



Council Apprentice 2024

Candidate information

Message from our Chair

Dear Council Apprentice Applicant,

I am thrilled to announce our search for the HCPC's fourth cohort of Council Apprentices. Two talented and motivated registrants ready to take their first steps into non-executive governance roles will be able to do so within a safe learning space. We are searching for individuals without prior boardroom experience, dedicated to public protection, who can commit to serving on the HCPC's highest decision-making body. If this sounds like you please apply!

The Apprenticeship scheme has two key aims. First, to provide an opportunity for registrants to gain boardroom experience and skills as a non-executive. And second, to enhance the quality of our deliberations and decisions by broadening the diversity of opinion, backgrounds and expertise.

This is a scheme very close to my heart, and as we prepare for its fourth year, I reflect with pride on the contributions of our Apprentices to our decision making and the wider culture of the HCPC. I also feel privileged to have seen first-hand the personal growth demonstrated by our Apprentices, many of whom have gone on to secure their first non-executive roles, contributing to the UK's health sector governance.

As a Council Apprentice, you will take part in all our Council meetings and related activity. You will also get involved in the work of our Committees, to maximise transferable governance experience. You will be supported throughout this by a dedicated Council member mentor, as well as taking part in our Apprentice Alumni network to learn from our previous Apprentice's experience.

This is a unique opportunity for the taking, and I look forward to getting to know our new Council Apprentices.

Christine Elliott, Chair



Who are we?

We are a UK-wide regulator established by law, committed to delivering high quality, efficient regulation in order to protect the public.

We regulate 15 professions:

- Art Therapists
- Biomedical Scientists
- Chiropodist/Podiatrists
- Clinical Scientists
- Dietitians
- Hearing Aid Dispensers
- Operating Department Practitioners
- Orthoptists
- Occupational Therapists
- Paramedics
- Physiotherapists
- Prosthetist/Orthotists
- Practitioner Psychologists
- Radiographers
- Speech & Language Therapists



What we do

We regulate by:

- Deciding what it takes to be a member of one of our professions
- Approving education programmes which will produce competent graduates who are safe to treat people
- Keeping an accurate register of people who are legally able to call themselves one of our 15 professions.
- Taking action when a professional isn't meeting our expectations of safe practice and conduct.

To do all these things for 15 different professions is complex and requires good governance.

Our Council plays an important role in this by setting the HCPC's strategic direction and overseeing the organisation's performance.

For more information on what we do and how we do it, please read our [Corporate Strategy here](#).

What is the Council?

Our Council is our 'board'. The Council is the most senior decision making group at the HCPC. They are ultimately responsible for the success of the HCPC. Our Chief Executive and his team are accountable to the Council.

There are 12 members of our Council and they are all Non-Executive meaning they are not employed by the HCPC.

Half of our members are professionals currently on our register. The other half are 'lay' members, who have skills and experience which benefits the HCPC, for example legal, business, HR, financial etc. expertise.

[More information about our Council and previous meeting papers can be found here.](#)





What is the Council Apprentice?

The Council Apprentice was first introduced in 2020. We want to help give talented individuals on our register the experience and skills they need to go on to confidently take part in governance groups elsewhere.

Once appointed our Council Apprentices take part in all our Council meetings and associated activity. They also get involved in our Committees to maximize their transferable experience of governance.

While Apprentices are not voting members when decisions are taken (due to our governing laws) they see all the board papers that support decisions and they are encouraged to (and once settled in expected to!) participate in the meeting debate that leads to a decision being made.

Each Apprentice is assigned a dedicated Council mentor to support them through the year, they will also be part of a network of former Apprentices, to learn from others who have been through the scheme.

What are we offering?

Inclusion

We are a supportive board and very keen to hear opinions and views that may differ from our own. We will take the Apprentices into everything that happens on a board, no issues will be off limits.

Range

We will also involve the Apprentices in our Committee work which will enhance the experience gained by the Apprentices. We will introduce you to wider networks within healthcare governance.

Development

We will provide a comprehensive induction into the HCPC's work, our Council and governance. You will also take part in all Council seminars and workshops through the year.

Support

You will have an assigned Council member mentor, additionally our Council Chair will regularly check in with you to provide ongoing mentorship and our Governance team will be on hand to provide you with practical support and assistance. You will be able to seek advice from our previous Apprentices through our Alumni Network

What our previous Apprentices say

Summary of your experiences so far:

“The HCPC Council Apprenticeship was a fantastic experience which challenged my previous assumptions about who got to sit on a board and gave me the confidence not only to join an external governance group, but to become its Chair.”

“Being a Council Apprentice has helped me to understand more about how important decisions are made, which impact on the professions which the HCPC regulates, and the patients and service users it protects. I have been involved in shaping key policies and procedures in a wide range of different areas, from improvements to the fitness to practise process to enabling greater understanding of the EDI issues faced by many registrants. This has been a unique experience which will no doubt shape my future career.”

“It exceeded expectations in terms of how extensive the wraparound support has been to help me get most out of the experience.”

What have you gained?

“The scheme has made me believe that I do have the skills to sit on a board in a non-exec capacity. Before the apprenticeship, I fundamentally did not believe that I have the skills to do this. Now that I have done it, I feel like I can do it again and with time the confidence will come. I have now applied for opportunities at my professional body.”

“I feel more confident in understanding governance and how to hold organisations to account. I feel confident to apply for governance roles”

How has it felt for you?

“It has been scary at times; I have been out of my comfort zone when reading board papers and engaging in workshops. These were all overcome by the support of an amazing 1:1 Council member mentor. I have been able to reflect on my progress and can see the personal growth this role has given me. I now have a new perspective on my career development and progression.”

What would you say to someone considering applying?

“I would say go for it! If like me, you want to be part of future change in the healthcare sector, then this will provide you with the initial exposure, experience and understanding of governance within healthcare.” regulation. The recruitment process provided me with a positive experience and allowed me to see my own value.”

What are we looking for?

We are looking for potential.

We do not expect prior boardroom experience, but Apprentices need to demonstrate an interest in the work of the HCPC and an ambition to take part in governance groups.

Excellent inter-personal skills are essential as well as the confidence to share your perspective.

Council Apprentices must be;

- A current HCPC registrant
- Interested in HCPC's work
- Keen to learn about being on a board
- A good communicator
- Willing and able to commit the time
- Able to uphold the seven principles of public life



How to apply

Applications are to be submitted to appointments@hcpc-uk.org . A cv and covering letter are required, please include your HCPC registration number. The covering letter should address the following:

1. Why do you want to be a Council Apprentice get involved in Non-Executive work?
2. What interests you about the work of the HCPC?

Applications will close at 9am on Monday 13 November 2023

Applications will be assessed by [Christine Elliott, Chair of Council](#) and [Maureen Drake Council member](#).

You will be notified if you have been shortlisted or not by Wednesday 22 November 2023.

If shortlisted, you will be asked to take part in a brief video call chat on Thursday 7 December to ensure we are right for each other.

A thorough induction will be provided and the role will run for one year to 31 December 2024.

If you would like an informal conversation with a member of the Governance team, please get in touch with Karen Flaherty at karen.flaherty@hcpc-uk.org

Q&A

We hope the below information will answer questions you may have about our scheme.

How long is the appointment? The appointment is for one year from 1 January 2024 until 31 December 2024.

What is the time commitment? The main time commitment will be to attend meetings and the pre reading and preparation required for these meetings. You will be expected to attend all Council and assigned Committee meetings, as well as the Council seminar sessions. Our meetings typically take half a day. Outside of meeting activity we want our Apprentices to regularly meet informally with their assigned Council buddy. Altogether we estimate the time commitment will be 20 days a year.

We encourage you to speak to your employer before applying so that you can manage your time effectively.

Will I be paid? Yes. Formal meeting attendance will be remunerated at £341, this includes reading time. Remuneration is taxable under Schedule E and subject to Class I National Insurance contributions. It is not pensionable.

Will I be entitled to annual leave and other employee benefits? No. The Council Apprentice is not a HCPC employee and will not have employment rights. They will be expected to adhere to the Council member code of conduct and should any issues arise with conduct these will be addressed through the Council member concerns process.

Will my expenses be paid? Yes. Reasonable expenses will be reimbursed according to our Council and Committee member expense policy.

Does the role require travel? Yes some travel will be required. We hold a mix of virtual and in person meetings through the year, with most being virtual. If a meeting requires travel, the HCPC will cover your expenses in line with our expense policy.

Will I receive training and development? Yes. When you first join, you will receive a comprehensive induction. Throughout the year, we run training for our Council members which you will take part in. Aside from this schedule of training, you will receive support from your dedicated experienced Council mentor through the year.

Will I receive feedback on my performance? Yes the Chair of Council will check in with you throughout the year to provide mentorship. They will also undertake an end of placement review with you. Throughout all of this engagement we are very interested in how you think we are doing! We want to make the scheme as useful as possible.