

Education and Training Committee, 20 November 2014

Education Department – update and activities in 2015-2016

Executive summary and recommendations

Introduction

This paper provides an update on current work plan activities of the Education Department and an indication of the likely activities in next year's work plan.

Decision

The Committee is invited to discuss the papers.

Background information

None.

Resource implications

The current resources for the Education Department are set out in the annual work plan and budget 2014-2015.

The final resources for the Education Department in 2015-2016 will be agreed by Council in March 2015.

Financial implications

The costs associated with all current activities are set out in the budget 2014-2015.

The final costs for all activities in 2015-2016 will be agreed by Council in March 2015.

Appendices

- 1) Education work plan 2014-15 - progress update
- 2) Education work plan 2015-16 - draft ideas

Education work plan 2014 - 2015 - Progress update

| Area of work | Detailed work | Progress report |
|----------------------------------|---|---|
| Operational work | | |
| Approval process | Approval process | <ul style="list-style-type: none"> • Original budget - estimated 85 approval visits • Reforecast budget - 73 approval visits (-14% variance) • April 2014 – Oct 2014 (YTD) – 40 approval visits complete • Nov 2014 – Mar 2015 - 33 approval visits scheduled |
| | Review of year two of social worker approval visits | <ul style="list-style-type: none"> • Due for publication and circulation in December 2014 • Due to come to March 2015 ETC as a paper to note |
| | Review of year one of AMHP approval visits | <ul style="list-style-type: none"> • Due for publication and circulation in December 2014 • Due to come to March 2015 ETC as a paper to note |
| | Review of supplementary/independent prescribing activity | <ul style="list-style-type: none"> • Due for publication and circulation in December 2014 • Due to come to March 2015 ETC as a paper to note |
| Annual monitoring process | Annual monitoring process | <ul style="list-style-type: none"> • Original budget - estimated 9 assessment days • Reforecast budget - 6 assessment days (-33% variance) • April 2014 – Oct 2014 (YTD) – 5 assessment days complete • Nov 2014 – Mar 2015 - 4 assessment days anticipated |
| | | <ul style="list-style-type: none"> • Original budget - estimated 40 postal submissions • Reforecast budget - 25 postal submissions (-38% variance) • April 2014 – Oct 2014 (YTD) – 15 submissions complete • Nov 2014 – Mar 2015 - 10 submissions anticipated |
| | Assessment of the revised standards of proficiency | <ul style="list-style-type: none"> • The annual monitoring audit documentation for the 2014-15 academic year has been amended for nine professions, to include a declaration. • Requirements were communicated to the nine professions in November 2014. |
| | Review of new profession integration into the annual monitoring process | <ul style="list-style-type: none"> • Final group of practitioner psychologist and hearing aid dispenser programmes engaged with annual monitoring in the 2013-14 academic year (Q1 of this financial year). The data currently being reviewed as part of the annual report 2014. |

Education work plan 2014 - 2015 - Progress update

| Area of work | Detailed work | Progress report |
|-----------------------------|--|--|
| | | <ul style="list-style-type: none"> • First group of social worker programmes due to engage with annual monitoring in the 2014-15 academic year (Q4 of this financial year). |
| Major change process | Major change process | <ul style="list-style-type: none"> • Original budget - estimated 113 notifications • Reforecast budget – 182 notifications (+61% variance) • April 2014 – Oct 2014 (YTD) – 109 notifications received • Nov 2014 – Mar 2015 - 73 notifications anticipated <hr/> <ul style="list-style-type: none"> • Original budget - estimated 87 submissions • Reforecast budget – 113 submissions (+30% variance) • April 2014 – Oct 2014 (YTD) – 62 submissions received • Nov 2014 – Mar 2015 - 51 submissions anticipated <hr/> <ul style="list-style-type: none"> • The refresh of the major change publication and web presence has been put on hold until after the new IT system has gone live. It is anticipated that it will be carried over the next financial year (2015-16). |
| Concerns process | Concerns process | <ul style="list-style-type: none"> • Original budget - estimated 12 concern related enquiries • Reforecast budget – 11 concern related enquiries (-8% variance) • April 2014 – Oct 2014 (YTD) – 5 enquiries received • Nov 2014 – Mar 2015 - 6 enquiries anticipated <hr/> <ul style="list-style-type: none"> • Original budget - estimated 4 concerns • Reforecast budget – 10 concerns (+150% variance) • April 2014 – Oct 2014 (YTD) – 5 concerns received • Nov 2014 – Mar 2015 - 4 concerns anticipated <hr/> <ul style="list-style-type: none"> • Concerns focused communication is being planned for Q4. A 'focus on' feature is being planned for Education Update in January 2015 |
| Business as | Service user involvement in education and training | <ul style="list-style-type: none"> • Approval visit agenda amended to include meeting with service |

Education work plan 2014 - 2015 - Progress update

| Area of work | Detailed work | Progress report |
|------------------------------|---|--|
| usual projects | | <ul style="list-style-type: none"> users and carers • Briefing on new requirements sent to existing visitors • Internal training for employees in August 2014 • Specific web pages created • Revised SETs guidance published in August 2014 • Communication in Education Update in October 2014 |
| | Lay visitors | <ul style="list-style-type: none"> • Seventeen lay visitors recruited in June 2014 • All visitors trained in July 2014 • All visits in 2014-15 academic year assigned a third, lay visitor to the panel • Internal training for Department employees in August 2014 • Communication in Education Update in October 2014 • On-going review of role throughout Q3 & Q4 |
| | Revised standards of proficiency | <ul style="list-style-type: none"> • Revised standards sent to education providers for operating department practitioners (June 2014), paramedics and hearing aid dispensers (Sept 2014) • Specific web pages created |
| | Partnership with professional and system regulators | <ul style="list-style-type: none"> • Ad hoc communication with UK health and care regulators and Care Councils. |
| Supporting activities | | |
| Publications | Annual report 2013 | <ul style="list-style-type: none"> • Report published in May 2014 and communicated to over 1000 contacts. • Short promotional video launched on-line and promoted via social media in May 2014 |
| | Annual report 2014 | <ul style="list-style-type: none"> • Data compilation and analysis has begun. • Draft report due to come to March 2015 ETC for approval |
| Newsletter | Education update | <ul style="list-style-type: none"> • Two editions published in May & October 2014 • Internal training for employees to support drafting of articles held in November 2014. |

Education work plan 2014 - 2015 - Progress update

| Area of work | Detailed work | Progress report |
|--------------------------------|--------------------------------|--|
| Website | Website review and maintenance | <ul style="list-style-type: none"> The layout and structure of the education web pages has been redesigned and is currently being tested internally. New pages are due to go live in December 2014. |
| Seminars | Education seminars | <ul style="list-style-type: none"> Content for seminars (social workers & service user and carer) updated from last year. Seminars publicised via website, social media and Education Update. Delivered five seminars in October 2014. Three seminars due to take place in November and December 2014. Attendance has been lower than hoped, but initial feedback has been positive. |
| Visitors | Visitor recruitment | <ul style="list-style-type: none"> Recruitment drive currently underway to recruit 18 new visitors from 9 professions/entitlements. |
| | Visitor training | <ul style="list-style-type: none"> Content for refresher sessions updated from last year and tailored for attendees. Five sessions to run in Q3. Content for new session being finalised. One session to run in Q4. |
| | Visitor reappointments process | <ul style="list-style-type: none"> Process is complete. 76 visitor agreements were renewed. 10 visitor agreements expired and these have fed into the current recruitment drive. |
| Council & Committee | Education & Training Committee | <ul style="list-style-type: none"> Stakeholder event held on 30 April 2014 Training being refreshed for new members in Q4. |
| Stakeholder engagement | Stakeholder meetings | <ul style="list-style-type: none"> Meetings held with professional bodies (The College of Social Work); government departments (The Department of Health & the Department for Education); commissioners (Health Education England); educational stakeholders (The Higher Education Academy); education providers (London Ambulance Service NHS Trust, Think Ahead, the Association of Biomedical Healthcare Science and Pearsons College) and employers (London Network of Assistant Directors of Children's Social |

Education work plan 2014 - 2015 - Progress update

| Area of work | Detailed work | Progress report |
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| | | Care) |
| | Forums and groups | <ul style="list-style-type: none"> • Attended the Education Inter Regulatory Group and the Quality Assurance Agency professional, statutory and regulatory bodies (PSRB) forum • Presented at the Academic Registrar's Council's Subjects Allied to Medicine Group. |
| Communication initiatives | | |
| Newsletters | Education update | <ul style="list-style-type: none"> • Two editions published in May & October 2014 • Internal training for employees to support drafting of articles held in November 2014. |
| | HCPC In-Focus | <ul style="list-style-type: none"> • Two articles included on <ul style="list-style-type: none"> - annual report 2013 - revised standards of education and training guidance |
| Digital & media | Online news articles / press releases | <ul style="list-style-type: none"> • Three online news article on <ul style="list-style-type: none"> - annual report 2013 - lay visitor recruitment - revised standards of education and training guidance |
| | Social media | <ul style="list-style-type: none"> • Focused activity on annual report 2013; lay visitor recruitment and seminars. • Awareness raising activity on monitoring processes in October 201 |
| Organisational wide activities | | |
| Development work | Publicising reviews, consultations and outcomes to education providers | <ul style="list-style-type: none"> • Supported the work of the Policy & Standards Department in the following areas; <ul style="list-style-type: none"> - Standards of proficiency - Standards of education and training, including SET 1 for paramedics - Standards for annotating qualifications in podiatric surgery - Guidance on health and character - Guidance for disabled people wanting to become health and |

Education work plan 2014 - 2015 - Progress update

| Area of work | Detailed work | Progress report |
|-----------------------|--|---|
| | | care professionals |
| Major projects | Education system build | <ul style="list-style-type: none"> • Eight cycles of building, deployment, testing and feedback complete. • Period of user acceptance testing and training to commence in December 2014 • New information system and associated process changes, due to go live initially in spring 2015. • The ninth and final cycle of the project will take place in the 2015-16 financial year and will focus on integrations with other HCPC information systems and any immediate post production issues. It is anticipated that a second go live will take place in autumn 2015. |
| | HR & Partner systems and process review | All of these major projects involved education resources to varying degrees and are now complete. |
| | HR & Partner systems build Net Regulate changes Registration process and system review SAGE and PRS upgrade Public health specialists Domino to exchange migration Stakeholder contact management system | All of these major projects continue to involve education resources to varying degrees and are on-going for the remainder of the year. |

Education work plan 2015-2016 – Draft ideas for inclusion

The following provides a summary of the main operational areas of work in 2015-2016. This list will vary as work plans and budgets are finalised and the department resources aligned with the organisational priorities and major projects. The Education Department work plan for 2015-2016 will be agreed by the Council at its meeting in March 2015.

| Operational work | |
|----------------------------------|--|
| Area of work | Summary of work required |
| Approval process | Approval visits <ul style="list-style-type: none"> • Overall reduction in visit numbers anticipated • Completion of third year of visits to social worker programmes • Completion of second year of visits to AMHP worker programmes • Professional peaks in paramedic and operating department practitioners |
| | Reviews <ul style="list-style-type: none"> • Review of year three of social worker approval visits • Review of year two of AMHP approval visits |
| Annual monitoring process | Assessments <ul style="list-style-type: none"> • Overall increase in number of assessment days anticipated • Continued engagement of social worker programmes with the process • New engagement of AMHP programmes with the process • Continued assessment of revised standards of proficiency |
| | Reviews <ul style="list-style-type: none"> • Review of year one of social worker annual monitoring (25% of total programmes) |
| Major change process | Assessments <ul style="list-style-type: none"> • Overall increase in number of notifications and submissions anticipated • Increasing engagement of social worker programmes with the process • New engagement of AMHP programmes with the process |
| Concerns process | Assessments <ul style="list-style-type: none"> • Continued increase in number of enquiries and concerns anticipated |

Education work plan 2015-2016 – Draft ideas for inclusion

| Key supporting activities | |
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| Area of work | Summary of work required |
| Lay visitors | <ul style="list-style-type: none"> • Review of lay visitor experience in 2014-2015 academic year • Consider lay visitor role extension into monitoring processes |
| Social workers in England | <ul style="list-style-type: none"> • Comprehensive review of social work education following three year visit cycle • Support engagement with the monitoring processes • Review of social worker student suitability scheme (with FTP Department) |
| Revised standards of proficiency | <ul style="list-style-type: none"> • Continued and final dissemination of revised standards to education providers (practitioner psychologists) • Continued reminder of follow up requirements via annual monitoring |
| Refresh of quality assurance | <ul style="list-style-type: none"> • Continued analysis of academic years - annual reports 2014 and 2015 • Focused review of annual monitoring and major change processes • Propose refinements to processes • Update supporting publications (4) for education providers • Update web resources for education providers • Communication to education providers and stakeholders |
| Education provider feedback | <ul style="list-style-type: none"> • Biennial survey with education providers • Links with the standards and guidance review • Links with operational process |

Education work plan 2015-2016 – Draft ideas for inclusion

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| Podiatric surgery | <ul style="list-style-type: none"> • Recruit and train new visitors • Internal employee training • Communication to education providers and stakeholders • Develop and implement internal operational processes • Launch approval process for relevant education providers |
| Internal structure, systems and operating processes | <ul style="list-style-type: none"> • New back office system • Continued integration with wider systems within HCPC • Development of a new internal auditing/assurance function |
| Standards and guidance review | <ul style="list-style-type: none"> • Facilitate visitor, executive and sector feedback into the SETs review • Facilitate sector feedback into the review of the guidance on conduct and ethics for students • Facilitate visitor, executive and sector feedback into the social worker SOPs review • Publicise reviews, including related consultation and research findings |
| Public health specialists | <ul style="list-style-type: none"> • Stakeholder meetings with voluntary register and education providers • Data transfer – register of approval programmes • Recruit and train visitors • Internal employee training • Communication to education providers and stakeholders • Approval process for relevant education providers |
| Extension of prescribing rights and exemptions | <ul style="list-style-type: none"> • Stakeholder meetings with education providers and stakeholders • Assess visitor requirements, including additional recruitment if needed • Internal employee training • Communication to education providers and stakeholders • Approval process for relevant education providers |