Council, 10 February 2016

Education Report

Executive summary and recommendations

Introduction

The report sets out the main activities of the Education Department in November and December 2015. It includes statistical information and highlights key work undertaken. It also includes a nine month review of the 2015-16 work plan.

Particular attention is drawn to –
- The publication and promotion of the review of social work education in England;
- The range of stakeholder meetings; and
- The nine month review and reforecast of operational workload.

Decision

The Council is invited to discuss the report.

Background information

None.

Resource implications

The resources for the Department are set out in the annual work plans and budgets.

Financial implications

The costs associated with all activities are set out in the budgets.

Appendices

Education management information pack.

Education Department Management Information Pack

Abigail Gorringe

Director of Education

February 2016

Table of contents

Section 1: Management commentary

Section 2: Management statistics

1. Number of approved programmes, by profession, April 2014 – March 2016

2. Overview of approval visits, April 2014 – March 2016

3. Reasons for approval visits, April 2014 – March 2016

4. Overview of annual monitoring submissions, April 2014 – March 2016

5. Overview of major change submissions, April 2014 – March 2016

6. Overview of concerns about approved programmes, April 2014 – March 2016

7. Overview of department workload, April 2015 - March 2016

Section 3: Quarterly progress report of 2015-16 work plan – Quarter 3

1   Management commentary

Approval process
The workload from the 2014-15 academic year is almost concluded. As of 31 January 2016, there were just 2 active cases; both of which are in the process of meeting conditions for consideration by the Education and Training Committee/Panel in March 2016.

The workload in the 2015-16 academic year is progressing well. There are 47 visits scheduled between September 2015 and August 2016. This is approximately a third less than the previous academic year. The profile of professions being visited is also changing. Two professions continue to dominate the visit schedule - paramedics (34%) and social workers (14%) but the other professions/entitlements are accounting for a larger proportion overall now (52%). Given the six month notice period we require, we are not expecting to arrange any additional visits to any new programmes now.

The Department published two key reviews in January 2016. The review of social work education included an audio commentary alongside the formal report. It was circulated to a wide range of stakeholders and contacts and a series of follow up communication activities are planned for the forthcoming months. The review of approved mental health professional (AMHP) training in England was published on-line and circulated to relevant stakeholders.

The Department has continued to work on the review into the use of lay visitors on approval panels and the annual report covering the 2014-15 academic year. A draft annual report is due to be considered by the Education and Training Committee in March 2016.

Annual monitoring process
The workload in the 2015-16 academic year is progressing well. In November and December 2015, 24 audit submissions and 100 declarations were received. The majority of submissions are expected between January and May 2016. Two assessment days were held in January 2016, with a further eight assessment days planned between February and August 2016. As a consequence, it is envisaged that the majority of visitors' reports will be considered by Education and Training Panels in March, May, June and July 2016.

Major change process
The Department considered 29 new major change notifications, covering 51 programmes in November and December 2015. All of the active notifications have remained in the major change process for full documentary and visitors' assessment. 61 major change cases were concluded in November and December 2015, with the average time taken to consider a complete submission at 1.8 months. As of 31 December 2015, there were 62 active major change cases (these transcend the two academic years).

Concerns process
The Department received two new concerns in November and December 2015. Two were concluded in November and December 2015; one at the initial enquiry stage and one after the Education and Training Committee had agreed the outcome from a directed visit. As of 31 December 2015, there were two active concerns – one at the initial enquiry stage and one at the investigation stage.

See sections 2 and 3 for more statistical information on the above operational processes.

Partners
A two day training session for new visitors (10) took place in December 2015. Two refresher training sessions took place in November and December 2015 with a final session planned for January 2016.

Seminars
Two seminars are planned for February and March 2016. The topic is our 'approach to change' and intends to discuss our monitoring processes and expectations on education providers to engage with us.

Liaison with stakeholders
Members of the Department met with the following stakeholders in December 2015 and January 2016:
• Pye Tait Consulting (in relation to the General Chiropractic Council's review of their Degree Review Criteria)
• The Department of Health (with the Executive Management Team)
• Quality Assurance Agency and College of Paramedics
• Quality Assurance Agency's Professional Statutory and Regulatory Bodies Forum
• Australian Dental Council (with the Registrations Department)
• Health Education England (with Director of Policy & Standards and Chair)

Systems
The workload on the second and final phase of the Education systems build major project has reduced in recent months, due to other priorities within the organisation's project portfolio. The project is now expected to continue into the 2016-17 financial year.

Employees
Kristina Simakova joined the Department as an Education Administrator in December 2015. Abdur Razzaq (Razz), Education Officer, is leaving the organisation in late February 2016.   Recruitment commenced for a Systems and Quality Officer (new post) in January 2016 and for an Education Officer (replacement) in February 2016.

Number of approved programmes, by profession April 2014 - March 2016
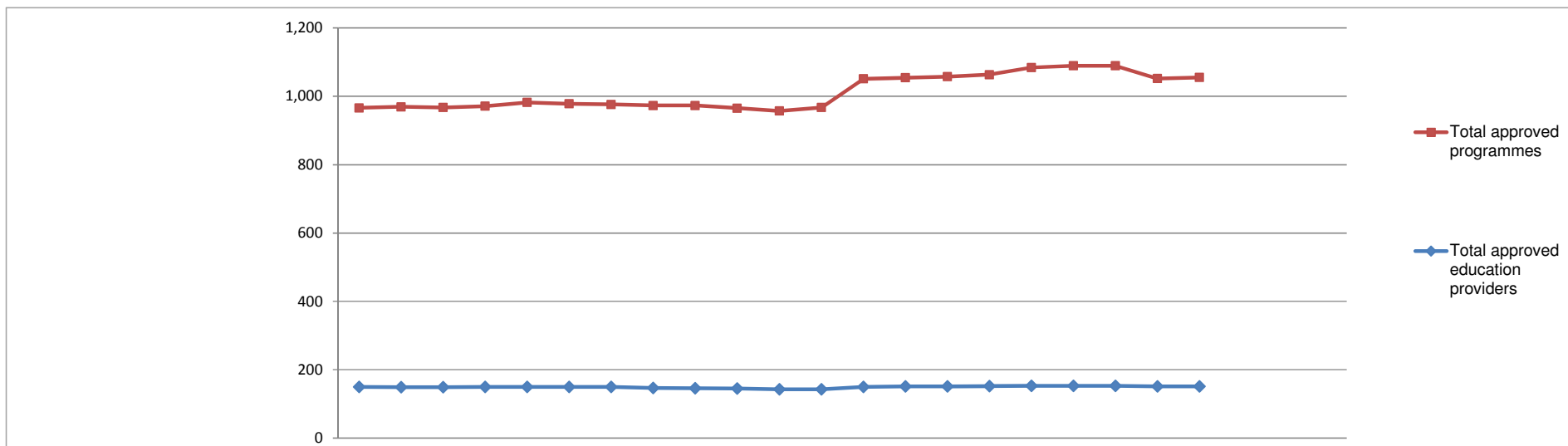
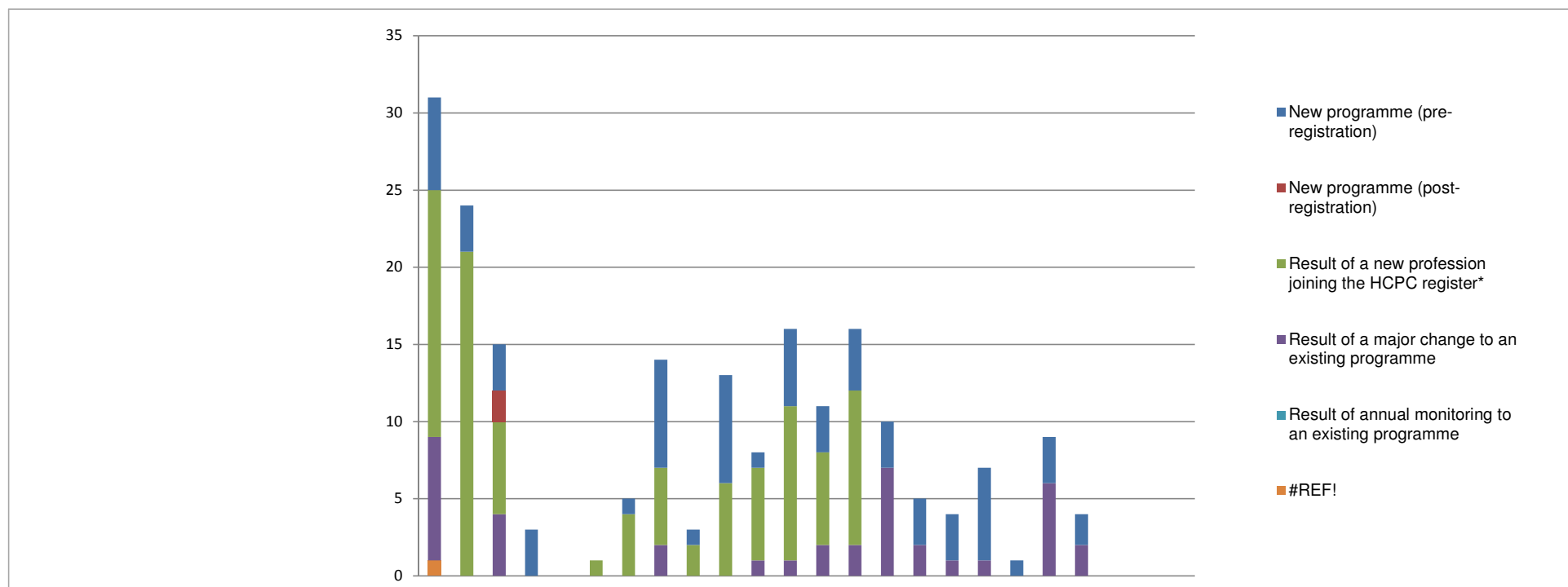| Profession/entitlement	2014 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2015 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 Jan	Feb	Mar	2011/12 FYE	2012/13 FYE	2013/14 FYE	2014/15 FYE	2015/16 YTD
Arts therapists	30	30	30	30	30	30	31	29	28	28	28	28	33	33	33	32	33	33	33	31	31				21	29	30	28	31
Biomedical scientists	57	57	57	57	59	59	58	58	57	55	55	55	63	63	63	63	65	65	65	61	61				49	60	57	55	61
Chiropodists/ Podiatrists	17	17	17	17	17	17	17	16	16	16	16	16	21	21	21	21	23	23	23	20	20				20	18	17	16	20
Clinical scientists	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3				1	3	3	3	3
Dietitians	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32	32				33	32	32	32	32
Hearing aid dispensers	18	18	18	19	20	20	20	20	20	19	19	20	23	22	22	23	23	23	23	22	22				18	15	18	20	22
Occupational therapists	70	70	70	70	72	71	70	71	71	70	69	69	73	73	71	73	73	73	73	70	70				74	73	70	69	70
Operating Department Practitioners	34	34	34	34	36	35	35	35	34	34	34	34	40	40	40	40	42	42	42	37	38				34	35	34	34	38
Orthoptists	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3				3	3	3	3	3
Paramedics	48	46	46	46	49	47	46	46	48	48	49	53	62	64	67	67	72	75	75	72	72				50	50	49	53	72
Physiotherapists	69	69	69	69	70	70	70	70	70	70	69	69	70	69	68	70	70	71	71	70	70				67	65	69	69	70
Practitioner psychologists	91	94	94	94	96	95	96	96	96	95	94	93	96	96	96	96	97	99	99	102	102				95	91	91	93	102
Prosthotists/Orthotists	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3				3	3	3	3	3
Radiographers	51	51	51	51	51	51	51	51	51	51	50	50	52	52	52	52	52	52	52	50	50				56	53	51	50	50
Social workers in England	222	222	220	223	225	224	224	223	223	221	219	221	248	249	250	250	256	255	255	241	243					231	223	221	243
Speech and language therapists	30	31	31	31	31	31	31	31	31	31	31	31	35	36	36	36	36	36	36	34	34				32	31	30	31	34
Local anaesthesia	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4				2	4	4	4	4
Prescription only medicine	10	10	10	10	10	10	10	10	10	10	9	9	9	9	9	9	9	9	9	9	9				9	9	10	9	9
Supplementary prescribing	63	63	63	63	60	61	61	59	58	57	57	59	59	59	58	59	59	59	59	59	59				77	77	62	59	59
Independent prescribing	86	86	86	86	86	87	86	87	87	87	87	89	89	90	90	91	93	93	93	95	95						86	89	95
Approved mental health professionals	25	26	26	26	25	25	25	26	28	28	26	26	33	33	36	36	36	36	36	34	34					27	26	26	34
Total approved programmes	966	969	967	971	982	978	976	973	973	965	957	967	1,051	1,054	1,057	1,063	1,084	1,089	1,089	1,052	1,055				644	909	968	967	1,055
Total approved education providers	150	149	149	150	150	150	150	147	146	145	143	143	150	151	151	152	153	153	153	151	151				128	150	151	143	151

Overview of approval visits April 2014 - March 2016

Overview of approval visits	2014						2015														2016				2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE	FYE	YTD
Number of visits	13	10	10	2	0	1	4	5	2	7	4	11	7	8	7	4	2	6	1	6	4				38	58	59	56	66	69	45
Number of programmes visited	30	24	15	3	0	1	5	14	3	13	8	16	11	16	10	5	4	7	1	9	4				80	101	112	103	170	132	67

Reasons for approval visits April 2014 - March 2016

Chart legend:
- New programme (pre-registration)
- New programme (post-registration)
- Result of a new profession joining the HCPC register*
- Result of a major change to an existing programme
- Result of annual monitoring to an existing programme
- #REF!

Reason for programme visited	2014						2015													2016				2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE	FYE	YTD
New programme (pre-registration)	6	3	3	3	0	0	1	7	1	7	1	5	3	4	3	3	3	6	1	3	2				25	29	17	30	29	37	28
New programme (post-registration)	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				1	0	2	1	1	2	0
Result of a new profession joining the HCPC register*	16	21	6	0	0	1	4	5	2	6	6	10	6	10	0	0	0	0	0	0	0				7	31	34	51	125	77	16
Result of a major change to an existing programme	8	0	4	0	0	0	0	2	0	0	1	1	2	2	7	2	1	1	0	6	2				42	37	57	21	15	16	23
Result of annual monitoring to an existing programme	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				3	4	2	0	0	0	0
Total	30	24	15	3	0	1	5	14	3	13	8	16	11	16	10	5	4	7	1	9	4				78	101	112	103	170	132	67

* Practitioner psychologists July 2009 - July 2012

　　Hearing Aid Dispensers April 2010 - July 2012

　　Social workers in England August 2012 - July 2015

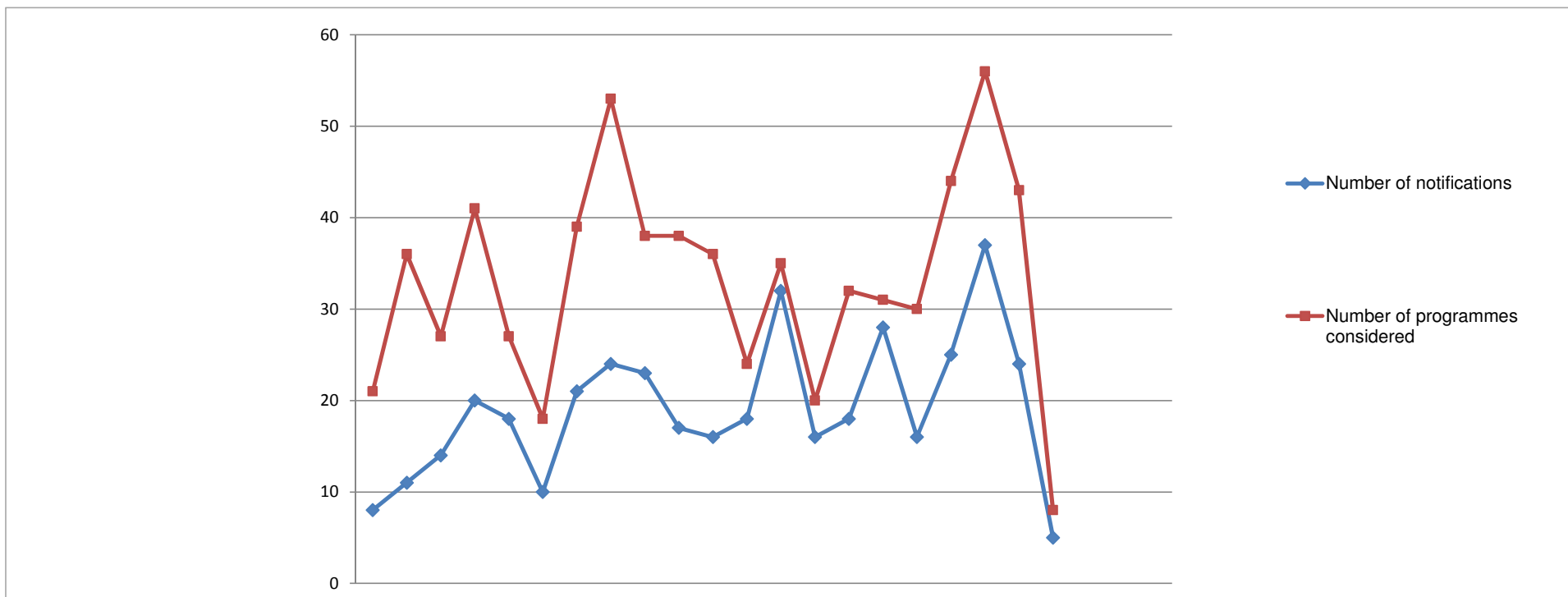　　Approved mental health workers September 2013 - July 2015

Overview of annual monitoring audit submissions, April 2014 - March 2016

Type of submission	2014							2015												2016							2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE	FYE	YTD
Number of audits**	35	16	3	1	3	0	1	18	12	39	47	34	25	19	6	19	0	0	0	7	17				105	232	163	199	222	209	93
Number of programmes considered	46	17	5	1	3	0	1	27	14	51	78	43	28	21	7	25	0	0	0	12	26				158	265	206	282	268	286	119

** From March 2015, this records the number of cases

Overview of annual monitoring declarations, April 2014 - March 2016

Type of submission	2014						2015														2016						2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE	FYE	YTD
Number of declarations **	29	5	8	16	3	1	11	19	29	45	27	38	9	10	5	1	0	0	15	57	43				105	232	232	199	222	231	140
Number of programmes considered	33	6	16	18	3	1	11	25	43	64	37	59	12	13	9	2	0	0	16	75	58				142	237	249	267	297	316	185

** From March 2015, this records the number of cases

Overview of major change submissions, April 2014 - March 2016

Overview of notifications	2014									2015												2016				2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	FYE	FYE	YTD
Number of notifications	8	11	14	20	18	10	21	24	23	17	16	18	32	16	18	28	16	25	37	24	5				119	146	174	146	157	200	201
Number of programmes considered	21	36	27	41	27	18	39	53	38	38	36	24	35	20	32	31	30	44	56	43	8				197	250	311	266	250	398	299
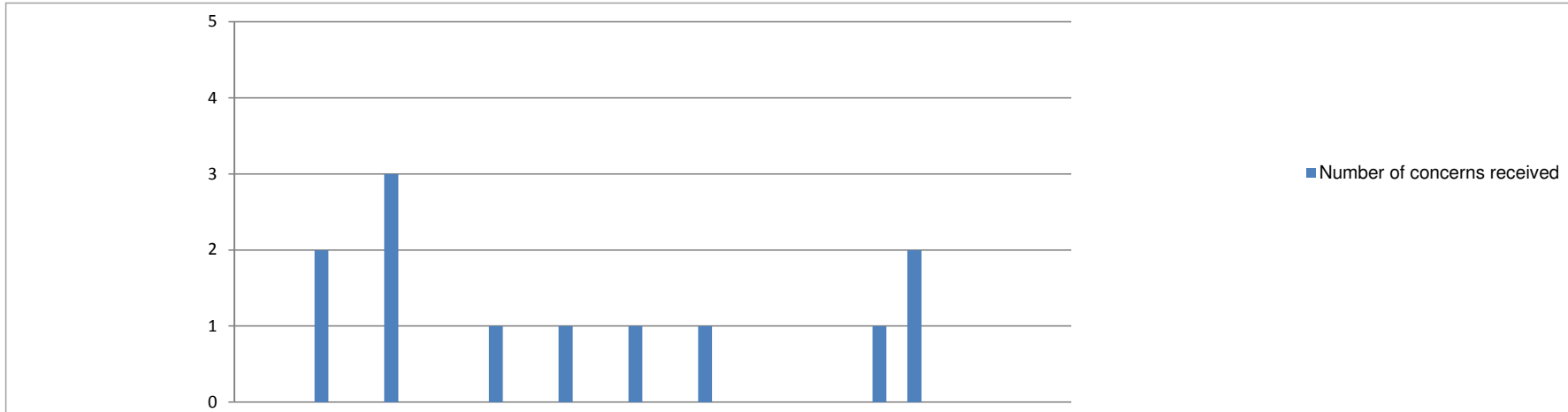
Overview of concerns about approved programmes, April 2014 - March 2016

	2014									2015													2016		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Number of concerns received	0	0	2	0	3	0	0	1	0	1	0	1	0	1	0	0	0	0	0	1	2	0		

	2009/10 FYE	2010/11 FYE	2011/12 FYE	2012/13 FYE	2013/14 FYE	2014/15 FYE	2015/16 YTD
	5	5	5	6	5	8	7
Total number of approved progs	480	623	644	909	968	967	1,055
% programmes affected by concerns	1.0%	0.8%	0.8%	0.7%	0.5%	0.8%	0.7%

Outcome of process	2014									2015													2016		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Directed visit	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0			
Approval process	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0			
Major change process	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Annual monitoring process	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Withdrawn	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Unsubstantiated	0	0	2	0	3	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0			
Pending	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	2			

	2009/10 FYE	2010/11 FYE	2011/12 FYE	2012/13 FYE	2013/14 FYE	2014/15 FYE	2015/16 YTD
Directed visit	0	0	0	0	0	1	0
Approval process	0	0	1	0	1	0	1
Major change process	1	0	1	0	0	0	0
Annual monitoring process	0	1	0	0	0	0	0
Withdrawn	1	0	0	0	0	0	0
Unsubstantiated	3	4	3	6	4	7	1
Pending	0	0	0	0	0	0	5

Overview of department workload, April 2015 - March 2016
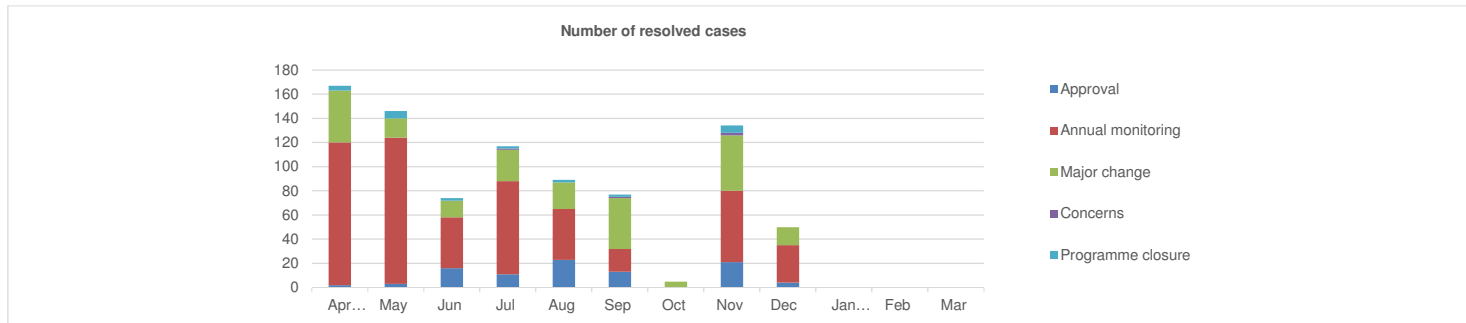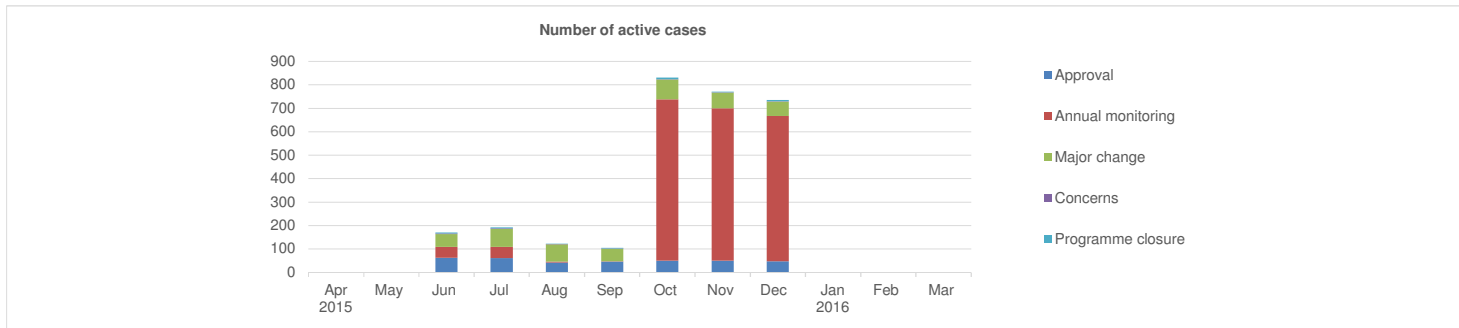
Number of active cases *

Operational process	2015 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 Jan	Feb	Mar	2015/16 YTD
Approval			62	61	41	45	50	49	47				355
Annual monitoring			46	47	5	2	687	651	619				2,057
Major change			55	77	73	53	85	66	62				471
Concerns			3	3	2	1	2	2	2				15
Programme closure			3	3	1	3	7	2	5				24
Total			169	191	122	104	831	770	735	0	0	0	2,922

* This data is unavailable for April & May 2015

Number of resolved cases

Operational process	2015 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 Jan	Feb	Mar	2015/16 YTD
Approval	2	3	16	11	23	13	0	21	4				93
Annual monitoring	118	121	42	77	42	19	0	59	31				509
Major change	43	16	14	26	22	42	5	46	15				229
Concerns	0	0	0	1	0	1	0	2	0				4
Programme closure	4	6	2	2	2	2	0	6	0				24
Total	167	146	74	117	89	77	5	134	50	0	0	0	859

Number of cancelled cases

Operational process	2015 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 Jan	Feb	Mar	2015/16 YTD
Approval	2	1	1	4	0	3	2	4	2				19
Annual monitoring	3	2	0	0	0	0	0	2	1				8
Major change	5	1	4	0	0	3	2	5	0				20
Concerns	0	0	0	0	1	0	0	0	0				1
Programme closure	0	0	0	0	0	1	0	0	0				1
Total	10	4	5	4	1	7	4	11	3	0	0	0	49

Education Work plan 2015-16 – quarter three overview / 9 month review

The tables below provides an update on progress against the 2015-2016 work plan at the end of quarter three (31 December 2015).

Regulatory operations	Budget Q3	Actual Q3	Variance Q3	Budget 2015-16	9 month reforecast 2015-16	Variance
Number of approval visits	11	13	18%	46	60	30%
Number of annual monitoring assessment days	0	0	0%	11	13	18%
Number of annual monitoring postal submissions	1	0	-100%	26	32	23%
Number of major change notifications	49	66	35%	160	267	67%
Number of major change submissions	39	60	54%	127	201	58%
Number of concern enquiries	3	2	-33%	10	12	20%
Number of concern submissions	3	3	0%	10	4	-60%

Activity	Description	Progress / recent or upcoming milestones	Timescale	Lead executive
Regulatory operations				
Approval process	Completion of third and final academic year of approval visits to social worker programmes	Complete • The final five visits took place in April & May 2015.	Q 1-4	BP / JH
	Completion of second and final academic year of approval visits to approved mental health professional programmes.	Complete • The final visit took place in May 2015.	Q 1-4	BP / JH
Annual monitoring process	On-going assessment of revised standards of proficiency by the annual monitoring process.	On track • All audits submissions assessed from April - September 2015 from nine professions considered the implementation of the revised SOPs. • All audits submissions assessed in October, November and December 2015 from fourteen professions considered the implementation of the revised SOPs.	Q 1-4	BP

Activity	Description	Progress / recent or upcoming milestones	Timescale	Lead executive
	Initial assessment of new service user and carer requirements by the annual monitoring process.	On track • All audits assessed in 2015-16 for 15 professions and SPIP will consider the implementation of service user and carer requirements. Requirements outlined to education providers in October 2015.	Q 3-4	BP
	On-going integration of social worker programmes into the annual monitoring process.	On track • Programmes included in annual monitoring schedule for 2015-16. Requirements outlined to education providers in October 2015.	Q 3-4	BP
	Initial integration of approved mental health professional programmes into the annual monitoring process.	On track • Programmes included in annual monitoring schedule for 2015-16. Requirements outlined to education providers in October 2015.	Q 3-4	BP
Policy and process development				
Standards and guidance reviews and implementation	Publicise the revised standards of proficiency for practitioner psychologists and associated changes to programmes.	Complete • Article in Education Update (May 2015) • Publication and communication of revised standards of proficiency in July 2015.	Q 1-2	BP
	Publicise the revised guidance for disabled persons.	Complete • Article in Education Update (October 2015).	Q 1-2	TSS
	Assist the Policy & Standards Department in the on-going review of the standards of education and training and their guidance, primarily in the area of stakeholder engagement support.	On track • Articles in Education Update (May and October 2015). • Education Department workshop (May 2015). • Attendance at stakeholder events (June, July and September 2015. • PLG meetings (September and November 2015). • Stakeholder event (October 2015).	Q 1-4	AG
	Assist the Policy & Standards Department in the review of the guidance on conduct and ethics for	On track • Council paper (October 2015). • Article in Education Update (October 2015).	Q 2-4	TSS

Activity	Description	Progress / recent or upcoming milestones	Timescale	Lead executive
	students, primarily in terms of education provider communication.			
	Assist the Policy & Standards Department in the review of the standards of proficiency for social workers, primarily in terms of education provider communication.	On track • Article in Education Update (October 2015). • Stakeholder event planned (January 2016).	Q 1-4	BE
New professions and initiatives	Comprehensive review of the three academic years of approval visits to social worker programmes.	On track • Report being published in January 2016. • Communications plan, including audio commentary and stakeholder mailings, planned for January 2016.	Q 2-4	JH
	Comprehensive review of the two academic years of approval visits to approved mental health professional programmes.	On track • Report being published in January 2016. • Dissemination to stakeholders planned for January 2016.	Q 2-4	JH
	Preparation for register opening for public health specialists in July 2016, including liaison with education providers.	Withdrawn	Q 1-4	AG
New initiatives	On-going support and communication to education providers in relation to our service user and carer requirements in programmes.	On track • Article in Education Update (May 2015) promoting YouTube video. • Requirements and signposting communicated to education providers as part of annual monitoring process in October 2015.	Q 1-4	JH / BP
	On-going monitoring, support and review of new lay visitor arrangements.	On track • Visitor and education provider surveys took place in September 2015. • Lay visitor focus took place in October 2015.	Q 2-4	TSS
	Preparation and implementation of approval process for programmes for	On track • Article in Education Update (May 2015).	Q 1-4	BE

Activity	Description	Progress / recent or upcoming milestones	Timescale	Lead executive
	podiatrists practising podiatric, including visitor recruitment.	• Visitor role brief agreed at Education and Training Committee (June 2015). • Visitors recruited in July and September 2015 and trained in December 2015. • Approval visits to programmes scheduled for February and June 2016.		
	Preparation and implementation of approval process for programmes linked to extensions of prescribing rights and exemptions, including adaptions to process and visitor allocation, if required.	Not yet initiated.	Q 2-4	BE
	Assist the Registrations Department in the work on comparable qualifications.	On track • Supporting the work of the Registrations Department on an ad-hoc basis.	Q 1-4	BE
Service improvement				
Quality assurance reviews and reports	Publication of Education annual report 2014.	Complete • Annual report published in May 2015. • Article in Education Update (May 2015). • YouTube video (May 2015). • Social media activity (May & June 2015).	Q 1-2	BE
	Preparation of Education annual report 2015, including review of format and associated communication.	On track • Data analysis and review of format in November & December 2015. • Draft communications activities and plans discussed with Communications Department in December 2015. • Report being drafted for ETC in March 2016.	Q 3-4	BE / BP
	Review of year three of social workers approval visits.	On track • Report being published in January 2016.	Q 3	JH
	Review of year two of approved mental health professional approval visits.	On track • Report being published in January 2016.	Q 3	JH

Activity	Description	Progress / recent or upcoming milestones	Timescale	Lead executive
	Review of year one of social workers annual monitoring engagement.	On track / initiated early • Data analysis complete in December 2015. • Findings to potentially be incorporated into annual report 2015.	Q 3-4	BP
Internal operating processes	Review and development of internal business processes, practices and guidelines, following adoption of new Microsoft Dynamics and SharePoint system.	On track • Internal operating guidance documents further developed. • Email templates created in July 2015. • Role realignment to improve efficiencies and service delivery in August 2015.	Q 1-4	BP / JH / TSS / BE
Feedback mechanisms	Biennial survey of education providers.	On track • Education provider survey took place in September 2015.	Q 2-4	TSS
	Review approach to gathering feedback from education providers.	On track • New method for gathering regular feedback to be introduced in Q4.	Q 2-4	TSS / JH / BP
Service support				
Partners	On-going recruitment and training programme to ensure sufficient numbers of visitors, including anticipated recruitment of 10-20 new visitors.	On track • New visitors recruited in June & September 2015. • New visitor training took place in July, October and December 2015.	Q 1-3	TSS
	On-going refresher training programme, including 4-5 anticipated sessions.	On track • Refresher visitor training took place in October, November & December 2015. • Final training session planned for January 2016.	Q 3-4	TSS

Communications				
Website maintenance and development	Develop and implement cyclical review of education content of webpages, ensuring links with feedback, reports and new initiatives.	On track • Information about podiatric surgery published in June 2015. • Article on education provider survey published September 2015 and presence increased on audience pages. • Registration for Education seminars opened October 2015 and prominence increased on audience page. • Annual monitoring information refreshed for the 2015-16 academic year in October 2015. • Information about the social work student suitability scheme removed in November 2015.	Q 1-4	TSS / JH / BP
Print, digital and on-line content	Refresh introductory information available to new stakeholders.	Not yet initiated	Q 3-4	TSS / JH / BP
	Refresh information available on annual monitoring, major change and concerns processes.	Not yet initiated	Q 3-4	TSS / JH / BP
	Review usage and production of publications, videos and on-line content to ensure a range of accessible and utilised information.	Not yet initiated	Q 3-4	TSS / JH / BP
Research	Dissemination of research findings (disengagement, interprofessional education, preparedness to practice) to education providers and stakeholders, including, for example, seminars, newsletter content.	Not yet initiated	Q 3-4	TSS
Education Update	Review, monitor and maximise opportunities with current newsletter.	On track • Issues 19 & 20 published in May and October 2015. • Production and format to move to marketing template in January 2016.	Q 1-4	TSS

Systems				
Microsoft Dynamics and SharePoint system	Consolidation of new system, including roll out of new functionality and end user training and support.	On-going through 2015-16	Q 1-2	MN
	On-going maintenance and development of system	Not yet initiated	Q 3-4	MN
Education systems build major project (phase two)	Integration with other internal systems.	Delayed • Further system development (Microsoft Dynamics and SharePoint) and integration with website and other HCPC systems continues with external suppliers. Unsuccessful attempt to deploy in November 2015 and reprioritisation within the major project portfolio. • Final go live date now scheduled for April 2016.	Q 1-2	MN / BE
Quality compliance and assurance				
Quality compliance and assurance frameworks	Develop and implement framework and take action as required to improve processes and service	Not yet initiated	Q 1-4	MN / AG
Management information	Review management information and reports, following adoption of new Microsoft Dynamics and SharePoint system.	On track • New management information set being developed further.	Q 1-4	TSS / BE
Major projects				
Participation in major projects	Varying levels of involvements, primarily linked to preparing department employees for system usage and/or communicating key messages to education providers and their students.			
− Public health specialists		Withdrawn	Q 1-4	AG
− SAGE/PRS upgrade		Complete	Q 1-2	BE / TSS
− Domino to exchange		Complete	Q 1	BE / MN
− Fees review		Complete	Q 1-2	AG
− HR & Partners build		On-going	Q 1-3	BE / MN
− Registrations review		Complete	Q 1-2	BE
− Registrations transformation and improvement		On-going	Q 3-4	AG
− Net regulate changes		Withdrawn	Q 1-4	BE / TSS
− Stakeholder relationship management system		On-going	Q 1-4	BE

AG   = Abigail Gorringe   Director of Education
BE   = Brendon Edmonds   Head of Educational Development
TSS   = Tracey Samuel-Smith   Education Manager
BP   = Ben Potter   Education Manager
JH   = Jamie Hunt   Education Manager
MN   = Matthew Nelson   Systems and Quality Manager