

Document Reference: Fitness to Practise Policy

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1. Introduction

As part of the contractual agreement with professional bodies, Higher Education Institutions are required to monitor good health, character, discipline, standards of conduct and performance on application and throughout all pre-registration / qualification programmes and other programmes leading to professional qualifications. The College has a responsibility regarding students following programmes which lead to professional qualifications and/or which entitle the individual to register (either provisionally or fully) with a statutory professional body and/or to practise under license. Some programmes may require students to undertake external placements and/or work based practise and the College has a duty to both the student and to the public to ensure that any risk of harm is minimised.

The purpose of this policy is to make explicit the intentions, expectations and actions of the relevant professional bodies with respect to assuring the fitness of applicants and students to practice and to comply with the agreements of partners in practice with placement providers. This policy therefore applies to all applicants and students during the course of their programme and, where relevant, up to and including the point of confirming eligibility to register with the relevant body.

The fitness to practise of students on professional programmes will be assessed throughout the duration of the programme and if there are any concerns over the student's fitness to practise the College is required to investigate and address the issue.

2. Relevant professional standards

The City of Liverpool College delivers the following programmes that are designed in line with an overarching professional body. They are:

- **Foundation Degree Dental Technology** Standards are set by the General Dental Council: <http://www.gdc-uk.org/dentalprofessionals/fitnesstopractise/Pages/default.aspx>

Full guidance for students is available here:

<http://www.gdcuk.org/Aboutus/education/Documents/Student%20guidance.pdf>

- **HNC/Foundation Degree Building Services Engineering, Civil Engineering**
Chartered Institution of Building Services Engineers (CIBSE)
<http://www.cibse.org/aboutcibse/governance/code-of-conduct>

The Chartered Institute of Building (CIOB) <http://www.ciob.org/about/governance/royalcharter>

Institution of Civil Engineers <https://www.ice.org.uk/about-us/who-runs-ice/howwework/conduct-policy>

The Royal Institution of Chartered Surveyors
<http://www.rics.org/uk/regulation1/rulesofconduct1/>

- **Foundation Degree Early Years**

This programme is informed by the DfES standards for Sector Endorsed Foundation Degrees; Every Child Matters; Youth Matters; Common Core Knowledge and Skills for Children's Workforce; and QAA Benchmark Statements relating to Early Childhood Studies, Education Studies and Health Studies which can be found at :

<http://www.qaa.ac.uk/en/Publications/Documents/SBS-early-childhood-studies-14.pdf>

- **BA (Hons) Social Work**

QAA Subject Benchmark Statement:

<http://www.qaa.ac.uk/en/Publications/Documents/Subject-benchmark-statementSocialwork.pdf>

Fitness to Practise process with the HCPC (Health and Care Professions Council):

http://www.hcpc-uk.co.uk/assets/documents/10001FC8TheFTPprocess_cfw.pdf

HCPC Standards of Education:

<http://www.hcpcuk.co.uk/assets/documents/10001A9DStandardseducationandtrainingguidanceforeducationalproviders.pdf>

- **Teacher Education programmes**

In consultation with the sector, the Education and Training Foundation have developed a set of Professional Standards that set out clear expectations of effective practice in education and training. [http://www.et-](http://www.et-foundation.co.uk/supporting/supportpractitioners/professionalstandards/)

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Teacher Education applicants for the College's Pre-Service (full-time) programme are expected to complete a health declaration. The College form is used for this purpose as the trainees all undertake their placements at the College. (Form included in the Appendix 1)

3. Procedure to be followed when concerns about Fitness to Practise are raised

College staff and/or work based placement staff should formally report in writing any concerns related to a student's fitness to practise to the Programme Leader who in turn will inform the Head of Higher Education (or nominee). They will determine if any immediate action needs to be taken. This may include:

- Assessing if there are any immediate risks to staff, students, clients or visitors.
Occupational Health Referral
- Referring the student to appropriate support services
- Suspension of attendance at placement.
- Appointment of an Investigating Officer (College staff or work based member of staff) to formally investigate the allegations and to report to the Head of HE (or nominee).
- Referring the matter for consideration by the relevant Criminal Convictions Panel
- Referring the matter for consideration under the College Disciplinary Procedures.
- Recommend that the student is suspended from the College until the issues are investigated and addressed/outcome determined.

The above list is not exhaustive and a combination of the above list of actions may be deemed appropriate in specific individual circumstances.

Students have a right to appeal against a Fitness to Practise decision, following the Academic Appeal procedure.

You should have had the opportunity to read the job description for the role to which you are being recruited and to discuss practical matters with your recruiting manager.

Please tick the statement (A or B) that you think applies to you and sign and date the declaration.

Either:

- A.** I am aware of the job role I have been offered

I am not aware of any health condition such as back problems, eyesight problems, hearing problems, high blood pressure, chest complaints or any other disability which might impair my ability to undertake effectively the essential functions of the position which I have been offered including, if applicable:

- Manual handling/manual labouring
- Use of vibrating tools

OR:

- B.** I do have a health condition or disability which might affect my work and which might require special adjustments to my work and/or work environment.

Declaration

I consent to providing this information and declare to the best of my knowledge and belief that the answers to the questions above are complete and accurate.

Signature: **Date:**

If you ticked box A

The recruiting manager will keep this form and no referral to occupational health will be necessary.

If you ticked box B

You will be sent a link by email to a questionnaire which will ask you for some further details relating to your health condition or disability.

Occupational health staff may then contact you by telephone, or ask you to attend an appointment with an Occupational Health Nurse or Physician. They will then discuss your health further **in confidence** in order to determine if any special measures are required to accommodate you at work.

Occupational health staff will not reveal any medical information to anyone else in the Company, but will simply provide advice to management relating to any workplace adjustments.