



General
Osteopathic
Council

**RECOGNISED QUALIFICATION (RQ)
INITIAL RECOGNITION APPLICATION**

Declaration of Intent

**Recognised Qualification (RQ)
Initial Recognition Application Questionnaire**

DECLARATION OF INTENT

Application for the Recognition of Osteopathic Qualifications with the General Osteopathic Council (*Section 14(2) Osteopaths Act 1993*)

Please see notes on pages 5-7.

1. Full title of institution/provider

2. Full title of award(s)

(1)

(2)

(3)

3. Full address:

Details of institution:

Correspondence details (if different):

Telephone:

Facsimile:

E-mail address:

Website address:

4. Name of Principal

5. Name of Vice Principal

6. Name, position and details of main contact person for RQ process

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7. Full title of (proposed) validating authority (if appropriate)

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8. Contact details for (proposed) validating authority

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9. Date of validation agreement / Proposed date of validation agreement

<i>Day</i>	<i>Month</i>	<i>Year</i>

10. 1st year of validated award
First year that students graduate(d) with a validated award

<i>Day</i>	<i>Month</i>	<i>Year</i>

11. Commitment to Students

All students entering the above programme(s) must be informed by the Provider that in order to hold the title of osteopath and to practise osteopathy in the United Kingdom, they will be required to register with the General Osteopathic Council. The Provider is committed to preparing students to meet the standards for such registration.

12. Franchise Arrangements

We **have/have no* franchise agreements. Please list below any agreements that lead to a UK osteopathic qualification. Indicate in each case whether your institution is the franchiser or franchisee.

(* please delete as appropriate)

- (a) _____
- (b) _____
- (c) _____

Organisation Resources

13. We will ensure that all current award-bearing programmes will continue to receive adequate financial resources to ensure that existing students have the opportunity to achieve the required Standard of Proficiency at the point of graduation.

14. We are able to provide evidence that adequate, non-financial resources have and will be made available to ensure that the interests and educational needs of a new cohort of students entering the above programme(s) are met to the point of graduation.

Programme Quality

15. We will undertake to provide a programme of sufficient quality that students may reach the required Standard of Proficiency at the point of graduation.

Information Required for Recognised Qualification (RQ) Process

16. We agree to supply all relevant information requested by the General Osteopathic Council in order that it can make a recommendation to the Privy Council.

17. We will not knowingly withhold any requested or other relevant information from the General Osteopathic Council that may be relevant to any decision related to the recognition of a qualification.

Recommendations to Privy Council by the General Osteopathic Council

18. We understand the process for the recognition of osteopathic qualifications and the right of the General Osteopathic Council to recommend to the Privy Council whether a qualification should be recognised.

Confidentiality

19. We agree to maintain complete confidentiality with regard to **all** activities including meetings, draft reports and correspondence, associated with the recognition process of **any** UK osteopathic qualifications, until the formal, public announcement by the Privy Council.

Special circumstances

20. We understand that in initial recognition review visitors may choose, at any time in advance of the planned visit to the intending education provider, to inform the General Osteopathic Council that the documentary evidence indicates that the current application has little chance of achieving 'approval' or 'approval with conditions'. We understand that in these circumstances the General Osteopathic Council will advise the intending provider of the visitors' concerns and may further choose to advise the intending provider to withdraw the current application for RQ status. (See 'Special circumstances' explanatory note on page 7).

21. We understand that the General Osteopathic Council has a protocol stipulating the minimum period that must elapse between a failed application and review for initial recognition of a programme and any subsequent application and review. The protocol currently in force is that 12 months should be the minimum period between the final accepted decision that an RQ application has failed and a re-application and review.

Declaration

We declare that all information supplied in support of the*

 application for Recognised Qualification status is, to the best of our knowledge, accurate, true and complete. On behalf of **

We agree to comply with the above obligations as they relate to the process of the recognition of osteopathic qualifications by the General Osteopathic Council. We understand that this includes permitting access to financial accounts, strategic plans and discussions with present and past staff and students. We understand and accept the current methods of review operated by the General Osteopathic Council for initial recognition, renewal of recognition and ongoing monitoring of programmes.

(* Qualification title ** Institution)

Signed

	<i>Please print name here</i>
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Date

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Principal

	<i>Please print name here</i>
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Date

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Vice Principal

	<i>Please print name here</i>
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Date

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Clinic Director

	<i>Please print name here</i>
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Date

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Chair of governing body

	<i>Please print name here</i>
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Date

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** Provider name

Notes for the Declaration of Intent and Application for initial recognition under the Recognised Qualification (RQ) provisions of the United Kingdom General Osteopathic Council (GOsC).

Procedure

Programmes seeking Recognised Qualification (RQ) status for the first time should apply to the General Osteopathic Council (GOsC) at least 18 months before the intended starting date for RQ status. An application does not guarantee a favourable decision by the United Kingdom's (UK) Privy Council (an organ of state to which the GOsC reports), nor any decision within the time frame wished by the applicant institution.

Where an application for initial recognition (RQ status) passes the preliminary scrutiny of the GOsC, the GOsC will undertake a review of the candidate provider and of the candidate programme for RQ status. This review will normally be managed for the GOsC by the United Kingdom's Quality Assurance Agency for Higher Education (QAA). The review and its report are provided in fulfilment of the GOsC's statutory obligations under the UK Osteopaths Act 1993. The review method is set out in the current edition of the *Handbook for the General Osteopathic Council Review of Osteopathic Courses and Course Providers*. The *Handbook* is most easily accessed on the websites of the GOsC and QAA (see explanatory notes below)

The application should take the following form:

1. Completion of the *Declaration of Intent* form.
2. Completion of the *RQ Initial Recognition Application Questionnaire* that outlines the most important characteristics of the intended provision.
3. **Submission of a self-evaluation document (SED). See the *Handbook* for what is expected in a self-evaluation document. It is important that the self-evaluation is genuinely analytical as well as descriptive of current and/or intended arrangements.**
4. Submission of key documents such as:
 - past accounts, current balance sheet, financial projections,
 - articles of governance, insurance schedules,
 - strategic plans, diagrams of committee and staff management reporting lines (organigrams),
 - external reports on the institution/college/university and osteopathy provision,
 - market research reports, programme development committee minutes, programme specification (see QAA website for 'programme specifications'),
 - validation documents, validation reports, unit or module syllabuses,
 - arrangements for the appointment and training of external examiners
 - arrangements for the involvement of external examiners in the assessment of student clinical performance.
 - student course handbook(s),
 - staff curricula vitae (CVs),
 - statements of library holdings, statements of information technology (IT) provision,
 - plans/photographs of clinical facilities.
5. **Mapping of programme curriculum (unit or module syllabuses) to *Standard 2000: Standard of Proficiency* (see GOsC website) and any relevant benchmarks (see QAA website).**

6. Submission of a checklist of key review topics (as detailed in the *Handbook*) mapped to the SED and submitted documents (i.e. a summary of which review topics are covered on which pages of which supplied documents).

Explanatory Notes

The GOsC appreciates that a single application form may prove difficult to use for some applicants because of the constraints of an application form in relation to the variety of potential providers and their circumstances. Some of this variety is expressed below as a series of dichotomies:

- UK / non-UK
- English language context / other language(s)
- Monotechnic / multi-subject (many departments, schools, faculties)
- RQ osteopathic recognition exists for another course of the provider / no current RQ provision within the applicant institution
- Existing osteopathic education provider / planned provider only
- Existing health provision / no existing health provision
- Public sector provider / private sector provider

The application strategy provided by the GOsC is therefore to allow the candidate institution to describe and analyse its circumstances in its own terms (element 2 (above), the self-evaluation document (SED)) and to provide documents that a good provider would normally already have available, without further preparation.

However, it is essential that all documents supplied to the GOsC be in English, in translations of high quality. The working language of the UK's GOsC is English.

Equally, the review (including the visit to the institution) will normally be conducted in English. The QAA, which manages GOsC reviews for GOsC, is also a member of the Welsh Language Scheme.

Questions surrounding the need for application for RQ status

Potential applicants may sometimes find it difficult to decide whether an application for initial RQ status is required. Where a provider already has an established BSc enjoying RQ status it might be thought that the extension of the BSc into a masters level qualification might not require an application to GOsC for initial RQ status. However, in such a case, where a programme with a distinct title and/or at a different level is proposed the GOsC will normally require an application for initial RQ status. Similarly, proposals for franchising existing courses to other institutions would also require an initial RQ application. Colleges and higher education institutions are advised to consult GOsC officers on such matters well in advance (e.g. 20 – 24 months) of intended start dates for programmes.

Special circumstances

In initial recognition review visitors may choose, at any time in advance of the planned visit to the intending education provider, to inform GOSc that the documentary evidence indicates that the current application has little chance of achieving 'approval' or 'approval with conditions'. Any such indication must be unanimously agreed and passed to GOSc through the Review Coordinator (CR). In these circumstances GOSc will advise the intending provider of the visitors' concerns and may further choose to advise the intending provider to withdraw the current application for RQ status. If the application for RQ status is withdrawn then GOSc and QAA will terminate the review immediately. On termination of the review QAA will require the visitors to provide for GOSc a written report on their scrutiny. As far as possible, this report will follow the standard report template. The GOSc has a protocol stipulating the minimum period that must elapse between a failed application and review for initial recognition of a programme and any subsequent application and review. The protocol currently in force is that 12 months should be the minimum period between the final accepted decision that an RQ application has failed and a re-application and review.

Contact details:

General Osteopathic Council (GOsC):

www.osteopathy.org.uk

General Osteopathic Council
176 Tower Bridge Road
London
SE1 3LU

Tel: 020 7357 6655

Fax: 020 7357 0011

Contact: Assistant Registrar (Development)

Quality Assurance Agency for Higher Education (QAA):

www.qaa.ac.uk

Quality Assurance Agency for Higher Education:
Southgate House
Southgate Street
Gloucester
GL1 1UB

Tel: 01452 557000

Fax: 01452 557011

Contact: Assistant Director, GOsC Review method, Reviews Group
Direct line: 01452 557163

INITIAL RQ APPLICATION SUMMARY QUESTIONNAIRE

This summary questionnaire should be completed in English for the GOsC.
Please see notes on pages 5-7.

The Institution

1. Full title of proposed course

	Details of institution:	Correspondence details (if different):
2. Full address	<input type="text"/>	<input type="text"/>

Telephone:	<input type="text"/>	<input type="text"/>
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Facsimile:	<input type="text"/>	<input type="text"/>
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E-mail address:	<input type="text"/>	<input type="text"/>
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Website address:	<input type="text"/>	<input type="text"/>
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3. Name of Principal

4. Name, position and details of main contact person for RQ process

5. Full title of (proposed) validating authority (if appropriate)

6. Contact details for (proposed) validating authority

7. Name of any professional, statutory or regulatory body giving existing recognition to the programme or to the educational institution

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8. Is this programme already in operation?

Yes

No

Day

Month

Year

8a. If yes, starting date of the programme

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8b. If yes, please provide a copy of the information that has been communicated to students regarding the status of the course and contingency should the application for RQ be unsuccessful.

Day

Month

Year

8c. If no, proposed starting date for the programme

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Day

Month

Year

8d. If no, proposed date for the commencement of programme publicity

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Day

Month

Year

9. Proposed starting date for GOSc recognition

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10. Expected minimum length for all modes of study

(Give all proposed versions, e.g. Full-time attendance x 4 years; part-time attendance x 6 years; mixed part-time attendance and full-time attendance x 6 years)

(If your educational culture and fee structure does not make a distinction between full-time and part-time attendance, please state this and give a short account of how students study, and for how long.)

11. Proposed size of intake for the first calendar year of the programme

12. Proposed size of intake for the second calendar year of the programme

13. Proposed size of intake for the third calendar year of the programme

14. Level of student fee proposed for the first year of the programme (Please state this in UK pounds (sterling) and in local currency.)

15. Total number of staff expected to teach on this programme

16. Of the above total, how many are: a. clinical teaching staff?

b. non-clinical teaching staff?

17. Area (m²) of clinical accommodation dedicated to osteopathy

18. How far is the clinical teaching accommodation:-

a. From the non-clinical teaching accommodation?

b. From the library used by students?

c. From the information technology suite used by students?

19. What percentage of the clinical accommodation is already fully available?

20. When will the remaining clinical accommodation become available?

21. Other important features of the clinical accommodation

The clinical experience for students

(Please attach a separate report for questions below)

1. The institution should provide a profile of what the student experience is (or is intended to be) for a representative individual student for each year group that has **clinical contact with patients as a practitioner**. This should include the following:
 - a. The number of new consultations the student would be expected to have as the **practitioner**.
 - b. The number of new consultations where the student would be expected to **observe** only and not act as the practitioner.
 - c. The number of **different** patients the student would be expected to treat as the practitioner for returning visits.
 - d. The number of **different** returning patients the student would be expected to observe.
 - e. The total number of patient treatments expected to be given by the student as the **practitioner**.
 - f. The total number of returning patient treatments the student would be expected to **observe**.

For each category the profile should concentrate on a typical week (or month if this is more appropriate) with expected totals given for week/month and academic year.

2. The institution should provide a profile of what the student experience is (or is intended to be) for a representative individual student for each year group that has **observation and limited clinical contact only** with patients, i.e. student does not yet see patients as a practitioner. This should include the following:
 - a. The number of new consultations the student would be expected to observe or have limited contact with (please define what the limited contact entails if this is applicable).
 - b. The number of different returning patients the student would be expected to observe.
 - c. The total number of returning patient treatments the student would be expected to observe.

For each category the profile should concentrate on a typical week (or month if this is more appropriate) with expected totals given for week/month and academic year.

3. Please indicate the strategies the institution has in place, or is planning to implement, to address the following:
 - a. To ensure the student experiences different types of patient presentation.
 - b. To ensure the student is able to experience sufficient continuity of patient care for:
 - i. Patients where the student is the practitioner.
 - ii. Patients where the student is an observer (in a group learning situation for example) if applicable.
 - c. To ensure that the student has regular patient experience and that it is not concentrated into irregular discrete batches of experience, where there may be long periods without patient contact due to the availability of a student.
 - d. Facilities for group discussion.
 - e. Opportunities to discuss patients outside the actual clinical encounter with the patient.
4. To give greater insight into the clinical experience a representative student will have in the institution's clinic, please answer the following questions:
 - a. What is the total number of students (actual or intended) treating patients as the practitioner at any given time?
 - b. What is the total number of students (actual or intended) observing in the clinic at any given time?
 - c. How many clinic tutors work, or it is intended will work, in the clinic at any given time?