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## INFORMATION RELEASED UNDER THE FREEDOM OF INFORMATION ACT

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Information released title	Approval of NOS in complementary and alternative medicine
Original request	<p>I should like to see all correspondence that relates to approval of NOS in complementary and alternative medicine. In order to limit the total amount of material, you may limit the request to reflexology, healing and homeopathy only.</p> <p>This should include all correspondence (email or otherwise) that concern the drafting and approval of standards in these subjects. This should include (but not be restricted to) internal correspondence, and correspondence with the Prince's Foundation for Integrated Health (or its successor, the College of Medicine) and correspondence with the Department of Health. Please send also the records of any meetings that were held that included discussion of these NOS.</p>
Date of release	19.12.2013
Requester type	Researcher

### Information released:

Please find below the recorded information held by the UK Commission for Employment and Skills. For your reference we have also presented a table at the bottom of this document which describes the contents of this folder.

As suggested in your email, in order to comply with your request for information, we have limited the scope of the search to reflexology, healing and homeopathy. Having completed a thorough search of our paper and electronic records I can confirm that the UK Commission holds information in relation to the approval of a suite of National Occupational Standards (NOS) in 'Complementary and Natural Healthcare', which was developed by Skills for Health and approved in March 2011.

We have included below some contextual and background information to assist you in interpreting the information released.

### Approval process at the time that the suite of NOS was approved

The UK Commission is the coordinating body responsible, on behalf of the four UK nations, for commissioning and funding the development of National Occupational Standards. The information below offers a summary of the approval process undertaken by the UK Commission in this role:

- The Sector Skills Council (SSC) / Standard Setting Body (SSB) which has developed the draft NOS submits relevant evidence to the NOS Directory (the vehicle through which NOS were approved

## Catherine Hodgkinson

---

**From:** nos.submissions@ukces.org.uk  
**Sent:** 28 February 2011 11:18  
**To:** NOS  
**Subject:** 110228 Submissions for approval - Hypnotherapy, Healing and Microsystems Acupuncture

The following Suite has been submitted for approval: Complementay Therapies Phase 2 for approval - Hypnotherapy, Healing and Microsystems Acupuncture you can view it at:  
[http://www.ukstandards.co.uk/Admin/Suite\\_and\\_Nos\\_Management/Suite\\_List/Suite\\_Record.aspx?SuiteID=2344&FormMode=EditMode](http://www.ukstandards.co.uk/Admin/Suite_and_Nos_Management/Suite_List/Suite_Record.aspx?SuiteID=2344&FormMode=EditMode)

NOS units

UK Commission for Employment and Skills Registered Office: 3 Callflex Business Park, Golden Smithies Lane, Wath Upon Dearne S63 7ER  
Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk/> Company Registered in England and Wales No: 6425800

## Catherine Hodgkinson

---

**From:** [REDACTED]@sqa.org.uk  
**Sent:** 11 March 2011 16:11  
**To:** [REDACTED]  
**Cc:** qualifications@sqa.org.uk; [REDACTED]@sqa.org.uk  
**Subject:** 110311 SQA Sign Off Final NOS - Hypnotherapy, Healing and Microsystems Acupuncture

The final NOS have been approved and appropriate NOS Directory form complete.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]@ukces.org.uk> wrote: -----

To: [REDACTED]@sqa.org.uk>, [REDACTED]@ukces.org.uk>

From: [REDACTED]@ukces.org.uk>

Date: 02/28/2011 02:44PM

Subject: Final NOS uploaded to NOS Directory - Skills for Health - Hypnotherapy, Healing and Microsystems Acupuncture

Dear [REDACTED]

Skills for Health have uploaded final NOS to the NOS Directory in respect of Hypnotherapy, Spiritual Healing and Microsystems Acupuncture. Please see approve form for comments from [REDACTED] before approving this suite.

Below is a link to the NOS Directory for your convenience.

[http://www.ukstandards.co.uk/Admin/Suite\\_and\\_Nos\\_Management/Suite\\_List/Suite\\_Record.aspx?SuiteID=2344&FormMode=EditMode](http://www.ukstandards.co.uk/Admin/Suite_and_Nos_Management/Suite_List/Suite_Record.aspx?SuiteID=2344&FormMode=EditMode)

Can you please add your comments to the NOSD and email [nos@ukces.org.uk](mailto:nos@ukces.org.uk) by 14<sup>th</sup> March 2011.

Kind regards

[REDACTED]

[Redacted]

[Redacted]

[Redacted]

<< OLE Object: Picture (Device Independent Bitmap) >>

*Please note, we are now using Microsoft Office 2007 so if you cannot open any attachments, please follow the link below to download a reader from the Microsoft website:*

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>

UK Commission for Employment and Skills  
Registered Office: 3 Callflex Business Park, Golden Smithies Lane, Wath Upon Dearne S63 7ER  
Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk>  
Company Registered in England and Wales No: 6425800

\*\*\*\*\*  
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Scottish Qualifications Authority  
[www.sqa.org.uk](http://www.sqa.org.uk)  
[postmaster@sqa.org.uk](mailto:postmaster@sqa.org.uk)  
\*\*\*\*\*

## Catherine Hodgkinson

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**From:** [REDACTED]  
**Sent:** 16 March 2011 14:00  
**To:** [REDACTED]  
**Subject:** 110316 REMINDER - Final NOS - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [REDACTED]

Can you please have a look at the attached Final NOS and put your comments on the NOSD as it was due on 14/3/11.

Kind regards  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 28 February 2011 14:45  
**To:** [REDACTED]@sqa.org.uk'; [REDACTED]  
**Subject:** Final NOS uploaded to NOS Directory - Skills for Health - Hypnotherapy, Healing and Microsystems Acupuncture

Dear [REDACTED]

Skills for Health have uploaded final NOS to the NOS Directory in respect of Hypnotherapy, Spiritual Healing and Microsystems Acupuncture. Please see approve form for comments from [REDACTED] before approving this suite.

Below is a link to the NOS Directory for your convenience.

[http://www.ukstandards.co.uk/Admin/Suite\\_and\\_Nos\\_Management/Suite\\_List/Suite\\_Record.aspx?SuiteID=2344&FormMode=EditMode](http://www.ukstandards.co.uk/Admin/Suite_and_Nos_Management/Suite_List/Suite_Record.aspx?SuiteID=2344&FormMode=EditMode)

Can you please add your comments to the NOSD and email [nos@ukces.org.uk](mailto:nos@ukces.org.uk) by 14<sup>th</sup> March 2011.

Kind regards  
[REDACTED]  
[REDACTED]  
[REDACTED]

<< OLE Object: Picture (Device Independent Bitmap) >>

*Please note, we are now using Microsoft Office 2007 so if you cannot open any attachments, please follow the link below to download a reader from the Microsoft website:*

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941b3470-3ae9-4ace-8f43-c6bb74cd1466&displaylang=en>



## Catherine Hodgkinson

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**From:** [REDACTED]  
**Sent:** 16 March 2011 18:37  
**To:** [REDACTED]  
**Subject:** 110316 JA Sign Off Final NOS Skills for Health - Hypnotherapy, Healing and Microsystems Acupuncture

[REDACTED]

Now added my comments.

Kind regards

[REDACTED]

[REDACTED]

UK Commission for Employment and Skills

[REDACTED]

UK Commission for Employment and Skills  
Registered Office: 3 Callflex Business Park, Golden Smithies Lane, Wath Upon Dearne S63 7ER  
Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk/>  
Company Registered in England and Wales No: 6425800

---

**From:** [REDACTED]  
**Sent:** 16 March 2011 17:55  
**To:** [REDACTED] @sqa.org.uk'  
**Subject:** RE: Final NOS uploaded to NOS Directory - Skills for Health - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [REDACTED]

I am happy to approve these NOS.

I will add my comments as soon as I can get a proper connection to the NOS Directory (currently on a train)!

Kind regards

[REDACTED]

[REDACTED]

UK Commission for Employment and Skills

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 28 February 2011 14:45  
**To:** [REDACTED]@sqa.org.uk; [REDACTED]  
**Subject:** Final NOS uploaded to NOS Directory - Skills for Health - Hypnotherapy, Healing and Microsystems Acupuncture

Dear [REDACTED]

Skills for Health have uploaded final NOS to the NOS Directory in respect of Hypnotherapy, Spiritual Healing and Microsystems Acupuncture. Please see approve form for comments from [REDACTED] before approving this suite.

Below is a link to the NOS Directory for your convenience.

[http://www.ukstandards.co.uk/Admin/Suite\\_and\\_Nos\\_Management/Suite\\_List/Suite\\_Record.aspx?SuiteID=2344&FormMode=EditMode](http://www.ukstandards.co.uk/Admin/Suite_and_Nos_Management/Suite_List/Suite_Record.aspx?SuiteID=2344&FormMode=EditMode)

Can you please add your comments to the NOSD and email [nos@ukces.org.uk](mailto:nos@ukces.org.uk) by 14<sup>th</sup> March 2011.

Kind regards

[REDACTED]

[REDACTED]

Tel: [REDACTED]

<< OLE Object: Picture (Device Independent Bitmap) >>

*Please note, we are now using Microsoft Office 2007 so if you cannot open any attachments, please follow the link below to download a reader from the Microsoft website:*

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>



## Catherine Hodgkinson

---

**From:** NOS  
**Sent:** 16 March 2011 18:25  
**To:** [REDACTED]  
**Cc:** 'nosbids@sqa.org.uk'  
**Subject:** 110316 Decision Approved - Complementary Therapies Phase 2 -

Dear [REDACTED]

I am writing to inform you that the UKCES, on the recommendation of the UK NOS Panel have made the following decision:

### **NOS - approved**

**Please ensure all relevant actions below have been carried out on the Suite Record by close of play on 30<sup>th</sup> March 2011:**

- Convert the NOS suite document into a pdf and update the footer to read "Final version approved March 2011"
- Update the footer on the Project Report to read "Final version approved March 2011"
- Created/update all individual NOS records and attach a unit pdf to each record – all pdf's should contain a footer which reads "Final version approved March 2011"
- Ensure the NOS suite and all individual records include a Title, Overview and Keywords
- Classify each of the NOS records

**Please let [nos@ukces.org.uk](mailto:nos@ukces.org.uk) know when you have done this.**

On completion of the above and return notification to [nos@ukces.org.uk](mailto:nos@ukces.org.uk) - UKCES will;

- make the NOS live on the public NOS Directory website
- and/or remove all other documents
- delete the suite record if this has been a temporary suite created as a vehicle for the purpose of the approval of particular items.

On the understanding that you accept the criteria of the regulatory bodies, the above mentioned items have been approved or approved in principle as stated above.

All SSC/Bs should ensure that the final version of their NOS have been proof read before uploading to the NOS Directory. SSC/Bs are responsible for the quality of the documents they are uploading to the NOS Directory.

Kind regards

[REDACTED]

[REDACTED]



## Catherine Hodgkinson

---

**From:** [REDACTED] on behalf of NOS  
**Sent:** 30 March 2011 16:11  
**To:** [REDACTED]  
**Subject:** 110330 Query re Decision Approved - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [REDACTED]

In answer to your questions,

- the footer on the full suite document should always reflect the last date when any changes were made to the NOS suite, ie this full suite document should have 'final version approved March 2011' and there should be **no** separate front sheet (please delete this front page). It is the individual NOS pdf's that have their final approval date which as you state are not always the same.
- The email does state that all relevant actions should be carried out so if you don't have a report then this action is not relevant to this suite so please ignore it.

I hope this answers your queries and apologies for not getting back to you sooner.

Kind regards

[REDACTED]

---

**From:** [REDACTED] [mailto:[REDACTED]@skillsforhealth.org.uk]  
**Sent:** 30 March 2011 15:38  
**To:** NOS  
**Cc:** [REDACTED]  
**Subject:** FW: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [REDACTED]

Can you please let me know when we are likely to get a response to our comments in the e-mails below?

Thanks

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 18 March 2011 14:31  
**To:** 'NOS'  
**Subject:** FW: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture  
**Importance:** High

Hi [REDACTED]

Please see comments from SfH in your e-mail below.

Thanks

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 18 March 2011 13:15  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture  
**Importance:** High

Dear [REDACTED]

Thank you for your email. Please see the completed actions below:

- Convert the NOS suite document into a pdf and update the footer to read "Final version approved March 2011" – This has been completed however the majority of the existing suite have an approval date of June 2010, so I have created a front page for the suite noting when the latest NOS in this suite were approved and noted the approval date of these NOS as March 2011
- Update the footer on the Project Report to read "Final version approved March 2011" – There was no project report submitted so can you indicate which document you are referring to please?
- Created/update all individual NOS records and attach a unit pdf to each record – all pdf's should contain a footer which reads "Final version approved March 2011" - completed
- Ensure the NOS suite and all individual records include a Title, Overview and Keywords - completed
- Classify each of the NOS records - completed

These NOS belong to the Complementary and Natural Healthcare suite, so the temporary suite used for approval purposes can now be deleted.

Regards

[REDACTED]  
[REDACTED]  
Skills for Health, Goldsmiths House, Broad Plain, Bristol, BS2 0JP

Mobile: [REDACTED]  
[www.skillstorhealth.org.uk](http://www.skillstorhealth.org.uk)

---

**From:** [REDACTED]  
**Sent:** 17 March 2011 09:56  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Dear all,

FYI – Can you please let me know when these actions have been completed?

Please note the deadline from UKCES of 30.3.11.

[REDACTED]

---

**From:** [REDACTED] [mailto:[REDACTED]@ukces.org.uk] **On Behalf Of** NOS  
**Sent:** 16 March 2011 18:25  
**To:** [REDACTED]  
**Cc:** nosbids@sqa.org.uk  
**Subject:** Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Dear [REDACTED]

I am writing to inform you that the UKCES, on the recommendation of the UK NOS Panel have made the following decision:

**NOS - approved**

**Please ensure all relevant actions below have been carried out on the Suite Record by close of play on 30<sup>th</sup> March 2011:**

- Convert the NOS suite document into a pdf and update the footer to read "Final version approved March 2011"
- Update the footer on the Project Report to read "Final version approved March 2011"
- Created/update all individual NOS records and attach a unit pdf to each record – all pdf's should contain a footer which reads "Final version approved March 2011"
- Ensure the NOS suite and all individual records include a Title, Overview and Keywords
- Classify each of the NOS records

**Please let [nos@ukces.org.uk](mailto:nos@ukces.org.uk) know when you have done this.**

On completion of the above and return notification to [nos@ukces.org.uk](mailto:nos@ukces.org.uk) - UKCES will;

- make the NOS live on the public NOS Directory website
- and/or remove all other documents
- delete the suite record if this has been a temporary suite created as a vehicle for the purpose of the approval of particular items.

On the understanding that you accept the criteria of the regulatory bodies, the above mentioned items have been approved or approved in principle as stated above.

All SSC/Bs should ensure that the final version of their NOS have been proof read before uploading to the NOS Directory. SSC/Bs are responsible for the quality of the documents they are uploading to the NOS Directory.

Kind regards

[Redacted]

[Redacted]

[Redacted]

UK Commission for Employment and Skills  
Registered Office: 3 Callflex Business Park, Golden Smithies Lane, Wath Upon Dearne S63 7ER  
Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk>  
Company Registered in England and Wales No: 6425800

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\*\*\*\*\*

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\*\*\*\*\*

## Catherine Hodgkinson

---

**From:** [REDACTED]@skillsforhealth.org.uk>  
**Sent:** 31 March 2011 11:48  
**To:** NOS  
**Cc:** [REDACTED]  
**Subject:** 110331 Confirmation of PAA - Complementary Therapies Phase 2

Hi [REDACTED]

Further to your e-mail below I can confirm that all actions have been completed.

Thanks

[REDACTED]

---

**From:** [REDACTED] [mailto:[REDACTED]@ukces.org.uk] **On Behalf Of** NOS  
**Sent:** 30 March 2011 16:11  
**To:** [REDACTED]  
**Subject:** RE: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [REDACTED]

In answer to your questions,

- the footer on the full suite document should always reflect the last date when any changes were made to the NOS suite, ie this full suite document should have 'final version approved March 2011' and there should be **no** separate front sheet (please delete this front page). It is the individual NOS pdf's that have their final approval date which as you state are not always the same.
- The email does state that all relevant actions should be carried out so if you don't have a report then this action is not relevant to this suite so please ignore it.

I hope this answers your queries and apologies for not getting back to you sooner.

Kind regards

[REDACTED]

UK Commission for Employment and Skills  
Registered Office: 3 Callflex Business Park, Golden Smithies Lane, Wath Upon Dearne S63 7ER  
Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk>  
Company Registered in England and Wales No: 6425800

---

**From:** [REDACTED] [mailto:[REDACTED]@skillsforhealth.org.uk]  
**Sent:** 30 March 2011 15:38  
**To:** NOS  
**Cc:** [REDACTED]  
**Subject:** FW: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [REDACTED]

Can you please let me know when we are likely to get a response to our comments in the e-mails below?

Thanks

██████████

---

**From:** ██████████  
**Sent:** 18 March 2011 14:31  
**To:** 'NOS'  
**Subject:** FW: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture  
**Importance:** High

Hi ██████████

Please see comments from SfH in your e-mail below.

Thanks

██████████

---

**From:** ██████████  
**Sent:** 18 March 2011 13:15  
**To:** ██████████  
**Cc:** ██████████  
**Subject:** RE: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture  
**Importance:** High

Dear ██████████

Thank you for your email. Please see the completed actions below:

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- Created/update all individual NOS records and attach a unit pdf to each record – all pdf's should contain a footer which reads "Final version approved March 2011" - completed
- Ensure the NOS suite and all individual records include a Title, Overview and Keywords - completed
- Classify each of the NOS records - completed

These NOS belong to the Complementary and Natural Healthcare suite, so the temporary suite used for approval purposes can now be deleted.

Regards

██████████  
██████████  
Skills for Health, Goldsmiths House, Broad Plain, Bristol, BS2 0JP

Mobile: ██████████  
[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

---

**From:** ██████████  
**Sent:** 17 March 2011 09:56  
**To:** ██████████  
**Cc:** ██████████  
**Subject:** FW: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture



Dear all,

FYI – Can you please let me know when these actions have been completed?

Please note the deadline from UKCES of 30.3.11.

---

**From:** [REDACTED] [mailto:[REDACTED]@ukces.org.uk] **On Behalf Of** NOS  
**Sent:** 16 March 2011 18:25  
**To:** [REDACTED]  
**Cc:** nosbids@sqa.org.uk  
**Subject:** Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Dear [REDACTED]

I am writing to inform you that the UKCES, on the recommendation of the UK NOS Panel have made the following decision:

**NOS - approved**

**Please ensure all relevant actions below have been carried out on the Suite Record by close of play on 30<sup>th</sup> March 2011:**

- Convert the NOS suite document into a pdf and update the footer to read "Final version approved March 2011"
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- Ensure the NOS suite and all individual records include a Title, Overview and Keywords
- Classify each of the NOS records

**Please let [nos@ukces.org.uk](mailto:nos@ukces.org.uk) know when you have done this.**

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On the understanding that you accept the criteria of the regulatory bodies, the above mentioned items have been approved or approved in principle as stated above.

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Kind regards

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\*\*\*\*\*

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\*\*\*\*\*

## Catherine Hodgkinson

---

**From:** [REDACTED] on behalf of NOS  
**Sent:** 06 April 2011 16:18  
**To:** [REDACTED]  
**Subject:** 110406 Suite Liove on NOSD- Complementary Therapies Phase 2 -

Hi [REDACTED]

I can confirm that the three units within Complementary and Natural Healthcare have now been activated and are live on the NOSD.

Both the Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture & Competence Review Project - NWCs to NOS have now deleted as per [REDACTED] request.

Kind regards  
[REDACTED]

---

**From:** [REDACTED] [mailto:[REDACTED]@skillsforhealth.org.uk]  
**Sent:** 31 March 2011 11:48  
**To:** NOS  
**Cc:** [REDACTED]  
**Subject:** RE: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [REDACTED]

Further to your e-mail below I can confirm that all actions have been completed.

Thanks  
[REDACTED]

---

**From:** [REDACTED] [mailto:[REDACTED]@ukces.org.uk] **On Behalf Of** NOS  
**Sent:** 30 March 2011 16:11  
**To:** [REDACTED]  
**Subject:** RE: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [REDACTED]

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I hope this answers your queries and apologies for not getting back to you sooner.

Kind regards  
[REDACTED]

**From:** [redacted] [mailto:[redacted]@skillsforhealth.org.uk]  
**Sent:** 30 March 2011 15:38  
**To:** NOS  
**Cc:** [redacted]  
**Subject:** FW: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [redacted]

Can you please let me know when we are likely to get a response to our comments in the e-mails below?

Thanks

[redacted]

---

**From:** [redacted]  
**Sent:** 18 March 2011 14:31  
**To:** 'NOS'  
**Subject:** FW: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture  
**Importance:** High

Hi [redacted]

Please see comments from SfH in your e-mail below.

Thanks

[redacted]

---

**From:** [redacted]  
**Sent:** 18 March 2011 13:15  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture  
**Importance:** High

Dear [redacted]

Thank you for your email. Please see the completed actions below:

- Convert the NOS suite document into a pdf and update the footer to read "Final version approved March 2011" – This has been completed however the majority of the existing suite have an approval date of June 2010, so I have created a front page for the suite noting when the latest NOS in this suite were approved and noted the approval date of these NOS as March 2011
- Update the footer on the Project Report to read "Final version approved March 2011" – There was no project report submitted so can you indicate which document you are referring to please?
- Created/update all individual NOS records and attach a unit pdf to each record – all pdf's should contain a footer which reads "Final version approved March 2011" - completed
- Ensure the NOS suite and all individual records include a Title, Overview and Keywords - completed
- Classify each of the NOS records - completed

These NOS belong to the Complementary and Natural Healthcare suite, so the temporary suite used for approval purposes can now be deleted.

Regards

[REDACTED]  
Skills for Health, Goldsmiths House, Broad Plain, Bristol, BS2 0JP

[REDACTED]  
[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

---

**From:** [REDACTED]  
**Sent:** 17 March 2011 09:56  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Dear all,

FYI – Can you please let me know when these actions have been completed?

Please note the deadline from UKCES of 30.3.11.

[REDACTED]

---

**From:** [REDACTED] [mailto:[REDACTED]@ukces.org.uk] **On Behalf Of** NOS  
**Sent:** 16 March 2011 18:25  
**To:** [REDACTED]  
**Cc:** nosbids@sqa.org.uk  
**Subject:** Decision Approved - Complementary Therapies Phase 2 - Hypnotherapy, Healing and Microsystems Acupuncture

Dear [REDACTED]

I am writing to inform you that the UKCES, on the recommendation of the UK NOS Panel have made the following decision:

**NOS - approved**

**Please ensure all relevant actions below have been carried out on the Suite Record by close of play on 30<sup>th</sup> March 2011:**

- Convert the NOS suite document into a pdf and update the footer to read "Final version approved March 2011"
- Update the footer on the Project Report to read "Final version approved March 2011"
- Created/update all individual NOS records and attach a unit pdf to each record – all pdf's should contain a footer which reads "Final version approved March 2011"
- Ensure the NOS suite and all individual records include a Title, Overview and Keywords
- Classify each of the NOS records

**Please let [nos@ukces.org.uk](mailto:nos@ukces.org.uk) know when you have done this.**

On completion of the above and return notification to [nos@ukces.org.uk](mailto:nos@ukces.org.uk) - UKCES will;

- make the NOS live on the public NOS Directory website

- and/or remove all other documents
- delete the suite record if this has been a temporary suite created as a vehicle for the purpose of the approval of particular items.

On the understanding that you accept the criteria of the regulatory bodies, the above mentioned items have been approved or approved in principle as stated above.

All SSC/Bs should ensure that the final version of their NOS have been proof read before uploading to the NOS Directory. SSC/Bs are responsible for the quality of the documents they are uploading to the NOS Directory.

Kind regards

[Redacted]

[Redacted]

[Redacted]

UK Commission for Employment and Skills  
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Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk>  
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\*\*\*\*\*

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\*\*\*\*\*

## Catherine Hodgkinson

---

**From:** nos.submissions@ukces.org.uk  
**Sent:** 14 September 2010 11:31  
**To:** NOS  
**Subject:** Submissions for approval - Skills for Health - Complementary and Natural Healthcare Phase 2

The following Suite has been submitted for approval: Complementary and Natural Healthcare Phase 2 you can view it at:

[http://www.ukstandards.co.uk/Admin/Suite\\_and\\_Nos\\_Management/Suite\\_List/Suite\\_Record.aspx?SuiteID=2289&FormMode=EditMode](http://www.ukstandards.co.uk/Admin/Suite_and_Nos_Management/Suite_List/Suite_Record.aspx?SuiteID=2289&FormMode=EditMode)

NOS units

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## Catherine Hodgkinson

---

**From:** [REDACTED]  
**Sent:** 28 February 2011 11:22  
**To:** NOS  
**Cc:** [REDACTED]  
**Subject:** 110228 Final NOS Complementary Therapies Phase 2 Final NOS submitted

**Importance:** High

Hi [REDACTED]

Please be advised that I have submitted the final NOS for Complementary Therapies Phase 2 via the NOS Directory this morning. The title of the suite is currently Complementary Therapies Phase 2 final NOS for approval - Hypnotherapy, Healing and Microsystems Acupuncture.

We will need to add these three NOS to the Complementary and Natural Healthcare suite once they have been approved.

If you have any queries, please do not hesitate to contact me.

Best wishes,

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
Skills for Health, Goldsmiths House, Broad Plain, Bristol, BS2 0JP

Mobile: [REDACTED]  
[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

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**From:** [REDACTED]  
**Sent:** 23 February 2011 14:52  
**To:** [REDACTED]  
**Subject:** RE: Complementary Therapies Part B and Self-Assessment Checklist

Thanks [REDACTED] can you make sure they are labelled as Final NOS as opposed to final drafts you would be amazed at the confusion that can be caused.

Regards

[REDACTED]

UK Commission for Employment and Skills  
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Company Registered in England and Wales No: 6425800

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**From:** [REDACTED]  
**Sent:** 23 February 2011 14:46  
**To:** [REDACTED]  
**Subject:** RE: Complementary Therapies Part B and Self-Assessment Checklist

Many thanks [REDACTED] I will upload the NOS on the 28<sup>th</sup> Feb as planned.

Regards

[REDACTED]



[Redacted]

Skills for Health, Goldsmiths House, Broad Plain, Bristol, BS2 0JP

Mobile: [Redacted]  
[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

**From:** [Redacted]  
**Sent:** 23 February 2011 14:38  
**To:** [Redacted]  
**Subject:** RE: Complementary Therapies Part B and Self-Assessment Checklist

Hi [Redacted]

You will have them all shortly so be ready to upload Final NOS onto the NOSD as planned.

Thanks

[Redacted]

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Company Registered in England and Wales No: 6425800

**From:** [Redacted]  
**Sent:** 23 February 2011 10:10  
**To:** [Redacted]  
**Subject:** Complementary Therapies Part B and Self-Assessment Checklist  
**Importance:** High

Dear [Redacted]

I am due to upload the final draft NOS for Healing, Hypnotherapy and Microsystems Acupuncture to the NOS Directory on 28<sup>th</sup> February. I submitted the Part B forms on 19<sup>th</sup> January and the Self Assessment checklist on 19<sup>th</sup> and 20<sup>th</sup> January. I haven't yet received any comments from you and wondered if you are able to review the Part B before 28<sup>th</sup> February please as I would hate to delay the submission of the final draft NOS to you.

I look forward to hearing from you.

Kind regards

[Redacted]

[Redacted]

Skills for Health, Goldsmiths House, Broad Plain, Bristol, BS2 0JP

Mobile: [Redacted]  
[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

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\*\*\*\*\*

## Catherine Hodgkinson

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**From:** [REDACTED]  
**Sent:** 28 February 2011 14:59  
**To:** [REDACTED]  
**Subject:** 110228 SP Comments on Final NOS - Hypnotherapy, Healing and Microsystems Acupuncture

Hi [REDACTED]

I have reviewed the above and added my comments onto the NOSD and I have also added the following comments to the approval form section 8,

*Please be aware that SfH have submitted these final NOS for Complementary Therapies Phase 2 which contains - Hypnotherapy, Spiritual Healing and Microsystems Acupuncture. Although these three subjects were submitted seperately through the action plan database the Final NOS have all been uploaded onto this temporary suite as there are only three individual NOS being submitted. Once these are all approved SfH will be adding them to their Complementary and Natural Healthcare suite.*

over to you.

Thanks  
[REDACTED]

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Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk/>  
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**From:** [REDACTED]  
**Sent:** 28 February 2011 14:45  
**To:** [REDACTED]@sqa.org.uk'; [REDACTED]  
**Subject:** Final NOS uploaded to NOS Directory - Skills for Health - Hypnotherapy, Healing and Microsystems Acupuncture

Dear [REDACTED]

Skills for Health have uploaded final NOS to the NOS Directory in respect of Hypnotherapy, Spiritual Healing and Microsystems Acupuncture. Please see approve form for comments from [REDACTED] before approving this suite.

Below is a link to the NOS Directory for your convenience.

[http://www.ukstandards.co.uk/Admin/Suite\\_and\\_Nos\\_Management/Suite\\_List/Suite\\_Record.aspx?SuiteID=2344&FormMode=EditMode](http://www.ukstandards.co.uk/Admin/Suite_and_Nos_Management/Suite_List/Suite_Record.aspx?SuiteID=2344&FormMode=EditMode)

Can you please add your comments to the NOSD and email [nos@ukces.org.uk](mailto:nos@ukces.org.uk) by 14<sup>th</sup> March 2011.

Kind regards  
[REDACTED]  
[REDACTED]

Tel: [REDACTED]

<< OLE Object: Picture (Device Independent Bitmap) >>

*Please note, we are now using Microsoft Office 2007 so if you cannot open any attachments, please follow the link below to download a reader from the Microsoft website:*

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>

in March 2011).

- The UK Commission carries out an initial check of the full submission and will contact the SSC/B if any information is missing or incorrectly submitted.
- The UK Commission informs the UK NOS Panel members that the final draft NOS are ready to be reviewed on the NOS Directory.
- The UK NOS Panel is the group representing the interests of government across all four UK home nations. It is chaired by the UK Commission and includes representatives from the Scottish Qualifications Authority (SQA), Council for the Curriculum, Examinations and Assessment (CCEA) and Welsh Government
- UK NOS Panel members review the submission, consider the UK Commission's recommendations and provide their own recommendations.
- The UK Commission notifies the SSC/B of the final decision on their submission.
- The final stage in the approval process takes the form of Post Approval Activities. At this stage, the SSC/SSB must address any version control issues and ensure that the NOS document is ready for use by end-users.

### **Role of Sector Skills Councils**

Sector Skills Councils and a small number of other standards setting organisations work with employers and partners to identify and develop the National Occupational Standards for the industries, sectors and occupations they cover. Skills for Health is the Sector Skills Council which has responsibility for engaging with employers in complementary and alternative medicine through which they identify, develop, update and maintain NOS as determined by the sector. You may therefore wish to contact this organisation to gain further information. Contact details for Skills for Health are available here: <http://www.skillsforhealth.org.uk/contact-us/>.

Summary of information released

Document	Redactions applied	Description
1	None	Automated email generated by the NOS Directory confirming that a new suite of NOS (Complementary and Natural Healthcare Phase 2) had been submitted.
2	s.40(2) personal information redacted	Email discussion between the UK Commission and Skills for Health around the submission of the draft NOS.
3	s.40(2) personal information redacted	Email between the UK Commission and the Scottish Qualifications Authority followed by internal UK Commission email concerning the submission of the NOS.
4	s.40(2) personal information redacted	Folder containing emails tracking the approval process of the NOS by the UK NOS Panel.
5	None	Automated email generated by NOS Directory confirming that the NOS had reached the next stage of the approval process.
6	s.40(2) personal information redacted	Email from the Scottish Qualifications Authority confirming that the Authority has approved the NOS and completed the relevant form within the NOS Directory.
7	s.40(2) personal information redacted	Email to the UK Commission and Scottish Qualifications Authority requesting comments on final version of the NOS, followed by reminder email.
8	s.40(2) personal information redacted	Email from a member of UK Commission staff confirming that the comments had been entered into the NOS Directory.
9	s.40(2) personal information redacted	Email from the UK Commission to Skills for Health confirming that the NOS Suite had been approved and outlining the post-application activities required.
10	s.40(2) personal information redacted	Email discussion between Skills for Health and the UK Commission requesting clarification around an aspect of the post-application activities.
11	s.40(2) personal information redacted	Email from Skills for Health confirming that the post-application activities had been completed.
12	s.40(2) personal information redacted	Email from the UK Commission confirming that the suite of NOS was 'live' on the publicly accessible version of the NOS Directory.

*Section 40 exemption- Personal Information*

You will note that personal data of some individuals have been redacted from the supplied documents. As this information relates to identifiable individuals it constitutes their 'personal data'. We consider that the disclosure of this personal data is subject to the exemption at s40(2) of the Freedom of Information Act 2000 (by virtue of s40 (3) (a) (i)). The disclosure of this personal data would contravene the first data protection principle contained within the Data Protection Act 1998.

**Catherine Hodgkinson**

---

**From:** NOS  
**Sent:** 19 January 2011 11:43  
**To:** NOS; [REDACTED]  
**Subject:** 110119 England NOS Form B submission: Complementary Healthcare Spiritual Healing

Form B (England) for "Complementary Healthcare Spiritual Healing" has been submitted for review by Skills for Health.

UK Commission for Employment and Skills  
Registered Office: 3 Callflex Business Park, Golden Smithies Lane, Wath Upon Dearne S63 7ER  
Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk>  
Company Registered in England and Wales No: 6425800





## Catherine Hodgkinson

---

**From:** NOS  
**Sent:** 19 January 2011 11:43  
**To:** NOS; [REDACTED]@ccea.org.uk; [REDACTED]@ccea.org.uk  
**Subject:** 110119 NI NOS Form B submission: Complementary Healthcare Spiritual Healing

Form B (Northern Ireland) for "Complementary Healthcare Spiritual Healing" has been submitted for review by Skills for Health.

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## Catherine Hodgkinson

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**From:** NOS  
**Sent:** 23 February 2011 14:35  
**To:** NOS; [REDACTED]@skillsforhealth.org.uk  
**Subject:** 110223 England NOS Form B Approved: Complementary Healthcare Spiritual Healing

Form B (England) for "Complementary Healthcare Spiritual Healing" has had its status changed to Approved.

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**Catherine Hodgkinson**

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**From:** NOS  
**Sent:** 21 February 2011 09:31  
**To:** NOS; [REDACTED]@skillsforhealth.org.uk  
**Subject:** 110221 Scotland Form B Approved: Complementary Healthcare Spiritual Healing

Form B (Scotland) for "Complementary Healthcare Spiritual Healing" has had its status changed to Approved.

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## Catherine Hodgkinson

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**From:** NOS  
**Sent:** 15 February 2011 16:02  
**To:** NOS; qualifications@sqa.org.uk; [REDACTED]@sqa.org.uk  
**Subject:** 110215 Scotland NOS Form B submission: Complementary Healthcare Spiritual Healing

Form B (Scotland) for "Complementary Healthcare Spiritual Healing" has been submitted for review by Skills for Health.

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## Catherine Hodgkinson

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**From:** NOS  
**Sent:** 15 February 2011 16:05  
**To:** NOS; qualifications@sqa.org.uk; [REDACTED]@sqa.org.uk  
**Subject:** 110215 Scotland Comments on the draft NOS sign-off submission:  
Complementary Healthcare Spiritual Healing

Comments on the draft NOS sign-off (Scotland) for "Complementary Healthcare Spiritual Healing" has been submitted for review by Skills for Health.

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Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk>  
Company Registered in England and Wales No: 6425800



**Catherine Hodgkinson**

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**From:** NOS  
**Sent:** 15 February 2011 16:05  
**To:** NOS; [REDACTED]  
**Subject:** 110215 England Comments on the draft NOS sign-off submission: Complementary Healthcare Spiritual Healing

Comments on the draft NOS sign-off (England/Wales/Northern Ireland) for "Complementary Healthcare Spiritual Healing" has been submitted for review by Skills for Health.

UK Commission for Employment and Skills  
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## Catherine Hodgkinson

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**From:** NOS  
**Sent:** 31 January 2011 10:30  
**To:** NOS; qualifications@sqa.org.uk; [REDACTED]@sqa.org.uk  
**Subject:** 110131 Scotland NOS Form B submission: Complementary Healthcare Spiritual Healing

Form B (Scotland) for "Complementary Healthcare Spiritual Healing" has been submitted for review by Skills for Health.

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## Catherine Hodgkinson

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**From:** NOS  
**Sent:** 03 February 2011 15:45  
**To:** NOS; [REDACTED]@skillsforhealth.org.uk  
**Subject:** 110203 Scotland NOS Form B Returned for revision: Complementary Healthcare Spiritual Healing

Form B (Scotland) for "Complementary Healthcare Spiritual Healing" has had its status changed to Returned for revision.

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**Catherine Hodgkinson**

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**From:** [redacted]@sqa.org.uk  
**Sent:** 28 January 2011 14:38  
**To:** NOS  
**Cc:** NOS; qualifications@sqa.org.uk  
**Subject:** Re: NOS Form B submission: Complementary Healthcare Spiritual Healing

Part B form reviewed and sent back for revision on 28/01/2011

[redacted]

[redacted]

SQA  
The Optima Building  
58 Robertson Street  
Glasgow  
G2 8DQ

[redacted]

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[www.sqa.org.uk/myalerts](http://www.sqa.org.uk/myalerts)

From: SQS AP Database <nos@ukces.org.uk>  
To: nos@ukces.org.uk, qualifications@sqa.org.uk, [redacted]@sqa.org.uk  
Date: 19/01/2011 11:43  
Subject: NOS Form B submission: Complementary Medicine Hypnotherapy

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Form B (Scotland) for "Complementary Healthcare Spiritual Healing" has been submitted for review by Skills for Health.

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[postmaster@sqa.org.uk](mailto:postmaster@sqa.org.uk)  
\*\*\*\*\*



## Catherine Hodgkinson

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**From:** NOS  
**Sent:** 24 January 2011 11:19  
**To:** NOS; [REDACTED]@skillsforhealth.org.uk  
**Subject:** 110124 Wales NOS Form B Approved: Complementary Healthcare Spiritual Healing

Form B (Wales) for "Complementary Healthcare Spiritual Healing" has had its status changed to Approved.

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## Catherine Hodgkinson

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**From:** NOS  
**Sent:** 28 January 2011 14:26  
**To:** NOS; [REDACTED]@skillsforhealth.org.uk  
**Subject:** 110128 Scotland NOS Form B Returned for revision: Complementary Healthcare Spiritual Healing

Form B (Scotland) for "Complementary Healthcare Spiritual Healing" has had its status changed to Returned for revision.

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Company Registered in England and Wales No: 6425800



## Catherine Hodgkinson

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**From:** NOS  
**Sent:** 21 January 2011 14:47  
**To:** NOS [REDACTED]@skillsforhealth.org.uk  
**Subject:** 110121 NI NOS Form B Approved: Complementary Healthcare Spiritual Healing

Form B (Northern Ireland) for "Complementary Healthcare Spiritual Healing" has had its status changed to Approved.

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Company Registered in England and Wales No: 6425800





## Catherine Hodgkinson

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**From:** NOS  
**Sent:** 19 January 2011 11:43  
**To:** NOS; [REDACTED]@Wales.GSI.Gov.UK  
**Subject:** 110119 Wales NOS Form B submission: Complementary Healthcare Spiritual Healing

Form B (Wales) for "Complementary Healthcare Spiritual Healing" has been submitted for review by Skills for Health.

UK Commission for Employment and Skills  
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Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk>  
Company Registered in England and Wales No: 6425800



## Catherine Hodgkinson

---

**From:** NOS  
**Sent:** 19 January 2011 11:43  
**To:** NOS; [REDACTED]@sqa.org.uk; [REDACTED]@sqa.org.uk  
**Subject:** 110119 Scotland NOS Form B submission: Complementary Healthcare Spiritual Healing

Form B (Scotland) for "Complementary Healthcare Spiritual Healing" has been submitted for review by Skills for Health.

UK Commission for Employment and Skills  
Registered Office: 3 Callflex Business Park, Golden Smithies Lane, Wath Upon Dearne S63 7ER  
Telephone: 01709 774800 Fax: 01709 774801 Website: <http://www.ukces.org.uk>  
Company Registered in England and Wales No: 6425800



## Catherine Hodgkinson

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**From:** [REDACTED]  
**Sent:** 28 February 2011 14:45  
**To:** [REDACTED]@sqa.org.uk; [REDACTED]  
**Subject:** Final NOS uploaded to NOS Directory - Skills for Health - Hypnotherapy, Healing and Microsystems Acupuncture

Dear [REDACTED]

Skills for Health have uploaded final NOS to the NOS Directory in respect of Hypnotherapy, Spiritual Healing and Microsystems Acupuncture. Please see approve form for comments from [REDACTED] before approving this suite.

Below is a link to the NOS Directory for your convenience.

[http://www.ukstandards.co.uk/Admin/Suite and Nos Management/Suite List/Suite Record.aspx?SuiteID=2344&FormMode=EditMode](http://www.ukstandards.co.uk/Admin/Suite%20and%20Nos%20Management/Suite%20List/Suite%20Record.aspx?SuiteID=2344&FormMode=EditMode)

Can you please add your comments to the NOSD and email [nos@ukces.org.uk](mailto:nos@ukces.org.uk) by 14<sup>th</sup> March 2011.

Kind regards

[REDACTED]  
[REDACTED]  
Tel: [REDACTED]

<< OLE Object: Picture (Device Independent Bitmap) >>

*Please note, we are now using Microsoft Office 2007 so if you cannot open any attachments, please follow the link below to download a reader from the Microsoft website:*

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>

