Modality

Pm Test Vacancy - Do Not Apply

Please note that for some of the roles you may be required to be registered with the HCPC. Please click the add button below to insert your HCPC registered profession and modality.

For Lay and Legal Assessor roles please click 'Section Not Applicable'.

 [Add your HCPC registered profession and modality](#) 

Section Not Applicable

[Return to Summary](#)

10. Confirm if you are registered and add your registered profession and modality. Click on **Save and Continue**.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

HCPC Registration - Profession and Modality

Pm Test Vacancy - Do Not Apply

Please insert your HCPC registered profession and modality. For example: Psychologist, Sport and Exercise. Record
1 of 1

Are you registered?


Yes 

HCPC Profession

test

HCPC Modality

test

[Save and continue](#) 

11. Review your profession and modality. Click on **Return to Summary**.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

HCPC Registration - Profession and Modality

Pm Test Vacancy - Do Not Apply

Please note that for some of the roles you may be required to be registered with the HCPC. Please click the add button below to insert your HCPC registered profession and modality.

For Lay and Legal Assessor roles please click 'Section Not Applicable'.

Section Not Applicable

Are you registered?	Yes
HCPC Profession	test
HCPC Modality	test

 [Edit](#)  [Delete](#)

[Return to Summary](#)

12. Click on the next section named **Conflicts of Interest**.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions


- › My Account

- › Logout



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest 	Required
Other Business Interests	Required
Significant Political Activity	Required
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

13. Click on **Please Click Here to View a List of Potential Conflicts of Interest.**

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Conflicts of Interest

Pm Test Vacancy - Do Not Apply

A person appointed to a public body could find that matters or incidents which previously attracted no attention could become matters of legitimate public interest when the person concerned holds a public appointment. Information which might be relevant could include either specific events such as those set out on the next page or prominent activities, for example in voluntary organisations.

The following sections provide you with information which may be relevant in this context. All information given will be treated in the strictest confidence.

 [Please click here to view a list of potential conflicts of interest](#)



[Return to Summary](#)

14. Confirm that you have read the section from the drop down menu.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Conflicts of Interest

Pm Test Vacancy - Do Not Apply

Please consider the following questions.

Have you:

1. Ever been convicted of any criminal offences or accepted a caution in the UK (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974, or of any offences elsewhere which if committed in England and Wales would be criminal offences?
2. Ever been the subject of disqualification from the practice of a profession in the UK or elsewhere which remains in force; or are you the subject of any proceedings which could lead to such a disqualification?
3. Any outstanding charges?
4. Been declared bankrupt in the past 10 years?
5. Been dismissed from any office or employment in the past 10 years?
6. Ever been disqualified from acting as a Company Director or in the conduct of a company?
7. Ever been trustee of a charity?
8. Ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration?
9. Any other facts to declare which you feel could be raised publicly in the future relating to your suitability to hold the appointment for which you are being considered? Examples should include anything that could be presented as a conflict of interest.

If your answer is 'Yes' to any of the questions above, you will be able to provide further information at a later stage of your application form.

Please confirm: *

I have read the above section



[Save and continue](#)

15. Click on **Save and Continue**.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Conflicts of Interest

Pm Test Vacancy - Do Not Apply

Please consider the following questions.

Have you:

1. Ever been convicted of any criminal offences or accepted a caution in the UK (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974, or of any offences elsewhere which if committed in England and Wales would be criminal offences?
2. Ever been the subject of disqualification from the practice of a profession in the UK or elsewhere which remains in force; or are you the subject of any proceedings which could lead to such a disqualification?
3. Any outstanding charges?
4. Been declared bankrupt in the past 10 years?
5. Been dismissed from any office or employment in the past 10 years?
6. Ever been disqualified from acting as a Company Director or in the conduct of a company?
7. Ever been trustee of a charity?
8. Ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration?
9. Any other facts to declare which you feel could be raised publicly in the future relating to your suitability to hold the appointment for which you are being considered? Examples should include anything that could be presented as a conflict of interest.

If your answer is 'Yes' to any of the questions above, you will be able to provide further information at a later stage of your application form.

Please confirm: *

I have read the above section ▾

Save and continue



16. Click on **Return to Summary**.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Conflicts of Interest

Pm Test Vacancy - Do Not Apply

A person appointed to a public body could find that matters or incidents which previously attracted no attention could become matters of legitimate public interest when the person concerned holds a public appointment. Information which might be relevant could include either specific events such as those set out on the next page or prominent activities, for example in voluntary organisations.

The following sections provide you with information which may be relevant in this context. All information given will be treated in the strictest confidence.

Please confirm:

I have read the above section

[Edit](#) [Delete](#)

Return to Summary



17. Follow the same process as per above for the **Other Business Interests** and **Significant Political Activity**.



Date 20-February-2018 10:59

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests ←	✓
Significant Political Activity ←	✓
Additional Questions	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

[Save for later](#)
[Print Friendly Summary](#)

18. The next step is to complete the **Additional Questions** section.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)


- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions 	Required
Employment Details	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

[Save for later](#)

[Print Friendly Summary](#)

19. Click on **Additional Questions** and answer all questions. Ensure that you add further information in the text box provided if necessary. You can **Cancel without saving** or **Save and continue** in order to return to the summary page of your application.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout



Additional Questions

Pm Test Vacancy - Do Not Apply

HCPC Registration Number
Please insert your HCPC Registration Number. If you are not a registrant, please state N/A. *

950 Characters Left

Conflicts of Interest, Other Business Interests and Significant Political Activity Declaration

1. Do you have 'Conflicts of Interest'? Please refer to the information provided earlier. * Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

2. Do you have any 'Other Business Interests'? Please refer to the information provided earlier. * Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

3. Do you have any 'Significant Political Activity'? Please refer to the information provided earlier. * Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

Additional Declarations

1. Are you, or have you ever been, subject to the disciplinary process of any professional body or employer or are there any such proceedings pending? * Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

2. Is there anything in your working or private life, past or present, that may call into question your integrity, independence or suitability as a partner that has not been covered before? * Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

3. Have you ever worked for or contracted your service to the HCPC either as an employee, partner or were related to the organisation in any other way? * Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

4. Do you have any convictions, which are unspent as defined under the terms of the Rehabilitation of Offenders Act 1974? * Yes No

If your answer is 'Yes', please provide further details. If your answer is 'No', please state N/A. *

950 Characters Left

Right to work

1. Please confirm that you have the right to work in the UK. * Yes No

2. Do you need a work permit to allow you to work in the UK? * Yes No

Further Information

1. How did you hear about this vacancy? *

2. If you selected Other, please clarify here. Otherwise, please state N/A. *

950 Characters Left

3. Please specify any external channels such as newspapers or online advertising. Otherwise, please state N/A. *

950 Characters Left

20. Click on the next section named **Employment Details**.

Applicant Options

- > [New Search](#)

- > [Last Search Results](#)
Click to view the results of your last search

- > [Change Password](#)

- > [My Applications](#)

- > [Terms & Conditions](#)


- > [My Account](#)

- > [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details 	Required
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

21. Add your **Employment Details** by clicking on **Add Current / Previous Employment Detail**.

Applicant Options

- > New Search
- > My Applications
- > Terms & Conditions
- > My Account
- > Logout

Employment Details

Test Vacancy For Panel Members

Please enter your previous work details. You can include any periods of voluntary work, travel, career breaks and unemployment.

 [Add Current/Previous Employment Details](#) 

[Return to Summary](#)



22. This action will take you to the **Employment Details** record. Please complete the form as necessary. You will be able to **Cancel without saving** or **Save and review**.

Applicant Options

- > New Search
- > My Applications
- > Terms & Conditions
- > My Account
- > Logout

Employment Details

Test Vacancy For Panel Members

Please enter your current/previous work details. You can include any periods of voluntary work, travel, career breaks and/or unemployment.

Name of Organisation *

Employer Address

Job Title *


Main duties and responsibilities *

Start Date (DD/MM/YY) *

End Date (DD/MM/YY) *

Reason for Leaving

[Cancel without saving](#) 

[Save and review](#) 



23. Once you have clicked on **Save and review**, this action will take you back to the **Employment Details** section. You can click on **Edit Record** or **Delete Record** or add another employment detail record. Once complete, click on the **Return to Summary** button and ensure that you have listed all your previous / current employment details including portfolio and voluntary work.

Applicant Options

- › New Search
- › My Applications
- › Terms & Conditions
- › My Account
- › Logout




Employment Details

Test Vacancy For Panel Members

Please enter your previous work details. You can include any periods of voluntary work, travel, career breaks and employment.

 [Add Current/Previous Employment Details](#)

Name of Organisation	Test
Employer Address	test
Job Title	test
Main duties and responsibilities	test
Start Date (DD/MM/YY)	01/10/17
End Date (DD/MM/YY)	02/10/17
Reason for Leaving	Test

 [Edit Record](#)

 [Delete Record](#)

[Return to Summary](#)

24. From the summary page, click on **Reference Details**.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	Required
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required



Save for later

Print Friendly Summary

25. This will take you to the **Reference Details** record, click **Add Reference**.

Please note that you are required to add a minimum of two referees and at least one reference from every employer you have worked for in the last three years, otherwise you won't be able to submit your application.



Date 18-October-2017 11:18

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Reference Details

Test Vacancy For Panel Members

Please provide details of at least two referees in the following section.
Please refer to the 'Guidance for Applicants' for further information.

 [Add Reference](#)



[Return to Summary](#)



26. This will allow you to add a reference to your application. Fill all the boxes as necessary. Once you have completed all relevant fields, click on **Save and review**.



Date 18-October-2017 11:20

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Reference Details

Test Vacancy For Panel Members

Please provide details of at least two referees.

Referee's relationship to you *	<input type="text" value="test"/>
Title *	<input type="text" value="Dr"/>
Forename *	<input type="text" value="test"/>
Surname/Family Name *	<input type="text" value="test"/>
Job Title *	<input type="text" value="test"/>
Company Name *	<input type="text" value="test"/>
Contact Number *	<input type="text" value="00000000"/>
Email Address *	<input type="text" value="test@hpcpc.com"/>

[Cancel without saving](#)

[Save and review](#)



27. This action will take you back to the **Reference Details** record, where you can add your second reference. You will be able to review your record, **Edit Reference** or **Delete Reference** in this screen. Once you have added all references, click on the **Return to Summary** button to review your entries.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Reference Details

Test Vacancy For Panel Members

Please provide details of at least two referees in the following section.


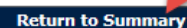
Please refer to the 'Guidance for Applicants' for further information.

Referee's relationship to you	test
Title	Dr
Forename	test
Surname/Family Name	test
Job Title	test
Company Name	test
Contact Number	00000000
Email Address	test@hcpc.com

28. Click on **Qualification Details**.



Date 20-February-2018 11:17

Applicant Options

- > [New Search](#)

- > [Last Search Results](#)
Click to view the results of your last search

- > [Change Password](#)

- > [My Applications](#)

- > [Terms & Conditions](#)

- > [My Account](#)

- > [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	Required
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required



[Save for later](#)
[Print Friendly Summary](#)

29. This will take you to the **Qualifications Details** record. Click **Add Qualification**.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions


- > My Account

- > Logout

Qualification Details

Test Vacancy For Panel Members

Please give details of your secondary and higher education (or equivalent), starting with the most recent.

 [Add Qualification](#)



[Return to Summary](#)

30. This will allow you to add a qualification record. Once done, click on **Save and add** (where you can review / add your records) or **Save and continue** (to return on the summary page) or **Cancel without saving**. Ensure you have completed this section and entered all your qualifications.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Qualification Details

Test Vacancy For Panel Members

Please give details of your secondary and higher education (or equivalent), starting with the most recent.

Course Name *	<input type="text" value="Test"/>		
Qualification *	<input type="text" value="OTHER"/>		
Qualification Other	<input type="text" value="test"/>		
Result *	<input type="text" value="test"/>		
Awarding Body	<input type="text" value="Other"/>		
Awarding Body Other	<input type="text" value="test"/>		
Institute	<input type="text" value="OTHER"/>		
Institute Other	<input type="text" value="test"/>		
From Month	<input type="text"/>	From Year	<input type="text"/>
To Month	<input type="text"/>	To Year	<input type="text"/>

[Cancel without saving](#)

[Save and add](#)

[Save and continue](#)



31. The next step is to click and complete the **Professional Bodies** record.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	Required
Reason for Application	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required



[Save for later](#) [Print Friendly Summary](#)

32. This will take you to the **Professional Bodies** record. Click **Add Membership** or **Section Not Applicable** if you are not registered with a Professional Body.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account


- > Logout

Professional Bodies

Test Vacancy For Panel Members

Please use this section to list any professional bodies you are a member of (e.g. Chartered Institute of Personnel and Development, Association of Chartered Certified Accountants etc.)

If you are not a member of a professional membership body, please tick the 'Section Not Applicable' box.

 [Add Membership](#)

Section Not Applicable

[Return to Summary](#)

33. Once done, click on **Save and add** (where you can review / add your records) or **Save and continue** (to return on the summary page) or **Cancel without saving**. Ensure you have completed this section and entered all your memberships.

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions


- > My Account


- > Logout

Professional Bodies

Test Vacancy For Panel Members

Please use this section to list any professional bodies you are a member of (e.g. Chartered Institute of Personnel and Development, Association of Chartered Certified Accountants etc.)

Name * 

Name * 
OR select 'Other' above and enter the name of the professional body

Year Admitted (DD/MM/YY) Expiration Date (DD/MM/YY)

Membership No. (if applicable)

[Cancel without saving](#)

[Save and add](#)

[Save and continue](#)

34. The next step is to complete the **Reason for application** record.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)


- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application 	Required
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

35. Click on **Please click here to add your reason for application.** It is important that you refer to the guidance attached to the role before completing the following sections.

Date 18-October-2017 11:57

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Reason for Application

Test Vacancy For Panel Members

Please refer to the 'Information for Applicants' before completing this section.

 [Please click here to add your reason for application.](#)



Return to Summary

36. Once complete, click on **Save** (where you can review your record) or **Save and continue** (to return on the summary page) or **Cancel without saving**. Ensure you have completed this section.

Date 18-October-2017 11:59

Applicant Options

- > New Search

- > Last Search Results
Click to view the results of your last search

- > Change Password

- > My Applications

- > Terms & Conditions

- > My Account

- > Logout

Reason for Application

Test Vacancy For Panel Members

Please explain why you are applying for this role and what you will bring to it. (No more than 2000 characters)

Character count:0/2000

Supporting Statement *

Type or Copy/Paste
your supporting
statement here

Cancel without saving

Save

Save and continue



37. The next few steps are to complete the specific skills according to the role you are applying for. Please follow the same process as above.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	✓
Assimilating and Clarifying Information	Required
Working with others	Required
Exercising judgement	Required
Possessing and Building Knowledge	Required
Managing work efficiently	Required
Communicating effectively	Required
Equality and Diversity Monitoring	Required
Final Declaration	Required

Please note that the 'specific skills' sections may vary depending on the role you are applying for.

Save for later

Print Friendly Summary

38. Click on **Equality and Diversity Monitoring**.

Applicant Options

- › [New Search](#)

- › [Last Search Results](#)
Click to view the results of your last search

- › [Change Password](#)

- › [My Applications](#)

- › [Terms & Conditions](#)

- › [My Account](#)

- › [Logout](#)



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	✓
Assimilating and Clarifying Information	✓
Working with others	✓
Exercising judgement	✓
Possessing and Building Knowledge	✓
Managing work efficiently	✓
Communicating effectively	✓
Equality and Diversity Monitoring	Required
Final Declaration	Required

Save for later

Print Friendly Summary

39. Click on **Equality and Diversity Monitoring** and complete this section. You can chose 'prefer not to say' for any section you wish not to disclose. You can select **Cancel without saving** or **Save and continue** in order to return to the summary page of your application.

Applicant Options

- New Search
- Last Search Results
Click to view the results of your last search
- Change Password
- My Applications
- Terms & Conditions
- My Account
- Logout

Equality and Diversity Monitoring

Test Vacancy For Panel Members

THE HCPC is proud to have a diverse workforce. It is our policy and practise that all applicants will be determined only by the criteria related to their duties of a particular role. No applicant will be treated less favourably than another because of his or her age, disability, ethnicity, marital or civic partnership status, parental status, religion or belief, sex or sexual orientation.

We collect equal opportunities monitoring data from all applicants to monitor our progress in promoting equality and to inform any changes that may be needed to our policies, practices and services; as well as for statutory monitoring purposes. Analysis of this data enables us to meet our equality duties as a regulator body.

All personal information will be treated in accordance with the principles of the Data Protection Act (1998), and the data used for statistical monitoring will be anonymised and published in a way that does not allow individuals to be identified. Your equal opportunities information will not form part of any selection or promotion process and will not be disclosed to the selection panel or your department.

If appointed, your application information will be retained securely as part of your confidential self-employment record. You will have regular opportunities to review and update the information that you have supplied.

If you have a disability and require reasonable adjustments at interview or in the workplace, please request these separately (for example with your department) since information supplied on this page is used only for anonymised monitoring.

Date of Birth (DD/MM/YYYY)

Gender *

Marital Status *

Ethnic Origin *

Do you consider yourself to have a Disability? *

Disability 1

Disability 2

Sexual Orientation *

Religion or Belief *

Member of the Travelling Community
Indicate if you are a member of the travelling community

Cancel without saving

Save and continue

40. Click on **Final Declaration**.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	✓
Assimilating and Clarifying Information	✓
Working with others	✓
Exercising judgement	✓
Possessing and Building Knowledge	✓
Managing work efficiently	✓
Communicating effectively	✓
Equality and Diversity Monitoring	✓
Final Declaration	Required



[Save for later](#) [Print Friendly Summary](#)

41. Click on **Please click here to complete your declaration.**

hcpc health & care professions council

Date 18-October-2017 12:31

Applicant Options

- New Search
- Last Search Results
Click to view the results of your last search
- Change Password
- My Applications
- Terms & Conditions
- My Account
- Logout

Final Declaration
Test Vacancy For Panel Members

[Please click here to complete your declaration](#)

Return to summary

corehr

42. Read and accept the declaration by selecting '**I agree to the Final Declaration**' from the drop down menu. You can click on **Cancel without saving** or **Save and continue** in order to return to the summary page of your application.

hcpc health & care professions council

Date 20-February-2018 11:34

Applicant Options

- New Search
- Last Search Results
Click to view the results of your last search
- Change Password
- My Applications
- Terms & Conditions
- My Account
- Logout

Final Declaration
Pm Test Vacancy - Do Not Apply

I undertake to advise the Council of any other information relevant to an assessment of suitability as a public appointee and to report and any future change to the information I have provided on this form.

I certify that if contracted for services at HCPC, I will inform the council of any change of circumstance which would result in a YES answer to any of the questions in this application form.

I confirm that the information given on this form is complete and true, to the best of my knowledge. I understand that if I am appointed and the information I have provided is subsequently found to be untrue, then my tenure of office can be terminated with immediate effect.

Please confirm that you have read and agree to the final declaration.

Please confirm *

Cancel without saving **Save and continue**

corehr

43. Return to the summary page where all boxes should be ticked. In case any sections are unticked, return to these and complete all sections first. Only when **all** sections are completed, the accept **Terms and Conditions** box will become visible. Please review the **Terms and Conditions** and tick the box before submitting your application. Alternatively, you can click **Save for later** without submitting your application and / or **Print Friendly Summary** (which provides you with a printable overview of your application). Please note that for safety reasons the **Equality and Diversity Monitoring** questions will not appear when you print your application. Once you have checked your application, click on the **Submit** button when you are ready to submit your application.

Applicant Options

- › New Search

- › Last Search Results
Click to view the results of your last search

- › Change Password

- › My Applications

- › Terms & Conditions

- › My Account

- › Logout



Your Application

Pm Test Vacancy - Do Not Apply

Section	Completed
Personal Details	✓
HCPC Registration - Profession and Modality	✓
Conflicts of Interest	✓
Other Business Interests	✓
Significant Political Activity	✓
Additional Questions	✓
Employment Details	✓
Reference Details	✓
Qualification Details	✓
Professional Bodies	✓
Reason for Application	✓
Assimilating and Clarifying Information	✓
Working with others	✓
Exercising judgement	✓
Possessing and Building Knowledge	✓
Managing work efficiently	✓
Communicating effectively	✓
Equality and Diversity Monitoring	✓
Final Declaration	✓

By clicking on the checkbox you agree to the [Terms & Conditions](#) as outlined in the document


Save for later
Print Friendly Summary
Submit

44. A message will be displayed on your screen confirming that you have successfully submitted your application. You will be able to view your application/s once submitted under the **My Applications** tab, but you can no longer amend your application.



Date 03-October-2017 10:29

Applicant Options

- › [New Search](#)
- › [My Applications](#) 
- › [Terms & Conditions](#)
- › [My Account](#)
- › [Logout](#)

Application Successful

Your application has been successfully submitted. You can no longer edit the details for this application. Click on the New Search link for further vacancies.



Count of Gender	Column Labels			
Row Labels	Female	Male	Unknow	Grand Total
Unsuccessful After Interview	12	4	2	18
Unsuccessful After Shortlisting	60	44	3	107
Offer/Appointed	5	3		8
Grand Total	77	51	5	133

Count of Age ()	Column Labels				
Row Labels	21-30	31-40	41-50	51-60	61+
Unsuccessful After Interview	1	3	3		8
Unsuccessful After Shortlisting	2	14	17		32
Offer/Appointed			3		4
Grand Total	3	17	23		44

Count of Sexual Orientation	Column Labels				
Row Labels	Bisexual Woman	Gay M	Gay W	Heterosexual Man	Heteros
Unsuccessful After Interview	1			4	10
Unsuccessful After Shortlisting		3	1	39	52
Offer/Appointed				3	4
Grand Total	1	3	1	46	66

Count of Ethnicity	Column Labels				
Row Labels	Asian	Black	Other	Prefer not to say	White
Offer/Appointed	2				6
Unsuccessful After Interview			2		2
Unsuccessful After Shortlisting	12	5	1		6
Grand Total	14	5	3		8

Count of Applicant Marital Status	Column Labels				
Row Labels	CIVIL PARTNERSHIP	DIVOR	MARRI	PARTNER	PREFER
Unsuccessful After Interview				12	1
Unsuccessful After Shortlisting	3	4	69		11
Offer/Appointed			3		1
Grand Total	3	4	84		12

Count of Religion Description	Column Labels				
Row Labels	Any Other Religion	Christi	Hindu	Jewish	Muslim
Unsuccessful After Interview	1	6			2
Unsuccessful After Shortlisting	2	44	1		5
Offer/Appointed		2			
Grand Total	3	52	1		7

Count of Disabled	Column Labels			
Row Labels	N	Prefer Y		Grand Total
Unsuccessful After Interview	9	1	8	18
Unsuccessful After Shortlisting	96	8	3	107
Offer/Appointed	5	1	2	8
Grand Total	110	10	13	133

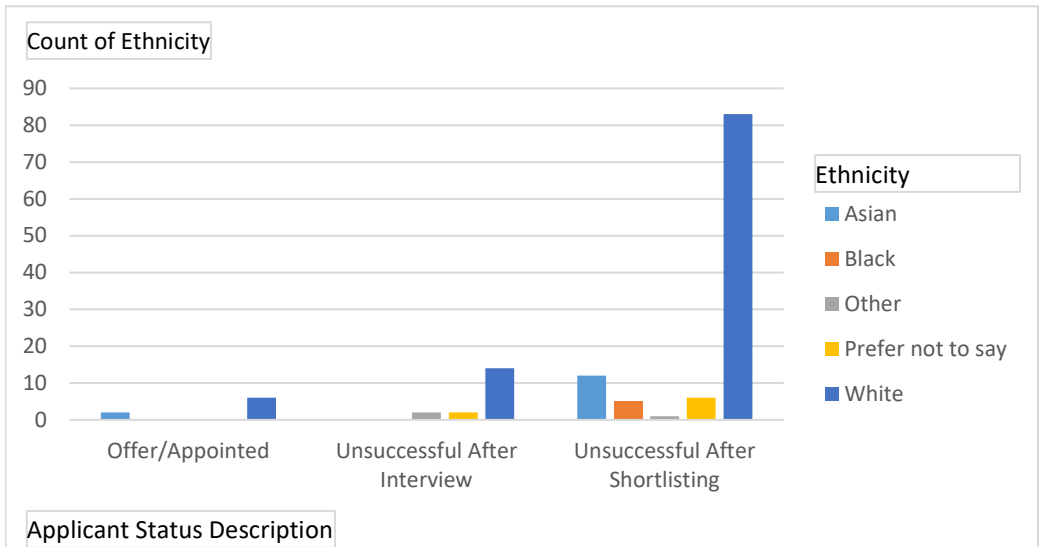
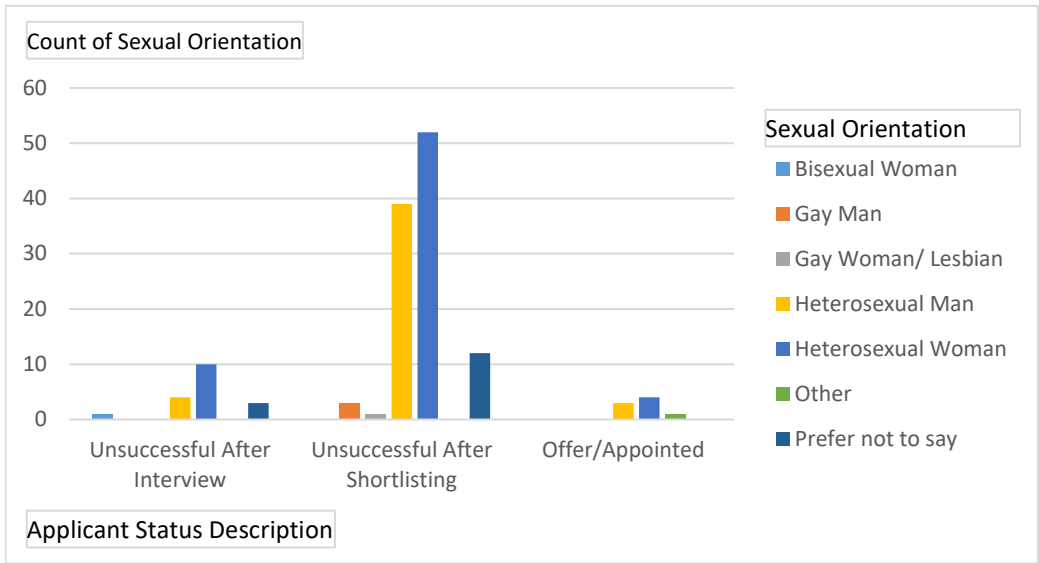
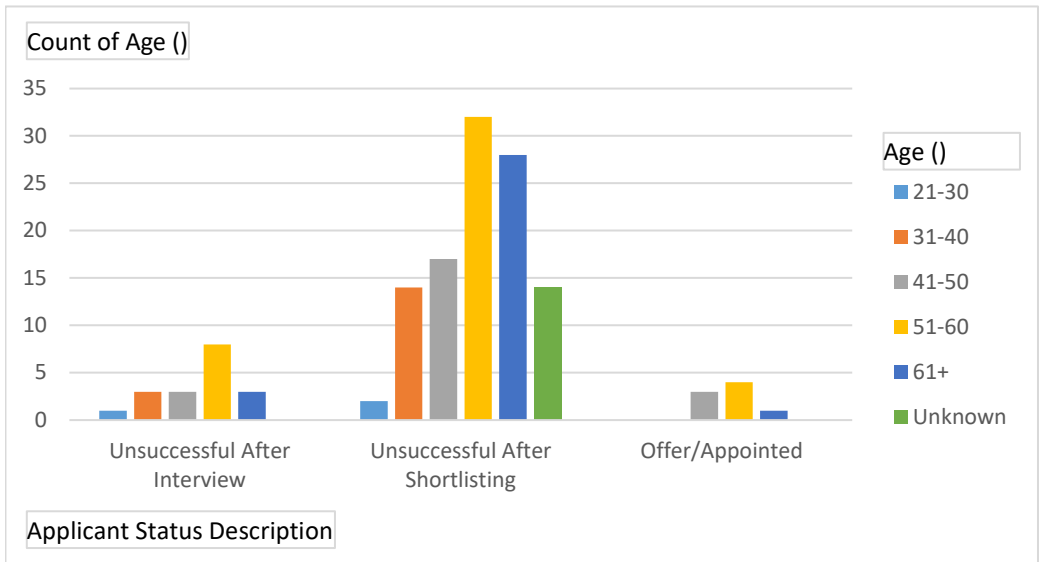
Unknown	Grand Total
	18
14	107
	8
14	133

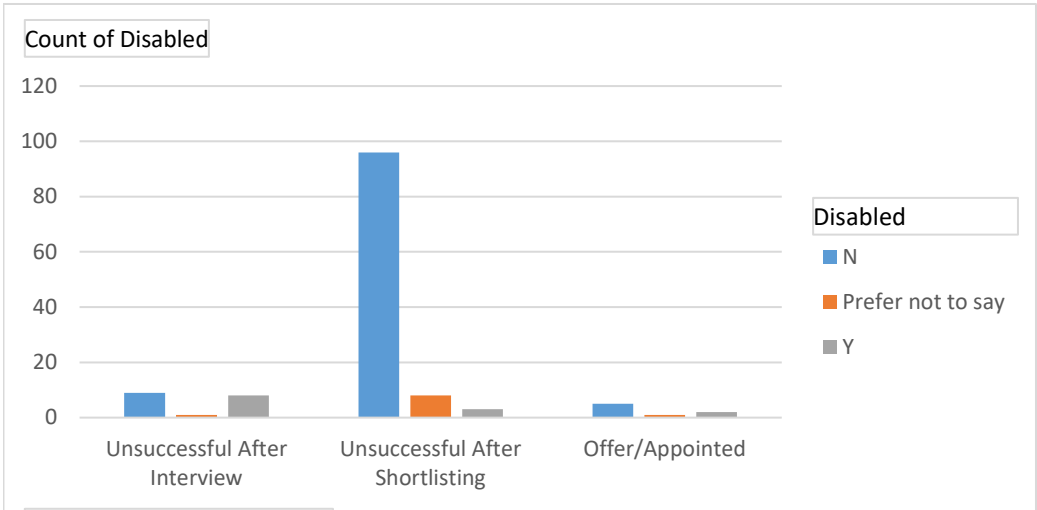
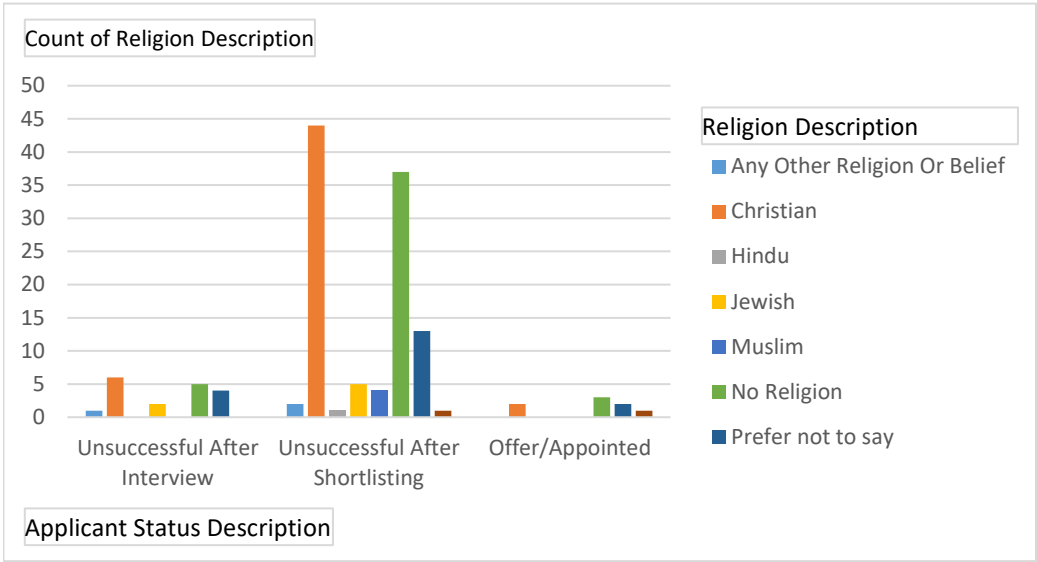
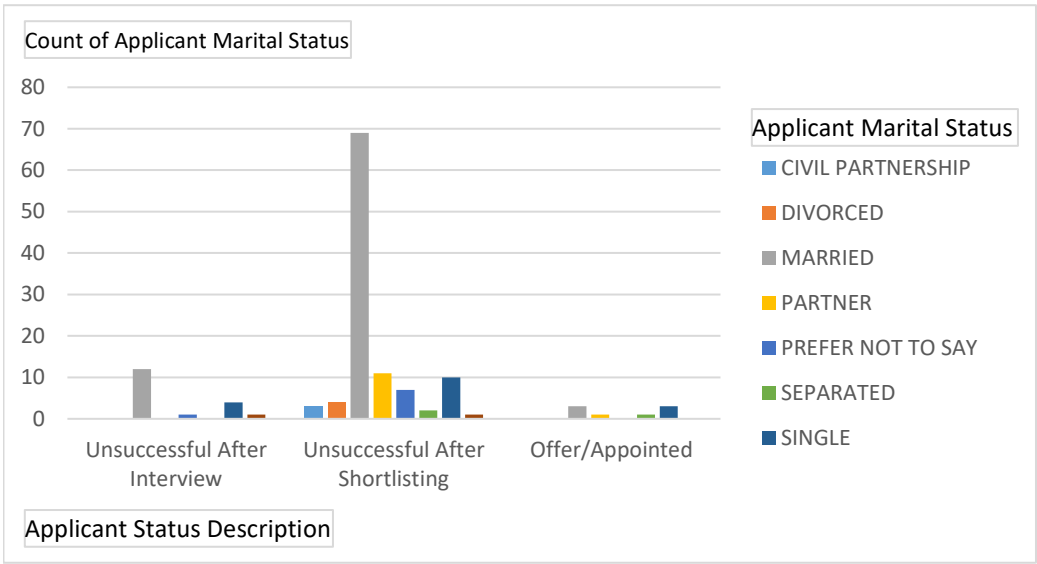
Other	Prefer not to	Grand Total
	3	18
	12	107
1		8
1	15	133

Grand Total
8
18
107
133

SEPARATED	SINGLE	WIDOWED	Grand Total	
		4	1	18
	2	10	1	107
	1	3		8
3	17	2		133

No Religion	Prefer not to	Sikh	Grand Total
5	4		18
37	13	1	107
3	2	1	8
45	19	2	133





Applicant Status Description