

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 terminated¹.

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 UCLs 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 is likely to be your tutor and subject leader, and your programme administrator.

What happens next?

You will be invited to the PPP meeting, and 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.

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)

¹ This excludes termination considered under Fitness to Practise

- 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](#) and the [UCL Student Mediator](#).

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?

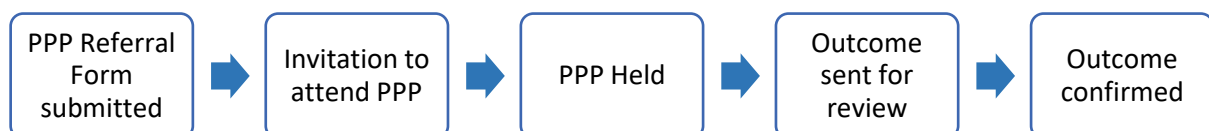
A panel hearing is a formal University process but is not intended to be intimidating. The purpose is for the panel to gain a good understanding of the events that led up to the referral and any mitigating factors to be considered. It is an opportunity for evidence to be presented and discussed, questions 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:

- The Chair, who is nominated by the Head of ITE at the UCL Institute of Education;
- Programme Leader for the student's programme;
- A second member of UCL staff from the student's programme, usually the student's tutor and/or subject lead;
- An independent member of ITE staff who is usually the ITE Partnerships Lead or another member of staff in their absence, 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 2023-24](#)

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

- You may be given a new placement, whether this is for your first or second attempt at passing the placement.
- You may be failed at either the first or second attempt 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 8.10.11.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](#).