hcpc

health & care professions council

Supplementary information for
education providers

Annual monitoring

Contents

Section one: Introduction

About us (the Health and Care Professions Council)

We are the Health and Care Professions Council (HCPC). We are a regulator and our main aim is to protect the public. To do this, we keep a register of professionals who meet our standards for their training, professional skills and behaviour.

We currently regulate the following professions.

- Arts therapists
- Biomedical scientists
- Chiropodists / podiatrists
- Clinical scientists
- Dietitians
- Hearing aid dispensers
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Practitioner psychologists
- Prosthetists / orthotists
- Radiographers
- Speech and language therapists

All of these professions have at least one professional title that is protected by law. This means, for example, anyone using the title 'physiotherapist' or 'dietitian' must be registered with us. Professionals on our Register are called registrants.

Our Register is available on our website for anyone to search, so they can check the registration of their professional.

We may regulate other professions in the future. For an up-to-date list of the professions we regulate, please see our website at www.hcpc-uk.org

Our main functions

In order to protect the public, we:

- set standards for registrants' education and training, professional skills, conduct, performance and ethics;

- keep a register of professionals who meet those standards;

- approve programmes which professionals must complete to register with us; and

- take action when professionals on our Register do not meet our standards.

The Health Professions Order 2001 says we must set our standards to protect the public, and we must set standards -which are necessary for safe and effective practice. This is why our standards are set at a 'threshold' level (a minimum level of safe and effective practice).

About this document

Following the approval of an education programme by us, the programme obtains what we refer to as 'open-ended approval' and is then subject to monitoring. Annual monitoring is a documentary, retrospective process where we consider whether a programme continues to meet our standards of education and training (SETs) and continues to effectively deliver and assess the standards of proficiency (SOPs).
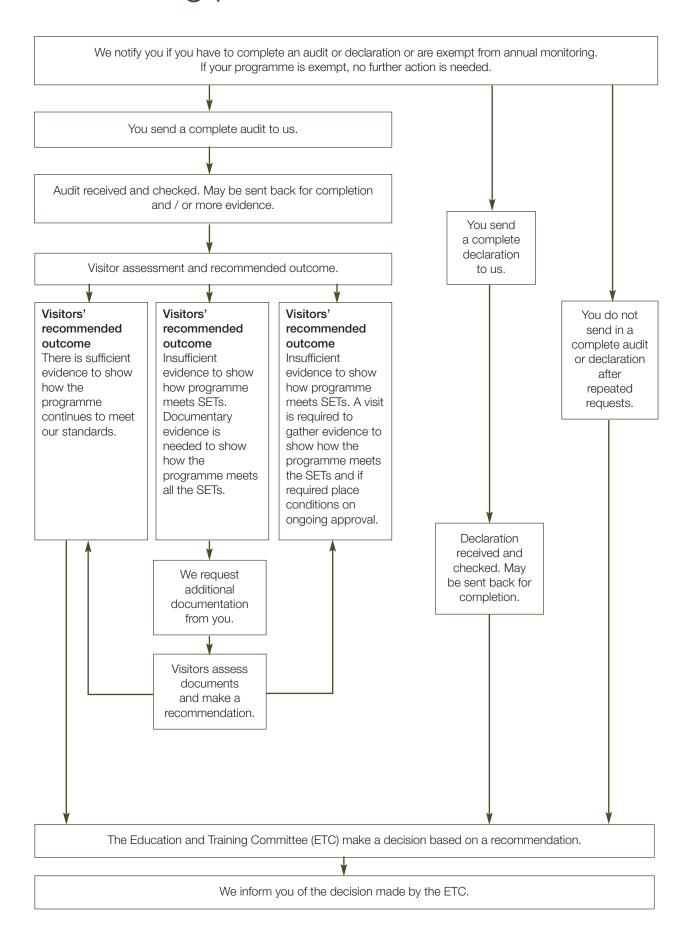
We try to build on your own processes for monitoring and draw heavily on your documents to remove the need for regular visits.

The annual monitoring process operates in conjunction with the major change and approval processes. Information on these processes can be found in the supplementary information documents available on our website.

This document is designed to clarify the annual monitoring process and to help you prepare the required documents. The process for submitting annual monitoring documentation is outlined in the flow chart and process description that follow.

Throughout this document, 'we' refers to the HCPC and 'you' refers to the education provider and / or staff working on an approved programme. There is a glossary in this document which refers to other terms used throughout.

Section two: Flow chart of the annual monitoring process

We notify you if you have to complete an audit or declaration or are exempt from annual monitoring. If your programme is exempt, no further action is needed.

You send a complete audit to us.

Audit received and checked. May be sent back for completion and / or more evidence.

Visitor assessment and recommended outcome.

Visitors' recommended outcome
There is sufficient evidence to show how the programme continues to meet our standards.

Visitors' recommended outcome
Insufficient evidence to show how programme meets SETs. Documentary evidence is needed to show how the programme meets all the SETs.

Visitors' recommended outcome
Insufficient evidence to show how programme meets SETs. A visit is required to gather evidence to show how the programme meets the SETs and if required place conditions on ongoing approval.

You send a complete declaration to us.

You do not send in a complete audit or declaration after repeated requests.

We request additional documentation from you.

Visitors assess documents and make a recommendation.

Declaration received and checked. May be sent back for completion.

The Education and Training Committee (ETC) make a decision based on a recommendation.

We inform you of the decision made by the ETC.

Section three: The process explained

Annual monitoring involves two types of monitoring submissions: an audit or a declaration. Education providers are divided into group A and group B and each year will either submit an audit or a declaration according to their group. The table below illustrates the groups and the forms you need to complete in forthcoming years. There is a list on our website where you can check which group you are in.

	Group A	Group B
2012 – 13	Audit	Declaration
2013 – 14	Declaration	Audit
2014 – 15	Audit	Declaration
2015 – 16	Declaration	Audit
2016 – 17	Audit	Declaration

Each autumn we write to the person you have named as the main annual monitoring contact with information on the annual monitoring process for the programme over the forthcoming academic year. You can also find this information on our website.

You must complete the relevant forms and submit them to us by the deadline stated in our initial correspondence to you. This date will be after your own internal annual monitoring process.

Programmes visited by the HCPC in the previous academic year, or which are currently going through the approval process, will not normally be subject to annual monitoring in the following year. The subsequent table shows how an approval visit will affect the following annual monitoring submissions.

	HCPC process to be completed
2011 – 12	Approval visit takes place – no annual monitoring
2012 – 13	Programme not required to complete annual monitoring
2013 – 14	Programme required to complete annual monitoring

Annual monitoring declaration

An acknowledgement is sent to you on receipt of the form. It is returned to you if incomplete. The form is submitted to the Education and Training Committee (ETC) for approval.

Failure to submit an annual monitoring declaration form by the due date will be reported to the ETC, which will consider the continuing HCPC approval of your programme.

Annual monitoring audit

An acknowledgement is sent to you confirming receipt of your audit documentation. It is checked to see if it is complete and is returned to you if it is not.

When the complete audit documentation has been received it is normally reviewed by two HCPC visitors. At least one visitor will be from the relevant part of the Register and all visitors undergo a conflict of interest process. The documentation is reviewed by the visitors, along with previous reports from the approval, annual monitoring and major change processes.

Visitors' recommended outcome

The visitors will consider if there is sufficient evidence to show how the SETs and SOPs continue to be met.

Visitors can make the following recommendations.

– There is **sufficient evidence** to show the programme continues to meet our standards. This recommendation will be sent to the ETC who will make a decision based on this.

– There is **insufficient evidence** to show how the programme continues to meet our standards. A visit is required to gather evidence to show how the programme meets the SETs and SOPs and, if required, place conditions on ongoing approval. This recommendation will be sent to the ETC who will then make a decision based on this.

– **Additional information** is required for the visitors to make their recommendation. If additional information is required, we will contact you to request this. You will then have 14 days to submit the requested information. The visitors assess the additional documentation and make a further recommendation. The further recommendation can only be one of the two preceding recommended outcomes.

If an audit is not submitted, not complete, or no additional documents are sent, this is referred to the ETC for a decision to consider the continuing approval of the programme.

If the Committee decides we need to visit a programme we will inform you of the ETC's decision, in writing, within 28 days of the Committee meeting. A member of the Education Department will liaise with you and agree a suitable date for the visit.

The reason for a visit will determine its time frame. If you would like the visit to occur later than the proposed time frame you must submit a letter to explain your reasons. The ETC will need to agree any new time frame.

At the end of the academic year, the Education Department will report to the ETC on the annual monitoring process, highlighting trends and areas of best practice.

Section four: Completing the annual monitoring declaration form

The following information is provided to help you complete the declaration form. This information is also available on our website at www.hcpc-uk.org

Please complete the form electronically. We do not require a physical signature.

The declaration form is divided into two sections:

Section one – About the education provider

Name of education provider
This refers to the name of the education provider that delivers the programme.

Name of awarding / validating body (if different from the education provider)
This refers to the name of the education provider that awards the qualification.

Programme title
This refers to the full programme title.

Name of Department, School or Faculty (to which the programme belongs)
Generally a programme will be run by a specific School or Department within an institution.

Mode of delivery
The basis on which a programme is offered, for example 'full time', 'part time' or 'distance learning'.

Name, job title, telephone number and email address
This information relates to the person with whom you would like us to correspond regarding the documentation you have submitted. It may be someone from the quality assurance office of your institution, an administrative staff member, or someone from the programme team.

Section two – Declaration

This section asks you to confirm that the programme continues to meet our SETs and that those who successfully complete the programme continue to demonstrate an ability to meet our SOPs. This section also asks you to confirm that recent and future significant changes are reported to the HCPC. If your programme has undergone a major change which has not been reported to us, please contact a member of our Education Department as soon as possible. We expect you to complete this declaration after you have completed your internal annual monitoring process for the year.

Annual monitoring declaration form (sample)

A separate form must be completed for each HCPC approved programme.

There are two sections of this form which need to be completed.

Section 1   About the education provider
Section 2   Declaration

Section 1 – About the education provider	
Name of education provider	
Name of awarding / validating body (if different from education provider)	
Programme title	
Name of Department, School or Faculty (to which the programme belongs)	
Mode of delivery	☐ Full time ☐ Part time ☐ Other (please provide details)
Contact details for person responsible for submitting the form to the HCPC	
Name	
Job title	
Telephone number	
Email address	

Section 2 – Declaration

Declaration to be completed by Head of School / Dean of Faculty or Programme Leader

I confirm that:

– the programme continues to meet the HCPC's standards of education and training; and

– those who successfully complete the programme continue to demonstrate an ability to meet the HCPC's standards of proficiency.

I confirm there have been no unapproved changes to the programme either since initial approval was granted or ongoing approval was reconfirmed (whichever was more recent).

I confirm the information given on this annual monitoring form is correct and failure to disclose relevant information could result in the programme no longer being approved as leading to eligibility to register with the HCPC.

I confirm that any future significant changes to the programme will be reported to the HCPC via the major change process and failure to disclose relevant information could result in the programme no longer being approved as leading to eligibility to register with the HCPC.

Name: _____

Date: _____

Section five: Completing the annual monitoring audit form

The following information is provided to help you complete the audit form and submit the documents required. This information is also available on the HCPC website at www.hcpc-uk.org

Please complete the form electronically. We do not require a physical signature.

The audit form is divided into four sections:

Section one – About the education provider

Name of education provider
This refers to the name of the education provider that delivers the programme.

Name of awarding / validating body (if different from the education provider)
This refers to the name of the education provider that awards the qualification.

Programme title
This refers to the full programme title of the approved programme.

Name of Department, School or Faculty (to which the programme belongs)
Generally a programme will be run by a specific School or Department within an institution.

Mode of delivery
The basis on which a programme is offered, for example 'full time', 'part time' or 'distance learning'.

Name, job title, telephone number and email address
This information relates to the person with whom you would like us to correspond regarding the documentation you have submitted. It may be someone from the quality assurance office of your institution, an administrative staff member or someone from the programme team.

Section two – Check list of documents

Please note the following documents must be included to allow the HCPC to assess an annual monitoring audit. Any audit submissions not including the following documents will be classed as incomplete and could result in withdrawal of programme approval.

–   External examiners' reports for the last two academic years

–   Responses to the external examiners' reports for the last two academic years

–   Internal quality documents for the last two academic years

The internal quality documents submitted to us will vary from programme to programme depending on your own quality requirements.

You should include the internal quality documentation that you are already required to produce, such as the reports you submit to your quality office (or similar) at regular intervals.

You may wish to include any other reports you produce for key stakeholders. These might include reports which you submit to professional bodies and / or funding bodies. You may also wish to submit copies of institutional documents that show how you continue to meet our standards (for example, the Faculty Professional Suitability Policy).

You may wish to submit documentation to illustrate how your own quality monitoring systems take into account the views of service users, practice placement providers and students. This may include the submission of a validation or critical review document and / or a student written submission.

All documents must be relevant and must provide evidence of the ways in which any changes have impacted on teaching and learning from the perspective of the students, staff, resources and placements.

You are required to submit to us two hard copies and one electronic copy of the above documents by the deadline stated in the initial correspondence from us relating to annual monitoring.

Section three – Mapping document

How to complete the audit mapping document

You need to map any changes to your programme since the last approval visit or audit submission (whichever is more recent) against the SETs. This form is also available on our website.

It requires you to:

–   state how you met the SET before you made the change;

–   provide a brief summary of the change; and

–   reference the page or place in the submitted documentation where we can find further information.

For example:

Standard of education and training	How did you meet the SET?	How do you now meet the SET?	On which page of this document can this information be found?
3.4 There must be a named person who has overall professional responsibility for the programme who must be appropriately qualified and experienced and, unless other arrangements are agreed, be on the relevant part of the Register.	The programme leader was Jane Smith.	Mary Brown was appointed last summer as the new programme leader. This change was submitted to HCPC as a major change and reviewed by visitors last summer.	Not applicable. Change has been dealt with previously via the major change process.
4.9 When there is interprofessional learning the profession-specific skills and knowledge of each professional group must be adequately addressed.	Previously there were no inter-professional learning assignments on the programme.	We have now introduced inter-professional activities in the form of non-credit-based PBL exercises.	Information on these activities can be found in appendix five, page one of the student handbook.
5.1 Practice placements must be integral to the programme.	Not applicable (no changes made in this area).	Not applicable (no changes made in this area).	Not applicable (no changes made in this area).

Section four – Declaration

This section asks you to confirm the programme continues to meet our SETs and that those who successfully complete the programme continue to demonstrate an ability to meet the SOPs. If the programme has undergone major change which has not been reported to us, please contact a member of our Education Department as soon as possible.

Annual monitoring audit form (sample)

A separate form must be completed for each HCPC approved programme.

There are four sections of this form which need to be completed.

Section 1   About the education provider

Section 2   Check list

Section 3   Mapping document

Section 4   Declaration

Section 1 – About the education provider	
Name of education provider	
Name of awarding / validating body (if different from education provider)	
Programme title	
Name of Department, School or Faculty (to which the programme belongs)	
Mode of delivery	☐ Full time ☐ Part time ☐ Other (please provide details)
Contact details for person responsible for submitting the form to the HCPC	
Name	
Job title	
Telephone number	
Email address	

Section 2 – Check list of documents

☐   External examiners' report for last year

☐   External examiners' report for two years ago

☐   Response to external examiners' report for last year

☐   Response to external examiners' report for two years ago

☐   Internal quality document for last year

☐   Internal quality document for two years ago

If you have included any other documents please list them below:

Section 3 – Mapping document

Standards of education and training (SETs)	How did you meet the SET?	How do you now meet the SET?	On which page of the document can this information be found?
1 Level of qualification for entry to the Register			
1.1 The Council normally expects that the threshold entry routes to the Register will be the following: Bachelor degree with honours for: – biomedical scientists (with the Certificate of Competence awarded by the Institute of Biomedical Science, or equivalent); – chiropodists / podiatrists; – dietitians; – occupational therapists; – orthoptists; – physiotherapists; – prosthetists / orthotists; – radiographers; and – speech and language therapists. Masters degree for arts therapists. Masters degree for clinical scientists (with the Certificate of Attainment awarded by the Association of Clinical Scientists, or equivalent). Foundation degree for hearing aid dispensers. Diploma of Higher Education for operating department practitioners. Equivalent to Certificate of Higher Education for paramedics. Professional doctorate for clinical psychologists. Professional doctorate for counselling psychologists, or equivalent.			

Standards of education and training (SETs)	How did you meet the SET?	How do you now meet the SET?	On which page of the document can this information be found?
Professional doctorate for educational psychologists, or equivalent.			
Masters degree for forensic psychologists (with the award of the British Psychological Society qualification in forensic psychology, or equivalent).			
Masters degree for health psychologists (with the award of the British Psychological Society qualification in health psychology, or equivalent).			
Masters degree for occupational psychologists (with the award of the British Psychological Society qualification in occupational psychology, or equivalent).			
Masters degree for sport and exercise psychologists (with the award of the British Psychological Society qualification in sport and exercise psychology, or equivalent).			
2 Programme admissions			
2.1 The admissions procedures must give both the applicant and the education provider the information they require to make an informed choice about whether to take up or make an offer of a place on a programme.			
2.2 The admissions procedures must apply selection and entry criteria, including evidence of a good command of reading, writing and spoken English.			
2.3 The admissions procedures must apply selection and entry criteria, including criminal convictions checks.			
2.4 The admissions procedures must apply selection and entry criteria, including compliance with any health requirements.			
2.5 The admissions procedures must apply selection and entry criteria, including appropriate academic and / or professional entry standards.			

Standards of education and training (SETs)	How did you meet the SET?	How do you now meet the SET?	On which page of the document can this information be found?
2.6 The admissions procedures must apply selection and entry criteria, including accreditation of prior (experiential) learning and other inclusion mechanisms.			
2.7 The admissions procedures must ensure that the education provider has equality and diversity policies in relation to applicants and students, together with an indication of how these will be implemented and monitored.			
3 Programme management and resources			
3.1 The programme must have a secure place in the education provider's business plan.			
3.2 The programme must be effectively managed.			
3.3 The programme must have regular monitoring and evaluation systems in place.			
3.4 There must be a named person who has overall professional responsibility for the programme who must be appropriately qualified and experienced and, unless other arrangements are agreed, be on the relevant part of the Register.			
3.5 There must be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme.			
3.6 Subject areas must be taught by staff with relevant specialist expertise and knowledge.			
3.7 A programme for staff development must be in place to ensure continuing professional and research development.			

Standards of education and training (SETs)	How did you meet the SET?	How do you now meet the SET?	On which page of the document can this information be found?
3.8 The resources to support student learning in all settings must be effectively used.			
3.9 The resources to support student learning in all settings must effectively support the required learning and teaching activities of the programme.			
3.10 The learning resources, including IT facilities, must be appropriate to the curriculum and must be readily available to students and staff.			
3.11 There must be adequate and accessible facilities to support the welfare and wellbeing of students in all settings.			
3.12 There must be a system of academic and pastoral student support in place.			
3.13 There must be a student complaints process in place.			
3.14 Where students participate as service users in practical and clinical teaching, appropriate protocols must be used to obtain their consent.			
3.15 Throughout the course of the programme, the education provider must have identified where attendance is mandatory and must have associated monitoring mechanisms in place.			
3.16 There must be a process in place throughout the programme for dealing with concerns about students' profession-related conduct.			

Standards of education and training (SETs)	How did you meet the SET?	How do you now meet the SET?	On which page of the document can this information be found?
4	**Curriculum**		
4.1	The learning outcomes must ensure that those who successfully complete the programme meet the standards of proficiency for their part of the Register.		
4.2	The programme must reflect the philosophy, core values, skills and knowledge base as articulated in any relevant curriculum guidance.		
4.3	Integration of theory and practice must be central to the curriculum.		
4.4	The curriculum must remain relevant to current practice.		
4.5	The curriculum must make sure that students understand the implications of the HCPC's standards of conduct, performance and ethics.		
4.6	The delivery of the programme must support and develop autonomous and reflective thinking.		
4.7	The delivery of the programme must encourage evidence based practice.		
4.8	The range of learning and teaching approaches used must be appropriate to the effective delivery of the curriculum.		
4.9	When there is interprofessional learning the profession-specific skills and knowledge of each professional group must be adequately addressed.		

Standards of education and training (SETs)	How did you meet the SET?	How do you now meet the SET?	On which page of the document can this information be found?
5 Practice placements			
5.1 Practice placements must be integral to the programme.			
5.2 The number, duration and range of practice placements must be appropriate to support the delivery of the programme and the achievement of the learning outcomes.			
5.3 The practice placement settings must provide a safe and supportive environment.			
5.4 The education provider must maintain a thorough and effective system for approving and monitoring all placements.			
5.5 The placement providers must have equality and diversity policies in relation to students, together with an indication of how these will be implemented and monitored.			
5.6 There must be an adequate number of appropriately qualified and experienced staff at the practice placement setting.			
5.7 Practice placement educators must have relevant knowledge, skills and experience.			
5.8 Practice placement educators must undertake appropriate practice placement educator training.			
5.9 Practice placement educators must be appropriately registered, unless other arrangements are agreed.			
5.10 There must be regular and effective collaboration between the education provider and the practice placement provider.			

Standards of education and training (SETs)	How did you meet the SET?	How do you now meet the SET?	On which page of the document can this information be found?
5.11 Students, practice placement providers and practice placement educators must be fully prepared for placement which will include information about and understanding of:			
– the learning outcomes to be achieved;			
– the timings and the duration of any placement experience and associated records to be maintained;			
– expectations of professional conduct;			
– the assessment procedures including the implications of, and any action to be taken in the case of, failure to progress; and			
– communication and lines of responsibility.			
5.12 Learning, teaching and supervision must encourage safe and effective practice, independent learning and professional conduct.			
5.13 A range of learning and teaching methods that respect the rights and needs of service users and colleagues must be in place throughout practice placements.			
6 Assessment			
6.1 The assessment strategy and design must ensure that the student who successfully completes the programme has met the standards of proficiency for their part of the Register.			
6.2 All assessments must provide a rigorous and effective process by which compliance with external-reference frameworks can be measured.			

Standards of education and training (SETs)	How did you meet the SET?	How do you now meet the SET?	On which page of the document can this information be found?
6.3 Professional aspects of practice must be integral to the assessment procedures in both the education setting and practice placement setting.			
6.4 Assessment methods must be employed that measure the learning outcomes.			
6.5 The measurement of student performance must be objective and ensure fitness to practise.			
6.6 There must be effective monitoring and evaluation mechanisms in place to ensure appropriate standards in the assessment.			
6.7 Assessment regulations must clearly specify requirements for student progression and achievement within the programme.			
6.8 Assessment regulations, or other relevant policies, must clearly specify requirements for approved programmes being the only programmes which contain any reference to an HCPC protected title or part of the Register in their named award.			
6.9 Assessment regulations must clearly specify requirements for an aegrotat award not to provide eligibility for admission to the Register.			
6.10 Assessment regulations must clearly specify requirements for a procedure for the right of appeal for students.			
6.11 Assessment regulations must clearly specify requirements for the appointment of at least one external examiner who must be appropriately experienced and qualified and, unless other arrangements are agreed, be from the relevant part of the Register.			

Section 4 – Declaration

Declaration to be completed by Head of School / Dean of Faculty or Programme Leader

I confirm that:

– the programme continues to meet the HCPC's standards of education and training; and

– those who successfully complete the programme continue to demonstrate an ability to meet the HCPC's standards of proficiency.

I confirm there have been no unapproved changes to the programme either since initial approval was granted or ongoing approval was reconfirmed (whichever was more recent).

I confirm the information given on this annual monitoring form is correct and failure to disclose relevant information could result in the programme no longer being approved as leading to eligibility to register with the HCPC.

I confirm that any future significant changes to the programme will be reported to the HCPC via the major change process and failure to disclose relevant information could result in the programme no longer being approved as leading to eligibility to register with the HCPC.

Name: _____

Date: _____

Section six: Glossary

Annual monitoring	Our annual process to ensure approved programmes continue to meet our SETs and SOPs.
Awarding institution	The education provider who validates / awards the final qualification.
Approval	Our process of validation and accreditation that leads to decisions about the ability of a programme to meet the requirements of our SETs.
Education and Training Committee (ETC)	The statutory Committee at the HCPC with responsibility for education and training matters.
Education provider	The establishment at which a programme is delivered or by which a qualification is awarded.
External examiners	Appointed by you to monitor the assessment process for the academic and the practice elements of programmes and to ensure professional and academic standards are met.
HCPC Partner	See 'visitor'.
Institution	See 'education provider'.
Major change	A change to a programme that has a significant impact on teaching and learning or resources and on our SETs and SOPs.
Major change process	Our process for assessing if a change to a programme is a major change.
Programme	The academic provision, practice placements, assessment, qualification and education provider which in totality form the programme for approval purposes. This equates to an academic award.
Standards of education and training (SETs)	The standards which you must meet to ensure all those completing an approved programme meet the SOPs.
Standards of proficiency (SOPs)	The standards required of registrants and those applying for registration for the safe and effective practice of their profession.
Visitor	A HCPC Partner appointed to visit and advise the ETC on education programmes.

Section seven: Contact details

If you have any questions regarding the annual
monitoring process, please contact us at:

Education Department
The Health and Care Professions Council
184 Kennington Park Road
London
SE11 4BU

tel +44 (0)20 7840 9812
fax +44 (0)20 7820 9684

You can also email us at
annualmonitoring@hcpc-uk.org
or see our website at www.hcpc-uk.org

Notes

Notes

Annual monitoring – supplementary information for education providers

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This document is available in alternative formats and Welsh on request.
Call +44 (0)20 7840 9806
or email publications@hcpc-uk.org