**MINUTES OF RWPN COMITTEE MEETING - 13/10/21**

**PRESENT**

Simon Labbett (Chair)

Andrea Doyle (Vice Chair)

Daniel Scholes (Treasurer)

Dawn Bridgehouse (Secretary)

Nicola Poole

Ian Moran

Ray Maxwell

Linda Paine-Winnett

Simmone Miller

Martin Kearney

In attendance: Collette Byrne (PSA)

**APOLOGIES**

James Bole

Debbie James

Minutes of the last Meeting were approved.

1 **MEMBERSHIP**

It was asked at which point do Student members become full Members. Simon is proposing that students become full members from time of qualifying rather than waiting for the new cycle to be renewed in January. Should there be a fee for joining earlier after qualifying. It was agreed that students should join after qualifying and that the fee would be the pro-rata fee for the remaining months of the year.

2 **JOB ADVIERTISEMENTS**

It was agreed that going forward any jobs advertised by RWPN (still for free), the criteria needs to be that the advert requires that applicants are members of RWPN as an essential criteria.

Questions were asked how can we keep track of people leaving their current roles? Full paid Members who are registered are shown on the Website.

3 **CPD SOFTWARE**

Hamish McCallum, who supports the software for RWPN’s CPD, needs to move the items from one server to another to ensure that the software scripting is compatible with the software upgrade on the server. He is requesting a Hosting Fee of £20 per month – he has hosted it free up until now. This was agreed.

4 **FINANCES**

Treasurers Account £44,097.20

Contingency £5,003.64

Paypal £3,870.21

Current total balance £52,971.05

Total income less expenses £26,177 - £27,819 = £-1,642

Membership broken down by class (402 MEMBERS)

Full fee paying members 216 £18,144

Full time paid by Employer 164 £9,840

Reduced fee (NI & Hab-vi uk) 14 £840

Part time membership 6 £252

Overseas Members 2 £42

Total membership fees income £29,118

Daniel advised we have been running for 7 years. We need to financially plan for the future. Daniel has collated documents to write up a Business Plan.

5 **STANDARDS OF PROFESSION FOR ENGLAND**

The Rehab Worker Apprenticeship Standard ST0401 sets out the standards expected by the profession and are the standards that BCU work towards. It is shown on the Government Website and can be seen on the RWPN Website. The Standard is up for its 3-year review. A proposal has been made to include Habilitation, as part of a “Core and Options” approach. However, Habilitation is currently Level 6, Rehabilitation is level 5 and Simon expressed doubts about how this could be reconciled. Simon requested Simmone join him in the discussions that are employer-led (by Guide Dogs).

Simon reported that RWPN had been asked to join the Institute or Apprenticeship’s employer directory to support external quality assurance.

Simon reported that Vision Rehabilitation Training will be offering the apprenticeship on-training from January.

6 **PSA VISIT**

Date have been confirmed for a PSA site visit. This date has been planned for the 29th November 2021. Simon reported back from the Registration and Professional Standards Committee. A proof of qualifications policy has been agreed. A complaints procedure has now been put in place too.

7 **PROFESSIONAL PRACTICE ISSUES**

The committee adopted the Guidance on the role of Assistant ROVI after it had gone out to member discussion.

8 **MANAGERS AND SUPERVISION**

A sub-group has met (Ray Andrea Simmone) (Ian also part of the group), regarding offering training to Mangers around Supervision with Rehabs. It has been suggested half a days training to be given to the Managers.

**Action: The sub-group to meet again to look in more detail at content.** Possibility of delivery in early spring.

9 **ANNUAL SEMINAR**

Mixed feedback has been given to hold in person and also virtually. Both will be looked at as equally important. We will continue to keep them in the Summer. Ideas are being collated for suggested topic and speakers.

10 **RWPN WEBSITE**

We need to refresh and update the Website. This was an issue also identified by Anita McCallum, who was involved with setting up the original website in 2013. Simmone to look into this with support. Look at rebranding and updating. We need to make it stand out more.

**Action - Simone to speak with Amanda**.

11 **AOB**

* The question was asked if anybody had come across the Deaf Technical Officers Qualification which is currently being offered in London. Did anybody know anyone who had been on it. No responses given.
* Independent assessors for End Point Assessment. Simmone and Simon voiced concern at possible shortage of these as number of apprentices start to expand. **Simmone to contact Occupational Awards Ltd, the EPAO.**
* Andrea proposed that we establish an RWPN award scheme. Discussion around potential categories and the required link with sponsors. These could be announced at our Annual Seminar. The purpose would be to reward but also raised profile. **Andrea to flesh out proposals for further discussion.**

Date of next Meeting 23rd Feb 2022 at 09:30