

Quality Assurance Handbook

A guide for providers of chiropractic degree programmes.

September 2017

**General
Chiropractic
Council**



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1. Introduction

1.1 Purpose

The purpose of this handbook is to articulate the arrangements for the approval and quality assurance of chiropractic degree programmes. Educational institutions must read, understand and commit to the shared values in this document.

The handbook sets out the documentation which must be completed and submitted to us before and after our approval is granted. It is important to use and refer to the General Chiropractic Council's (GCC) Education Standards which detail the required learning outcomes and programme criteria. All chiropractic programmes must adhere to and work within the standards set out within [The Code – the Standards of Performance, Conduct and Ethics for Chiropractors.](#)

1.2 Quality assurance

The aim of our quality assurance process is to demonstrate fairness, consistency and transparency surrounding the approval of chiropractic degree programmes.

Our objectives are to ensure that:

- the approval process is understandable to stakeholders, effectively administered, accountable and cost effective to operate;
- recognised chiropractic qualifications are accessible to all students who have the potential to achieve them;
- the qualifications are offered by institutions that have the adequate resources and expertise to ensure valid assessment of students against the learning outcomes;
- quality assurance arrangements are equitable, evidence-based and subject to review for improvement purposes.

The principles that underpin quality assurance arrangements state that relevant processes need to:

- be robust;
- protect the public;
- be proportionate and minimise burden on the institutions, and;
- be risk-based.

2. Approval

2.1 What is approval?

The GCC has a statutory duty to set the standards of chiropractic education, conduct and practice. The GCC therefore has powers to recognise chiropractic degree programmes, whether they are delivered in the UK or elsewhere. These powers are documented in the Chiropractors Act of 1994 which sets out the duties for the Council including the provision to recognise qualifications with the approval of Privy Council.

We must ensure that graduates of chiropractic degree programme are able to meet all the requirements set out in the Code for the competent and safe practice of chiropractic.

Graduates from a chiropractic degree programme that we have recognised will be able to apply for registration as chiropractors in the UK. We have established the approval programme detailed in this document in order to ensure that we only recognise chiropractic degree programmes that equip their graduates to meet all the requirements of the Code. An institution's progress with, and delivery of, a programme is monitored through our risk-based approach.

2.2 Links to other quality assurance systems

There are other ways that higher education is quality assured.

In the UK, higher education institutions are quality assured by the Quality Assurance Agency (QAA) whose role, as an independent body, is to monitor and advise on standards and quality in UK higher education. QAA monitors these institutions according to a quality code. A new operating model for the core quality assessment approach will be implemented in England and Northern Ireland from 2017-18. A set of baseline regulatory requirements incorporate, amongst other aspects, expectations around consumer law (as expressed through the Competition and Markets Authority guidance) and there will also be a more rigorous test of a new provider's readiness to enter the higher education sector¹.

The European Council on Chiropractic Education (ECCE) is an international autonomous organisation established by the chiropractic profession in Europe to accredit and re-accredit institutions providing undergraduate chiropractic education and training. The principal goal of the ECCE is to assure the quality of chiropractic undergraduate education and training against a set of educational Standards. More detail can be found here: <http://www.cce-europe.com/>.

Our quality assurance aims to work in harmony with, and in parallel to, these other arrangements as well as to ensure that all institutions and programmes adhere to the GCC's Education Standards.

¹ From the HEFCE webpage '*Revised operating model for quality assessment*': <http://www.hefce.ac.uk/pubs/year/2016/201603/>

2.3 Eligibility criteria

Institutions applying for new programme approval from the GCC must meet the following criteria to be eligible:

- have objectives that meet GCC standards of conduct, performance and ethics as detailed in the Code;
- have a detailed business case that supports the development and implementation of a new chiropractic degree programme;
- hold sufficient financial resources to fully support the programme in its development and delivery for at least one cohort of students;
- have the necessary facilities, equipment, staff, research and access to clinical practice in accordance with the requirements of the GCC's Education Standards;
- be quality assured by the QAA or equivalent if based outside of the UK;
- propose a programme for which validation has been granted, or is being sought in conjunction with GCC approval. (This is important as validation is a requirement of GCC approval.)

Each institution requiring its degree programme to be validated by a Higher Education Institution must also:

- be a corporate body and lawfully operating within its jurisdiction;
- have a governing body that lawfully governs the organisation;
- have a full-time Chief Executive or equivalent;
- have published financial accounts that demonstrate adequate resources to fulfil its commitment to the business plan and to future chiropractic students.

2.4 Outcomes of approval

There are two possible scenarios in which a programme (delivered in the UK or elsewhere) will be considered for approval:

- a) Approval of a new programme on offer from an *existing provider of approved chiropractic degrees*.
- b) Approval of a new programme on offer from an institution that is *new to the GCC*. (I.e. it is not currently offering approved chiropractic degree programmes.)

If your institution is an existing provider of chiropractic programme(s) there are three possible approval outcomes:

- 1) approved;
- 2) approved with conditions;
- 3) not approved.

If your institution is new to the GCC there are two possible approval outcomes:

- 1) approved with conditions; or
- 2) not approved.

An institution new to the GCC is more likely to be at risk of falling short of requirements than an established provider of chiropractic programmes, given that it will be in the process of recruiting staff, developing facilities and recruiting initial cohorts of students.

Conditions must be met within an agreed, specified timeframe. In the event that your institution fails to meet conditions in the specified timeframe, discussions will be had by the Education Committee and your institution will be advised accordingly.

2.5 Education Committee and Approval Panel

The Education Committee's general duty is to promote high standards of education and training in chiropractic and to keep the provision made for that education and training under review. The Committee approves (or "recognises") UK based chiropractic courses, and advises the Council on matters relating to education, training, examinations or tests of competence.

It is the Education Committee which will review programme approval applications and submit its findings and recommendations to the GCC's Council for onward consideration by the Privy Council. The Education Committee is, therefore, tasked with the review, approval and monitoring of chiropractic degree programmes and the appointment of Education Visitors who will be used to form Approval Panels that will visit educational institutions and report back to the Education Committee, as required.

Constitution of the Approval Panel:

1. The GCC will recruit and train a pool of Education Visitors for the purpose of populating Approval Panels.

The size and composition of any Approval Panel may vary depending on the focus of the visit being made. The constitution will normally be at least 1 chiropractor (but making up no more than 50% of membership, not including the Chair), and at least 2 lay members, one of whom will act as Chair.

All members of the approval panel must abide by a code of conduct and declare any potential conflicts of interest (see Appendix A.) In these instances, the Chair of the panel will decide whether or not the individual with a conflict of interest should form part of that particular Approval Panel.

Visits made by the panel will normally be undertaken for one of the following reasons:

- to discuss a new programme proposal with your institution, - see section 3;
- to review an existing programme when there has been a series of major changes over a period of time, - see sections 4 and 5;

- to monitor progress of an existing programme at times of your institution's own review (for example, a periodic review, revalidation, a quinquennial review or similar), - see section 6.

2.6 Conflicts of interests

We are committed to identifying and appropriately managing conflicts of interests that may arise in relation to our process for approval of chiropractic degree programmes. Our objective is to ensure that our process is carried out impartially, fairly, objectively and with integrity and that a reasonable observer could not consider that there has been any possibility of bias or undue influence affecting decisions made.

Appendix A sets out the arrangements for the management of conflicts of interest.

2.7 Considerations before applying for approval

Our approval process has been designed to be as straightforward as possible.

Careful consideration needs to be given to: a) the timing of your institution's application, and b) the provisional start date of the proposed programme.

Your institution will need to make timescales clear in its business planning but we encourage institutions to discuss their intentions with us as soon as possible and well before the process explained in section 3.

2.8 Evidence of meeting the GCC's Education Standards

All applications for the approval of a chiropractic programme must clearly evidence that both the institution and the programme content meet the Education Standards.

Institutions may include optional aspects and extra outcomes of learning in their programme, however, any optional aspects must not compromise the achievement of the GCC's required programme outcomes.

We advise you to take the necessary time to carefully check coverage of each of the Education Standards. Failure to clearly map or demonstrate coverage of each standard is likely to delay or hinder the approval process.

2.9 Equality, Diversity and Inclusion

Equality, diversity and inclusion (EDI) is integral to our work. The principles of respect, dignity, fairness and the need to recognise patient diversity and individual choice are emphasised within the Code.

We therefore, require institutions to demonstrate in their application how they promote EDI, paying particular attention to the recruitment of students, access to the programme, resources, additional support and monitoring.

3. Approval procedures for new programmes

This section details the procedures for approval. It is supported by a number of appendices found at the back of this document.

There are several stages to approval; which depend on the type of institution:

- institutions NEW to the GCC will need to follow all stages;
- institutions that provide existing approved chiropractic degree programmes will follow stages 1 and, 3 to 5 – but not stage 2.

Summary process for new programme submissions from all institutions		
All institutions:	Stage 1	Notify the GCC of intent to introduce a new programme
NEW institutions only:	Stage 2	Prepare an outline business case
All institutions:	Stage 3	Provide full submission details including mapping to the GCC's Education Standards
All institutions:	Stage 4	Arrangement of an approval visit
All institutions:	Stage 5	Agreement on approval outcomes

These stages are explained below. The title of each stage indicates whether the stage is relevant to all institutions or just the institutions that are new to the GCC.

Stage 1: Notification of intent to introduce a new chiropractic programme (all institutions)

All institutions are required to make contact with us to declare their intent to make a submission for a new chiropractic programme. We will review the notification and discuss the next stages and agree an approximate timetable with the institution.

An institution that is new to the GCC (and therefore has not run a chiropractic programme in recent years) must move to Stage 2. All other institutions must move directly to Stage 3.

Stage 2: Preparing an outline business case for the new programme (institutions new to the GCC)

There is an additional stage of approval for institutions new to the GCC. The reason for this is that those institutions that do not currently, and have never before, delivered approved chiropractic programmes are more likely to be at risk of not meeting our requirements than existing providers given that they will still be recruiting staff, developing facilities and recruiting initial cohorts of students.

Your institution will be asked to submit an outline business case.

A business case would normally include the following:

- a description of the institution's structure, including wider governance and decision-making roles, along with a statement confirming that it is a corporate body with a governing body, has a full time Chief Executive or equivalent and is lawfully operating within its jurisdiction;
- a rationale for how the new programme fits in with the institution's strategy;
- indicative degree programme costs and planned timescales for development;
- confirmation that the institution has the necessary funds and resources to develop and deliver the new degree programme;
- confirmation that the institution will have the necessary human resources in place to develop and deliver the degree programme, including brief details of the staff structure, the likely number of students and teaching methods.

We will agree a timetable for this stage with your institution.

The detail of all items outlined at this stage will be required in full at Stage 3. A helpful checklist is provided in Appendix B for institutions preparing a full submission.

We may invite your institution to make a presentation to the Education Committee - which is responsible for reviewing the business case and following up with further questions (see section 2.5). When your institution has had the opportunity to consider advice and feedback from the Education Committee, you will then need to liaise with us to confirm whether your institution is in a position to move to the next stage. At this point both parties will agree a timetable for programme submission (Stage 3).

Summary of Stage 2 actions

- An outline business case is prepared by the new institution and sent to the GCC.
- The GCC Education Committee will consider the business case and may follow up with further questions.
- The GCC will provide feedback and advice to the new institution.
- The institution will liaise with the GCC regarding whether it is in a position to progress to the next stage.

Stage 3: Programme submission (all institutions)

We will require a full submission from the institution which must include detailed information on how the new programme will meet all aspects of the GCC's Education Standards including:

- the learning outcomes for the programme content;

and the criteria on the:

- programme structure;
- teaching, learning and assessment methodologies;
- plans for the clinical experience;
- resources available for the programme;
- staff structure, roles and responsibilities;
- students;
- continuous improvement and quality assurance.

The submission must also include:

- an introduction containing information about the institution's structure;
- details of the institution, including the named responsible person for the programme and all necessary contacts;
- a detailed cross-referenced document demonstrating how each of the GCC's Education Standards will be covered throughout the programme and its management.

The cross-referenced mapping document must explain how your institution is assured that students will be able to demonstrate the learning outcomes by the end of the programme through appropriate assessment.

We understand that some evidence may not be available until the programme begins, in which case, your institution should state what evidence will be available at a later date and when you anticipate that the evidence will be available.

The named person at the institution must sign the submission. This must be the Chief Executive or an individual with appropriate delegated authority.

Summary of Stage 3 actions

- The documentation provided by the institution will be reviewed by the GCC.
- Further information might be requested by the GCC if needed.

Stage 4: Approval visit for a new programme (all institutions)

If, following Stage 3, both parties agree that the institution is ready to move to the next stage, an approval visit will be scheduled. The Education Committee will decide upon the focus of the approval visit based on the content of the programme submission. The purpose of the visit is for the Education Visitors to review the details of the submission, hear from senior personnel from the institution and to meet with appointed staff.

The Approval Panel will examine any further evidence you provide establishing that the programme meets the GCC Education Standards, as well as ascertaining whether any specific issues raised at the earlier stages have been adequately addressed.

The visit details sent to the institution prior to the visit will include:

- 1) The identities of the Education Visitors forming the members of the Approval Panel conducting the visit; and
- 2) Specifics that will be covered during the visit.

A timetable for the visit (which will take account of the schedule of Education Committee meetings) will be communicated to, and agreed with, your institution. The GCC office will liaise with your institution and the chair of the Approval Panel to agree a suitable programme for the visit, aimed at maximising the contributions from all concerned.

The length and coverage of the visit will vary depending on whether the institution is an existing provider of an approved chiropractic degree or new to the GCC.

During the visit, the Approval Panel will discuss with key staff the evidence in support of the programme and the intentions of the institution in terms of meeting the Education Standards. The key staff from the institution at the visit should include:

- an authoritative voice who can discuss the programme in terms of the institution's strategy - such as a Dean, or a Pro-Vice-Chancellor/Deputy Vice-Chancellor;
- the senior management team, including the Head of the chiropractic institution/department;
- other members of staff and of the faculty/department; the module/year manager responsible for each year; others such as the Head of Quality Assurance.

During the visit, the Approval Panel will gather information to be put into a report (that will be completed after the visit) that will indicate whether the institution met, partly met or did not meet the requirements of the Education Standards.

At the end of the visit, the Approval Panel will provide the institution's key staff with a brief verbal summary of the main findings, including draft indicative recommendations. Institutions should note that any recommendations made or conditions imposed at this stage are not final and are subject to change. Final conditions, recommendations and commendations will be confirmed in the visit report.

Visit report:

The Approval Panel will submit a draft report of its findings to the responsible GCC staff member within three weeks of the visit. The report will include the Approval Panel's analysis of the extent to which the institution has demonstrated that it meets the requirements of the GCC's Education Standards.

There are two possible recommendations that can be made in the draft report:

1. If the institution has provided insufficient evidence because the programme has serious deficiencies, the Education Committee will advise the institution of those deficiencies which must be addressed before it will re-consider approval.
2. If the institution has provided sufficient evidence then the Approval Panel will recommend approval, either with or without conditions.

Where approval with conditions is recommended, it is subject to those conditions being met within a specified time period, and the receipt of satisfactory reports (annual or otherwise). Conditions may relate to the progressive implementation of the new programme and the provision of adequate staffing and facilities to support the developing programme, as explained in section 2.4.

If the draft report does not recommend approval of the programme, it will also provide guidance on what further evidence would be required from the institution in order to meet the GCC's Education Standards.

A copy of the draft report will be sent to your institution. Your institution will have one month from the date that the draft report was sent in which to respond with any factual corrections, observations, or objections to the content.

Summary of Stage 4 actions

- The Education Committee will decide upon the focus for the approval visit based on the programme submission.
- The date, schedule and content of an approval visit will be agreed.
- After the visit, the GCC's Education Committee will consider and review the Approval Panel's draft report and send it to the institution for comment.
- The institution will return the draft report commenting on any factual corrections, and providing any observations or objections to the GCC within one month.

Stage 5: Approval outcome for a new programme (all institutions)

The Education Committee will consider the Approval Panel's report and any response received from your institution. It will provide its approval outcome and recommendations to the Council.

If the Council is satisfied (on advice from the Education Committee) that a new programme should be recognised, it recommends that to the Privy Council. It is the Privy Council which makes the ultimate decision. It can take some months for the Privy Council to confirm recognition.

Once a programme has been recognised by the Privy Council, your institution will receive a copy of the formal document (the Order in Council) as written confirmation that the programme is recognised. All programmes recognised from 2018 onwards will be recognised for an indeterminate period (i.e. there will not be an automatic expiry date for that recognition).

At this point, the e Approval Panel's report will be published on our website.

Summary of Stage 5 actions

- The Education Committee will consider the institution's response to the report and will decide whether or not to recommend to the GCC's Council that the programme should be approved, with or without conditions.
- If the Council accepts a recommendation for approval from the Education Committee, it will make a recommendation to the Privy Council.
- The Privy Council will confirm recognition of the programme.

4. Notification of substantive changes to an existing programme

All institutions delivering an approved chiropractic degree programme are required to notify the GCC of substantive programme changes as and when they occur. A notification of substantive change proforma (see Appendix C) must be completed and submitted to us on every occasion of a substantive programme change as soon as is reasonably possible.

Having received the notification, the Education Committee will take a decision as to whether a visit to the programme provider is appropriate.

Changes that may be regarded as *substantive* include situations which the institution or those running the programme would naturally expect to inform those in authority within their own institution² about. In essence, these are changes that could potentially put your institution's continued validation at risk.

Substantive programme changes may include changes in relation to the following:

- governance arrangements of the institution or programme;
- the established mission, goals, values or strategy of the institution or programme;

² For example: the senior leadership team, the governing body, chief executive, etc.

- resources, including significant changes to (and replacements in) staffing, finances or buildings and facilities which may impact on capacity to deliver the programme to the same quality;
- programme content, structure, teaching, learning and assessment;
- student selection, admission, support;
- student enrolment numbers and conditions for entry;
- programme characteristics for example title, structure, length or credits;
- patient numbers passing through the clinic;
- delivery location;
- clinical practice and provision arrangements;
- planned withdrawal of the programme or closure of the institution.

4.1 Submitting a proforma to notify the GCC of a change

The notification of change proforma can be found at Appendix C. On receipt of the notification of change, the Education Committee will consider the programme change and potential impact.

Substantive changes that are perceived to have an impact on the delivery of the programme will most likely result in the need for a monitoring visit (see section 6) to ensure that the Education Standards continue to be met. Further details may be requested by us before a visit is carried out and a report is produced.

4.2 Conditions as a result of a major programme change

The GCC's Education Committee will consider the Education Visitors' report to decide whether any conditions need to be imposed on the programme as a result.

In this case, your institution will be informed of any conditions or monitoring requirements imposed on the programme and will receive written confirmation of the conditions from us.

Any conditions imposed will be monitored. Your institution will be asked to produce a report at regular intervals (the frequency will be decided by the Education Committee) on how the condition(s) is being met.

The Education Committee will then decide after a specified timeframe whether the condition(s) has been met.

Your institution will be given a fair and reasonable period of time in which to comply with the conditions imposed and to demonstrate that any shortcomings to the programme have been satisfactorily addressed. If the institution believes that there are extenuating circumstances that should be taken into consideration in relation to its compliance with conditions, it will be given a reasonable opportunity to set those out.

Withdrawal of approval of the programme would only take place in circumstances where there is evidence of ongoing non-compliance which means that the Education Committee is not satisfied that the programme meets (or will in future meet) the Education Standards

Summary

- Where there is a substantive change the institution is required to inform the GCC via completion of the change proforma (see Appendix C).
- The GCC may request further information before deciding if the substantive change notification suggests that a visit is warranted.
- If there are no areas for concern, the GCC will notify the institution accordingly. Where there are concerns, the Education Committee will consider imposing conditions which will need to be monitored via a regular report sent to the GCC.

5. Annual monitoring and self-assessment arrangements

For the purposes of monitoring and quality assuring programmes on an annual basis, each year, every institution running an approved programme (with or without conditions) must supply us with a completed annual monitoring and self-assessment form (Appendix D).

The form should include:

1. a list of every programme change notification proforma completed and submitted during the past year to the GCC³;
2. any substantive changes that have occurred since the last proforma notification and prior to submission of the annual report;
3. a summary of the status of the programme explaining the overall impact and effect of all changes notified during the past year;
4. a synopsis of any change and action planned, expected or considered looking forward to the next year.

Each year, there may be a particular subject on which we will seek information that will be additional to the standard reporting requirements. This will be sought in the context of learning from the experiences of others and sharing good practice. Examples may include equality and diversity, patient involvement, or multi-disciplinary learning. Your institution will be given notice of the requirement.

There may be additional questions on the forms that seek specific information about a particular programme, including questions that seek information about actions requested from visit reports. We will also be looking for evidence of how the institution has progressed its programme, through continuous improvement measures and examples of good practice (e.g. patient involvement.)

To ensure that institutions continue to deliver chiropractic degree programmes in accordance with our approval requirements, we require all institutions to comply with these arrangements.

³ To cover changes to the items listed in section 4.0

These arrangements are vital to ensure that the institutions are adequately preparing students undertaking approved programmes to meet all of the requirements set out in the Code for the competent and safe practice of chiropractic.

The annual monitoring and self-assessment form (Appendix D) must be completed by a date agreed by the Education Committee. The form must be dated and signed by the Chief Executive or an officer of the institution who has appropriate delegated authority.

Following the submission of the forms, we will normally invite institutions to attend a GCC Education Committee meeting.

Your institution's programme leader or equivalent will normally attend, although other senior staff involved in the delivery of the programme may also attend.

The meeting will consist of separate discussions between each education provider and the Education Committee, followed by a joint discussion with all institutions.

The purpose of this meeting is for the Education Committee to discuss any concerns or information within the forms that may need further clarification, as well as providing an opportunity for your institution to share good practice with other education providers.

At this meeting, the Education Committee will confirm whether it is satisfied that the programme that your institution delivers continues to meet the Education Standards.

Summary

- The institution will be asked to submit an annual monitoring and self-assessment form by a specific date.
- Institutions will be invited to an Education Committee meeting to discuss the information within the forms and share best practice.

6. Monitoring Visits

We reserve the right to arrange a monitoring visit to an institution while it is running an approved programme. There are a number of scenarios that might trigger such a visit:

- when conditions have been imposed by the GCC;
- new GCC Education Standards;
- a periodic review has been scheduled by the institution's governing body or similar;
- a substantive change is being made to the programme;
- a revalidation or a quinquennial review; or
- where the GCC becomes aware of concerns about a programme through monitoring, whistleblowing and/or complaints received.

All institutions must notify us of planned or unplanned substantive changes, periodic reviews and revalidation as soon as possible, in order to allow a sufficient amount of time for the Education Committee to consider the need for a possible monitoring visit or meeting and to arrange these if necessary.

The Education Committee may send an Approval Panel or one or more Education Visitors to carry out the visit, attend a meeting or act as an observer in the case of revalidation events or quinquennial reviews. As part of the monitoring visit, the Education Visitor(s) may seek opportunities to discuss the programme with patients, students and their representatives.

The outcome of the visit or meeting will be documented in a report prepared by the Approval Panel/Education Visitor(s) and the reporting process will be the same as that outlined in section 3 (stage 4).

The monitoring visit report will document:

- Newly identified issues and the institution's plans to resolve any such issues;
- New or continuing conditions and how these are being met;
- Best practice and plans for the future.

Summary

- The institution will be notified of any planned monitoring visit and the reason(s) for it.
- The outcome of the visit will be a report which will identify the outcomes and required action.

7. Contact Us

If you would like to discuss any aspects of this process or need further clarity you can email the GCC's education team at education@gcc-uk.org or telephone us on 020 7713 5155.

We value your input into our work and welcome any comments or suggestions you may have on our procedures and any documentation that you have received from us.

Appendix A: Conflicts of interests statement

Council Members and GCC Partners must avoid placing themselves under any obligation to any individual or organisation which might affect (or be thought to affect) their ability to act impartially and objectively. They must be alert to the possibility of such a conflict of interests, and must declare any interest in/association or connection with any person (whether financial, organisational or personal) which may or does give rise to a conflict of interests to the GCC as soon as possible.

Council members and GCC Partners must promptly make the required written declarations of any professional, personal or business interests which may, or might be seen to, conflict with their GCC responsibilities – which will be added to the Register of Interests that the GCC maintains (which is a public document). Individuals covered by this Code will be invited to update their entries annually but in any case changes in circumstances necessitating amendments to the Register of Interests should be notified to the Chief Executive as soon as they arise. Any conflict of interests that arises during the course of a meeting must be promptly declared.

Council members and GCC Partners are free to engage in political activities or to maintain associations with professional organisations provided that such activity does not conflict with the essential purpose of the GCC in protecting the public.

Council members, GCC Partners and members of the Executive are required to follow the principles set out in the GCC's Conflicts of Interest Policy.

Appendix B: Submission of a new programme checklist

This checklist is intended for use by institutions planning to offer a new chiropractic degree programme on reaching Stage 3.

If the provider has been given permission to move to this point of full submission, the following requirements need to be demonstrated.

Requirement	Completed
Detailed submission of the programme, to include the following:	
<ul style="list-style-type: none"> • Institution details, including the named responsible person for the programme, all necessary contact details. 	
<ul style="list-style-type: none"> • Details on the validation of the programme (including any conditions imposed) that demonstrates the degree programme is being set at the appropriate level for the degree being awarded. 	
<ul style="list-style-type: none"> • Introduction detailing the institution structure. 	
<ul style="list-style-type: none"> • Learning outcomes and modules for the programme content which must be set at an appropriate level for the degree that is being awarded. 	
<ul style="list-style-type: none"> • Programme structure – see Education Standards. 	
<ul style="list-style-type: none"> • Teaching, learning and assessment – see Education Standards. 	
<ul style="list-style-type: none"> • Clinical experience – see Education Standards. 	
<ul style="list-style-type: none"> • Resources – see Education Standards. 	
<ul style="list-style-type: none"> • Staff – see Education Standards. 	
<ul style="list-style-type: none"> • Students – see Education Standards. 	
<ul style="list-style-type: none"> • Continuous improvement and quality assurance – see Education Standards. 	
Cross-referencing document demonstrating how each of the GCC's Education Standards are being covered is essential.	
Approval application signed by the responsible person at the institution. This must be the Chief Executive or equivalent.	
Send one electronic copy to the GCC.	

Appendix C: Notification of substantive change proforma

This form is to be completed as appropriate on every occasion of a substantive change to a degree programme. Information on this is explained in section 4 of this handbook.

<p>[Insert name of education provider here]</p> <p>Insert change form submission number [year/issue number – e.g. 2017/001, 2017/002 etc.]</p>		
Nature of change	Description of change to be completed by the institution	Is evidence provided with this form? Insert Yes/No or N/A
Changes in the governance arrangements of the programme or institution: Merger with another body Changes to the legal status of the corporate entity Organisational changes Senior academic staffing changes		
Changes in the established mission or goals of the institution or programme		
Changes in resources: Finances Staffing Buildings & facilities		
The addition or deletion of subjects/courses, pathways, or programmes from those reported during the programme's current approval cycle: e.g. Subject/course additions/deletions		

<p>Changes in enrolment numbers and entry requirements</p> <ul style="list-style-type: none"> changes in student numbers (i.e.: a significant increase or decline in the number of students relative to the previous academic year) 		
<p>Major changes to programme characteristics:</p> <p>Title</p> <p>Structure</p> <p>Number of credit points</p> <p>Length of programme</p> <p>Assessment</p> <p>Student contact hours</p> <p>Mode of delivery</p>		
<p>Changes in patient numbers passing through the student clinic (i.e. a significant increase or decline of numbers of patients passing through the clinic relative to the previous academic year.)</p>		
<p>Changes to delivery location by moving to a new site, adding an additional site (including any offshore sites) or withdrawing from an existing site.</p>		
<p>Substantial changes in clinical provision.</p>		
<p>Withdrawal/conditional status of institution/course approval by an educational regulatory authority (such as QAA).</p>		
<p>Action(s) proposed on the change(s) notified above:</p>		

Signature of the named person responsible for the programme: Title: Date:	
Date of submission	
Date form received by the GCC:	

Appendix D: Annual monitoring and self-assessment form

This form must be submitted to the GCC by every provider. It will include the following:

1. A list of every programme change notification proforma completed and submitted during the past year to the GCC – [Section 1](#)
2. Any substantive changes that have occurred since submission of the last notification proforma this may relate to any of the items listed in Section 4 – [Section 1](#)
3. A summary of the status of the programme explaining the overall impact and effect of all changes notified during the past year – [Section 1](#)
4. A synopsis of any change and action planned, expected or considered looking forward to the next year – [Section 1](#)
5. Student enrolment figures: actual vs target numbers – [Section 2](#)
6. Feedback and responses to feedback from students, graduates, patients, employers and stakeholders if possible/applicable – [Section 3](#)
7. Changes to staff – [Section 4](#)
8. Student Fitness to Practise – [Section 5](#)
9. A summary of new and significant research activity – [Section 6](#)
10. Progress of the programme: External Examiners Report and the institution's response – Section 7
11. Evidence of the consideration of equality and diversity – [Section 8](#)
12. Examples of good practice (not covered elsewhere) – [Section 9](#)
13. Progress on any conditions and recommendations imposed by the GCC – [Section 10](#)

Annual monitoring and self-assessment form

INSTITUTION:

PROGRAMME TITLE:

YEAR:

Section 1: Substantive Change

1. **Table 1: Please list here the forms submitted to the GCC for checking purposes since the submission of the last annual report.**

Name of programme

List of substantive programme forms submitted (e.g. 2017/001, 2017/002):	Date submitted to GCC	Main change noted

2. **Table 2: Details of any substantive programme changes occurring after the last programme form was submitted and this annual monitoring form.**

Details of any substantive programme changes submitted (e.g. 2017/001, 2017/002):	
Date	
CHANGE	ACTION PLANNED

3. **Table 3: Please provide a summary of the status of the programme explaining the overall impact and effect of the changes notified during the past year.**

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4. **Table 4: Please provide a synopsis of any change and action planned for the degree programme that is expected or is being considered looking forward to the next year. This section could include future planning about any difficulties or challenges anticipated and how these are overcome and any new additions or improvements overall.**

Section 2: Student Data

Table 1. Target recruitment number for the programme

<i>Year of entry</i>	<i>Target number</i>	<i>Actual number</i>
2017		-
2018		-
2019		-
2020		-
2021		-

Data on student enrolments (Table 2) and then, separately, retention/ progression rates for the programme (Table 3).

Table 2. Current student cohort per programme

Year of chiropractic programme	Current year		
	Head count		Total students
	<i>UK students</i>	<i>International students</i>	<i>Chiropractic programme</i>
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

Table 3. Student attrition – previous year

Students				
<i>Programme year level</i>	<i>Commencing</i>	<i>Additions</i>	<i>Leaving</i>	<i>Drop out %⁴</i>
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Total				

Please include any further information that you wish to add on the content of Tables 1 to 3 in the box below:

⁴ Drop out % = (Leaving – Additions)/Commencing *100

Section 3: Feedback on the programme

The institution is requested to provide information on feedback recently received from final year students, graduates, patients, employers and stakeholders, and how this has influenced the programme.

Please provide an overview of mechanisms in place to seek feedback from all of the above mentioned stakeholders, a summary of feedback received and an overview of your responses to and any changes made in the last year to the programme as a result of feedback received.

Mechanisms for collecting feedback

Feedback received

Responses to, and changes made, to the programme as a result of the feedback

Response to feedback:

Changes made as a result:

Section 4: Changes in staffing

Information on staff changes should be captured in Tables 4 and 5.

Table 4. Staff attritions

Name	Qualifications (with year awarded)	Level and type of appointment	Specify all teaching and/or research areas and position	Registered chiropractor? (tick if applicable)

Table 5. Staff additions

Name	Qualifications (with year awarded)	Level and type of appointment	Specify all teaching or research area and position	Registered chiropract or? (tick if applicable)	Years in clinical practice (if applicable)

Please include any further information that you wish to add on the content of Tables 4 and 5 in the box below:

Section 5: Student Fitness to Practise

Please give the number of student FtP allegations in the last year. Give a short summary of the cases in which sanctions were imposed and detail any lesson learnt or changes that have been made as a result of these cases.

Section 6: A summary of new and significant research activity

Please give a summary of any new current or planned research activity that may have an impact on the delivery of the programme.

Section 7: Evidence of the progress of the programme

Please give a summary of the outcomes of any programme re-validation activities or internal reviews.

Please attach/insert this year's external examiner's report and the corresponding response by the institution and action plans that demonstrate and document actions taken by the institution to address any issues noted in the report.

Section 8: Evidence of the consideration of equality, diversity and inclusion

Please provide examples of how the institution addresses and promotes equality, diversity and inclusion.

Section 9: Examples of good practice

This could exemplify any aspect of the programme delivery that has not been mentioned above (e.g. patient involvement.)

Section 10: Progress on any recommendations or conditions

If there were recommendations or conditions identified from the last report/submission, the institution is requested to describe the action taken and attach relevant evidence to show how the conditions are being addressed.

Condition(s) set by the GCC, date to be met by and the institution's response:

Evidence is in the attached document.

Appendix E: Confidentiality and Disclosure

The GCC places all matters relating to the approval process and maintaining approval in the hands of the Education Committee. The integrity of this process depends, in part, on the Education Committee maintaining confidentiality throughout the process.

The GCC has therefore determined that all individuals involved in the process, including external consultants, shall not divulge any information about or derived from the approval process. The only information about or arising from, the approval process that may be shared is the published report of the Education Committee's decision.

This policy shall apply during the following stages of approval and monitoring:

- during the approval process;
- if an institution is not successful in achieving approval;
- any specific detail or outcome of institution monitoring and conditions.

The GCC will hold approval materials that are submitted as part of the approval process and subsequent annual monitoring in accordance with Data Protection law and the GCC Data Protection Policy, available at <https://www.gcc-uk.org/publications/policies/>

Any violations of this policy by GCC staff, members of Council, the GCC's Committee members, and anyone else conducting work on behalf of the GCC shall be subject to the GCC's disciplinary procedures.

History of revisions to the Degree Recognition Criteria:

GCC Approval processes for recognising programmes, 2017.

Previous editions:

GCC Degree Recognition Criteria published May 2010, amended in March 2012.

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