

National School of Healthcare Science  
**Physical Sciences Themed Board Meeting**

Thursday 23<sup>rd</sup> June 2016

Main Conference Room, St Chad's Court, 213 Hagley Road, Birmingham B16 9RG

**Chairs:** Clair Hardiman (CH), Richard Scott (RS)

**Attending:** Alison Mackie (AM), Andrew Williams (AW), Azzam Taktak (AT), Chris Gibson (CJG), Gill Clarke (GC), Jilly Croasdale (JC), Mark Tooley (MT), Philip Mayles (PM), Rosalind Parkes (RP), Sandie Gay (SGa), Shazmeen Hansrod (SH), Simon Ryde (SR), Slavik Tabakov (ST), Stuart Green (SGr), Tina Jones (TJ)

**Apologies:** Andy Irwin (AI), Angela Daly (AD), Anthony Fisher (AF), Bev Ellis (BE), Canice McGivern (CM), Carol Winter (CW), Chris Dean (CD), Jason Watson (JW), Jessica Johnson (JJ), Julie Horrocks (JH), Louise Ayers (LA), Nicky Fleming (NF), Ruth Barnes (RB), Stuart Sutherland (SS)

**Minutes:** Chris Allen (CA)

**FOR MEMBERS USE ONLY**

DISCUSSION / ITEM	PROGRESS
<b>1. Welcome and Apologies</b>	
CH/RS welcomes members to the meeting and noted apologies as above	
<b>2. Minutes and Actions arising from previous meeting</b>	
Minutes reviewed and ratified with minimal corrections. Actions discussed and updates recorded on the action log	
<b>3. Matters not elsewhere on the Agenda</b>	
Board discussed the formatting of published minutes, and that summaries should be provided in the minutes and no longer contain links to written reports	
<b>4. Report from the Academy for Healthcare Science</b>	
Philip Mayles gave report/update: <ul style="list-style-type: none"> <li>HSSR has been through a pilot phase and is now live.</li> </ul>	
<b>5. Reports from HEIs</b>	
<u>Kings College London</u> Slavik Tabakov gave report/presentation: <u>2013 student cohort outcomes were reported</u> <u>82% Distinctions and 18% Merits</u> <u>2014 student cohort</u>	

DISCUSSION / ITEM	PROGRESS
<ul style="list-style-type: none"> <li>All 45 students have successfully passed their specialist modules and continue with their MSc projects</li> </ul> <p><u>2015 student cohort</u></p> <ul style="list-style-type: none"> <li>All 37 students have successfully passed their Core modules and continue with the Specialist modules in the 2nd year.</li> <li>A meeting with Training Supervisors took place on 5<sup>th</sup> May2016 to discuss current progress and plan activities ahead.</li> </ul> <p>PPI: An Expert Patient continues to be member of the MSc Programme Board and attends the Exam Board meetings. Expert Patient also observes the MSc Interim project presentations. Expert patient is also included in the teaching process.</p> <p>Both MSc programmes – Clinical Sciences (Medical Physics) and Clinical Sciences (Clinical Engineering) - have passed successfully their IPEM accreditation.</p>	<p>See: <b>Action Log</b></p>
<p><u>Newcastle University</u> Alison Mackie gave an update/report:</p> <p><u>2013 Student Cohort</u> Results will be released after the Exam Board on 27th July 2016.</p> <p><u>2014 Student Cohort</u> Results for the year 2 June exams are not yet available</p> <p><u>2015 Student Cohort</u> Marks for the second assignment are not yet available</p> <p>Student feedback: students have had problems finding a work based supervisor – issue about work place ethics has been stressed by the school at all the themed boards MT – commented on the recruitment process&gt; He questioned as whether there could be a workplace visit for applicants to overcome attrition rates for those not understanding the programme CG -The school have been making improvements in the website’s information about the programme</p> <p>AM – Requested that the an employer representative should be sought for the NE.</p>	<p>See: <b>Action Log</b></p>

DISCUSSION / ITEM	PROGRESS
<p>University of Liverpool Azzam Taktak gave update/report: <u>2013 student cohort:</u></p> <ul style="list-style-type: none"> <li>• MSc Medical Physics – 22 students, attended oral presentation day of their dissertation. The standard of the presentation and project work was once again very high</li> </ul> <p><u>2014 student cohort:</u></p> <ul style="list-style-type: none"> <li>• MSc Medical Physics – 21 students, have taken their specialist modules. All sat the May/June exams. Results due out next week.</li> <li>• MSc Bioinformatics for Physical Sciences – Results for May/June exams are due out next week.</li> <li>• DClSci Medical Physics – 21 students, have attended 2 more modules since last Themed Board meeting</li> <li>• DClSci Clinical Biomedical Engineering – 2 students, have attended 2 more modules since last Themed Board meeting</li> </ul> <p><u>2015 student cohort:</u></p> <ul style="list-style-type: none"> <li>• MSc Medical Physics – 20 students</li> <li>• Have taken all their Year 1 modules. All sat the May/June exams. Results due out next week.</li> <li>• MSc Bioinformatics for Physical Sciences – 3 students, All sat the May/June exams. Results due out next week.</li> <li>• DClSci Medical Physics – 24 students, some have attended their first module in Liverpool</li> </ul> <p>PPI: Have 2 PPI representatives in the Programme Board for the MSc programme and have included another 2 for the DClSci.</p> <p>Exam board held on 21<sup>st</sup> June, and the proportion is higher than expected in both coursework and exams – CJG a survey was done across all 359 trainees, 61% awarded distinction and 25% Merit</p>	
<b>6. Reports from Professional Bodies and Colleges</b>	
<p><u>IPEM PTP</u> Tina Jones gave update/report:</p> <ul style="list-style-type: none"> <li>• Swansea University PTP B.Sc. Medical Physics - representatives are willing to work with placement providers in England and the WM are currently seeking 'top up' funding from</li> </ul>	

DISCUSSION / ITEM	PROGRESS
<p>individual Trusts. Many centres continue to use the PTP Graduate Diploma route.</p> <ul style="list-style-type: none"> <li>• UWE are providing a PTP BSc, in Clinical Engineering from Sept 2016 and University Cumbria are looking to provide BSc / Higher Apprenticeships in Medical Physics from 2017.</li> <li>• University of Cumbria have been seeking support for their BSc / Higher Apprenticeships from 2017. This looks very positive and TJ to continue discussions.</li> </ul>	
<p><u>UK Radiopharmacy Group / British Nuclear Medicine Society</u>            Jilly Croasdale gave update/report:            Training placements for the STP in Clinical Pharmaceutical Sciences (CPS) remain a concern.</p> <p>Further work still needs to be carried out to raise awareness, the FAQ's are a step to achieving this..            The future role of CPS trainees in Section 10 units is still not clear.</p> <p>Work still needs to be carried out to look at varying experience of trainees nationally.</p> <p>Should the need for a PTP in CPS be investigated – CH to raise this with NSHCS</p> <p>First cohort is about to finish, and the trainees finishing have been excellent and have exceeded expectations            Bristol expressed an interest in having a trainee but the LETB declined funding. It was suggested employer reps ensure their organisations are aware of the programmes on offer</p>	<p><b>See: Action Log</b></p>
<p>Julie Horrocks - IPEM not present – no questions from the board            CH- work has been carried out by IPEM groups to produce competency guidance Medical Physics STP, information to be reviewed by Mark and CH and ideally get published by IPEM in time for new trainees in 2016.</p>	<p>RS to Feedback this info to JH</p>
<p><b>7. Reports from Employer Representatives</b></p>	
<p><u>Wales Consortium</u>            Simon Ryde gave feedback report/update for Wales Consortium:</p> <ul style="list-style-type: none"> <li>• Four HSST commissions in Wales for 2016 entry; includes one each for Medical Physics, Clinical Biomedical Engineering, genomics and molecular pathology of acquired disease. The first scholar (genomics) started in 2015 as a 'pilot'.</li> <li>• Swansea University will welcome new trainees from the NHS in England to study for the established BSc in Healthcare Science (Radiotherapy Physics or Nuclear Medicine) and thus complete the academic element of PTP. Trainees will return to their base hospitals for clinical training.</li> <li>• The next cohort of STP trainees has been notified to Welsh Training Centres. , in general the</li> </ul>	

**DISCUSSION / ITEM****PROGRESS**

recruitment process appears to have worked better (for Wales) this year.

- The Welsh Education and Development Service (WEDS) have been made aware of difficulty in obtaining clinical training in some niche areas (e.g. rotational elements within INIR such as u/s or lasers, and topics within the rehabilitation engineering specialism) that have required clinical training to be pursued outside of the Welsh Consortium. A formal route for funding such clinical placements has now been included in 'Guidance for Healthcare Science – Scientists Training Programme', published in May 2016.
- Health Professional Education Review – commissioned by NHS Wales. Key recommendations included the creation of a single body for workforce planning, development and commissioning of education and training (existing arrangements for the medical workforce and other NHS staff are separate). The new single set of arrangements is progressing towards conclusion.
- A current trainee has undertaken a survey of trainees and trainers in Wales (Medical Physics & Clinical Engineering);
- Wales commissioning numbers for 2016 intake:
  - PTP – 1 rehabilitation engineering, 3 nuclear medicine/radiotherapy physics.
  - STP – 4 radiotherapy physics, 1 clinical engineering

SR will try to make this available to the board once finalised

London Consortium

Gill Clark gave report/update:

St. Georges:

1. The Medical Physics STP competencies need to be reviewed urgently.. They were originally written 5 years ago and have never been formally reviewed and aligned.
2. To note: uncertainty over London's commissioning of places for PTP Graduate Diploma in Medical Physics this year (16/17)
3. What are the implications on STP of the possible removal of undergraduate bursaries?

King's:

1. Have had a reduction in the number of trainees starting in September this year from 5 to 3. In particular there are no commissions for clinical engineering for the first time for many years.
2. 2013 cohort – 5 trainees London:
  - 2013 cohort – 3 trainees (2 RT, 1 INIR)
  - 2014 cohort – 5 trainees ( 2 RT, 2 IIR, 1 RS) and 1 Bioinformatics (Physical Sciences)
  - 2015 cohort – 6 trainees currently on rotational placements
  - 2016 cohort – 6 Medical Physics and 1 Bioinformatics (Physical Sciences) – pre-employment checks taking place
  - Concerns still being voiced about “outdated” and inconsistent numbers of competencies across specialisms

## DISCUSSION / ITEM

## PROGRESS

- A meeting was held for pre-viva MSc presentations to which all trainees and supervisors were invited.

### Pan London

- Appointment of 2 Regional Tutors for 1 year to support training capacity for Medical Physics across London
  - Identification of pinch areas
  - Development of assessed workshops
- Retirement of Gary Dakin as HEE HCS Lead for London– to note Gary has been very supportive of Medical Physics training.

See: **Action Log**

### Midlands and East Consortium

Stuart Green gave report/update:

#### STP

- Experience is generally good. Graduates are performing well in their roles in Trusts
- Preference for increased course delivery by remote learning (from Leicester – trainees go to Newcastle)
- Demand for curriculum review remains strong (for Med Phys and for Bioinformatics / Physical Sciences)

#### HSST

- Very little progress on OLAT reported.
- Spread of expertise of trainees' means that some modules are very challenging while others are very basic for them.
- Clarification (if possible) of how candidates with an existing research PhD should approach HSST
- Concerns that trainees are dropping out of “non-core” activities that would usually have been felt appropriate to learning for people at this career stage due to pressure on time from HSST programme. Examples include other School activities (e.g. OSFA question setting etc.)

#### Technologists

- The Graduate Diploma was a great success and will be greatly missed

#### PTP

- There is a wide regional variation in funding for PTP level training:
  - Leicester – report no financial support from LETB
  - West Mids - £10k per trainee for year 1 – no guarantees beyond this. Working on a local recruitment model with bursary and part-payment of fees.

Guidelines are being produced on what would be considered to be an acceptable Ph.D. to exempt a candidate from the research element of the D,Clin.Sci.

Trying to construct a model for PTP where they can part

DISCUSSION / ITEM	PROGRESS
<ul style="list-style-type: none"> <li>○ East &amp; North Herts – LETB funding fees plus salary support at Band 5.</li> <li>● PTP for Bioinformatics – if this was to be developed what would be the first steps? Or is it too late for any more talk of PTP with apprenticeships looming?</li> </ul> <p>CH – would be useful to have the information on the different models that the employers use, put this on agenda for next meeting (action for employer reps)</p>	<p>fund fees and provide a year's employment.</p> <p>JC feels that the funding is an unfair and inconsistent situation within PTP</p> <p><b>See: Action Log</b></p>
<p><u>South West</u> Mark Tooley gave update/report:</p> <ul style="list-style-type: none"> <li>● The SW Regional meeting took place on 9-10<sup>th</sup> June and general satisfaction was expressed about performance and quality of STP trainees.</li> <li>● MT reported that in the SW there is dissatisfaction about the funding of HSST trainees, MT has advised their local trainee to look at NIHR fellowships, and they are enthused by this model as it's fully funded.</li> <li>● Bath for the first time, will not have a STP trainee due to funding – CJG stated that there are two main pressures from HEE; to reduce the number of posts to an affordable level and ensuring that commissioned posts are then filled</li> </ul> <p>SG reported that HEWM were pushing his department to take more STP commissions and enquired why the funding could not have been used in other regions.</p> <ul style="list-style-type: none"> <li>● GC – inquired whether, given the small numbers of commissioned posts in clinical engineering, recruitment could be to a generic Clinical Engineering STP</li> </ul>	<p>Action: CH/RS to report SG's comments back to NSHCS Board and Recruitment Steering Group</p> <p>RS - Can we flag at HCSING about future workforce concerns?</p>
<p><b>8. Reports from PPI Representatives</b></p>	
<p>Rosalind Parkes gave report/feedback:</p> <ul style="list-style-type: none"> <li>● Delighted to see that there is to be a structured Annual Review of Progression which will provide a formal on-line training record. The specific Standards of Proficiency underpin this and will result in a consistent and sound standard of training for everyone. Although this process is in its early stages, it will bring training in line with that of medical consultants and should result in a better service to patients.</li> <li>● The trainees' feeling of lack of support should improve when the ARP is fully in place as targets for trainer and trainees are broken down individually so that there is more convergence.</li> <li>● The exit survey is useful and progress is being made. However, it would be more effective to give dates and names against actions, some of which have commendably already been done.</li> <li>● All of the above should improve patient confidence in the service</li> </ul>	
<p><b>9. Reports from Trainee Representatives</b></p>	
<p>Shazmeen Hansrod – Trainee Representative for CPS gave update/report:</p>	

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<ul style="list-style-type: none"> <li>• 3rd Year CPS trainees very close to completion now. MSc dissertations were submitted in March and provisional marks have been received. 'The standard of work on all the projects was impressive.' All other University commitments have been met and the exam board will be meeting to finalise grades. The OSFAs will take place in first and 2nd week of July and graduate for M.Sc. takes place in 3rd week of July. Trainees are now working on completing competencies and seem optimistic about completing prior to the deadline in September. 3 out of 8 CPS trainees have secured a job. Others have jobs in the pipeline or have been applying for appropriate positions.</li> <li>• SH did not attend the last TRG (Trainee Representative Group) Meeting which was held on 17th May, where feedback from the regional OSFA training days was discussed. SH attended the West Midlands mock OSFA day and it was very helpful. However very few attendees were 3rd year trainees (largely 1st and 2nd year). Probably helpful for regional networks to hold training day prior to mock OSFAs.</li> <li>• An email was sent out to 1st and 2nd year trainees in January recruiting a CPS trainee representative to replace SG as she comes to the end of her training. There have been no expressions of interest.</li> </ul>	<p>See: <b>Action Log</b></p>
<p>Jessica Johnson was unable to attend but provided brief written report:</p> <ul style="list-style-type: none"> <li>• An IPEM Trainee Network meeting was held in early June. Events over the next year were discussed and began to be planned. It came to our attention that the NSHCS Induction Day on 14th September clashes with MPEC, which will affect the availability of volunteers to help with the day like they have in previous years.</li> <li>• The Trainee Network has updated a guide to the STP which was produced by a trainee on the old IPEM training scheme several years ago. This will be launched later in the year and should complement the NSHCS Trainee Handbook.</li> <li>• A new trainee representative will be elected before the October meeting, who will hopefully be able to take on the role for several years.</li> <li>• Final year trainees due to sit Live OSFAs in July. There has been a general feeling from some trainees that they haven't had a great deal of support from training departments, or been given time to prepare. Several training supervisors have commented that they are unclear of how best to help trainees to prepare.</li> </ul>	<p>CA to circulate OSFA videos (examples)</p> <p>See: <b>Action Log</b></p>
<p><b>10. Review of Trainee Progression</b></p>	
<p>There are no trainees for Medical Physics or Clinical Engineering are on the NSHCS's risk register, although there are a number of 3<sup>rd</sup> year trainees who still have a significant number of competencies to complete.</p>	<p>Action: (A)TO's to sit down with trainees to review OLAT portfolios – and flag any risks ASAP</p>

DISCUSSION / ITEM	PROGRESS
<p>AT - Are trainees aware of how to apply for EEC? Yes, an email was sent to all final year trainees including the application form and guidance documentation etc. The information is also available on the school website.</p>	
<p><b>11. HSST Update and Annual Review of Progression (ARP)</b></p>	
<p>A trial of the ARP was launched on 13<sup>th</sup> June and sent out to all HSST trainees and their Training Supervisors with information about the process. The deadline for submission is 14<sup>th</sup> July and applications will be reviewed. After the trial, this process will then be evaluated.</p> <p>PM enquired if HEI feedback was to be included in the ARP – the agreement with MAHSE is that they will inform the NSHCS of any exceptions</p> <p>It was reported that the trainees are pleased to have a judgement process in ARP, but feel that timeframes are tight, SG reiterated that this is a trial</p> <p>AM was concerned that the work-based assessments on OLAT were not appropriate.</p> <p>CH stated that the list of CBD's on OLAT for HSST were suggestions only and that Training Supervisors and trainees can chose their own CBDs. It was felt that OCEs and DOPS were probably less appropriate for Medical Physics and Clinical Engineering at this level. The EoE and London ran a "Regional" Moderated Assessment day for HSST trainees and trainers.</p>	
<p><b>12. Accreditation</b></p>	
<p>Across all themes, there are over 600 training departments</p> <p><u>Work Based Accreditation</u></p> <p>The training centre help book, is now available on the website  <a href="http://www.nshcs.hee.nhs.uk/images/guidance/trainers/stp_helpbook_for_training_centres_2016.p">http://www.nshcs.hee.nhs.uk/images/guidance/trainers/stp_helpbook_for_training_centres_2016.p</a></p>	

DISCUSSION / ITEM	PROGRESS
<p>df. There are also a lot of resources available for download for all levels</p> <p>The HEE quality framework  <a href="http://www.nshcs.hee.nhs.uk/images/guidance/trainers/stp_helpbook_for_training_centres_2016.pdf">http://www.nshcs.hee.nhs.uk/images/guidance/trainers/stp_helpbook_for_training_centres_2016.pdf</a> was published in May, which deals with education and training quality.</p> <p><u>HEI accreditation</u>  The school intends to introduce liaison visits in with the HEIs and will use this opportunity to get employer and trainee feedback on the strengths and weaknesses of the programmes.</p> <p>There has been some concern expressed about how information is shared between HEI's and the workplace with some Training Officers reporting that they have little contact with HEI's. There is an MOU in place to share information, but there seems to be little structure or guidance – The NSHCS will therefore put together some guidance to set up expectations and what is useful to share.</p>	<p>See: <b>Action Log</b></p>
<p><b>13. Update and Reports from the National School</b></p>	
<p><u>DH consultation on non-medical education and training</u>  The Department of Health is consulting on the spending approach for funding for healthcare education and training is under review.  There is one week until the consultation closes; CJG has encouraged members to express their views before this deadline.</p> <p>Post meeting note the response can be found at:  <a href="https://www.gov.uk/government/consultations/changing-how-healthcare-education-is-funded">https://www.gov.uk/government/consultations/changing-how-healthcare-education-is-funded</a></p>	<p>See: <b>Action Log</b></p>
<p><u>Higher level apprenticeships and implications for PTP</u>  This was not discussed in any detail, agreed to add new longer item slot for apprenticeships on next agenda</p>	<p>See: <b>Action Log</b></p>
<p><u>Recruitment Update</u></p> <p>STP applicants were down, but quality was higher and we are looking at a 100% fill rate. Reviewers were concerned that some trainees were advantaged by having 2 interviews but there is no evidence to suggest they do better.</p> <p>HSST recruitment levels weren't as satisfactory as STP, several applicants, who were deemed suitable by their employers were failed at interview. SG, comments that the interview process may not reflect the suitability of candidates</p>	

DISCUSSION / ITEM	PROGRESS
JC – commented that departments may need more of an idea of what is expected	
<u>Exit Survey</u> <ul style="list-style-type: none"> <li>External report done and presented the information – the school has drafted a document addressing the issues raised</li> <li>The survey results etc. will be uploaded on to the website</li> <li>HEE are devising a national learner questionnaire, regardless of trainee groups or disciplines. The NSHCS will communicate when more information is available..</li> </ul>	
The current 13 LETB's but soon will become 4 based on geographically - Midlands, East, North and South	
Due to concern about the large discrepancy in the last assessor marking exercise, a new OSFA assessor standardisation exercise with a new video has been launched and sent out to accessors	SG – worry was during previous exercise there was a massive discrepancy in marking
<b>14. AOB</b>	
Apologies for next meeting from CJG as he will be retiring	
RS gave congratulations on Mark Toolley for becoming Fellow of Royal Academy of Engineering	
<b>Date/Time of Next Meeting</b>	
Thursday 24 <sup>th</sup> November 2016, 11:00-15:30 Birmingham City Centre Venue TBC	

### ACTION

ACTION LOG					
Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
04/06/2015	CPS – Work based element – production based element is an area they are finding difficulty – JC/RB have spoken to chair of national production committee who is keen to help organise CH to investigate, RB to email CH as reminder and copy BE	(A) CH – to schedule a WebEx to discuss	CH/RB	TBC	Open

## ACTION LOG

Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
23/10/2015 - 5	All board members to feedback useful information on HSST trainees, programme etc for employers		All	ASAP	Open
26/02/2016 - 5	CH to take comments on attrition issues to recruitment group		CH	TBC	August
26/02/2016 - 5	CH to take workforce planning issues to HCSING (i.e. PTP – STP)		CH	TBC	Ongoing
26/02/2016 - 6	JW to arrange discussions regarding competency mapping	JW leading on this and is an ongoing item	CW/CH	TBC	Open
26/02/2016 - 6	RS/CH to investigate organising WebEx sessions for the (Part 1) element of OSFA Assessor Training		RS/CH	TBC	Closed
26/02/2016 – 7	CH/RS to investigate if this can be circulated in order to raise awareness / understanding of the process in CPS		CH/RS	TBC	Open
26/02/2016 - 7	CH to feedback Wales consortiums concerns over trainee rotation placements		CH	TBC	Open
26/02/2016 – 12	To feedback discussions regarding the need for part time HSST	HCSING have agreed this in principal and proposals are being investigated	CH/RS	TBC	Ongoing
26/02/2016 – 12	All suggest example DOPS and OCE for Medical Physics		All	ASAP	Open
26/02/2016 - 12	CH/RS investigate if IPEM can offer external support to trainees entering their final year of training without validation		CH/RS	TBC	Open
26/02/2016 - 13	RS to find out if the University of West England have their PTP Accreditation visit scheduled		RS	ASAP	Open
23/06/2016 -	Next themed board all members bring reports on their experience with apprenticeships to date, where there providers are and their funding arrangements Put a slot on the agenda for next meeting		All	24/11/2016	Open
23/06/2016 -	CH/RS Send link around level 6 apprentices		CH/RS	ASAP	Open
23/06/2016 – 5	CA to email CDawo address for board to email school website publishing		CA	ASAP	Open

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Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
23/06/2016 - 5	For next meeting, members look at information that is out here already about STP and how this could be improved – before 23rd August		All	23/08/2016	Open
23/06/2016 - 5	CA to send new LETB lead details to GC		CA	ASAP	Open
23/06/2016 - 6	CH suggested putting together a small group to discuss this in more depth		CH	TBC	Open
23/06/2016 - 7	Employer reps to put together information on the different models they use for next meeting and CH/RS add as an agenda item		Employer Reps, CH/RS	TBC	Open
23/06/2016 - 9	JC to encourage trainees to volunteer to replace Shazmeen Hansrod as STP rep on the board		JC	ASAP	Open
23/06/2016 – 10	Employer reps to email CH/RS if they would like to be involved in future OSFA's		Employer Reps	ASAP	Open
23/06/2016 – 10	TO's to sit down with trainees to review OLAT portfolios – and flag any risks ASAP	PL's to communicate with TO's for those trainees who are at risk	TO's		
23/06/2016 - 12	HEI and TO's to feedback on what information they would like from the 'other side'		All	TBC	Open
23/06/2016 - 13	CJG has encouraged members to express their views on the DH Consultation ASAP		All	ASAP	Open
23/06/2016 - 13	Extended agenda item to be added for next meeting to discuss apprenticeships and PTP		CA/RS/CH	ASAP	Open