

Agenda Item 19

Enclosure 16

Paper ETC 80/02

Education and Training Committee

**VISITORS' QUALIFICATIONS POLICY / GUIDANCE
NOTES**

From the Secretary

for discussion and agreement

VISITORS' QUALIFICATIONS POLICY / GUIDANCE NOTES

1. Background

The appointment and operation of visitors is the main mechanism under Part IV of the HPO whereby the Committee will obtain the information it needs to make its decisions about education and training provision.

This item should be taken also with item 21 below where the requirements embedded in the HPO itself are spelled out.

2. Current Position

The information on current procedures is embedded in the separate documents for each profession which can be described, in shorthand, as the " JVC Handbooks " and their equivalents.

The equivalent publication elsewhere is the Quality Assurance Agency's Academic Reviewers' Handbook (health version), which has been circulated previously and is available from the office. It contains a very detailed person specification for Academic Reviewers.

3. Options

The options are around formatting the data, and particularly the boundary between cross- and uni-professional content of whatever guidance is published.

4. Recommendations and Timetable

Working up the guidance and operating manuals for visitors is one of the larger tasks for the Committee in terms of the volume of work involved. It will be remitted to the consultants to start work on 4 December 2002 for completion by 31 March 2003.

In the meantime the Committee is asked to commend the work undertaken by the Allied Health Professions as the point of departure for any common statements to be made.

Between 5 November and 4 December the Pre-Registration Education and Training Working Group and the (Internal) Processes Working Group should carry out whatever preparatory work they can on the current body of documentation.