

**Approvals Committee  
(9<sup>th</sup> September 2005)**

**Department of Education**

**Visitor's Training and Guidance**

**1. Introduction**

**1.1 Visitor Training**

The second and third Visitor training sessions took place on the 19th July, and the 16th August 2005 respectively. A total of 18 partners were trained at the July event, with 19 attending in August. Overall, 137 partners have now been trained. Further training days are set to be held in October and December 2005.

Newly recruited Visitors for the Arts Therapies, Paramedics and Operating Department Practitioners professions, who were not able to attend the August date, will all be invited to attend the October or December sessions.

The December date will also include training for Lay partners. Tony Hazell is currently writing the training programme for Lay Visitors and will be able to deliver this in December, alongside the Education Manager, and the Chair of Approvals or Education and Training Committee. Lay Visitors will then be periodically appointed alongside HPC Visitors to ensure the quality of our processes during approvals visits.

**1.2 Visitor Guidance**

It has been noticed by the Executive that there is a lot of similarity and cross-over between the Visitor Guidance, and the SETs Guidance. It has been suggested that to avoid duplication, and to maintain consistency, that the two guidance documents should be combined. To achieve this, the Visitor Guidance will be 'retired' and then re-edited and incorporated into the SETs guidance. Also added to the SETs guidance will be a rationale explaining the steps and decisions made as to how and why the Visitor and SETs Guidance were combined.

This new document would be re-titled as Standards of Education and Training Guidance, and would then go forward to ETC and then to consultation. Eventually this document will be used alongside the Approvals Handbook, and the Annual Monitoring Handbook.

**2. Decision**

The Committee is asked to note the paper. No decision is required.

**3. Background Information**

None

**4. Resource Implications**

Visitor training is part of the standard programme of work for the Department of Education & Policy.

**5. Financial Implications**

The cost of Visitor training will be included in the budget of the Education & Policy Department as a standard item.

**6. Background Papers**

None

**7. Appendices**

None