



UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education

UCL IOE Professional Practice Panel policy (PPP) 2016-17

Effective from 1 September 2016 for new and continuing students.

Terms of Reference and Constitution of the Professional Practice Panel 2016-17

1. Purpose and Scope

1.1 The purpose of the Professional Practice Panel is to:

Recommend whether termination of a Professional Practice Placement (for Early Years, Primary and Secondary phases) or the practical Teaching Component (for the Post-Compulsory Phase) should be regarded as a failed element of the PGCE.

1.2 The professional Practice Panel will be convened in the event of:

1.2.1 A PGCE student experiencing early termination of a teaching placement by the School, College, or setting.

1.2.2 The appropriateness of assigning the student with a placement elsewhere being called into question by the Partnership

1.3 These terms of reference for the Professional Practice Panel should be read in conjunction with the Regulations for Initial Teacher Education and the Policy and Procedures for Fitness to Practise. If the termination of a placement is the result of alleged professional misconduct, it would normally be dealt with under the Fitness to Practise Policy and Procedures.

2. Terms of Reference

2.1 To make a professional judgement using available evidence.

- 2.2 To decide whether or not to confirm that a student's teaching placement was reasonably terminated.
- 2.3 To consider evidence of the student's performance and abilities shown whilst on teaching practice, including information from the Cause for Concern process or similar.
- 2.4 The Professional Practice Panel has the responsibility and power to decide:
 - 2.4.1 what steps should be taken where a student's teaching practice is terminated for any reason by the setting, school, college or training provider;
 - 2.4.2 that there is sufficient evidence for the Panel to take a decision and/or to request further evidence if it is deemed necessary to help make an informed and professional decision.
- 2.5 These steps may include one or more of the following:
 - 2.5.1 UCL Institute of Education undertaking to find the student a new placement, if possible;
 - 2.5.2 Allowing the student time to find new employment (if on an employment-based or in-service route);
 - 2.5.3 Determining that it would not be appropriate for the student to resume the placement in another school, college or setting;
 - 2.5.4 Referral to the Fitness to Practise Policy and Procedures.
- 2.6 The Professional Practice Panel may also decide whether or not it wishes to:
 - 2.6.1 recommend to the Board of Examiners whether a student who has had their teaching practice terminated should have an opportunity to retake the teaching practice component of their programme, and, if so, how that should be arranged.
 - 2.6.2 recommend to a Board of Examiners that the student fail the placement component of the programme.

It is for the Board of Examiners to make such decisions.

3. Constitution

- 3.1 The Chair of the Professional Practice Panel will be the Director of Initial Teacher Education or nominee.
- 3.2 The Constitution of a Professional Practice Panel is:
 - 3.2.1 The Director of Initial Teacher Education or nominee (Chair of the Panel)
 - 3.2.2 The Programme Leader for the student's programme
 - 3.2.3 An academic member of staff from the student's programme
 - 3.2.4 An academic member of staff from a different programme in the ITE area who does not know the student
- 3.3 For the Professional Practice Panel to be properly constituted and able to take decisions within its terms of reference all four Panel members must be present. In exceptional circumstances a panel member could participate through Skype or a similar medium.

- 3.4 The student would normally attend the panel, and would be entitled to bring to the meeting a friend or companion of their choice and at their expense. In the event that a student wishes to be accompanied by a representative in a legal capacity, the Institute may exercise a similar right to secure legal representation at the meeting.

4. Student Appeal

- 4.1 A student has the right to make an appeal against the recommendation of a Professional Practice Panel. However, since it is for the Board of Examiners to decide whether or not to uphold the recommendation, the appeal must be in relation to the Board of Examiners (see Section 5 below)

5. Boards of Examiners

- 5.1 It is for the Board of Examiners only to decide whether or not a student fails a teaching placement. A Board of Examiners will consider recommendations made to it by a Professional Practice Panel and come to a decision over whether to confirm or reject a recommendation.
- 5.2 An Interim Board of Examiners meeting may be called to make a decision over one or more students as a result of decisions and recommendations made by a Professional Practice Panel.
- 5.3 A student may appeal against the decision of a Board of Examiners using the UCL Student Complaints procedure.

6. Administrative Matters

- 6.1 A secretary, from the Academic Administration Department, shall be appointed to coordinate a meeting of the Professional Practice Panel, co-ordinate paperwork and evidence, and take notes of the meeting.
- 6.2 The decisions and any recommendations of a meeting of the Professional Practice Panel shall be communicated to a student by the Director of ITE or nominee, within two weeks of the meeting of the Panel.
- 6.3 The notes of a meeting of the Professional Practice Panel shall be made available to the appropriate Board of Examiners should they be required.
- 6.4 Notes of a meeting of the Professional Practice Panel should be circulated to the members of the Panel and the appropriate Head of Department. These notes should remain confidential to the members of the Panel and the Board of Examiners.