



UCL Academic Manual

Chapter 8: Derogations and Variations

UCL Institute of Education

# IOE Professional Practice Panel policy (PPP) 2017-18

**Effective from 1 September 2017 for new and continuing students.**

## **Terms of Reference and Constitution of the Professional Practice Panel 2017-18**

### **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 Initial Teacher Education programme.

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

1.2.1 An Initial Teacher Education student experiencing early termination of a teaching placement by the School, College, or setting.

1.2.2 A student withdrawing him/herself from a teaching placement

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

1.2.4 A student failing to engage with the Student Support process provided by ITE programmes at any stage, including Cause for Concern or Risk of Failure processes

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 IOE 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 or the student withdrew from the teaching placement for reasonable reasons.
- 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 responsibility to decide:
  - 2.4.1 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;
  - 2.4.2 What steps should be taken where a student's teaching practice is terminated for any reason by the setting, school, college or training provider.
  - 2.4.3 What steps should be taken following a student withdrawing themselves from a teaching placement.
- 2.5 Steps to be taken where a student's teaching practice is terminated by the setting, school, college or training provider, or where the student has withdrawn from the teaching placement, may include one or more of the following:
  - 2.5.1 IOE undertake to find the student a new placement, if possible;
  - 2.5.2 Allow the student time to find new employment (if on an employment-based or in-service route);
  - 2.5.3 Refer the case to the IOE Fitness to Practise Policy and Procedures.
  - 2.5.4 Recommend to the appropriate Board of Examiners that the student should have an opportunity to retake the teaching practice component of their programme, and, advise how that should be arranged.
  - 2.5.5 Recommend to the appropriate Board of Examiners that the student should fail the placement component of the programme.

## **3. Constitution**

- 3.1 The Chair of the Professional Practice Panel will be the Head of Initial Teacher Education or nominee.
- 3.2 The Constitution of a Professional Practice Panel is:
  - 3.2.1 The Head 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 A senior 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 other virtual media.
  - 3.3.5 The decision of individual panel members will not be disclosed outside of the panel nor published in the note of the meeting, nor whether the decision was unanimous or by majority.
  - 3.3.6 The student will be invited to attend the panel, and is entitled to bring to the meeting a friend or companion of their choice and at their expense.
  - 3.3.7 All students of IOE are entitled to seek impartial advice and guidance from [UCLU Rights and Advice services](#) and from the [UCL Student Mediator](#). Information on a comprehensive range of health and wellbeing support services is accessible at the following link: <http://www.ucl.ac.uk/current-students/support>.

#### **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 Only the relevant Board of Examiners has authority 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 IOE 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 by the Secretary of the Professional Practice Panel on behalf of the Head of ITE or nominee. This will be communicated via email to the student's formal UCL email address within ten working days of the panel meeting.
- 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.