

Health and Care Professions Council – Tuesday 4 December 2012

Council and Committee members training opportunities

Executive Summary and Recommendations

Introduction

1. Standing Order no 17 of the Standing Orders of the Health and Care Professions Council, provides that “The Council shall establish standards of education and training for Members and, as part of those standards, shall arrange for Members to undergo training to assist them in their performance of their duties.”
2. The Council sets Standards of Education and Training for Council Members and Committee Members, not simply to meet its statutory obligations, but also in order:
 - to ensure that Members are given the opportunity to gain the skills and knowledge necessary to perform their functions effectively;
 - to encourage Members to take responsibility for identifying their training and development needs; and
 - to promote and establish a culture where the ongoing education and training of Members is seen as an essential part of the success of the Council.
3. During their annual appraisal, members are given the opportunity to discuss training and are asked to identify any specific training needs and highlight the relevance in terms of the individual’s role as a Council or Committee member.
4. Each Council member has the opportunity to attend up to six training days each year. However, it should be noted that this is a maximum allowance and it is not necessary to undertake six training days on an annual basis in order to meet the standards of education and training.
5. The training opportunities could include the following:-
 - Attendance at a Committee meeting of which you are not a member;
 - Spending a day or half a day in an HCPC department;
 - Attendance at a stakeholder event e.g. “Meet the HCPC”
 - Attendance at an Fitness to Practise hearing;
 - Meeting with members of the Executive for a briefing;
 - Observation of a CPD assessment day;

- Attendance at a conference with a focus on regulation, or a related aspect of health or social care.

This list is not exhaustive and all requests for training are considered against the criteria set out under paragraph 9.

6. Other training opportunities may arise throughout the course of the year outside of the appraisal process. Any applications made on this basis will also be considered against the criteria.
7. On occasions when members are asked to speak at professional body or other conferences, this would be classified as a meeting where a member has been asked to represent the HCPC and appropriate approvals should be sought.

Approval process

8. All requests for training days should be made using the form which can be found on the members' extranet site. (Subject to Council's decision, this form will be updated.)
9. Requests should be sent to the Secretary to Council who will then consider the application with the Chair of the Council. Consideration will be given against the following criteria:-
 - (a) Relevance of the training in terms of the members' role and responsibilities;
 - (b) Costs involved (including attendance and expenses) are proportionate in terms of the expected outcomes;
 - (c) The training provision demonstrates value for money when compared with other providers;
 - (c) Appropriateness of training opportunity i.e. would it be more appropriate for a member of the Executive to attend?;
 - (d) Requests for training opportunities to fulfill an individual's profession-specific CDP requirements will not normally be approved.
10. The Secretary to Council will notify the member of the outcome of discussion with the Chair of Council. Should approval be given to the training request, the training opportunities form will be signed by the Secretary to Council. It is the responsibility of the member to make the appropriate bookings and submit expenses in due course in line with the member expenses policy.

Decision

The Council is requested to discuss the policy and adopt the policy with immediate effect.

Background information

None

Resource implications

None

Financial implications

The cost of training days for Council and Committee member has been incorporated into the Council budget 2012-2013.

Background papers

None

Appendices

None

Date of paper

22 November 2012