Expression of Interest: Educational Reviewers of applications to enter the JCCP Education and Training Register

The Joint Council for Cosmetic Practitioners (JCCP) is a recently launched 'self-regulating' body for the non-surgical aesthetics and hair restoration surgical sector in the United Kingdom, which has achieved accreditation by the Professional Standards Authority (PSA) and is a registered UK Charity. This status reflects the overarching not-for-profit mission of the JCCP, which is patient safety and public protection; this underpins every aspect of the JCCP's role and function.

The JCCP Board of Trustees is very aware of its responsibility to ensure that the public are better informed about the risks associated with non-surgical and hair restoration surgical treatments and to provide members of the public with the assurance required to enable them to make an informed choice when they seek to select a proficient and safe practitioner in these applied areas of specialist practice.

For these reasons the JCCP Board of Trustees has established two PSA Approved Registers:

1. Practitioner Register
2. Register of Approved Education and Training Providers

JCCP Education and Training Register

The JCCP recognises the critical importance of having a proficient workforce to assure public safety when seeking non-surgical cosmetic interventions and hair restoration surgery.

The JCCP Education and Training committee has been established (informed by a previously constituted Education, Training and Accreditation Working group) to;

- Develop the **JCCP (2018)** *Competency Framework for Cosmetic Practice* that defines the core and modality specific competencies required of all practitioners whatever

their background to demonstrate safe and ethical cosmetic practice. The competencies reflect the Cosmetic Practice Standards Authority (CPSA) code of practice and practice standards for cosmetic practice http://www.cosmeticstandards.org.uk/

- Develop and publish the **JCCP (2018)** *Standards to enter the JCCP Education and Training Providers Register*. The standards set out the quality assurance requirements for courses and programmes with robust programme design, delivery, assessment and accreditation that enable those who have successfully completed such courses, to have the required knowledge, values and competence related to the specific cosmetic treatments they provide, in accordance with the requisite standards set down by the JCCP and the CPSA.

- Agree the nature of a voluntary register for education and training providers who provide courses/ programmes of learning that enable practitioners to achieve the knowledge, values, competencies and standards required to enter the JCCP voluntary register, thus contributing to patient safety and public protection.

- Develop approval processes for education & training providers who can evidence achievement of the required standards

- Provide clarity support and guidance on the process by which education and training providers can achieve "approved provider" status, and the Cost and timescales involved.

- Develop and maintain a *PSA Accredited Register of Approved Education and Training Providers* who demonstrate the required standards in their specific cosmetic courses and programmes

- Provide guidance to practitioners (and the public) on courses/ programmes that are regarded as meeting the required standards and enable them to differentiate approved programmes from other courses/programmes that offer Continuing Professional Development (CPD) provision (such as those that are required to ensure practitioners remain up to date and fit to practise).

NB. The JCCP standards supersede the previous Health Education England guidance below which have been rescinded and should not be used.

- HEE (2014) *Education framework for non-surgical cosmetic practice and hair restoration surgery*
- HEE (2015) *Implementation of qualification requirements for cosmetic procedures: Non-surgical cosmetic interventions and hair restoration surgery*,

Approval of Education & Training Providers who meet the JCCP Standards for Education & Training Providers

The **JCCP (2018)** *Standards to enter the JCCP Education and Training Providers Register* are divided into 5 'domains' each with defined criteria

The domains are:

- Capacity to deliver high quality courses, admission criteria & accreditation
- Alignment with defined standards & clarity of information provided to potential participants
- Quality of the course or programme delivery
- Quality of assessment for the course or programme
- How evaluation of the course or programme occurs and how it is used to improve provision quality

Education & training providers will submit information with supporting evidence to demonstrate how their course/ programme meet the defined standards and enable participants to meet the core and modality specific competencies for safe practice, to enter the register. Further information is provided in **Appendix 1**

For those education & training providers approved and entered onto the JCCP register, an annual review will evaluate that their course/ programme provision is still meeting the required standards.

Requirement for JCCP Educational Reviewers

The JCCP is now seeking Expressions of Interest from educational reviewers to join the Education & Training Approval Sub-Committee to undertake reviews of educational and training programmes submitted for JCCP approval. As courses and programmes may be provided in the Vocational/Independent or Further Education sector with accreditation provided by an Awarding Organisation regulated by Ofqual (or other equivalent UK regulators) or in the Higher Education

sector, regulated by the Quality Assurance Agency, expressions of interest are invited from people with relevant experience and educational expert across the sector. Reviews are undertaken independently by 3 staff with relevant expertise and no conflict of interest and collated by a lead reviewer.

Criteria for reviewers;

- An educational qualification related to learning, teaching & assessment in the HE or vocational sector (minimum level 4 and preferably higher).
- A minimum of 2 years' experience of developing, providing or reviewing qualifications in the cosmetic sector in a specific modality
- Experience of reviewing or quality assuring curricula or qualifications.
- Willingness to review documents on line, undertake visits, complete and where necessary collate reports, and attend where necessary, subcommittee meetings
- Willingness to work in a professional manner under a confidentiality agreement

Remuneration

- Reviewers will be paid a fixed day rate of £400 a day, plus approved expenses.

Application process

- Expressions of interest should take the form of a short covering letter and a short CV outlining relevant qualifications, experience and expertise of relevance to the criteria and declaring current associations (potential conflicts of interest).
- Applications should be sent to admin@jccp.org.uk
- Any specific queries will be forwarded to Associate Professor Anne McNall, Chair of the JCCP Education & Training Committee

For further information;

The role of JCCP please contact: Professor David Sines CBE –Chair JCCP – david.sines@jccp.org.uk

For general information on the JCCP go to: www.jccp.org.uk

For further information on standards for non-surgical aesthetic treatments and hair restoration surgery please go to: www.cosmeticstandards.org.uk

Appendix 1: Process for Education and Training Providers to enter the JCCP Register

The following process has now been adopted by the JCCP for the evaluation of 'Approved Education and Training providers' based on the results of the pilot test sites:

Expression of interest

- Education or training provider expresses interest in joining JCCP register via online portal

Initial visit

- Arrange advisory visit (**this is not compulsory but is highly recommended)**

  - JCCP Education and Training Committee (ETC) member makes initial visit – explain the standards, process, documentation required.
  - Answer queries and provide advice, doesn't include review of documentation.
  - A JCCP fee will apply to cover the initial visit and the ET Committee members' time
  - Attendance of a JCCP committee member at a validation event or an awarding organisation event (if applicable) can be provided for an additional fee

If wish to progress to seek approval

- Pay fee **in advance**

Submission of application electronically via portal

- The education /training provider uploads information to the JCCP provider register portal for review. Where possible the original documents used to achieve academic accreditation (whether through an accreditation provider or higher/further education institution should be submitted) The JCCP ET committee should be signposted to where in the documentation the information required exists, and/ or provide additional information as required to demonstrate that

each standard has been met (e.g. educational audit of learning environment, mapping of course/ programme against the standards of proficiency (core & modality specific), , the CPSA standards and the relevant academic level as defined above, teacher/assessor qualifications etc).

- The portal provider should alert the Chair of the ET committee that a completed application has been received and the required fee paid.

Review of submission

- The Chair of the JCCP Education and Training committee will allocate 3 relevant members of the approvals panel with no conflict of interest to **independently** review the application within a given timescale. Reviewers will be provided access to review the application
- A standard proforma for review will be used, specifying against each of the identified standards and benchmarking against the JCCP competency framework and CPSA standards whether the information provided demonstrates that each standard has:
  - Been met in full
  - Has been partly met with some further clarification required
  - Has not been met with a reason given
  -

A designated lead member of the review panel should receive all feedback by the agreed date.

A collated report using a standard proforma will be provided by the designated member of the review panel. This should indicate reviewer's categorisations and include key questions /concerns raised.

This should result in a decision to:

- **Reject** the application with a rationale and guidance on actions required to improve the application (no or few criteria met)
  OR
- **Request further information** or clarification from the education/ training provider in response to reviewer's questions/ concerns (some criteria met). Providers should be advised of key lines of enquiry and further information/evidence needed in advance of the site visit evidence required to enable the reviewers to evaluate whether the JCCP education standards have been met.

Site visit

- The site visit to the education/ training provider business will be undertaken by one or two members of the review panel (JCCP patient representatives may join the visit should they wish to ensure transparency of the process).
- The site visit is an opportunity for reviewers to meet with staff and students to discuss issues of interest or concern and clarify any issues as required.

Following the visit, the reviewers will independently add to the original standard proforma and indicate their assessment of whether all standards have been:

- Achieved in full and approval recommended
- Achieved subject to conditions - the report should include recommendations on actions required to achieve the outstanding criteria within a given timescale
- Mainly not achieved and approval rejected with advice on the reasons for non- approval.

Following the visit, reviewers will send their report to the lead reviewer within 1 week of undertaking the visit, and the lead reviewer should collate the final report to be presented at the next JCCP Education & Training approvals committee.

Review of report by Education & Training Provider Sub Committee

The report will be received by the next available ET approval subcommittee. Where there is a differing opinion of review member's regarding outcome or lack of consensus, the ET committee will make the ultimate decision.

The possible outcomes are

- Achieved in full and approval recommended
- Achieved subject to conditions - the report should include recommendations on actions required to achieve the outstanding criteria within a given timescale
- Not achieved and approval rejected with advice on the reasons for non- approval

The education or training provider should be advised of the outcome and provided with written feedback based upon the collated reviewers' responses.

If approved (which may be subject to conditions being met within a given timescale) the education provider will pay a **final fee to enter the register**

Resubmission

- Where required a resubmission of information with required detail will be requested with a given timescale. The resubmitted information/ clarification will be reviewed by the ET committee and a decision as above made.
- If not approved – suggest amendments /changes required,

The provider will pay a review application fee

Review and re-approval process

Renewal of the approval will be required

- Whenever there is a substantial change in the providers business
- An additional modality / course or programme Is provided

Annual review is required to confirm the quality of the programme is in line with the JCCP standards. This will be a light touch submission where the provider must provide anonymised information on:

- Numbers & background of student/learners accessing the programme since approval
- Retention/attrition and completion data & standard of achievement of cohorts
- Student satisfaction and action taken to address issues raised
- Quality assurance reports from external examiners/internal verifiers/external verifiers from awarding organisation

The provider will pay an annual review & re-approval fee