

## Student Guide to Professional Practice Panels

### What is a Professional Practice Panel?

The IOE has a policy for the procedure that is triggered when a professional practice placement is terminated<sup>1</sup>.

You can expect to attend a Professional Practice Panel (PPP) when:

- your placement has been terminated by your school, college or setting;
- the university has decided to terminate your placement;
- you have chosen to leave the placement;
- it has been decided you are not engaging with the Student Teacher/Trainee Support Framework;
- the contract of employment (for employment-based routes, EYITT) has been terminated by the employer, or you have terminated your contract of employment;
- your placement has been suspended due to a breach of UCL's regulation, policies and procedures.

### What happens when I have been referred to a Professional Practice Panel?

You will receive formal notification via an email from the secretary of the PPP. Depending on the circumstances, your tutor may have already communicated with you about this.

### Who is told if I am referred to a Professional Practice Panel?

Confidentiality is important and the referral will only be communicated to those IOE staff who need to know. In addition to the Head of ITE, the Programme Leader and the Chair of the PPP, this will be your tutor and subject leader, the independent panel member, your programme administrator and the placements administrator.

### What happens next?

You will be invited to the PPP meeting, and you are strongly encouraged to attend to present your viewpoint and respond to questions. You are entitled to bring a companion in accordance with the PPP policy, section 8.6: [IOE Initial Teacher Education Regulations Policies and procedures 2023-24](#) but they are not permitted to represent you and may only address the PPP if invited to do so by the Chair.

The secretary will invite you to give your point of view in writing in response to the circumstances that led to the PPP. You will be given a deadline to do this.

You will be given access to all documents relating to the PPP, including any evidence from the Programme Leader before the meeting takes place.

The panel will be held at a time that is convenient to all parties, and you should expect to attend for around 45 minutes.

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<sup>1</sup> This excludes termination considered under Fitness to Practise

## How to respond to the evidence

- Respond briefly and succinctly.
- Do not focus too much on one of the issues (unless you are asked to by the panel)
- Ensure your professional portfolio (e.g., your ADP, PSRD or equivalent) is up to date and refer to that in the meeting, as appropriate.
- Provide written evidence to the panel in advance of the meeting and be prepared to discuss this.

## Where can I get advice if I have any concerns?

Your tutor will continue to provide support during a PPP process. You can also seek impartial advice and guidance from the [Students' Union UCL Advice Service](#).

Information on a comprehensive range of health and wellbeing support services is accessible at the following link: [Student Support and Wellbeing](#).

## What happens at the PPP meeting?

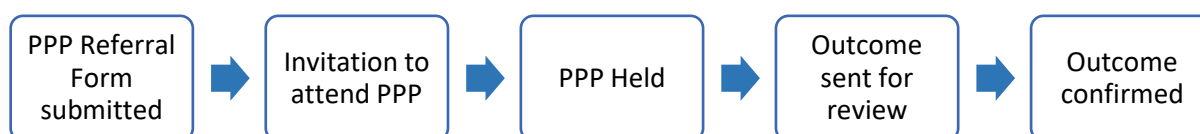
A panel hearing is a formal University process. It is not intended to be intimidating or adversarial. The purpose is for the panel to gain a good understanding of the events that led up to the referral and any mitigating factors to be considered. It is an opportunity for evidence to be presented and discussed, questions to be asked and for you to give your view. In this way the panel will be able to make an informed decision about the next steps.

The meeting panel includes:

- i. The Chair, who is nominated by the Head of ITE at the UCL Institute of Education;
- ii. Programme Leader for the student's programme;
- iii. A second member of UCL staff from the student's programme, usually the student's tutor and/or subject lead;
- iv. An independent member of ITE staff, as agreed by the Head of ITE.

The structure of the meeting is as follows:

1. Before you are invited to join the meeting, the tutor gives a summary and background of the case to other panel members.
2. Once you join the meeting, your tutor or programme leader will summarise the circumstances, you will be given time to present your views, and other members of the panel will ask you questions about the case.
3. After you leave, the panel will discuss the case and reach an outcome.
4. The PPP's recommendation is passed to the Head of ITE, the Chair of the Board of Examiners, and an External Examiner for ratification.



The panel will be held online and will follow the procedure set out on pages 35-37, section 8.8 *Conduct of the PPP meeting* [IOE Initial Teacher Education Regulations Policies and procedures 2024-25](#)

### **What decisions can the panel take? (ITE policy section 8.10 [Decisions of the PPP](#))**

- You may be given a new placement.
- You may be failed and not given a new placement, which means your registration with UCL is terminated.
- The PPP can be suspended to allow time to gather more evidence or to implement another UCL policy or procedure (e.g., Fitness to Practise or an Occupational Health Assessment)

For EYITT employment-based routes, please also refer to section 8.10.12.vi-vii, p.38 of the [policy](#)

If your case is based on lack of engagement with the Student Teacher/Trainee Support Framework, the decision will be that:

- You remain on the programme and prove your willingness to engage with the framework
- Or
- Your failure to engage with the framework was unreasonable and your registration with UCL is terminated.

### **When will I hear about the decision of the panel?**

Within 15 working days of the PPP meeting you will be sent, to your UCL email address, the decision and recommendations of the panel as confirmed by Board of Examiners. Your Programme Leader will also be informed of this correspondence

### **What can I do while I wait for the outcome?**

You will be told at the meeting whether you may continue with your academic modules, such as attending lectures and seminars and submitting assessments.

### **Will I get access to the report written about my case?**

Yes, you will be sent a copy of the minutes of the meeting, also within 15 days of the meeting.

### **What if I disagree with the decision or feel I have been treated unfairly?**

You are entitled to appeal against the decision of the Board of Examiners under the [UCL Student Complaints Procedure](#).

### **Further Information**

#### **Bursary payments if your registration is terminated or interrupted**

Students are eligible for bursary payments until the official withdrawal or interruption date is confirmed. Your terms and conditions indicate that these changes affect your funding. Your funding may be withheld based on indication of an expected withdrawal prior to the official confirmation date to prevent overpayment. This withholding of funds can be reversed if the situation dictates it.

Guidance for interruptions can be found:

*Updated August 2024 - IOE Quality*

<https://www.ucl.ac.uk/students/student-status/changes-your-studies/interrupting-or-withdrawing-your-studies/you-go-interruption>

For more advice, please contact the Student Funding Office: [ittfunding@ucl.ac.uk](mailto:ittfunding@ucl.ac.uk)