

Education and Training Committee

Minutes of the meeting of the Education and Training Committee held as follows:

Date: Wednesday 10 September 2025

Time: 9.30am

Venue: Videoconference (Microsoft Teams)

Members: Katie Thirlaway (Chair)
Rebekah Eglinton
Helen Gough
Carl Stychin
Helen White

Apologies: None

In attendance:

Natalie Berrie, Registration Manager (until item 11)
Francesca Bramley, Governance Manager
Matthew Clayton, Policy Lead (for item 11)
David Fell, Operational Manager, UK Registration and Contact Centre
Claire Garcia, Interim Head of Policy and Standards (for item 10)
Jamie Hunt, Head of Education
Kabir Kareem, Education Manager
Rebecca Kidson, Policy Manager
Noah Linley-Adams, Governance Officer
Helen Molloy, Operational Manager, International Registration
Patricia Morrissey, Head of Governance
Tracey Samuel-Smith, Education Manager
Catherine Seddon, Council member
Andrew Smith, Deputy Chief Executive and Executive Director of Education
Pameleta Ricketts, Council member
Dabbi Taylor, Student Representative
Stephanie Tempest, Clinical Fellow (for item 11)

1 Welcome and introduction

- 1.1 The chair welcomed those present to the meeting.

2 Apologies for absence

- 2.1 There were no apologies.

3 Approval of agenda

- 3.1 The Committee approved the agenda.

4 Declaration of members' interests in relation to agenda items

- 4.1 No interests were declared.

5 Minutes of the Education and Training Committee meeting held in public on 4 June 2025

- 5.1 The Committee approved the minutes as an accurate record of its meeting held in public on 4 June 2025.

6 Minutes of the Education and Training Panel meeting held in public on 29 August 2025

- 6.1 The Committee approved the minutes as an accurate record of the meeting of the Education and Training Panel held in public on 29 August 2025.

7 Matters arising

- 7.1 The Committee noted the matters arising from its previous meetings.

8 Registration Performance Report

- 8.1 The Deputy Chief Executive and Executive Director of Education, Registration and Regulatory Standards, the Operational Manager, UK Registration and Contact Centre and the Operational Manager, International Registration presented the performance report, which outlined performance for the period from May to July 2025.

- 8.2 The following areas were highlighted:

- The monthly performance median target of 10 working days for UK applications and readmission applications had been consistently achieved.

- Performance against the monthly performance median target of 60 working days for international applications has significantly improved during the reporting period as forecast, with the median time returning to within the KPI threshold by the end of July as forecast (from 81 working days in June 2025 to 44 working days in July).
- As at 27 August 2025, 65.2% of prosthetists/orthotists had renewed their registration. As this was 10% lower than previous renewal cycles, this variance was being monitored and there had been engagement with professional bodies to encourage renewals.
- The Registration team were in the process of implementing multi-factor authentication within registrant application portals.
- There had been a 150% increase in appeals, rising from 37 to 94. This increase was thought to be due to the large spike in applications received in December 2024 and January 2025. The number of appeals was noted to remain low in relation to the volume of applications assessed.
- The answer rates for UK and international calls had improved during the reporting period, as the pipeline of outstanding international applications had reduced back in line with the KPI target as the time taken to assess international applications had also reduced to within the KPI target.

9 Education Performance Report

- 9.1 The Head of Education outlined the performance measures across the operational processes in the Education team and current performance against these.
- 9.2 The percentage of active assessments over service level had increased from 31% to 35%, due to the Education team's increased focus on ensuring programmes could start in September 2025 as planned.
- 9.3 The number of active approval process cases had reduced from 48 to 32, following the conclusion of assessments for programmes with September start dates.
- 9.4 Assessments for the 2024-25 academic year were being finalised. These assessments were over service level targets due to a focus on delivering assessments for new programmes in recent months. Additionally, steps to prepare for the 2025-26 academic year had begun, with work under way with education providers to define suitable deadlines.
- 9.5 90% of focused review assessments had not met the service level targets relevant to their case stages. This significant increase since the last report was attributed to an increased focus on September programme starts. Since the last report, the number of focused review cases during the reporting period had fallen to 26 cases, compared to 34 in the previous reporting period.

- 9.6 There has been a generally high satisfaction rating from stakeholders (education providers and partners) – based on data from a post-process survey covering the 2024-25 academic year. Satisfaction ratings for education providers had risen to be more in line with previous years. This data demonstrated positive progress in terms of stakeholder experience and engagement.
- 9.7 The Committee noted that the months leading into September caused a spike of activity for the Education team and enquired as to whether this was expected to recur in future years. The Head of Education advised that this was expected to be a busy period in future and work was under way to plan the Education team's workload accordingly, although it was noted that new initiatives launched in the 2024-25 academic year, such as the proactive review of data which had triggered quality reviews, and a refreshed approach to stakeholder engagement would be embedded into business as usual in future years.
- 9.8 The Committee noted the increased number of new education providers seeking approval and sought assurance that the lead-in time for new education providers was sufficient to enable the HCPC to complete the necessary quality checks. The Head of Education planned to review whether the three-month KPI target for reviewing new providers through the first assessment stage was appropriate in view of this activity currently taking an average of eight months to complete. The increased time take was partially attributed to some new providers sitting outside of traditional higher education institution model.

Action: The Head of Education would seek to review the timeliness KPI targets adopted by other health care regulators to inform the review of the HCPC's education timeliness KPIs.

- 9.9 The Committee noted the increasing complexity of programme assessments over time, which had contributed to the challenges associated with achieving timeliness KPIs.

10 Continuing professional development (CPD) assessor competency framework

- 10.1 The Committee considered the approval of the proposed CPD assessor competency framework.
- 10.2 The proposed competency framework would support the Registration team's CPD assessor recruitment campaign. CPD assessors assess CPD profiles submitted by registrants when renewing registrations.
- 10.3 There has not been a need to recruit new CPD assessor partners previously, however there had been a recent increase in the number of current CPD assessors leaving their roles. The recent turnover was mainly attributable to retirements and workload increases.

- 10.4 The Committee approved the proposed CPD assessor competency framework, subject to replacing the term 'common sense' with alternative wording that was more objective.

Action: The CPD assessor framework would be updated in line with the Committee's feedback prior to publication.

11 Update on planned webinars for allied health professionals (AHPs) working at advanced levels of practice

- 11.1 The Clinical Fellow updated the Committee on the HCPC's plans to deliver a series of webinars with the General Osteopathic Council to support experienced registrants (including AHPs at enhanced, advanced and consultant levels) in meeting regulatory standards in three key areas: scope of practice, delegation and supervision. The webinars had been funded by NHS England.
- 11.2 Between 29 September 2025 and 5 November 2025, a series of eight webinars would be held, with a total of 4,000 people registered to attend to date. The first webinar, titled 'Understanding your scope of practice at advanced levels of practice,' had already reached the maximum attendance capacity of 1,000.
- 11.3 Using insights from the webinars, the second phase of the project due to be completed in March 2026 would include developing additional resources and signposting to existing materials.
- 11.4 The Committee questioned how the success of these webinars would be measured. The HCPC confirmed that belief statements would be sought throughout the meeting as a measure of engagement and understanding of the HCPC's standards. Additionally, there would be an outcome-based measure at the end of the webinar, in which participants will be asked to provide an action that has emerged from the insights they had gained during the webinar.

12 Committee forward plan

- 12.1 The Committee's forward plan was noted.
- 12.2 The next Committee meeting was due to take place on 6 November 2025 and would be held in-person. The draft Committee forward plan for 2026 would be submitted to this meeting.

13 Resolution to move the meeting to private session

- 13.1 The Committee resolved that the remainder of the meeting would be held in private, because the matters being discussed related to matters which, in the opinion of the Chair, were confidential or the public disclosure of which would prejudice the effective discharge of the Committee's or Council's functions.

13.2 The meeting was briefly adjourned.

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