

Suggested agenda for an event where pre-registration occupational therapy programme(s) are being reviewed.

Where an event is being held on-line, please add appropriate comfort/screen breaks between meetings and a 30-45 minute lunch break.

Please add the details of the attendees for each meeting when confirmed, and in advance of the event.

The first meeting of the day should not start before 8.30am and the final meeting of the day should end no later than 5.00pm.

Where multiple AHP programmes are being considered at the same event, additional time should be added to each individual stakeholder meeting. Ideally, the Pre-registration Programme Team meeting should be with the Occupational Therapy team alone, or under exceptional circumstances, shared with no more than one other profession.

Dates	The event should be scheduled over a minimum of 1.5 consecutive days
University	Name of university and/or awarding body
Programme(s)	Title of programme(s) being reviewed
Chair	Name of independent chair and job title
Secretary	Name of secretary, if the university require a secretary to be present
Location or Platform	Room number, Building name and Campus address or Confirmation of the virtual meeting space/software to be used
30-45 mins (depending on number of PSRBs involved)	Joint panel meeting HCPC visitors (where relevant) Professional body representatives Independent Chair and where required by the University, a Secretary
15-20 mins	Programme presentation A presentation by the programme team providing an overview of the review and evaluation process and outline of new programme.
30-45 mins	Tour of resources Programme team led tour of occupational therapy specific resources and facilities
45-60 mins	Senior Management meeting
45-60 mins	Employers and work-based mentors for apprenticeship programmes
45 mins	People who access occupational therapy services

	A representative number of people who access occupational therapy services that the programme team regularly engages with and who have been involved in the review and development of the incoming programme(s) being considered should be in attendance.
60 mins	<p>Practice partners including practice-based learning providers, practice educators</p> <p>A representative number of practice-based learning providers and practice educators that the programme team regularly engages with and who have been involved in the review and development of the incoming programme(s) being considered should be in attendance.</p>
45-60 mins	<p>Learners</p> <p>A representative number of Learners from across the pre-registration occupational therapy programme(s) and who have been involved in the review and development of the incoming programme(s) being considered should be in attendance.</p> <p>Where the education provider is seeking accreditation for a new pre-registration programme Learners from similar existing programmes should be in attendance.</p>
120 mins	<p>Pre-registration Programme team meeting</p> <p>Additional time may be needed if the team wish to include a presentation and a virtual tour of the facilities.</p>
120 mins	<p>RCOT private meeting to review the discussions from the day and confirm the outcome. This will be offline and separate to the University event (in the case of an on-line event).</p>
30 mins	<p>Feedback meeting</p> <p>RCOT panel to provide draft verbal feedback. Feedback is normally provided to the Occupational Therapy Programme Lead(s) and/or Professional Lead plus the programme team. Other University colleagues may also attend, as required.</p> <p>The RCOT panel will normally submit an Outcome Report within 1 week of the event.</p>