

# Major/Minor Change

Supplementary Information for Education Providers



# Contents

<b>Section 1: Introduction</b>	<b>3</b>
About us (the HPC)	3
Our key functions	3
About this document	3
<b>Section 2: Flowchart of the process</b>	<b>4</b>
Fig 1. Major/minor change process flowchart	4
<b>Section 3: The process explained</b>	<b>5</b>
<b>Section 4: Minor and Major changes - definitions</b>	<b>6</b>
What constitutes a minor change?	6
What constitutes a major change?	6
<b>Section 5: Documentation required from the education provider</b>	<b>7</b>
<b>Section 6: Glossary</b>	<b>9</b>
<b>Section 7: HPC reference documents</b>	<b>10</b>
<b>Section 8: Contact Details</b>	<b>10</b>
<b>appendix 1 – Sample Major/Minor Change submission form</b>	<b>11</b>
How to complete the minor/major change application form	12

# Section 1: Introduction

## About us (the HPC)

We are the Health Professions Council. We are a health regulator, and we were set up to protect the public. To do this, we keep a Register of health professionals who meet our standards for their training, professional skills, behaviour and health.

We currently regulate thirteen health professions:

- Arts therapists;
- Biomedical scientists;
- Chiropodists and podiatrists;
- Clinical scientists;
- Dietitians;
- Occupational therapists;
- Operating department practitioners;
- Orthoptists;
- Paramedics;
- Physiotherapists;
- Prosthetists and orthotists;
- Radiographers; and
- Speech and language therapists.

We may regulate other professions in the future. For an up-to-date list of the professions we regulate, please see our website: [www.hpc-uk.org](http://www.hpc-uk.org)

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

## Our key functions

### In order to protect the public, we:

- set standards for the education and training, professional skills, conduct, performance, ethics, and health of registrants;
- keep a Register of health professionals who meet those standards;
- approve programmes which health professionals must complete in order to register with us; and
- take action when health professionals on our Register do not meet our standards.

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

## About this document

Since its inception, the Education Department of the Health Professions Council has been undertaking approval visits to educational institutions throughout the UK. As part of an approval visit, the HPC assesses the programme against our Standards of Education and Training (SETs) to ensure that upon qualification, all students meet our Standards of Proficiency (SoPs).

Following the approval of an educational programme by the HPC, the programme obtains what we refer to as "open-ended approval" and is then subject to annual monitoring. Annual monitoring is a documentary process by which we determine whether or not a programme continues to meet all the HPC standards against which it was originally assessed. Minor changes to a programme are monitored and identified through this process.

Operating in conjunction with the annual monitoring process, is the process of recognising changes of circumstances which impact significantly on the provision of a programme and on the Standards of Education and Training or Standards of Proficiency. This is known as the major/minor change process.

Through the major/minor change process, education providers are required to notify us of any major changes to HPC approved programmes which impact on these standards (for details of what constitutes a major change, please refer to page 4 of this document). There may be some circumstances in which you are unsure if the change is major or minor. In such cases, we ask that you notify us of the change through the major/minor change process so that we can decide if the change is indeed major.

Following notification of changes, we will determine, in accordance with our processes and policies (which are detailed in sections 2, 3 and 4 of this document), whether the changes are minor or major, and the action to be taken in each case. Generally, where a major change occurs, or where a number of cumulative minor changes result in a major change, an approval visit will be required and the programme will move into our approvals process.

The information contained in this document is designed to clarify the major/minor change process and to assist education providers in submitting information about changes to the HPC. The process for notifying us of

proposed changes is usually a correspondence based exercise (electronic or paper) and is clearly outlined in the flowchart and process description that follow.

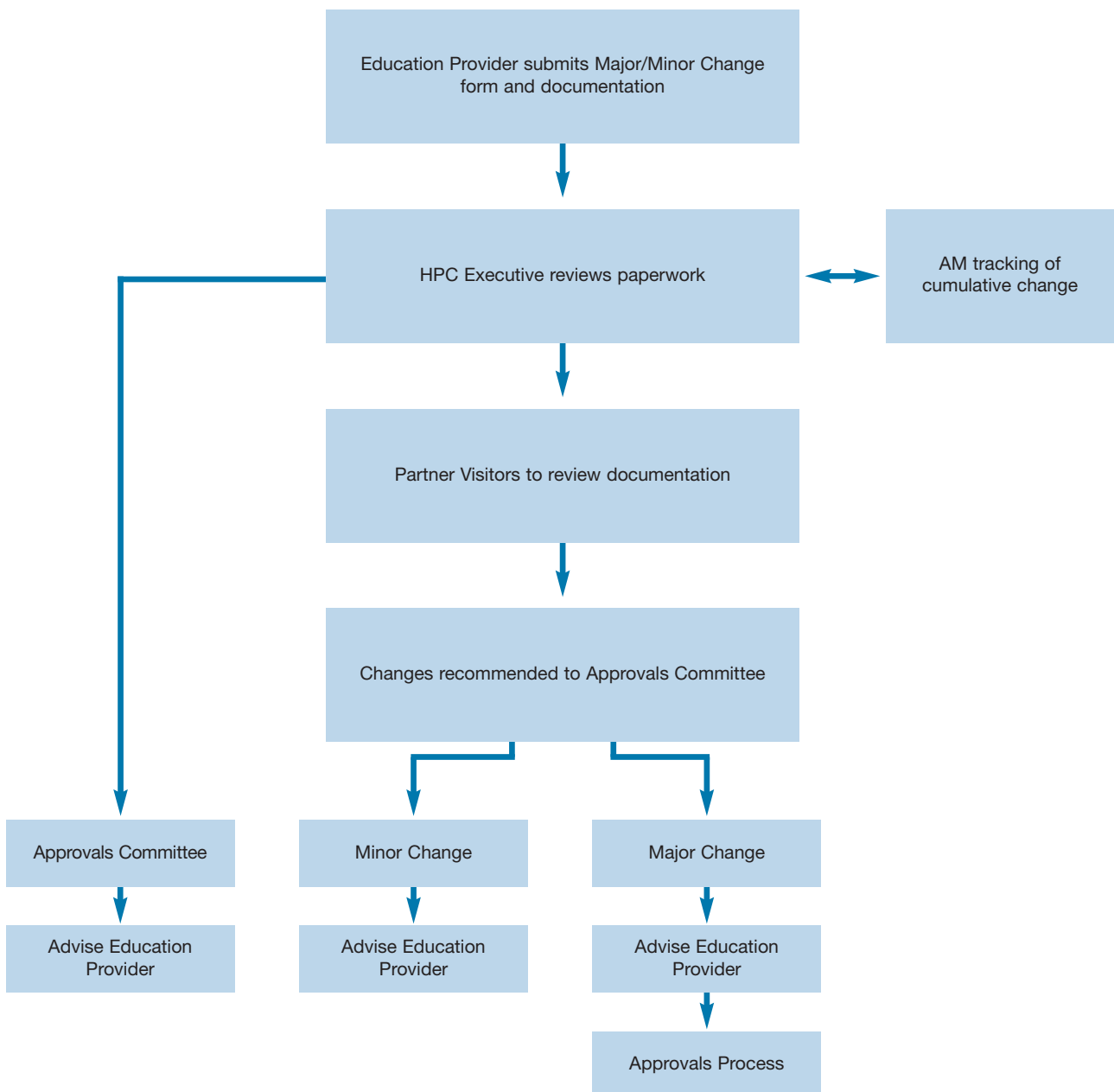
Throughout the document, 'we' refers to the Health Professions Council, and 'you' refers to the education provider, staff working on an approved programme, or a programme that is seeking approval.

## Section 2: Flowchart of the process

The flowchart below has been designed to ensure that the notification of major change is complimentary with the approvals and annual monitoring processes of the HPC.

This process builds upon, and provides more detail on, that contained in the 'Key Decisions from our consultation on the Standards of Education and Training and the Approvals Process'.

**Figure 1. Major/minor change process flowchart**



# Section 3: The Process

The following points are provided as elaboration of the steps outlined in the flowchart in section 2.

When you have submitted your application form and supporting information, the executive staff of the Education Department will undertake an initial assessment of the paperwork. If the nature of the change is such that only an executive decision is required, the Approvals Committee will be informed and you will be notified of the outcome accordingly.

If the change is considered to have an impact on our standards, the documentation will be sent to two visitors, from the same part of the register as the programme under consideration. The visitor will be required to assess changes and determine the action we will take. Any information regarding previously submitted major changes, or minor changes identified through annual monitoring, will also be sent to the visitors in order that they are able to assess the effect of any cumulative changes on the programme.

If the visitors determine that the changes are minor (based on the criteria in section 4 of this document), the changes will be recommended to the Approvals Committee for approval at the next meeting.

If however, the visitor/assessors feel that the change is major (based on the criteria in section 4 of this

document), the assessors will make a recommendation to the Committee who will then make a decision based on the information provided. If the Committee agrees that the change is major, the programme will be moved into the approvals process and an approval visit organised. When this decision has been reached, we will notify you immediately and will set in place the approvals process. Where possible, if the change is major and falls into the approvals process, we will endeavour to use the services of the visitors involved in the assessment of the change.

Where possible, if the programme has been approved by a HPC panel, we will endeavour to use the services of those partners involved in the visit/s to that institution. All assessments of major/minor change will involve the Conflict of Interest procedures.

# Section 4: Minor and Major changes – definitions

In 2002, we undertook a consultation on our Standards of Education and Training and the Approvals Process and what they should look like. When making our decisions in response to the feedback we received, we set the following parameters for our major/minor change process. This information is a general guide to what the HPC considers would constitute both a minor and a major change.

## What constitutes a minor change?

- A one-off change or cumulative changes affecting less than 25% of the programme
- A change to a module title, credit value, level or relationship with other modules
- The addition or replacement of a module within the existing provision
- A non-material change to student numbers
- An insignificant reduction in resources
- An insignificant change in the admissions requirements
- Any changes to the overall aims, objectives or learning outcomes for a module
- Any change to the teaching and learning strategy that does not have a resource implication
- An insignificant change to the assessment strategy for the provision or a change to the assessment strategy for a module, including assessment criteria, modes and weighting

As mentioned in sections 2 and 3 of this document, if there are a number of minor changes that are made to a programme which we believe would cumulatively result in a major change, we will be required to move the programme into the approvals process and undertake a Visit to the programme. Such cumulative change will be identified in the annual monitoring process.

## What constitutes a major change?

- A one-off change or cumulative changes affecting

more than 25% of the programme

- A change to the programme title
- The addition of a new route or pathway within the existing provision
- A change to the delivery mode, e.g. distance learning
- A change to the length of the programme
- A relocation of the site of delivery
- A material change to student numbers
- A significant reduction in resources
- A significant change in the admissions requirements
- Any changes to the overall aims, objectives or learning outcomes for the provision
- A significant change to the assessment strategy
- Multiple minor changes that have a significant impact on the Standards of Education and Training
- Multiple minor changes that have a significant impact of the Standards of Proficiency for the profession in question

We expect that we will conduct prospective visits of programmes which are about to undergo major change wherever possible, to ensure that the quality of the programme is maintained. We recognise that there may be circumstances in which only a retrospective visit is possible, but we will consider a timely visit to be essential. This is a consideration we will apply to both the Education Provider and the HPC.

# Section 5: Documentation required from the education provider

As with a HPC approval visit, we require documentary evidence of any changes that may impact on our standards. Below are further details about the information we require and what possible documentation may be used to evidence this. Please note that the information provided here is a guide only and you may wish to include information from other sources.

We expect that the major/minor change process will be an electronic process where possible. This is intended to reduce the amount of paperwork involved and will facilitate the timely assessment of the change proposal. Further, if you wish to use website references, this will be encouraged where appropriate. If for some reason, we find that we require paper copies of documentation, we will contact the person nominated on the submission form directly.

## **1. Submission form for major/minor change proposals**

This form will provide the basis of the documentation submitted to us for major/minor changes. The form must be completed by the Education Provider and should normally be submitted, along with supporting documentation, prior to the implementation of the changes where possible. It is expected that this documentation will relate to major changes, or to cases where you are unable to determine whether the change is major or minor. If your change is clearly a minor change, according to our definitions, it will be considered as part of the annual monitoring process.

## **2. Mapping documents:**

As we assess all programmes against the Standards of Education and Training and Standards of Proficiency, you may find it useful to map the proposed changes against our Standards. This mapping can then be used to clearly indicate which of the standards are impacted by the change. Copies of our mapping documents are available on our website at: [www.hpc-uk.org](http://www.hpc-uk.org)

## **3. Supporting institutional documents:**

We require that education providers submit any documentation that will evidence the ways in which the change impacts on the provision of the programme from the perspective of the students, staff, resources and placements. Please note that in addition to the electronic submission of the documentation, we may require additional paper copies of documentation in some instances.

We have provided examples (for two types of major change) of what the visitor/assessors might require below. Please note that these examples are a guide only and the visitor/assessors may ask for additional information or evidence as required.

## Example 1: Material change to student numbers

We need to be assured that there is a sufficient number of appropriately qualified and experienced staff to continue to deliver the programme effectively, and that none of our standards are compromised by the change.

This example may impact on a number of SETs (including 3.4, 3.7, 3.8, 3.12, 5.2, 5.5, 5.10), and each must be addressed in the documentation provided by the education provider.

If a change involves a significant increase in student numbers, which will impact on teaching and learning and resources (and thereby our SETs), we would require details of the numbers involved, details of the potential or expected impact and how this will be managed, as well as details of any additional resources required to support the change and how these will be funded/used/distributed. We would also require evidence of the potential impact on placements in terms of timetabling and staffing and how this will be accommodated and monitored.

Documentation may include a revised timetable for placements; information about how the placement providers will accommodate the increase in numbers or how new placement providers will be sourced and in what timeframe; how placement providers will be informed of any changes to student numbers; details of any impact the increased numbers may have on tutorial or lecture times and how these will be accommodated; and details of any staff arrangements made in response to the changes. We would also wish to see information about how the additional students will be supported in terms of access to computers or other resource materials.

## Example 2: A significant reduction in resources

If the change were to involve a relocation of all library resources to another site or campus, we would need to see information to assist us to determine that your students will retain sufficient access to library resources, and that their studies will not be compromised as a result of the relocation. This change relates primarily to SET 3.13.

In this case, we would need to see information relating to the new location of the library, arrangements that have been made for remote access to library records, arrangements for transport to the new location, arrangements for extended borrowing times and/or library opening hours, details of changes to the library resources such as computer access and the stock of periodicals, journals and subject books and how this will impact on the students enrolled in the programme.

For further details about the information that we require education providers submit as evidence for meeting our standards, please refer to our document entitled "Standards of Education and Training, guidance for education providers".



# Section 6: Glossary

<b>Annual Monitoring (AM)</b>	the annual HPC process to ensure that approved programmes continue to meet the Standards of Education and Training and Standards of Proficiency.
<b>Awarding Institution</b>	The education provider who validates/awards the final qualification.
<b>Approval</b>	the HPC process of validation and accreditation that leads to decisions about the ability of a programme to meet the requirements of the Standards of Education and Training of the regulatory body.
<b>Approvals Committee</b>	a sub-committee of the Education and Training Committee with delegated authority for approval and monitoring of educational programmes.
<b>Education and Training Committee</b>	the statutory committee at the HPC with responsibility for education and training matters.
<b>Education provider</b>	the establishment at which a programme is delivered or by which a qualification is awarded.
<b>HPC partner (visitor)</b>	see Visitor.
<b>Institution</b>	see education provider
<b>Major Change</b>	is where a change to a programme takes place that has a significant impact on teaching and learning or resources, and on the HPC's Standards of Education and Training and Standards of Proficiency. Please refer to the document entitled <i>Major/Minor Change – Supplementary Information for Education Providers</i> .
<b>Minor Change</b>	is where a change to a programme takes place that has a negligible impact on teaching and learning or resources, and on the HPC's Standards of Education and Training and Standards of Proficiency. Please refer to the document entitled <i>Major/Minor Change – Supplementary Information for Education Providers</i> .
<b>Major/Minor Change Process</b>	the HPC process for assessing if a change to a programme is a minor or major change
<b>Programme</b>	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.
<b>Standards of Education and Training (SETs)</b>	the standards which education providers must meet to ensure that all those completing an approved programme meet the Standards of Proficiency.
<b>Standards of Proficiency (SOPs)</b>	the standards required of registrants and those applying for registration for the safe and effective practice of their profession.
<b>Validation</b>	an education provider's own initial approval event for a new programme.
<b>Visitor</b>	an HPC partner appointed to visit and approve programmes.

# Section 7: HPC reference documents

Document	Date of Publication
Standards of Education and Training guidance for education providers	July 2006
Key decisions from our consultation on Standards of Education and Training and the Approvals Process	September 2004
Standards of Education and Training	November 2004
Standards of Proficiency for Paramedics, Dietitians, Orthoptists, Chiropodists and Podiatrists, Radiographers, Clinical Scientists, Biomedical Scientists, Occupational Therapists, Physiotherapists, Prosthetists and Orthotists, Speech and Language Therapists, Arts Therapists	July 2003
Standards of Proficiency for Operating Department Practitioners	August 2004
Annual Monitoring (AMR), supplementary information for education providers	February 2006

All of these documents will be published on our website: [www.hpc-uk.org](http://www.hpc-uk.org)

# Section 8: Contact Details

**If you have any questions regarding the process for submission of minor changes to the HPC, please contact the Education department directly:**

Health Professions Council  
Education Department  
Park House, 184 Kennington park Road  
Kennington  
London  
SE11 4BU  
Tel: +44 (0)20 7582 0866  
Fax: +44 (0)20 7820 9684  
e-mail: [minormajorchange@hpc-uk.org](mailto:minormajorchange@hpc-uk.org)

## SECTION 1 About the Institution

Name of Awarding Institution

Programme title

Name of site where the programme is delivered

Name of School or Faculty   
(to which the programme belongs)

Mode of delivery  Full time  Part time  Other (please provide details)

Duration of Programme

Name, job title, telephone number & e-mail address of person responsible for submitting the change proposal to HPC

Outline of proposed change. If the change is temporary, please also provide dates

Has the programme undergone any (other) changes since your last HPC approval visit or annual monitoring procedure? Yes  No

If yes, was the HPC advised of the change at the time? Yes  No

If yes,

Date of change submission:

Date of approval:

If no, please provide information about the date of the change and the nature of the change:

**I CONFIRM** that: all information relating to the proposed programme changes which have been submitted herewith, and the information provided on, and with this form, is correct.

Surname/Family name

First names

Job Title/Position

Signature

Date

# How to complete the minor/ major change submission form

The following information is provided to assist you in completing the submission form if you find you have any questions. For further details about the minor/major Change process, please refer to the guidance notes for this process. A copy of this information is available on the HPC website at: [www.hpc-uk.org](http://www.hpc-uk.org).

## **Name of awarding institution:**

This refers to the name of the Education Provider who awards the qualification.

## **Programme title:**

This refers to the title of the programme for which you are requesting the change. If there are a number of programmes that will be impacted by the changes, for example if the programme shares modules with another HPC approved programme, or if the change is an Education Provider-wide change, please list all the relevant programme titles here.

If you are proposing a name change for the programme, please put the current name of the programme in this space and detail the proposed name change in the space beside.

## **Name of site where the programme is delivered:**

If the programme is offered at a site or college other than that of the awarding body, please provide this information.

## **Name of school or faculty (to which the programme belongs):**

Generally a programme will be run by a specific School or Department within an institution. For example, *the School of Social Care or Department of Health Sciences, The University of XXX*.

## **Mode of delivery:**

The programme may be offered on a full time and/or a part time basis.

## **Duration of Programme:**

This refers to the length of the programme and is generally stated in years. However, if you have for example, a stand alone modular programme that lasts for only a number of months, please indicate this in months.

## **Name, job title, telephone number & e-mail address of person responsible for submitting the change proposal to HPC:**

This information relates to the person with whom you would like us to correspond regarding the changes 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 who is responsible for overseeing such changes and their implementation.

## **Outline of proposed change:**

In this section, we only require a brief description of the changes being proposed. For example, "increase in student numbers" or "change of delivery site".

## **Has the programme undergone any (other) changes since the last HPC approval visit or annual monitoring procedure?**

This is a yes/no answer only. If the programme has undergone changes, other than this one, since the last visit or annual monitoring audit, it may be the case that the cumulative effect of the changes is significant and we need to provide the visitor/assessors with all relevant information.

## **If yes, was the HPC advised of the change at the time?**

If a change was made and you did advise us, we will have a record. This will make it easier for us to refer to previous correspondence from you regarding previously approved minor changes.

**Date of change submission:**

This refers to the date that you sent notification of the change to us.

**Date of approval:**

This may apply either to the date that the HPC notified you of the change, or the date of the HPC committee meeting at which the change was approved.

**If no, please provide information about the date of the change and the nature of the change:**

If you have implemented a change to the programme previously and not notified us, you can do this now. Please refer to the major/minor change supplementary information document for guidelines about what documentation you will need to provide to support these changes.

SAMPLE



Park House  
184 Kennington Park Road  
London SE11 4BU  
[ t ] 020 7582 0866  
[ f ] 020 7820 9684  
[ e ] [info@hpc-uk.org](mailto:info@hpc-uk.org)  
[ w ] [www.hpc-uk.org](http://www.hpc-uk.org)