ACCREDITATION THROUGH PARTNERSHIP

The British Psychological Society
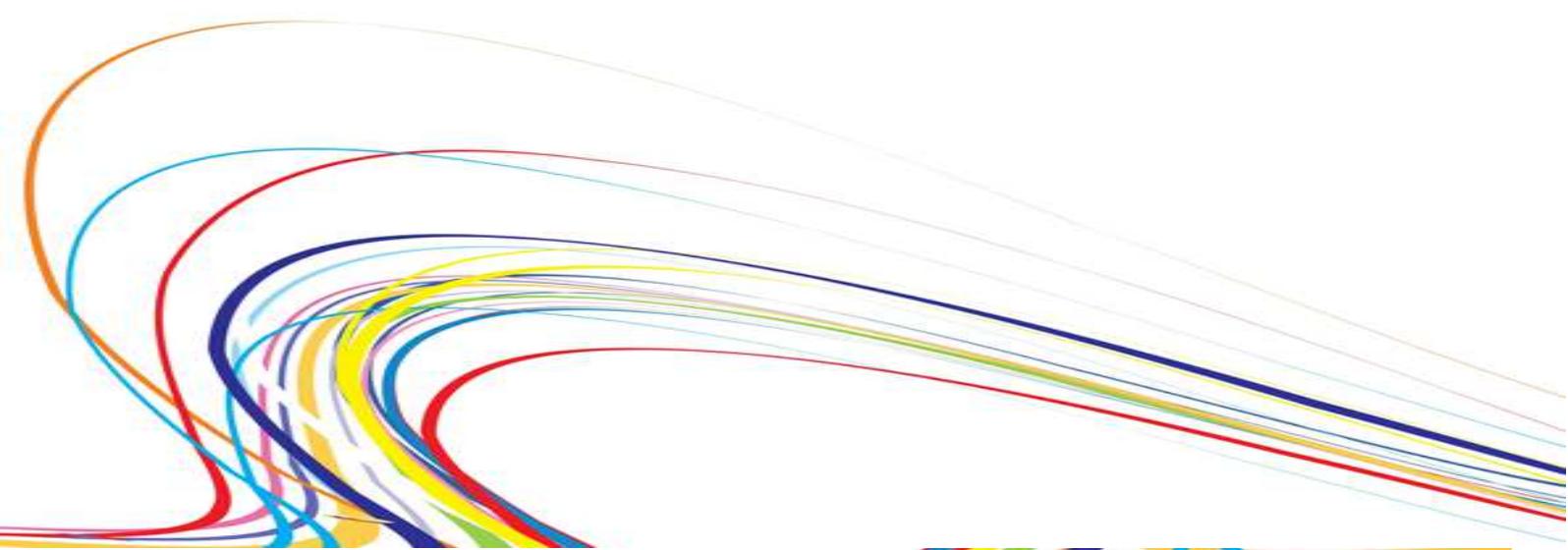Partnership & Accreditation

Suggested timetable: concurrent BPS accreditation and HCPC approval events (clinical psychology)

The Health and Care Professions Council publishes suggested agendas for approval events, and these can be downloaded here: http://www.HCPC-uk.org/education/downloads/

The Society also has its own requirements when undertaking visits to clinical psychology programmes alongside the Health and Care Professions Council. This document sets out one way in which programmes may be able to organise a concurrent visit event in a way that meets the needs of both the Society and the HCPC. If it does not meet your needs, please propose an alternative that does. However, **remember that it is your responsibility to check that the timetable you are proposing meets the needs of both visiting teams prior to finalising any arrangements**.

Please remember to let us know about any specific areas of your programme and its development about which you would particularly welcome the input of the Society panel. This will enable us to plan our time effectively in relation to each meeting, and ensures that, as a partner to this process, you have appropriate opportunities to influence the content and direction of the visit.

If you have any questions about planning for your visit, please get in touch with the Partnership and Accreditation Team at pact@bps.org.uk.

Day one	BPS accreditation team		HCPC approval panel
9.00am	**Meeting with programme team**		
	It is important for the BPS accreditation team to meet with the programme team at the beginning of the visit, to ensure that the programme has sufficient opportunity to influence the content of the visit and to highlight any areas that would benefit from wider discussion and debate. This meeting will focus largely on quality enhancement themes: what makes your programme distinctive, and what are your key areas for development.		
10.00am	**Meeting with supervisors and trainees off site**	**Meeting with programme executive**	
	The supervisors meeting with the team should ideally reflect a range of supervisory experience, and a range of clinical specialties, service settings and modes and types of work. It is often helpful if the trainees with whom the team meets on placement are organised in cross-cohort groups, although whether this is possible is likely to depend upon local circumstances. Trainees and supervisors who meet with the team off site are not also expected to attend the meetings at the University base later in the visit, although are of course welcome to do so if they wish. *See also notes for 9.30 meeting on day two.*	This meeting offers the BPS convenor and other members of the visiting team the opportunity to meet with senior programme staff to have a more detailed discussion about key areas for discussion identified by both the programme and the visiting team. We would typically expect this meeting to last a maximum of 90 minutes.	**12.00-2.00pm HCPC panel working lunch and private meeting** As an independent regulator, HCPC must come to its decisions independently, which is why private meetings are needed throughout the event. This specific meeting will be used to discuss the documentation and agree the detailed points of discussion in the various meetings.
1.00pm	**BPS team working lunch and private meeting**		
2.00pm	**Joint panel meeting**		
	This meeting allows the HCPC panel, BPS team and the other joint panel members (e.g. chair, secretary, quality assurance personnel, including those involved in any concurrent internal or external validation activity) to agree the detailed points of discussion for the meetings with the senior team, students, programme team and practice placement providers and general approach to the event.		

2.30pm	**Presentation by the programme team**
	The HCPC's suggested timetable invites education providers to consider whether they wish to give a presentation to the visiting panels. Our experience suggests that, where presentations are given, they are best placed near the beginning of the visit. If you choose to give a presentation, please limit it to 15 minutes maximum.
2.45pm	**Tour of facilities – meeting with resources staff**
	The tour allows the panel to determine whether the learning resources available to support the programme are appropriate. The tour may include the library, IT facilities and any other specialist teaching areas or learning resources. In order to make best use of the time, you may choose to invite the relevant resources staff to deliver a presentation or virtual tour of their resources and facilities, in addition to or in place of a physical tour.
3.30pm	**Meeting with trainees**
	This meeting allows the panel to gauge the trainees' experience of the programme. The meeting should include representatives from each trainee cohort. You may also choose to invite graduates of the programme although this is not an expectation. Any issues raised will be discussed with the programme team in their separate meeting on day two.
	The BPS team requests that each trainee cohort submits written comments ahead of the visit on their experience of the programme (including teaching, placements, research), and any matters fed back to the programme team via usual feedback channels. This will allow the team to take a more detailed view of any cohort-specific matters than will be possible in a meeting with a single group of trainees. A questionnaire will be sent to you for circulation nearer the time of the visit.
	For new programmes where there are no current students, the HCPC panel would like to meet with students from an existing course in the same subject area.
4.20pm	**Comfort break**
4.30pm	**Meeting with senior staff (e.g. senior managers, Deans / Heads of School / Faculty, senior managers from funding / commissioning bodies)**
	This meeting allows the panel to discuss issues with those responsible for the resourcing and financing (as opposed to the delivery) of the programme. For programmes delivered in partnership, the panel would like to meet with senior representatives from the other bodies. The SHA/commissioning representative(s) attending the meeting with the visiting team should be the person responsible for contract management and review, who is able to offer a perspective on likely future commissions and the quality of the programme's output, together with a view on any specific local challenges (such as constraints on placement capacity and/or resources).
5.30pm	**Finish**

Day two	BPS accreditation team	HCPC approval panel
9.00am	**Joint panel meeting**	
	This meeting allows the BPS team and HCPC panel, and any other panel members (e.g. internal/external validation), to feed back their	

	findings from day one and reconfirm the detailed points of discussion with the programme team and practice placement providers on day two.
9.30am	**Meeting with practice placement providers (Heads of Service) and educators (Supervisors)**
	This meeting allows the panel to discuss issues with the practice placement providers, managers and educators responsible for practice / clinical placements. You should also consider whether there are any other *external* stakeholders who are members of your Programme Board who would wish to have an input into this meeting. Members of the programme team or other HEI staff involved in the delivery or management of the programme should not attend. Education providers should ideally ensure that supervisors attending this meeting are not those who have met with the BPS team on day one; this is primarily to avoid duplication of effort.
10.30am	**Comfort break**
10.45am	**Meeting with programme team**
	This meeting allows the panel to discuss issues with those responsible for the day-to-day management and delivery of the programme. Questions from the panels are likely to take the form of points of detail relating to specific HCPC standards, followed by more in-depth discussion of any further matters that the BPS panel wishes to pursue in conversation with the programme team.
12.30pm	**Service user and carer representatives**
	The Society acknowledges that programmes will take different approaches to involving service users, carers and community representatives in training. Programmes should therefore consider the most appropriate means of securing the input of these colleagues into the visit process. HCPC has recently changed its processes to encourage greater service user involvement, so where such a meeting is to go ahead, HCPC would also like to attend. Education providers may wish to think about how best to manage this aspect of the visit, given the size of the visiting panel involved.

1.00pm	Working lunch and BPS private meeting	Working lunch and HCPC private meeting
	During their working lunch, the BPS team will meet privately to agree the recommended outcome of the visit and feedback to the education provider. If there are any unresolved issues, the team reserves the right to recall individuals at this stage for further discussion.	During their working lunch, the HCPC panel will meet privately to allow the visitors to agree the recommended outcome of the approval visit including any conditions, recommendations or commendations. If there are any unresolved issues, the HCPC panel reserves the right to recall individuals at this stage, to investigate matters further.
3.00pm	Joint panel meeting	
	This meeting allows the HCPC panel and the BPS team, and any other panel members (e.g. internal/external validation), to feed back their recommended outcomes to the joint panel and discuss how the conclusions from the visit will be delivered to the programme team.	
3.30pm	Feedback to programme team	
	The HCPC panel will give informal feedback, if appropriate, on the visitors' recommended outcome for the approval visit. However, please note that this is not a requirement of the Health Professions Order 2001. If appropriate, details of any conditions, recommendations and commendations will be given verbally. The BPS panel will also give informal feedback on its recommended outcome and any conditions, recommendations or commendations. The feedback session is open to the programme team plus any other colleagues that the programme wishes to invite. Other internal or external validation panel members would also feed back at this point, if in attendance.	
4.00pm	Finish	