

**Agenda Item 11**

**Enclosure 9**

**Paper ETC 90 / 03**

**Education and Training Committee**

**SITUATION REPORT AND PROJECT PLAN FOR  
THE APPROVALS PROFESSIONAL LIAISON GROUP**

**from the Secretary of the PLG**

**for decision and discussion**

## Report and Project Plan for the Approvals Professional Liaison Group (PLG)

This report sets out the position and issues for the PLG as at mid-July 2003. Different parts of the project plan are still at different levels of detail. The Committee is asked to approve progressing the PLG on this basis.

### 1. Mission Statements and Terms of Reference

The PLG's mission statement is, " "To develop a robust and transparent procedure to approve programmes, institutions, examinations, qualifications and tests", with the terms of reference for the PLG being Part IV 15 (5) – (7) of the Order.

### 2. HPC Membership

Prof. Norma Brook	(Chairman)
Miss Eileen Thornton	<i>ex-officio</i>
Prof. Carol Lloyd	<i>ex-officio</i>
Prof. Tony Hazell	
Prof. John Harper	
Ms Pam Sabine	

Secretary : Miss C Savage

Suggestions for external membership will be discussed by the PLG at its first meeting on 11<sup>th</sup> September 2003..

### 3. Objectives and Timetable

The Approvals PLG will:

- .1 Produce an Operating Manual, which will be remitted to the Education & Training Committee for approval
- .2 Devise and publish a procedure for the approval of programmes
- .3 Devise and publish a procedure for the approval of educational institutions
- .4 Devise and publish a procedure for the approval of examinations, qualifications and tests.

Meetings schedule:

The Approvals PLG may wish to consider meeting bi-monthly or in periods; eg. meeting in 2/3 periods over the next 5 – 6 months. In relation to the latter, each period would be of 1 – 2 days duration at an agreed venue. The latter option may allow for the work to be covered over a concentrated period of time.

#### 4. **Communications Strategy**

*In relation to communication of the PLG's work, to liaise with:*

- .1 the relevant committees (Education & Training Committee and Communications Committee)
- .2 appropriate members of the Executive Management Team

*In relation to its work, the PLG is required to implement:*

- .3 Website communications
- .4 Communications with educational institutions
- .5 Communications with the professional bodies
- .6 Consultation process (?)
- .7 Printing brochures in relation to the work and to identify to whom these should be targeted.

#### 5. **Operationalisation : Training & Recruitment**

**Requirements to operate the approvals process:**

Staffing – personnel to administer the approvals process. The PLG will need to consider the staffing requirements and make recommendations to the Education & Training Committee/Council. The intention is to commence recruitment of appropriate personnel by March 2004.

#### 6. **Legal Issues**

Part IV 15 (5) – (7) of the Order states.....

“(5) In performing the function mentioned in paragraph (4)(b) the Committee may in particular, approve, or arrange with others to approve—

(a) a course of education or training which the Committee is satisfied confers or would confer on persons completing it successfully the standards of proficiency mentioned in paragraph (1);

(b) qualifications which are granted following success in an examination, or some other appropriate assessment, taken as part of an approved course of education or training;

(c) institutions which the Committee considers to be properly organised and equipped for conducting the whole or part of an approved course of education or training;

(d) such tests of competence or knowledge of English as it may require.

(6) In connection with paragraph (5), the Committee may approve or arrange with others to approve a course of education or training run outside the United Kingdom by an institution to which paragraph (5)(c) applies.

(7) The Council shall from time to time publish a statement of the criteria which will be taken into account in deciding whether to give approval under paragraph (5).”

7. **Budget**

£10,000 p.a. has been allocated for the PLG's work.