

Policy for Approval of Education and Training Providers under the Primary Route to Registration

Background

The Register of Clinical Technologists (the RCT) was formed in 2000 with the aim of protecting the public by advocating statutory, professional regulation for Clinical Technologists. The register now holds the details of healthcare professionals who have achieved the standards set out by the RCT through education or equivalence. They abide by a regularly reviewed Code of Professional Conduct and take part in continuing professional development (CPD) to maintain their professional status for the protection of the public at all times.

The RCT has been accredited by the Professional Standards Authority (PSA) under its Accredited Registers Programme since September 2015. Accredited registers are an approach to regulation established by government in preference to statutory registers. In order to obtain accreditation an organisation must show they have met the PSA's specific, demanding standards relating to governance, standards for registrants (including education and training) and management of the register, by way of a rigorous application process. Organisations are audited each year provided they can show they are still meeting the PSA's standards.

Purpose of Policy

The purpose of this policy is to establish a clear, transparent, and consistent process for the approval of education and training programmes seeking recognition under the Primary Route to registration with the RCT.

This policy sets out:

- The requirements for education and training providers seeking approval;
- The documentation and evidence required to support an application;
- The expectations regarding internal quality assurance (QA) processes undertaken by training providers;
- The requirements for ongoing monitoring and periodic updates to the RCT; and
- The procedure by which applications are reviewed and approved.

This policy is intended to ensure that approved programmes provide learners with the knowledge, skills, competencies and professional behaviours necessary to meet the RCT Scopes of Practice and support eligibility for registration.

Principles

The RCT will approve programmes that:

- Demonstrate alignment with relevant RCT Scopes of Practice;
- Provide learners with appropriate theoretical and practical education;
- Include appropriate assessment and competency evaluation processes;
- Maintain effective internal quality assurance arrangements; and
- Support safe and effective professional practice

The RCT recognises the autonomy of training providers in delivering educational programmes and

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expects providers to maintain robust internal governance and QA processes.

Requirements for Approval

Providers seeking approval must submit:

1. A completed RCT Education and Training Provider Approval Form
2. The relevant RCT Programme Matrix (Physics or Engineering)
3. Relevant supporting evidence demonstrating how the programme meets the relevant RCT Scopes of Practice, this may include but is not limited to,
 - Programme specifications and curriculum documents
 - Details of assessment methods
 - Information relating to practical training and clinical placements (where possible)
 - Evidence of the provider's internal QA processes (such as relevant policies); and
 - Any additional information requested by the RCT.

The programme matrix must clearly demonstrate how the programme equips learners with the knowledge, skills, competencies and professional behaviours required for safe practice.

The RCT reserves the right to request clarification or additional documentation where necessary.

Expectations Regarding Internal Quality Assurance

Approved providers are responsible for maintaining effective internal quality assurance and programme governance processes.

Providers are expected to:

- Regularly review programme content and delivery;
- Ensure curriculum content remains current and aligned with professional practice;
- Monitor learning outcomes and feedback;
- Maintain appropriate assessment and moderation procedures;
- Ensure sufficient access to appropriate practical training opportunities;
- Maintain records of programme review and QA activities; and
- Ensure any significant programme changes are appropriately governed internally.

The RCT does not undertake direct educational quality assurance of programme delivery. Responsibility for educational quality remains with the training provider.

However, the RCT requires assurance that approved programmes continue to align with the relevant RCT Scopes of Practice.

RCT Ongoing Monitoring of Approved Programmes and Provider Updates

Approved training providers must provide updates to the RCT at least once every three years.

The update must include:

- Confirmation that the programme remains active;

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- Confirmation that the programme continues to align with the Relevant RCT Scope(s) of Practice;
- A revised programme matrix where relevant changes have occurred.
- Details of any significant curriculum changes;
- Details of changes to programme structure, duration, delivery model, or assessment;
- Information regarding significant changes to placement provision or practical training arrangements; and
- Confirmation that appropriate internal QA processes continue to operate.

Providers must also notify the RCT as soon as reasonably practicable of any significant changes occurring between the three-year review periods, including:

- Major curriculum redesign;
- Changes affecting achievement of RCT Scope(s) of Practice;
- Programme suspension or closure;
- Changes to award title;
- Significant alterations to practical or clinical training
- Changes to validation or accreditation status; or
- Any concerns that may affect the programme's ability to prepare learners for safe professional practice.

The RCT may request additional information where significant changes are identified.

Failure to provide required updates may result in review or withdrawal of programme approval.

Approval Procedure

1. Submission of all relevant forms and documents to enquiries@therct.org.uk
2. Initial review that all relevant documents have been included by the IPEM administration team.
3. Once the application is deemed complete, a panel of assessors will be formed to review the application. The panel will consist of experienced RCT assessors, with two representatives from each scope of practice included within the approval application.
4. The decision made by the panel will be ratified by the RCT Registrar.
5. The RCT will notify the provider in writing of the outcome.

Duration of Approval

Programme approval will remain valid subject to:

- Ongoing alignment with the RCT Scopes of Practice;
- Compliance with the requirements of this policy; and
- Submission of three-yearly updates.

The RCT reserves the right to review or withdraw approval where concerns arise regarding programme suitability or compliance.

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Withdrawal of approval

The RCT may withdraw programme approval where:

- Required updates are not provided;
- Significant concerns arise regarding programme quality or alignment with RCT Scopes of Practice;
- The provider fails to comply with conditions of approval
- The programme is discontinued; or
- Information provided to the RCT is found to be materially inaccurate.

Where possible, the RCT will seek to work constructively with providers before withdrawing approval.

Appeal

Grounds for appeal against a decision made by the RCT may be made on the following grounds:

- i. There is evidence of administrative, procedural, or other irregularities during the application process
- ii. There is evidence that the incorrect decision was reached by the RCT when assessing the application.

Should a provider be dissatisfied with the outcome of the approval process, they must make this known in writing or email to the RCT Registrar, via the National Office (enquiries@therct.org.uk), within 30 days from when they were notified of the decision. The appeal will follow the same procedure as the RCT Registration Appeals Policy. [RCT Registration Appeals Policy](#)

Equality, Diversity and Inclusion and Fairness

The RCT is committed to ensuring that all applications are considered fairly, consistently, and without discrimination.