

Member of the Education and Training Committee

Applicant information pack

Closing date for applications is **9am on Monday 3 February 2025**

Interviews will take place in the week commencing **24 February 2025**

Please visit our [website](#) for more information about the HCPC and to access the application forms.

If you require Braille, large print or tape versions of this information pack or the forms, please contact Karen Flaherty, Head of Governance on 020 7840 1567 or by email to appointments@hcpc-uk.org.

Contents

A message from the Chair of the Education and Training Committee	3
Overview of the appointment of a member of the Education and Training Committee	4
About the Health and Care Professions Council (HCPC)	5
• Role of the HCPC	5
• Role and composition of the Council	5
About the Education and Training Committee	6
Competencies required	7
On appointment	9
• Remuneration	9
• Time commitment and location	9
• Appointment and tenure of office	9
• Induction and training	10
• Conduct and standards in public life	10
• Conflicts of interest	10
• Equality, diversity and inclusion	10
• Eligibility	11
• Disqualification from appointment	11
How to apply	12
Use of your personal information	14
Appendix 1: Guidance on completing the application forms	16
Appendix 2: The seven principles of public life	19

A message from Helen Gough, Council member and Chair of the Education and Training Committee

Dear candidate

Thank you for your interest in this role and the work of the Health and Care Professions Council (HCPC). The HCPC is an important public body, full of talented and dedicated people with a common purpose of protecting the public.

The Education and Training Committee is a statutory committee of the Council. It is responsible for discharging the statutory functions conferred upon it by the Health Professions Order 2001. These include important regulatory functions of the HCPC relating to setting our standards, the registration of professionals and approving education programmes.

For the member of the Education and Training Committee we are looking for someone who has education quality assurance experience to assist the committee in performing its functions. We hope that the role will help to develop and deepen knowledge and understanding of regulatory processes and scrutiny, which can be usefully applied more broadly and in other contexts.

If you believe that you can demonstrate the necessary skills to be a member of the Education and Training Committee, please complete an application form and return it to us by 9am on Monday 3 February 2025.

Helen Gough
Chair of the Education and Training Committee

Overview of the appointment of a member of the Education and Training Committee

Key dates

Closing date:	9am on Monday 3 February 2025
Shortlisting:	Week commencing 10 February
Interviews:	Week commencing 24 February
Appointment start date:	1 March 2025

Essential competencies

All candidates will need to demonstrate that they have met the following competencies.

- Recent and significant experience of quality assurance in an education setting
- Capacity and skill to understand the priorities of HCPC stakeholders
- Ability to contribute to strategic direction
- Ability to explore accountability of self and others
- Demonstrable commitment to equality, diversity and inclusion
- Ability to listen and communicate effectively
- Ability to work effectively as part of a team

Full details of the competencies can be found on pages 7 and 8.

Our values

- Fair – being honest, open and transparent
- Compassionate – treating people with respect, empathy and care
- Inclusive – collaborating with others and championing diversity
- Enterprising – seeking opportunities to be creative and foster innovation to improve our performance

Eligibility

Please see pages 10 and 11 for full details of eligibility.

Remuneration

£362 each meeting, together with travel and subsistence expenses.

Time commitment

Approximately 10 days each year, which includes preparation for meetings.

Key contacts

For more information regarding the selection or appointment process, please contact Karen Flaherty, Head of Governance by telephone on 020 7840 1567 or by email to appointments@hcpc-uk.org.

About the Health and Care Professions Council (HCPC)

The Health and Care Professions Council (HCPC) is established under the Health Professions Order 2001. It is a UK wide, multi professional regulator.

We currently regulate approximately 340,000 professionals across 15 professions.

Role of the HCPC

Our statutory duty is to protect and promote the health, safety and wellbeing of the public.

The HCPC delivers its functions by:

- setting the standards for education and training, professional skills, conduct, performance and ethics and continuing professional development for the health and care professions we regulate;
- keeping a register of professionals who meet these standards;
- approving education programmes that professionals must complete prior to registration; and
- taking action when registrants do not meet our standards.

Our vision, as set out in our corporate strategy, is to be a high performing, adaptable and caring regulator that ensures public protection through strong, evidence-based regulation.

Our purpose is to promote excellence in the professions we regulate and champion high quality care that the public can access safely and with confidence.

Role and composition of the Council

The Council is the governing body of the HCPC. The role of the Council is to:

- protect the health and wellbeing of those using or needing the services of registrants;
- ensure that the HCPC discharges its functions under the Health Professions Order 2001;
- set, review and update the strategy, values and vision as necessary;
- encourage open accountability to the public and the professions;
- undertake strategic planning, policy making and development;
- ensure and monitor financial probity;
- appoint a Chief Executive and Registrar;
- delegate any functions, as it sees fit, to its committees or the executive team; and
- review how the HCPC's executive team is carrying out the Council's strategy, plans and policies.

The Council comprises six lay members and six registrant members, including the Chair of the Council.

Registrant members are people who are on the HCPC Register and must be wholly or mainly engaged in the practice, the teaching or management of, or research in one of the relevant professions regulated by the HCPC.

Lay members are members who are not registered, have never been registered and are not eligible to apply for registration with the HCPC.

About the Education and Training Committee

The HCPC's Education and Training Committee is a statutory committee of the Council. The functions of the committee are set out in the Health Professions Order 2001. The committee advises the Council on matters relating to education, training and registration.

The membership of the Education and Training Committee is four Council members and one committee member from outside the Council who has experience in relation to the provision or assessment of professional education and training.

Members of the committee also sit in rotation as the Education and Training Panel to consider visitors' reports, recommendations for focussed review and focussed review reports and changes to programmes. The Education and Training Panel generally makes its decisions by email following circulation and review of the papers, however, a monthly meeting is scheduled in the event that any decision requires discussion. The members of the Education and Training Committee also chair the Education and Training Panel in rotation.

Competencies required

We will be seeking to appoint a committee member who can demonstrate how they meet the following competencies listed below.

Competency	Evidence
Recent and significant experience of quality assurance in an education setting	<ul style="list-style-type: none"> • Understanding of the principles of education quality assurance (in higher education or further education and in a practice environment), including the assessment of the quality and effectiveness of professional training programmes. • Understanding of teaching, learning and assessment strategies, developed in an education or practice environment. • Understanding of education and training across different professions in health and care. • Proven knowledge of the policy, regulatory and strategic context affecting development and delivery of professional training in a healthcare, social care or therapeutic setting. • Previous experience as a visitor, reviewer, inspector, moderator or external examiner.
Capacity and skill to understand the priorities of HCPC stakeholders	<ul style="list-style-type: none"> • Demonstrable commitment to public protection and supporting confidence in public services. • Knowledge and understanding of the diversity inherent in the work of the HCPC and differing priorities and viewpoints of our stakeholder groups. • Knowledge and understanding of the wider health, social, political and educational landscape in which regulation sits.
Ability to contribute to strategic direction	<ul style="list-style-type: none"> • Understanding of the relationship between the purpose and values of an organisation and its strategic direction. • Knowledge and experience of strategic planning and delivery. • Experience of contributing to the achievement of objectives within time and resource constraints.
Ability to explore accountability of self and others	<ul style="list-style-type: none"> • Ability to lead by example and demonstrate the HCPC's values of being fair, compassionate, inclusive and enterprising. • Understanding of the role and importance of good governance in public bodies. • Ability to provide constructive challenge to help achieve the best outcomes for the organisation.

Competency	Evidence
Demonstrable commitment to equality, diversity and inclusion	<ul style="list-style-type: none"> • Able to explore and work with values of fairness, compassion and inclusivity and what these might mean in a regulatory setting. • Demonstrates cultural intelligence and is committed to meaningful participation of all groups. • Awareness that equality and diversity issues are of key importance throughout any organisation.
Ability to listen and communicate effectively	<ul style="list-style-type: none"> • Good communication skills and the ability to put views across clearly and sensitively in an appropriate style for the intended audience. • Ability to inspire confidence and support amongst HCPC stakeholders including service users, patients and members of the public. • Awareness and acceptance of diverse views.
Ability to work effectively as part of a team	<ul style="list-style-type: none"> • Ability to take a constructive and active part in group discussions and decision-making. • Understanding and ability to uphold boundaries between the executive and non-executive role, while working effectively with the executive team to achieve the organisation's aims. • Ability to build and maintain effective and positive relationships at all levels.

On appointment

Remuneration

The fee for attendance at meetings is currently £362 for each meeting, which includes preparation for the meeting. Remuneration is paid through the HCPC's payroll and subject to tax and National Insurance deductions at source. It is not pensionable.

The committee member is eligible to claim expenses under the HCPC's applicable expenses policy for travel and subsistence costs while carrying out their role on behalf of the HCPC.

Appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Department for Work and Pensions.

Time commitment and location

It is expected that a commitment of approximately ten days a year, including meetings and training, will be required. Committee meetings are normally held virtually, although occasionally meetings may take place at the HCPC's offices in London.

The Education and Training Committee meets quarterly and the scheduled dates of meetings in 2025 are:

- Wednesday 5 March
- Wednesday 4 June
- Wednesday 10 September
- Wednesday 5 November

The Education and Training Panel has a meeting scheduled in the final week of each month, other than December, although decisions are usually made on the basis of the circulation and review of papers by email.

Dates and times for committee and panel meetings in 2025 are available on our [website](#).

Appointment and tenure of office

It is proposed that the member of the Education and Training Committee with experience in education quality assurance will hold office for a maximum of two terms of up to four years each.

The committee member may hold office for a maximum of eight years in any period of 20 years. The initial appointment will be for a period not exceeding four years. The term of office will be determined by the Chair of the Council on appointment. Reappointments can be made at the end of the first period of office for a further maximum period of four years, subject to a satisfactory performance appraisal and the needs of the Health and Care Professions Council. However, a degree of change is often sought and there should be no expectation of automatic reappointment or serving up to the maximum length of appointment.

This is a public appointment or statutory office and is not subject to the provisions of employment law.

Induction and training

The appropriate induction and training will be provided following appointment.

Conduct and standards in public life

As a committee member you will be expected to demonstrate high standards of corporate and personal conduct, including impartiality, objectivity and integrity in the role and fulfilling your responsibilities.

You should note particularly the requirement to declare any conflict of interest that arises in the course of the committee's business and the need to declare any relevant business interests, positions of authority or other connections with other commercial, voluntary, academic or public bodies.

You must also confirm that you understand the standards of probity required by public appointees outlined in the seven principles of public life. These principles are set out by the Committee on Standards in Public Life and are included in Appendix 2.

To ensure that public service values are maintained at the heart of the HCPC, the committee member will be required on appointment, and in addition to a commitment to the seven principles of public life, to subscribe to the HCPC's code of conduct. A copy can be obtained from the HCPC or on our [website](#).

Conflicts of interest

Close relationships with other committee or Council members or members of the selection panel may be considered a conflict of interest, and therefore it must be declared at the application stage of the appointment process.

Any other perceived conflicts of interest will be fully explored by the panel at interview stage.

Equality, diversity and inclusion

The HCPC is committed to the principle of public appointments on merit with independent assessments, openness and transparency of process and to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, pregnancy and maternity, religion or belief, sexual orientation and gender reassignment.

We encourage applications from all sections of the community and from people with diverse experience and backgrounds. More information about what equality, diversity and inclusion means to the HCPC, including our equality, diversity and inclusion strategy can be found on our website [here](#).

Eligibility

If you are an HCPC partner (for example, a panel member, international registration assessor or visitor) and you meet the competencies for the role, you are eligible to apply for the committee member role. The Council has previously agreed to a separation between its role and the role of its committees in setting and overseeing the HCPC's strategy and decision-making in the core operational processes. So, if you were successful in being appointed to the committee member role, you would be required to relinquish your partner role.

While we welcome applications from all sections of the community, the committee member must reside in the United Kingdom (UK) and have the right to work in the UK. While some meetings and activities will take place virtually, the committee member will need to attend meetings in the UK and be resident in the UK to meet our data protection requirements.

Disqualification from appointment

Appointments to many public bodies are governed by regulations which include details of circumstances in which an individual may be disqualified from holding office.

The criteria for disqualification from appointment as a member of the HCPC are set out in the Health and Care Professions Council (Constitution) Order 2009. These provisions will apply also to the member of the Education and Training Committee.

Those criteria include:

- anyone who has been convicted in the United Kingdom and received a prison sentence or suspended sentence of three months or more in the last 5 years;
- anyone who has been declared bankrupt or has made a composition or arrangement with their creditors;
- anybody who has been dismissed, other than by reason of redundancy, from any paid employment with a public body;
- anyone who has had an earlier term of appointment as the chair or member of a public body terminated in certain circumstances;
- anyone who is suspended from, has been removed from or subject to conditions on registration of any professional body;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has previously been removed from trusteeship of a charity by the court or the Charity Commission.

For further advice about disqualification for appointment please contact us.

How to apply

To apply for this role you must complete and return the following:

- Committee member application form;
- a copy of your CV; and
- Conflicts of interest and other material information form.

Please refer to the guidance notes in Appendix 1 of this information pack when completing the forms.

We also ask that you complete the equal opportunities and diversity monitoring form. The deadline for completed application forms is **9am on Monday 3 February 2025**.

The forms can be found on our [website](#) and downloaded and completed electronically.

Please refer to the guidance notes in Appendix 1 of this information pack when completing the forms.

Please send your completed application to appointments@hcpc-uk.org or to:

Karen Flaherty
Head of Governance
Health and Care Professions Council
184-186 Kennington Park Road
London SE11 4BU

Braille, large print and tape versions of this information pack and the application forms are also available on request.

The HCPC is committed to interviewing people with a disability who meet or best meet the minimum essential criteria and all reasonable adjustments will be made to assist in completing the application form and attending an interview, and any reasonable adjustments that would need to be made to the role or working environment if your application is successful.

Acknowledging and assessing your application

Once we receive your application we will acknowledge receipt and review it for completeness and eligibility.

The selection panel will include Helen Gough, the Chair of the Education and Training Committee and another member of the Education and Training Committee.

The panel will rely on only the information you provide on your application form and in your CV to assess whether you meet the competencies required for the role. Please ensure that you provide written evidence in the 'Supporting statement' section of the form to show how you meet all the competencies identified in the 'Competencies required' section above.

Interviews

In the week commencing 10 February 2025, the selection panel will decide which candidates will be invited to attend an interview, taking account of the evidence provided in your application.

We will then contact you to let you know whether or not you will be interviewed. Interviews will take place virtually in the week commencing **24 February 2025**.

Before your interview, we will undertake checks related to any information about you which could bring into question your eligibility or ability to perform the role or that might undermine public confidence in the HCPC or the regulation of the professions it regulates. Should these checks reveal information that might affect your suitability for appointment you will be given an opportunity to discuss the information before a course of action is decided upon.

At the interview, the selection panel will question you about your experience and expertise and ask specific questions to find out whether you meet the specified competencies for the role. The panel's questions will require answers which include examples of when you have demonstrated these particular behaviours and values in your professional or personal life.

Due to the time and difficulty of reconvening the selection panel, requests for a change of interview date will not be considered unless a reasonable adjustment is being made to accommodate a candidate applying under the HCPC's commitment to interview all persons with a disability who meet or best meet the minimum essential criteria for the role.

The outcome of your application

If, in the view of the selection panel, you have the necessary skills and experience, and have best met the competencies required, you will be recommended for appointment, subject to the receipt of satisfactory references.

The Chair of the Council will be invited to ratify the selection panel's recommendation. The appointment of the successful candidate is intended to commence from **1 March 2025**.

If you are unsuccessful, you will be notified by the HCPC. If your application is unsuccessful at the interview stage and you would like feedback, please email appointments@hcpc-uk.org or write to us at the following address.

Karen Flaherty
Head of Governance
Health and Care Professions Council
184-186 Kennington Park Road
London SE11 4BU

We will endeavour to provide feedback as soon as we can.

Unfortunately, due to the volume of applications we receive we are unable to provide feedback to applicants who are not shortlisted for interview. However, if you have any complaints about the way your application has been handled at any stage, please see the section below about 'How to complain'.

Use of your personal information

Data protection

The HCPC is required to retain information about the people who apply for appointment as a committee member.

All the information we collect will be retained in accordance with the HCPC's record retention and disposal policy.

Monitoring information

This information is not used in the selection process. It will be separated from your application on receipt and is not seen by the selection panel assessing your application. We use this information to monitor the diversity of candidates we attract and those we appoint in order to inform future recruitment.

How to complain

The HCPC is committed to processes and procedures that are fair, transparent and free from discrimination. Complaints about any aspect of the appointments process will be monitored, recorded and promptly handled.

Complaints regarding the appointments process, or an individual's experience of the process, will be dealt with under the HCPC's customer service and complaints process. Complaints and other feedback should be made in writing to the Feedback and Complaints Manager:

Feedback and Complaints Manager
Health and Care Professions Council
184-186 Kennington Park Road
London SE11 4BU

feedback@hcpc-uk.org

The HCPC complaints process has the following aims:

- To acknowledge receipt of feedback within three working days
- To respond to feedback within 15 working days
- To keep you regularly updated as to the progress of your enquiry if the issue has not been resolved within agreed times

- To deal with all feedback in an effective, fair and confidential manner
- To ensure continuous learning is taken from feedback and implemented

If you are dissatisfied with the response, you may ask the Chief Executive to conduct an internal review.

Appendix 1: Guidance on completing the application forms

When filling in your application forms, please either complete electronically or write legibly using black ink. You should complete all the sections.

Braille, large print and tape versions of this information pack and the application forms are available from the HCPC.

If you have any difficulties, or to request any documents in alternative formats, please contact Karen Flaherty, Head of Governance on 020 7840 1567 or by e-mail to appointments@hcpc-uk.org in good time before the closing date of 9am on Monday 3 February 2025.

Downloading the application forms from our website

For convenience, a copy of the application forms can be downloaded from our [website](#) and be completed on your own laptop or PC. These can then be sent by email to us at appointments@hcpc-uk.org.

The application is made up of three forms:

Form 1 Confidential application form

The application is divided into two parts. The first part asks for personal details, how you found out about the role (to ensure we target our recruitment and advertising activity effectively in the future) and details of any reasonable adjustments you may require.

The second part is for you to tell us about the qualities that make you suitable for the role as a member of the Education and Training Committee. You should use this section of the application to give specific evidence of your expertise and experience.

Before completing the application form, please read the sections in this information pack that set out the role and responsibilities of the HCPC and the Education and Training Committee and the competencies and values required. You should ensure that your statement specifically addresses these competencies and values. You should also read the information provided in the 'Overview' section above.

This supporting statement should be a maximum of 1,500 words. If you are not able to fit all your information in the space provided, you may use continuation sheets (no more than two sheets of A4) that should be attached to your application form. The electronic application form will expand as you type.

Finally, you are asked to provide details of referees. Please give details of two referees, at least one of whom must be related to your recent professional and/or voluntary activities, who will be available to provide a reference during February 2025. Please include email addresses where possible. Referees will not be approached unless you are successful at interview. An appointment will not be offered until we have received satisfactory references.

As these are public appointments, basic information about those appointed will be made public in a variety of official publications, including press releases.

Form 2 Conflicts of interests and other material information form

Most public bodies maintain a register of members' interests to avoid any danger of governing body members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

The member of the Education and Training Committee is therefore expected to declare any personal or business interests that may influence, or may be perceived to influence, their judgment. This should include, as a minimum, personal direct and indirect financial interests, and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies that have a direct financial interest or from being a business partner of, or being employed by, a person with such an interest.

Form 3 Equal opportunities and diversity monitoring form

The HCPC welcomes applications from all sections of the community for this and other public appointments. We are particularly keen to ensure proper representation on boards by women, people of all ages, from a range of ethnic backgrounds and disabled people. This information is not used in the selection process and is not seen by the selection panel assessing your application. This form will be kept separate from the rest of application following receipt. However, we use the information you provide in this section to monitor the diversity of candidates we attract and those appointed.

Sending your completed application

Please email your completed forms and any continuation sheets to appointments@hcpc-uk.org **to arrive before the closing date of 9am on Monday 3 February 2025.**

Or you can send these to:

Karen Flaherty
Head of Governance
Health and Care Professions Council
184-186 Kennington Park Road
London SE11 4BU

Applications received after the closing date or incomplete applications will not be considered.

If you are sending your application by email, please ensure that it will arrive before the closing date and time. If you are posting your application form please allow sufficient time for delivery. Applications will be acknowledged shortly after receipt.

Applicants who declare a disability (Disability Confident employer scheme)

The HCPC is a Disability Confident employer, which means that we are committed to interview all persons with a disability who meet or best meet the minimum essential criteria for the role. By minimum essential criteria we mean that candidates need to demonstrate to the selection panel's satisfaction that they meet the competencies set out in this information pack.

So, in your supporting statement, please ensure that you provide sufficient information and examples so that the panel are provided with evidence that demonstrates that the competencies have been met. Each application is assessed anonymously to see whether a candidate's application demonstrates that they meet the competencies. Candidates who have applied under the 'guaranteed interview scheme' will only be invited for interview if the panel consider they meet all the essential criteria.

All reasonable adjustments will be made to assist in completing the application form, attending an interview, and any reasonable adjustments that would need to be made to the role or working environment if your application is successful.

Appendix 2: The seven principles of public life

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service.

The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias..

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.