

Policy on information about external educational provision

(approved by Education & Research Governance Committee on 28 November 2012)

Purpose

NES staff occasionally receive unsolicited requests from external educational providers to include information about their products and services on our websites or publications. Similarly, we are sometimes asked to endorse external education provision through the use of our logo or other means.

The purpose of this policy statement is to guide NES staff receiving requests for tacit or explicit endorsement of external educational provision. It also applies to staff considering the endorsement of external education without receiving a request.

Scope

This policy statement covers all educational provision (including courses, training programmes, educational websites, texts etc) where NES has no involvement as a funder, commissioner, developer, quality assurance body (or as a partner in any of the above). It applies to all types of external provider including higher education institutions, colleges, NHSS health boards, educational publishers and independent training organisations.

The policy relates to all forms of tacit endorsement including the provision of information on NES websites, in print publications, at conferences etc. It also applies to explicit forms of endorsement including the use of the NES logo on educational materials (websites, course flyers, learning resources etc).

Provision of information about external educational provision

There are several circumstances in which NES **will** provide or publish information about external educational provision where there has been no involvement from NES staff.

Information about external educational provision may be given or provided where, in the opinion of the relevant director, it meets **all five** of the following criteria:

1. There is no similar NES provision
2. Signposting or endorsing particular external provision is consistent with NES's strategic aim of supporting excellent healthcare through education and training
3. The provision meets a valid learning need for NHSScotland staff
4. There is evidence that the education is of good educational quality; for example, it has been accredited or validated by an established awarding body (including higher education institutions)

5. The external provision is consistent with NES's standards for equality and inclusiveness as expressed in the NES Inclusive Education & Learning Policy¹

A central NES register will be used to record decisions to publish information about external educational provision (see below).

The use of the NES logo to directly promote or endorse external educational provision is not permitted unless NES staff have been involved in its development, quality assurance, funding, commissioning or other form of governance.

Knowledge Network

Information about external education is published on the NHSScotland Knowledge Network (especially within the Learning and CPD section) as this is considered a comprehensive catalogue of relevant provision. Availability of information (and web links) about external educational provision on the Knowledge Network does not imply exclusive or favoured status.

Effective date

This policy is effective from 14 February 2012 when it was formally ratified by the NES Educational & Research Governance Committee. It will not be applied retrospectively to existing information about external educational provision featured in NES websites or publications, or endorsed using the NES logo.

Register of decisions

Directorates and Programme Teams will record all decisions regarding the publication of information about external educational provision in a central NES register. **A form accompanies this policy to assist staff in recording decisions about external provision.**

Completed forms should be sent to the NES Web Manager (colin.sanders@nes.scot.nhs.uk) who will update a NES central register prior to any information being published on NES websites or in hard copy publications. Staff should also supply information to the Web Manager in respect of requests that are declined. This will help to ensure there are corporate records in case of future challenge by educational providers.

Further information

Further information and guidance on the external education policy is available from the NES Educational Governance operational lead, Rob Coward rob.coward@nes.scot.nhs.uk/0131 656 3264.

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