

**Franchise / Overseas Education Programme Information Form**

The Health and Care Professions Council cannot approve qualifications offered by overseas institutions as it is restricted in our guiding legislation (the Health Professions Order, 2001). However, programmes delivered by UK education providers overseas may be eligible to enter into the approval process where the overseas delivery is conducted by the UK institution. This form is designed to gather information on the extent of responsibility a UK education provider takes in the following areas of a programme delivered overseas:

* conferment of awards;
* admission processes;
* management and resources;
* curriculum delivery and teaching and learning;
* placement management and co-ordination; and
* assessment processes.

This form can also be used for programmes delivered within the UK at satellite or franchise sites to determine if there is a requirement for a separate approval visit to the secondary site.  
  
The information provided in response to the questions on this form will be the basis of a decision on whether or not to initiate an approval visit to a franchise or overseas education programme.  
  
Please complete the form as fully as possible. The form is designed to be completed electronically.  
  
**1. Conferment of awards**

1a. Which institution awards the qualification that leads to eligibility to apply to the HCPC Register?

**2. Admission processes**

2a. Which institutions are involved in the admissions procedures? Please provide details of the institution which sets entry requirements and assesses applicants through application forms or interviews.

2b. Which institution takes responsibility for implementing and monitoring equality and diversity policies regarding applicants to the programme?

**3. Management and resources**

3a. What is the funding source for the programme and which institutions receive funding?

3b. Are there any formal agreements between institutions in place for the provision of education? If so, please provide a copy of each formal agreement with your response.

3c. With which institution do permanent members of staff have contracts?

3d. With which institution do sessional or visiting staff have contracts?

3e. Which institution is responsible for development of staff delivering the programme and in placement?

3f. Which institution is responsible for the production and dissemination of information for students to assist them in induction and throughout the programme?

3g. Which institution is responsible for provision of the learning materials including clinical teaching space, library stock, information technology and teaching rooms?

3h. If the programme was to be subject to change (for example from changes to learning outcomes, practice placements or assessments) how would the changes be implemented and which institution would take responsibility for delivering the changes?

3i. If a student wishes to make a complaint about any aspect of the programme, to which institution must it be addressed?

3j. Which institution is responsible for meeting the requirements of professional, statutory or regulatory bodies (PSRB)? Please provide details of the PSRBs related to this programme.

3k. Are there regular quality reports required and if so how regular are they and which institutions require them?

**4. Curriculum delivery and teaching and learning**

4a. Which institution is responsible for the quality assurance of the delivery of the programme?

4b. Which institution owns the modules or units that comprise the programme?

4c. Which institution in responsible for curriculum development and the updating of the modules or units?

4d. Which institution is responsible for the delivery of teaching and learning opportunities to students?

**5. Placement management and co-ordination**

5a. Where are students placed for practical components of the programme?  
Please provide a list of all placement environments.

5b. Which institution is responsible for the quality assurance of the practice placement environments? This must include ensuring practice environments are safe and also effective learning environments.

5c. Which institution is responsible for the recruitment of practice placement educators? How is this process of recruitment conducted?

5d. Which institution is responsible for locating practice placement environments?

5e. Which institution is responsible for ensuring practice placement educators are properly trained, registered and updated? How are the above ensured and recorded?

5f. Which institution takes responsibility for the student experience on placement, including ensuring students are protected by equality and diversity policies which are effectively implemented and monitored?

**6. Assessment processes**

6a. To which institution do the individuals conducting assessments belong? This response must include information regarding academic and practical assessment both formative and summative.

6b. To which institution do the individuals moderating the assessments belong? This response must include information regarding academic and practical assessment both formative and summative.

6c. Which institution evaluates the assessment marks and grades to make decisions on individual student achievement and / or progression through the programme?

6d. To which institution would a student take an appeal related to an assessment mark or grade? Briefly describe the process a student would have to undertake.

6e. Which institution recruits and selects the external examiner for the programme?