Annual monitoring of programmes currently going through the Approvals process.

Executive Summary and Recommendations

Introduction

In September 2005 and February 2006, the Approval committee agreed the HPC annual monitoring process. Annual monitoring is a retrospective documentation process that draws heavily on education providers own internal quality process and removes the need for regular HPC visits.

The process takes place annually, however involves two different processes. In year one of the cycle, education providers need to complete a declaration form and in year two education providers are required to submit the last two years external examiners reports, internal quality documents and audit form.

This year was the first year of annual monitoring and it was agreed all programmes approved as leading to registration with the council should be subject to annual monitoring, regardless of whether they had gone through the approvals process last academic year or were currently going through that approvals process this academic year.

During the six annual monitoring assessment days held in May and June, visitors sometimes asked for additional information from programme teams, in responses to issues highlighted in either the quality assurances report or external examiner report. Based on the visitors request, a member of the executive would contact the education provider and request the additional information.

However, for those programmes who had recently had a HPC approval visit, it become apparent that the additional information requested by a visitor normally always related to an issue that had been discussed and resolved at the recent visit. Rather then asking the education provider to submit additional documentation that had already been considered at a HPC visit (and duplicating the work of the recent visit), the executive provided the visitors with documentation so they were assured the issues had been resolved.

At no one point did the Visitors assessing the annual monitoring audit submission highlight concerns that were not raised during the recent visit.

In order to reduce the work load of education providers and streamline the link between the approvals and annual monitoring process we are asking the committee to agree that programmes that have recently been approved or are currently going through the approvals process, should not be subject to annual monitoring. An example can be found in table 1 and 2.

Table 1

Academic Year	HPC Process required to be completed
2005/2006	Approvals Visits – no Annual Monitoring required
2006/2007	Programme not required to complete annual monitoring
2007/2008	Programme required to complete Annual Monitoring

Table 2

Academic Year	HPC Process required to be completed
2006/2007	Approvals Visits – no Annual Monitoring required
2007/2008	Programme not required to complete annual monitoring
2008/2009	Programme required to complete Annual Monitoring

Decision

The Committee is asked to agree the following:
Each academic year, programmes that were approved by HPC the prior academic year, or are currently going through the approvals process, will not normally be subject to annual monitoring.

Background information
None

Resource implications
None

Financial implications
None

Background papers
None

Appendices
None

Date of paper
23rd August 2006