

| | | Actions & Agreements |
|-----------|--|------------------------------------|
| 1. | Apologies for Absence | |
| 1.1 | The Chair received apologies from Chris Raine, Gerald Armstrong – Bednall and John Oates. | |
| 2. | Changes to CPD requirements | |
| 2.1 | The Registrar and Director of Policy (RoDP) gave the committee an overview of the background surrounding the proposed change of the CPD requirements. | |
| 3. | Recommendations | |
| 3.1 | 1. Consider the responses to the consultation document. The committee discussed the responses of the consultation document and agreed that communication to the RHADs, employers and the industry as a whole was a key point in assisting the understanding of the new CPD scheme in line with HPC standards. | Agreed |
| 3.2 | 2. Agree to implement the new standards from 1 st April 2009. The committee discussed this recommendation in particular highlighting the importance of a smooth transfer to the HPC for the registrants and the industry. The committee felt that if the HPC standards are adopted by the HAC this will assist the RHADs transfer into the HPC. The committee agreed to implement the new CPD standards from the 1 st April 2009. | Agreed |
| 3.3 | 3. Instruct the Registrar and Director of Policy to: <ul style="list-style-type: none">• Communicate the changes to all registrants; and• Provide advice and support to dispensing companies and professional bodies on implementing the new standards The Modernisation and Transfer Manager (MTM) informed the committee that measures have been put into place for the HAC staff to have training on the CPD standards from the HPC. A committee member expressed to the MTM that this was an excellent step towards assisting the industry to obtain a better understanding of the new standards. The committee instructed the RoDP to write to all registrants as soon as possible to inform them of the new CPD standards. The RoDP informed the committee this will be communicated to registrants within the Registrars letter being sent to all registrants along with the renewal forms on the 27 th February 2009. The committee agreed to the recommendation. | Action Agreed |
| 3.4 | 4. Note the ongoing dialogue with HPC about the timing and extent of future CPD compliance audits. The committee discussed this recommendation highlighting the issue of compliance audits and streamlining transfer with the HPC. The committee agreed to note this recommendation. | Agreed |
| 3.5 | 5. Conduct a five per cent random compliance on the 2007-9 HAC CPD scheme, to be conducted in July 2009. The committee discussed the issue of increasing the percentage of this audit in comparison to the audit conducted on the compliance of the 2006-08 CPD standards. The committee agreed that the percentage should stay at 2.5% of the register to | Agreed |

audit the CPD scheme in July 2009.

- 3.6 6. Conduct a five per cent random check on compliance with the new HAC CPD scheme, to be conducted in December 2009.

The committee discussed this recommendation and agreed that available resources should be used to check compliance with the new CPD standards. The committee agreed to auditing 5% of the register. The committee highlighted that this was not to be perceived as a move to 'catch out' the registrants but to assist the industry as a whole make the switch to HPC.

Agreed

The committee commented that this compliance check will highlight any gaps in understanding and concentrate any issues which the HAC will need to assist the industry ahead of transfer to the HPC.

- 3.7 The committee instructed the RoDP to bring a paper to a committee meeting ahead of December 2009 to enable the committee to agree what information the registrants will be asked for.

Action

4. Date of the Next Meeting

- 4.1 The date of the next meeting is 25th February 2009 10.30am to 12.30pm, this meeting will also be held by phone.

**Action list from the meeting of the
Education and Training & Examining Body Committee 16.02.09**

| ITEM | ACTION REQUIRED | PERSON RESPONSIBLE | DATE |
|-------------|---|----------------------------------|---|
| 3.3 | The committee instructed the RoDP to write to all registrants as soon as possible to inform them of the new CPD standards. | Registrar and Director of Policy | 27 th February 2009 |
| 3.7 | The committee instructed the RoDP to bring a paper to a committee meeting ahead of December 2009 to enable the committee to agree what information the registrants will be asked for. | Registrar and Director of Policy | 17 th June 2009 or 21 st October 2009 |

**Agreements from the meeting of the
Education and Training & Examining Body Committee 16.02.09**

| ITEM | DECISIONS AGREED |
|------|--|
| 3.1 | <p>1. Consider the responses to the consultation document.</p> <p>The committee discussed the responses of the consultation document and agreed that communication to the RHAD's, employers and the industry as a whole was a key point in assisting the understanding of the new CPD scheme in line with HPC standards.</p> |
| 3.2 | <p>2. Agree to implement the new standards from 1st April 2009.</p> <p>The committee agreed to implement the new CPD standards from the 1st April 2009.</p> |
| 3.3 | <p>3. Instruct the Registrar and Director of Policy to:</p> <ul style="list-style-type: none"> • Communicate the changes to all registrants; and • Provide advice and support to dispensing companies and professional bodies on implementing the new standards <p>The committee agreed to the recommendation.</p> |
| 3.4 | <p>4. Note the ongoing dialogue with HPC about the timing and extent of future CPD compliance audits.</p> <p>The committee discussed this recommendation highlighting the issue of compliance audits and streamlining transfer with the HPC. The committee agreed to note this recommendation.</p> |
| 3.5 | <p>5. Conduct a five per cent random compliance on the 2007-9 HAC CPD scheme, to be conducted in July 2009.</p> <p>The committee agreed that the percentage should stay at 2.5% of the register to audit the CPD scheme in July 2009.</p> |
| 3.6 | <p>6. Conduct a five per cent random check on compliance with the new HAC CPD scheme, to be conducted in December 2009.</p> <p>The committee agreed to the increase of the percentage to 5% of the register.</p> |