Annual Monitoring (AM)

Supplementary Information for Education Providers

hpc
health
professions
council

Contents

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, behavior 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

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 approvals 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.

It is intended, so far as possible, to use and build upon Education Providers' own processes for monitoring, drawing heavily on universities' existing documentation and remove the need for regular visits.

The HPC monitoring cycle will take place annually and will involve two types of monitoring submissions over a two year period. In year one, programme leaders will need to complete a one page declaration form. In year two, a two page audit form must be completed and submitted. This will be accompanied by the previous two years' external examiners reports and education providers internal quality document.

The annual monitoring process operates in conjunction with the minor and major change process. Education providers are required to notify us of any changes to HPC approved programmes via the major and minor change process. Information on the major and minor change process, can be found in the supplementary information which is available on our website.

The information contained in this document is designed to clarify the annual monitoring process and to assist education providers in preparing the required documentation. The process for submitting annual monitoring documentation is usually an e-mail or correspondence based exercise 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 (**Figure 1**) was developed to ensure that the tracking of annual monitoring is complementary with the approvals process and minor and major Change process.

The process outlined in the flowchart builds on, and provides more detail on, that contained in the 'Key decisions from our consultation on the Standards of Education and Training and Approvals Process'.

Figure 1
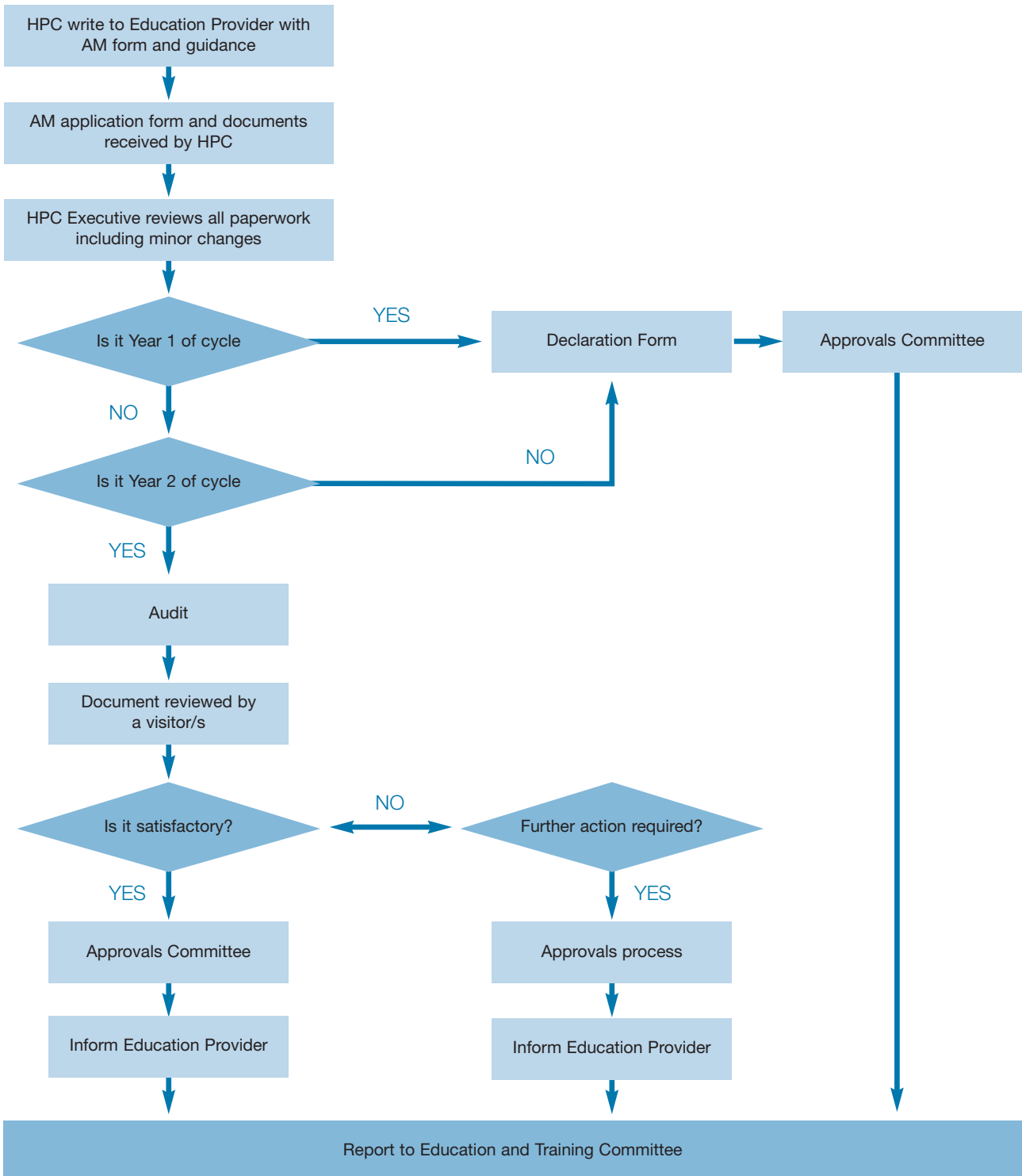
Section 3: The Process

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

Each Autumn, HPC will write to all programme leaders and quality assurance officers with general information on the annual monitoring process. This information will also be posted on our website

The HPC monitoring cycle will take place annually and will involve two types of monitoring submissions over a two year period. The two year period will be as follows;

Year One - Declaration Form - What we require from you

The education provider will need to complete a declaration form and submit it to HPC within 28 days of the completion of the institution's own internal annual monitoring process. For example, if you are required to submit your annual monitoring report to your quality assurance office on the 2nd March, you will need to ensure you have submitted your declaration form to HPC by 30th March.

The declaration form is divided into two sections:

- **Section 1** asks you to provide details of the institution, programme and contacts.

- **Section 2** asks you to confirm that the programme continues to meet the HPC Standards of Education and Training and that upon qualification the students will meet the HPC's Standards of Proficiency.

An acknowledgement letter will be sent to you confirming receipt of the form. The form will then be submitted to the Approvals Committee for ratification.

If the programme has undergone any major changes which have not been reported to us via the major/minor change process, or you are unsure if the programme continues to meet any of HPC's Standards, please contact a member of Education Department as soon as possible.

Year Two - Audit Form - What we require from you

The education provider will need to complete a **monitoring audit form** which is also divided into two sections:

- **Section 1** requires you to provide details of the institution, programme and contact details.

- **Section 2** requires you to map any changes in your programme against the Standards of Education and Training and the Standards of Proficiency.

When you submit the completed audit form, you will also need to submit:

- **external examiners' reports** for the programme for the last two years, and;

- **internal quality documents** for the programme for the last two years.

The internal quality documents submitted to HPC will vary from programme to programme depending on the quality requirements of the education provider.

You should include the internal quality documentation that you are already required to produce, ie the reports that you submit to the quality office at regular intervals.

In addition, you may also wish to include any other reports that you produce for key stakeholders. For example, reports that you submit to your professional body and/or funding bodies.

The documentation must be relevant and evidence 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 be submit **three hard copies** and **one electronic copy** of the above documents to HPC within 28 days of the completion of the institution's internal annual monitoring process.

You may also wish to submit copies of institutional documents that show how you are continuing to met our Standards (for example, the Faculty Professional Suitability Policy). You can send copies of these documents or, alternatively, provide web references where we can view these documents.

When we have received the forms and documentation from you, the audit form and reports will be reviewed by at least one HPC Visitor. Where possible we will ask at least one of the Visitors who was involved in the original programme approval to assess your annual monitoring report to ensure continuity. If this is not possible, we will use another Visitor from the same part of the register, who is appropriately qualified.

In some cases, Visitors may request additional information (for example, minutes from feedback meetings with students and/or placement educators). If additional information is required, an officer from HPC will contact you via email and request the additional information. In this case you will have an additional 28 days to submit the requested information to us.

Once the Visitor(s) have assessed the documentation, they will make the appropriate recommendation to the Approvals Committee. The Approvals Committee, based upon the recommendation of the Visitors, will decide either that:

- the programme is in good health and continues to meet the Standards of Education and Training and the Standards of Proficiency or,

- the programme has undergone a major change and that the HPC should visit the programme in the next academic year.

Education providers will be informed of the Approvals Committee decision, in writing, within 28 days of the committee meeting. If the Committee decides that a programme has undergone a major change and requires a HPC visit, a member of the Education Department will liaise with you and agree a suitable date.

Failure to submit an annual monitoring audit form by the due date will be reported to the Approvals Committee, which will consider the future of HPC's approval of your programme.

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

Section 4: Glossary

Annual Monitoring (AM)   the annual HPC process to ensure that approved programmes continue to meet the Standards of Education and Training and Standards of Proficiency.

Awarding Institution   the education provider who validates/awards the final qualification.

Approval   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.

Approvals Committee   a sub-committee of the Education and Training Committee with delegated authority for approval of educational programmes.

Education and Training Committee   the statutory Committee at the HPC 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   external examiners are appointed by education providers to monitor the assessment process for the academic and the practice elements of programmes and to ensure that professional and academic standards are met.

HPC partner (visitor)   see Visitor.

Institution   see education provider.

Major Change   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 *Major/Minor Change – Supplementary Information for Education Providers.*

Minor Change   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 *Major/Minor Change – Supplementary Information for Education Providers.*

Major/Minor Change Process   the HPC process for assessing if a change to a programme is a minor or 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 education providers must meet to ensure that all those completing an approved programme meet the Standards of Proficiency.

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 HPC partner appointed to visit and approve educational programmes.

Section 5: 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 Standards of Proficiency for Operating Department Practitioners	July 2003 August 2004
Major/Minor Change – Supplementary Information for Education Providers	February 2006

All of these documents will be published on our website: www.hpc-uk.org

Section 6: 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: annualmonitoring@hpc-uk.org

Education Department
Annual Monitoring - Declaration Form
2005/2006

A separate form must be completed for each HPC approved programme

There are 2 sections of this form which need to be completed:

Section 1 Details of the institution, programme and contacts

Section 2 Declaration

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 documentation to HPC

SECTION 2 Declaration

I CONFIRM that there have been no unapproved changes to the programme:

- That the programme continues to meets the HPC Standards of Education and Training
- That upon graduation the students meet the HPC Standards of Proficiency

I CONFIRM that the information given on this Annual Monitoring form is correct and that failure to disclose relevant information could result in the programme no longer being approved, as leading to registration with HPC.

Surname/Family name

First names

Job Title/Position

Signature

Date D D M M Y Y Y Y

How to complete the Annual Monitoring Declaration Form

The following information is provided to assist you in completing the declaration form if you find you have any questions. For further details about the annual monitoring form, please refer to the supplementary information for this process. A copy of this information is available on the HPC website at: www.hpc-uk.org.

Name of Awarding Institution:
This refers to the name of the Education Provider who validates the programme.

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 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 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 validating provider, 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 Faculty 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 documentation to HPC:
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 person, or someone from the programme team who is responsible for overseeing such changes and their implementation.

Declaration:
This section asks you to confirm that the programme continues to meet the HPC Standards of Education and Training and that upon graduation the students meet the HPC Standards of Proficiency. If the programme has undergone any major change process or you are unsure in any way as to whether the programme continues to meet any of HPC's Standards, please contact a member of the HPC education department as soon as possible.

Education Department
Annual Monitoring - Audit Form
2005/2006

There are 2 sections of this form which need to be completed:

Section 1   Details of the institution, programme and contacts

Section 2   Details of institution's internal quality documents – mapped to HPC's Standards of Education & Standards of Proficiency PLUS signed declaration

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 documentation to HPC

Have you submitted any minor/major changes application forms to HPC since the last HPC approval visit or annual monitoring audit?

Yes ☐   No ☐

Date of change submission: `D D M M Y Y Y Y`   Date of approval: `D D M M Y Y Y Y`

Date of change submission: `D D M M Y Y Y Y`   Date of approval: `D D M M Y Y Y Y`

Date of change submission: `D D M M Y Y Y Y`   Date of approval: `D D M M Y Y Y Y`

Date of change submission: `D D M M Y Y Y Y`   Date of approval: `D D M M Y Y Y Y`

Date of change submission: `D D M M Y Y Y Y`   Date of approval: `D D M M Y Y Y Y`

SECTION 2 Details of the institution's internal quality report

With reference to the Standards of Education and Training, complete the following proforma and indicate by cross-referencing/ mapping where each change is addressed in your internal quality documents which are included with this form:

STANDARD OF EDUCATION AND TRAINING	BRIEF SUMMARY OF CHANGE	CROSS-REFERENCE TO QUALITY REPORT	CROSS-REFERENCE TO HPC STANDARDS OF EDUCATION AND TRAINING
SET 2. Programme admissions			
SET 3. Programme management and resources standards			
SET 4. Curriculum standards			
SET 5. Practice placement standards			
SET 6. Assessment standards			

The internal quality documents submitted to HPC will vary from programme to programme depending on the quality requirements of the education provider.

You should include the internal quality documentation that you are already required to produce. You may also wish to include any other reports that you produce for key stakeholders. For example, reports that you submit to your professional body and/or funding bodies.

SECTION 3 Declaration

Please list the documents you have included with this form:

I CONFIRM that the information given on this Annual Monitoring form is correct and that failure to disclose relevant information could result in the programme no longer being approved, as leading to registration with HPC.

Surname/Family name

First names

Job Title/Position

Signature

Date D D M M Y Y Y Y

How to complete the Annual Monitoring Audit Form

The following information is provided to assist you in completing the audit form if you find you have any questions. For further details about the annual monitoring form, please refer to the supplementary information for this process. A copy of this information is available on the HPC website at: www.hpc-uk.org.

SECTION 1

Name of Awarding Institution:

This refers to the name of the Education Provider who validates the programme.

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 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 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 validating provider, 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 Faculty 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 documentation to HPC:

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 person, or someone from the programme team who is responsible for overseeing such changes and their implementation.

Have you submitted any minor/major change application forms to HPC since the last HPC approval visit or annual monitoring audit?

This is a yes/no answer only. This information is to assist us in making decisions about cumulative change (for further information about cumulative changes, please refer to the Minor/Major Change supplementary information). If the programme has undergone other changes since the last visit or annual monitoring audit, it may be the case that the change is significant and we may need to visit the programme

If yes, 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.

SECTION 2

This section asks you to map against the HPC's Standards of Education and Training, any changes that have been made to your programme since your last HPC Approval Visit or annual monitoring audit. It requires you to provide a brief summary of the changes and a reference to the page or place in the submitted documentation where we can find further information and detail.

SECTION 3

This section requires a member of the senior management team (or someone who is responsible for the programme such as the programme leader) to complete their details and sign the form to confirm that the informtion provided is correct.