

Approvals Committee
22nd December 2005

Department of Education
Annual Monitoring Process

Executive Summary and Recommendations

1. Introduction

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

The following documents are included in the appendix for committees approval:

- Annual Monitoring Audit form
- Annual Monitoring Self Declaration form
- Annual Monitoring guidance notes for education providers

These documents will form the basis of the HPC Annual Monitoring process and be underpinned by the Standards of Education and Training Guidance document which is currently being developed by the Policy Department. It is intended that the Minor/Major Change and the Approvals Processes will be in a similar format.

2. Decision

The Committee is asked to agree:

That subject to legal and internal assessment, the attached forms and guidance are those that will be issued as standard information to education providers

3. Background information

None

4. Resource implications

Development of IT system

Temporary re-assignment of Education Officer

5. Financial implications

Cost of recruitment of education officers

Cost of communication with HPC Visitors Partners

Payment of Visitors (as for registration assessors)

Salary of Education Officers

6. Background papers

None

7. Appendices

- Annual Monitoring Audit form
- Annual Monitoring Self Declaration form
- Annual Monitoring guidance notes for education providers