



**SUPPORT TO PRACTISE
POLICY AND PROCEDURE
2023-26**

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Change Control

Version:	1.2
Date approved by AQSC/HEDMT	June 2023
Date approved by Students:	June 2023
Date approved by CLB:	July 2023
Date approved by Corporation:	N/a
Name of policy holder:	HE Academic Registrar
Date issued:	June 2023
Review date:	June 2026

Version	Type – New/Replacement/Review	Date	History
1.0	New	October 2018	New Policy
1.1	Review	Sept 2021	Reformatted to new template and minor mods
1.2	Review	June 2023	Change of terminology

This Policy applies to University Centre Weston (UCW) and meets the requirements of the Office for Students (OfS), the Quality Assurance Agency (QAA), and the Revised UK Quality Code. Where required guidance from the Competition and Markets Authority (CMA) and the Office of the Independent Adjudicator (OIA) will be observed.

1 PURPOSE

- 1.1 University Centre Weston (UCW) is committed to supporting its students and recognises the importance of a student's health and wellbeing in relation to their academic progress and student experience. UCW has an obligation to provide support so that students can fulfil their potential while studying on a course.
- 1.2 In some courses at UCW, academic progress is linked to professional competency in practise. The courses are normally directed towards the achievement of professional competence and/ or a professional registration. UCW seeks to ensure that students on these courses comply with professional codes of conduct and professionalism, alongside meeting the academic elements of the course.
- 1.3 This Policy has been created to ensure concerns about a student's professional suitability are acted upon promptly, and support can be provided as soon as possible. UCW believes early intervention in these matters will help prevent the situation from becoming more serious, which will minimise distress for the students.
- 1.4 UCW needs to be satisfied that students admitted and undertaking such courses are professionally suitable to do so, with reference to the standards of the particular profession and/or the requirements of any relevant professional, statutory or regulatory bodies. UCW's Admissions Policy sets out arrangements for the admission of students with police warnings, cautions or convictions. Once students are enrolled at UCW they are subject to this Policy in the event that professional suitability concerns are raised.
- 1.5 This procedure adheres to the principles outlined in the OIA (Office of the Independent Adjudicator) Good Practice Framework for supporting disabled students: accessibility; clarity; proportionality; timeliness; fairness; independence; confidentiality; and improving the student experience.
- 1.6 This Policy sets out how UCW may respond to instances where a concern is raised and the type of action that UCW may take to manage the matter and support the student to continue their course. It is intended that this Policy provides an alternative means of dealing with a situation in which unacceptable behaviour is likely to be a result of ill health and it is therefore considered inappropriate to follow the disciplinary procedures.
- 1.3 UCW recognises there may be instances where a student's physical or mental health may give rise to concerns about the student and additional measures will need to be put in place to support the student to continue their course.
- 1.4 It may be that UCW is concerned that:
 - A student poses a risk to their own health, safety and/or wellbeing and/ or that of others.
 - A student's behaviour is (or is at risk of) adversely affecting the teaching, learning and/or experience of other students.
 - A student's behaviour is (or is at risk of) adversely affecting the day-to-day activities of UCW or a placement provider/ employer.
 - A student's behaviour is at risk of adversely affecting the operation of the profession.
 - A student has failed to comply with professional bodies in relation to professional suitability.
 - A student's support needs fall outside the scope of the support and other services which UCW can reasonably be expected to provide.
 - A student's ability to complete their course is being impacted by non-attendance or non-engagement with the course.
 - A student's ability to complete their course is being impacted by multiple mitigating circumstances applications because of ongoing health concerns.

2 SCOPE

- 2.1 The courses this Policy applies to are listed at the end of this document.
- 2.2 This Policy applies to students throughout their period of enrolment with UCW, both on and off campuses, and at all times.

- 2.3 UCW recognises that concerns regarding students' professional suitability may arise in several ways (e.g., as result of a disclosure made by the student, or from academic performance or conduct, or from issues raised by UCW staff, employers, other students, health professionals or placement providers).
- 2.4 UCW will consider and address concerns however they arise and will endeavour to put appropriate support in place for the student and take action to deal with concerns promptly and fairly. UCW recognises dealing with matters in a consistent manner is critical to ensuring the relevant professional standards are maintained.
- 2.5 Generally, this Policy is only intended for use in cases where the behaviour, disruption or risk presented by the student is perceived to be of a serious or potentially serious nature, and not in accordance with the professional suitability/competency.
- 2.6 In some cases, it might be deemed appropriate to manage health concerns through the UCW Support to Study Policy. The decision on the appropriate policy framework will be made jointly by the HE Academic Registrar/HE Specialist Support Manager and the relevant Programme or Curriculum Co-ordinator.
- 2.7 If concerns are raised about a student's professional suitability, it may be necessary to share information with external professionals (such as employers, placement providers or community support agencies). UCW will always be mindful of the sensitive nature of the situation and its obligations under the General Data Protection Regulation (GDPR).

3 POLICY STATEMENT

- 3.1 The aims of this Policy are:
- To provide a transparent and practical procedural framework for students, prospective students and relevant staff at UCW.
 - To ensure the relevant support measures are put in place for the student.
 - To provide a basis for a consistent, transparent and sensitive approach.
- 3.2 This Policy sets out how UCW will normally respond where a concern is raised regarding a student's professional suitability and the type of action UCW may take to deal with concern and measures to support the student. This Policy is not intended to deal with issues of assessing practise competencies, this falls within the relevant Academic Regulations.
- 3.3 A student's fitness to practise may be questioned because of a wide range of circumstances. These include, but are not limited to:
- Serious concerns are raised by a third party, such as a housemate, friend, peer, GP, employer, placement provider or family member.
 - The student has disclosed to a member of staff at UCW that they have a problem which is seriously impacting their ability to function.
 - Changes are noticed in a student's demeanour or behaviour, which raise concern. For example: changes in appearance or obvious signs of ill-health, a sudden deterioration in academic performance or engagement, mood swings or other uncharacteristic behaviour.
- 3.4 In all cases the HE Academic Registry Team (HEART) and the student's personal tutor should be contacted. The Welfare and/or Wellbeing Leads at UCW will co-ordinate initial enquiries and advise the appropriate staff (on a need-to-know basis) of the concern raised and ensure the necessary support is provided.

4 PROCEDURE

- 4.1 Should any concerns be raised, and if informal discussions between a student and their personal tutor and/or HEART have not led to improvement in the situation, then the matter will be dealt with under Stage 1: Informal Action. This Stage is designed to manage support for the student rather than addressing behaviour that is causing concern.
- 4.2 When dealing with students under this Policy, UCW will consider what support and guidance may be offered to students. Students will be reminded of support services provided by HEART and encouraged where appropriate to seek support from relevant external sources (e.g. GPs, external mental health services or the welfare support available at their place of work) as well as other sources with HEART and the wider Weston College Group.

- 4.3 The Support to Practise Policy has three stages. Depending on the perceived and/or assessed severity of the situation and the nature of the professional suitability concern, action may be initiated at any stage. It is anticipated that most situations can be managed at Stage 1 or 2.
- 4.4 Students dealt with under this Policy will be entitled at any stage to be accompanied and/or represented by one member of staff (a member of HEART for example), friend or relative. This is in addition to any health professional or support worker who may usually accompany the student. The role of this individual is to provide support to the student. It is not to advocate or represent the student. Should a student want third party representation then a Consent for Third Party Representation Form (Appendix Four) needs to be completed prior to the implementation of any stage detailed within this Policy.

4.5 Conduct which may also be a criminal offence

If a student's conduct may be in breach of the criminal law, UCW may, at its discretion, refer the matter to the police. UCW may then delay taking action under this Policy pending the outcome of any police inquiry and/or criminal investigation/prosecution. UCW may then manage this process through the UCW Student Code of Conduct if a serious breach has occurred. UCW is not bound by the outcome of any criminal prosecution although it may at its discretion take any penalty imposed by a criminal court into consideration in determining any outcome to be imposed under this Policy.

4.6 Stage 1: Informal Action

- 4.6.1 Should any concerns be raised about a student's professional suitability, and if informal discussions between a student and their personal tutor and/or HEART have not led to an improvement in the situation, then the matter will be dealt with under Stage 1: Informal Action. This Stage is designed to manage support for the student rather than addressing behaviour that is causing concern. A student will be given a copy of this Policy as soon as Stage 1 has been invoked.
- 4.6.2 The student will be invited to an informal meeting with one of the Welfare/Wellbeing Leads and their personal tutor to discuss why concerns have been raised and the perceived risks. A 'Cause for Concern' form (Appendix 1) would have normally been completed by the Welfare/Wellbeing Lead ahead of this informal meeting. This form details the concerns raised and it is hoped will support an open and frank discussion with the student. Within this meeting a Risk Assessment will be completed (Appendix 2); this document will allow the student an opportunity to respond to the concerns and support measures will be identified. This Risk Assessment will allow a discussion about both wellbeing and academic support, for example, it could lead to a Counselling referral or an application for Reasonable Adjustments. The Risk Assessment will be a 'live' document and can be modified throughout a student's time at UCW.
- 4.6.3 If the student is a Degree or Higher Apprentice, then it may be necessary to inform the employer that Stage 1 has been invoked, and that an informal meeting has taken place. Any relevant documentation (Cause for Concern Form/Risk Assessment) may also be shared with the employer, ideally with the student's permission. The aim of this is to ensure that any support measures can be mirrored by the employer.
- 4.6.4 It is hoped that most cases can be resolved at this stage and students will respond positively to, and co-operate fully with the process and take advantage of support available. A review period will be agreed, and a meeting scheduled to review the progress made by the student and to address the concerns raised. Further review meetings may be arranged to monitor progress and ensure access to all appropriate support continues.

4.7 Stage 2: Enhanced Concern

- 4.7.1 If there is no improvement in the situation, or it is felt the situation is too serious to be managed informally, Stage 2 can be initiated. The HE Academic Registrar or the HE Specialist Support Manager will be informed of the situation and will request for all documentary evidence to be supplied to them. If a Cause for Concern Form and Risk Assessment have not already been created, they will be created at this point by the Welfare/Wellbeing Lead. A student will be given a copy of this Policy as soon as Stage 1 has been invoked.
- 4.7.2 The student will then be invited to a meeting with the HE Academic Registrar/HE Specialist Support Manager and their personal tutor and/or Programme Co-ordinator. Support will be made available to the student by the Welfare/Wellbeing Leads. The student can also be accompanied another member of HEART or a friend, family member or support worker.

4.7.3 During this meeting, the perceived concerns, risks and support measures will be discussed. The student will have the opportunity to express their views on the situation. An Action Plan (Appendix 3) will be created and agreed by all parties and the student will be required to attend regular progress meetings with the Welfare/Wellbeing Lead and the HE Academic Registrar/HE Specialist Support Manager.

Should the student not adhere to the recommendations of the Action Plan, or choose not to fully participate in Stage 2, then Stage 3 of the UCW Support to Practise Policy will be initiated.

4.7.4 As with Stage 1, if the student is a Degree or Higher Apprentice, it may be necessary to inform the employer that Stage 2 has been invoked, and that a meeting has taken place. Any relevant documentation (Cause for Concern Form/Risk Assessment and the Action Plan) may also be shared with the employer, ideally with the student's permission. The aim of this is to ensure any support measures can be mirrored by the employer.

4.7.5 Following the meeting, the Curriculum/Programme Co-ordinator along with the HE Academic Registrar/HE Specialist Support Manager, will determine whether the student's professional suitability is compromised and any actions to be taken. Actions may include (but are not limited to) one or more of the following outcomes:

- no further action to be taken
- support arrangements and/or reasonable adjustments be put in place for the student
- the matter be referred to another Stage (this could be Stage 1 or Stage 3)
- the matter be referred for consideration under another UCW process (the UCW Student Code of Conduct or the UCW Support to Study policy).

It will be documented on the student's record that Enhanced Concerns have been raised and that progress meetings are in place.

4.7.6 A review period will be agreed, and a meeting scheduled to review progress made by the student and to address concerns raised. Further review meetings may be arranged to monitor progress and ensure access to appropriate support continues. Should the student not adhere to the recommendations of the action plan, or choose not to attend progress meetings, Stage 3 of the UCW Support to Practise Policy will be initiated.

4.8 Stage 3: Fitness to Practise Concern

4.8.1 Critical and/or persistent or cumulative concerns about a student's professional suitability will normally be dealt with under Stage 3 in this Policy. It is important to note that in some cases, it may be necessary to take a concern about professional suitability immediately to Stage 3. This stage can be initiated by HE Academic Registrar or the HE Specialist Support Manager after Stage 1 and/or 2, or if the case is considered serious enough, Stage 3 can be implemented.

The student will be invited to a Formal Meeting with the HE Academic Registrar/HE Specialist Support Manager and their personal tutor and/or Programme Co-ordinator. The student will be informed of the meeting in writing at least 48 hours in advance, they will be informed of the purpose of the meeting, the nature of the concern, and that the matter is to be managed under Stage 3.

4.8.2 The student will be provided with a copy of this Policy. Support will be made available to the student by the Welfare/Wellbeing Lead. If the student is a Degree or Higher Apprentice, then their employer will be informed that a Formal Meeting is taking place and will normally be invited to attend.

The purpose of the Stage 3 Formal Meeting is:

- To allow the student to respond to the concern and support them to write a statement that will be provided to the Fitness to Practise Panel.
- To consider any support needs, for example to consider whether the student may need to apply for extensions to coursework.
- To consider any support needs that need to be discussed with their employer (if they are a Degree or Higher Apprentice).

Any completed Cause for Concern Form, Risk Assessment and Action Plan will be revisited at this point; or they will be created if the case is being considered at the first time at Stage 3.

4.8.3 After the Stage 3 Formal Meeting with the student, a Fitness to Practise (FtP) Panel meeting will take place. At this point it would be necessary to inform the Awarding Organisation (partner university) to discuss the situation and inform them that a FtP Panel meeting is scheduled. The Panel meeting will take place whether

or not the student has attended the meeting with the HE Academic Registrar/HE Specialist Support Manager. The student will be invited to attend part of the FtP Panel Meeting but is not required to do so. If they do attend they can be accompanied by another member of HEART or a friend, family member or support worker.

4.8.4 The FtP Panel Meeting will include four or more of the following members of staff:

- Deputy Director: Higher Education (Chair)
- HE Academic Registrar and/or the HE Specialist Support Manager (one of which to provide a summary of their formal meeting with the student)
- HE Welfare/Wellbeing Lead (they will not be part of the decision-making process; they are in attendance to support the student)
- HE Programme Co-ordinator or Personal Tutor
- HE Partnership and Development Manager
- HE Teaching and Learning and Assessment Manager
- A minute taker will also be present.

Other individuals may be called upon to provide information (for example, staff who have been involved with the student) either in person or in writing. Relevant external professionals (for example, psychiatrists, GPs, mental health workers, employers, placement providers) may also attend or provide relevant information.

If the student is a Degree or Higher Apprentice, it may be necessary to invite their employer along to the FtP Panel Meeting. The aim of this is to ensure that they are aware of the situation, and that support measures can be mirrored in the workplace. The employer would not be part of the decision-making process.

4.8.4 The student may submit to the Chair, at least five working days in advance of the hearing date, a written statement in response to the concern to be considered at the hearing. Notice of any witnesses to be called by the student must be given in writing to the Chair at least two working days in advance of the date of the hearing, together with a written statement of the contribution that each witness will make.

4.8.5 A sample agenda for an FtP Panel Meeting is provided in Appendix Five.

4.8.7 The members of the FtP Panel will be impartial and will have not normally had prior involvement in the case (although sometimes this may be unavoidable). Two thirds of the panel need to be present before the meeting can take place.

4.8.10 The Chair may adjourn or postpone the hearing where it is reasonable to do so. The FtP Panel may ask for specific enquiries to be undertaken, additional witnesses to be called and/or additional information to be presented. Minutes will be taken of the proceedings.

4.8.11 The FtP Panel Meeting will determine whether the student's professional suitability is impaired, or may become impaired, and any actions to be taken.

Such actions may include (but are not limited to) one or more of the following outcomes:

- no action be taken
- support arrangements and/or reasonable adjustments be put in place for the student
- a revised Action Plan be created
- the matter be referred for consideration under another UCW process (the UCW Student Code of Conduct or the UCW Support to Study policy)
- a written warning be given to the student
- the student be withdrawn from placement or other work-based activity or related learning activity
- a recommendation be made to the awarding body that a professional award is withheld or withdrawn
- a recommendation be made that the student be suspended from the course for a specified period of time (with conditions that details the basis of returning to study and the support available)
- a recommendation that the student transfer to another course at the partner university
- a recommendation be made that the student be excluded from UCW
- a recommendation be made that the student be excluded from UCW and not be permitted readmission on a professional course in the future.

4.8.12 The student will be notified in writing normally within seven working days of the date of the meeting of the decision of the FtP Panel, with reasons, and any actions to be taken. The FtP Panel Meeting (and any subsequent meetings held to review progress and/or to provide additional support) will be formally recorded

with one copy emailed to the student, one copy emailed to the placement provider or employer, and one copy uploaded to the student record system.

4.8.13 Should a student be unwilling or unable to participate at any level of this Policy or attend a meeting, UCW may nonetheless follow this procedure where it is reasonable to do so. The Panel, where it is reasonable to do so, may deal with issues on the basis of written reports and/or statements in the absence of the student and/or their representative.

4.8.14 UCW will discuss the decision of the FtP Panel Meeting with the relevant partner university to ensure they are in agreement. They will also be informed if a student is returning to study, thus minimising the need for the student to inform their partner university of the situation.

4.9 Appeals

4.9.1 Students may raise a written appeal against the outcome of Stages 2 and 3 of this Policy within ten working days of the date of the notification on one or more of the following grounds:

- UCW has failed to follow its own Support to Practise Policy.
- The decision is unreasonable.
- The student has new information/evidence which was not reasonably available before.

4.9.2 The Assistant Principal: HE will consider the appeal submission and determine whether there are valid grounds to appeal.

4.9.3 Where valid grounds have been determined, the student will be invited to submit additional evidence within a specified timeframe for further consideration by the Assistant Principal: HE. The evidence provided will be considered and they will determine an appeal against suspension or expulsion. One of the following decisions will be made:

- Dismiss the appeal; or
- Uphold the appeal, and:
- Refer the matter back to an earlier level of this Procedure for reconsideration, e.g., if the correct process had not been followed; or
- Refer the matter back to an earlier level of this Procedure for fresh reconsideration, e.g., if new information or evidence was made available; or
- Impose an alternative sanction.

4.9.4 The outcome of the appeal will be notified to the student in writing together with reasons within seven working days of determination of the appeal. This decision is final and will conclude this procedure. A 'Completion of Procedures' letter will be issued to the student. Further information on procedures for external and independent review can be obtained from the Office of the Independent Adjudicator for Higher Education website (www.oiahe.org.uk).

4.10 Return to Study

4.10.1 Should the sanction imposed on a student require them to suspend their studies, there is a process that must be followed for returning to study at UCW. A request to return to study must be made in writing to the HE Academic Registrar. Each student's case will vary depending upon the context and specific circumstances. In each case, however, a return to study by a student will be dependent upon the student satisfying the HE Academic Registrar that they have complied with any conditions placed upon their return (if applicable).

4.10.2 Normally the student will be invited to meet with the HE Academic Registrar and the HE Specialist Support Manager to consider the request to return to study. The student may be required to produce satisfactory medical and/or other evidence of their fitness to study/practise (for example, a psychiatrist's report or GP letter) from recognised professionals who have sufficient knowledge of the student, the demands of higher education, and the student's intended course of study to give an informed opinion. The student's employer or placement provider will also be consulted about this return to studies.

4.10.3 The Assistant Principal: HE will then determine whether to permit the student to return to study. In reaching their decision, they may consult relevant staff and/or external professionals. They may impose conditions upon any return to study (for example, relating to the student's conduct, any support they should seek or academic progress). The student will be notified in writing, with reasons, normally within ten working days of the student's

written request to return to study. If the request is turned down, the letter will include information on the process of re-application for a return to study (if appropriate). The decision of the Assistant Principal: HE is final.

- 4.10.4 UCW will work collaboratively with the student in respect of any support arrangements put in place for a return to study. Before or on their return, the student will be invited to attend a Return to Study Meeting with appropriate members of academic staff (e.g., the Course Coordinator), HEART and a representative from the employer (if applicable). At the Return to Study Meeting, an action plan will be drawn up to support the student's successful transition back to study. The action plan will detail any conditions imposed and any support identified in respect of the student's return. The action plan will include a timetable for any review meetings which have been deemed necessary to assist the student's successful return to study. If conditions are attached, failure to comply will lead to further Fitness to Practise procedures under Stage 3. The student will be sent a summary of the Return to Study Meeting and a copy of the action plan, normally within five working days of the meeting.

4.11 Working with Workplace Providers

4.11.1 Concerns about a Work Placement Provider

If UCW is concerned about the quality of a placement provider or its services, appropriate UCW staff will raise their concerns with senior staff in the workplace, or external agencies if appropriate. However, if change is not implemented and UCW feels the benefit to students is compromised then additional action will be taken. In these circumstances UCW reserves the right to remove students from the placement.

- 4.11.2 Where this happens UCW would work with students to support them in finding an alternative provider. If a student is employed and their role forms an integral part of their course, but UCW has serious concerns about the employer and experiences students are exposed to, UCW reserves the right to refuse progression to subsequent years of study or fail placement elements of the course. This would be in extreme circumstances where UCW believes students' ability to implement best practise would be limited or restricted or vulnerable services users were at risk. This would be shared with the student at the earliest possibility to enable them to seek alternative employment.

- 4.11.3 Whilst UCW would try and assist a student in this situation and provide support, it is not duty bound to provide an appropriate work placement or setting, this responsibility lies with the student.

4.13 Applicable Courses

List of courses this UCW Support to Practise Policy applies to:

BA (Hons) Early Years Education
BA (Hons) Education, Society and Childhood
BA (Hons) SEND and Inclusive Practice
BSc (Hons) Counselling
BSc Counselling (Top-Up)
BSc Digital and Technology Solutions (Degree Apprenticeship)
BSc (Hons) Digital User Experience (Degree Apprenticeship)
BSc (Hons) Environmental Health Practitioner (Degree Apprenticeship)
BSc (Hons) Public and Environmental Health
FdSc Assistant Practitioner (and the Higher Apprenticeship)
FdSc / BEng Engineering (all pathways) (Degree Apprenticeship)
FdSc Integrated Mental Health & Social Care
HNC Community Coaching in England (HTQ)
HNC Construction and the Built Environment
HNC Construction Management (HTQ)
HNC Engineering
HNC Quantity Surveying (HTQ)

This Policy and Procedure does not apply to the Nursing Associate course (*students on this course should refer to their Handbook and contact a UWE Student Advisor for further information and guidance*).

5 RESPONSIBILITIES

- 5.1 This Policy will be reviewed in September 2026.

Records management

- 5.2 Staff must maintain all records relevant to administering this policy and procedure using the Weston College (ISO) recordkeeping system.

6 APPENDIX

1. Cause of Concern Form
2. Template Risk Assessment
3. Template Action Plan
4. Consent for third party representation form
5. Sample Fitness to Practise Panel Meeting



Cause of Concern Form

(To be completed by the Welfare/Wellbeing Lead)

Member of Staff Completing the Form:

Date:

Student Name	
WS Number:	
Course:	
Outline of the Cause of Concern:	<p>Wellbeing/Welfare Concerns</p> <p>Academic Concerns</p>
Have you discussed this concern with anyone or the student?	
Have you discussed this concern with any other members of staff or external professionals?	

Date of the meeting with the student:

Agreed Next Steps:

Risk Assessment Required: Yes/No

Appendix 2

UCW Support to Study Risk Assessment



Name of Student:

Course:

WS No:

Risk Assessment Completed By:

1.	Briefly explain the situation and why fitness to study has been questioned:			
2.	List all the identified risks and assign to each risk an assessment of seriousness and likelihood. Use a scale of 1-3 with 3 being the highest seriousness and highest likelihood: Seriousness (1-3) L = Likelihood (1-3) RR = Risk Rating (1-9) L x S = RR			
		S	L	RR
2.1				
2.2				
3.	Has the student disclosed a disability?		Yes	No
4.	Does the student have a Disabled Student Allowance (DSA)?		Yes	No
5.	List any condition which may contribute to risk:			
5.1				
5.2				
6.	What has been done to minimise the risk from occurring:			
6.1				
6.2				

Identify the support measures that need to be put in place to support the student:

Academic

Wellbeing

Agreed Review Period:

Date of Next Review Meeting:

Signed: (student)

Print Name:

Signed: (staff)

Print Name:

If the student has not taken the necessary steps to address the risks within this document, a further review period will be agreed, or the student will be informed that the case will move to the next Stage of the Support to Study process.

Appendix 3



UNIVERSITY
CENTRE
WESTON

UCW Support to Study Action Plan

Name of Student:

Course:

WS No:

Action Plan Completed By:

Action	Support Notes	Action to be Completed By (who/when)
<i>E.g., Reasonable Adjustments required for upcoming assessments.</i>	<i>Extensions required on coursework to alleviate some stress/pressure. Application form sent to student on XX</i>	<i>Student to complete the application form and return it as soon as possible.</i>

Agreed Review Period:

Date of Next Review Meeting:

Signed:

(student)

Print Name:

Signed:

(staff)

Print Name:

If the student has not engaged with this action plan this document, a further review period will be agreed, or the student will be informed that the case will move to the next Stage of the Support to Study process.



UNIVERSITY
CENTRE
WESTON

Consent for Third Party Representation Form

Full name of student:	
Student Number:	
Course:	
Contact Number:	
Email Address:	

I hereby give my consent for the following named person (name of third party):

To act on my behalf in relation to the concern regarding my professional suitability:

I authorise University Centre Weston to disclose any personal data in relation to the above situation.

Signed: _____

Please complete & return to the HE Academic Registrar
Room 017 Winter Gardens or email heart@ucw.ac.uk



Sample Agenda: Fitness to Practise Panel Meeting

Date:

Time:

Membership

- Deputy Director: Higher Education (Chair)
- HE Academic Registrar and/or the HE Specialist Support Manager (one of which to provide a summary of their formal meeting with the student)
- HE Welfare/Wellbeing Lead (they will not be part of the decision-making process; they are in attendance to support the student)
- HE Programme Co-ordinator or Personal Tutor
- HE Partnership and Development Manager
- HE Teaching and Learning and Assessment Manager
- A minute taker will also be present.

The quorum of the Fitness to Practise Panel Meeting is two-thirds of the members stated above.

1. Introductions
2. Explanation of the purpose of the panel and potential outcomes
3. Presentation of the professional suitability concern (and evidence)
4. Witnesses called (or statements read out)
5. Student presents their case (if they are in attendance)
6. Witness recalled (if appropriate)
7. Chair summarises the concern and student response
8. Opportunity for student to ask questions
9. Timescale of the proceeding (when the decision of this panel is communicated and the Appeals process).