**COMMUNICATION PLAN: FITNESS TO PRACTISE 2019/20**

**LEVEL 1 – PRELIMINARY STAGE**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Raising initial concern | Person identifying concern | Course leader/ASM/Head of school | Initially details of concern, if appropriate complete Fitness to Practise Form and supporting evidence |
| Notification of withdrawal from placement\*  \*If applicable | Course Leader/ Placement Provider | Placement Provider/ Course Leader/ Secretary, Cause for Concern Panel | Email notifying concerns which have caused withdrawal from placement within two days |
| Referral to Cause for Concern Panel | Course leader/ASM/Head of school | Secretary, Cause for Concern Panel (Student Casework Unit) | Fitness to Practise Form and supporting evidence |
| Notify student of referral to Cause for Concern Panel | Secretary, Cause for Concern Panel (SCU) | Student | Hard copy letter and email electronic version include copy of CFC form and evidence being considered and request for personal statement if not already taken at faculty level. |
| Provision of Cause for Concern documentation | Secretary, Cause for Concern Panel (SCU) | Cause for Concern Panel (see Fitness to Practise Regulations for panel constitution)and student (*if appropriate*). | Fitness to Practise Form and supporting evidence  Information on the purpose of the Cause for Concern Panel and its remit |
| Outcome of Cause for Concern Panel | Secretary, Cause for Concern Panel (SCU) | Student  Course Leader if action plan agreed and not referred to investigation | Letter |

**LEVEL 2 – FORMAL STAGE**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Consideration/confirmation of precautionary action in respect of a student for investigatory purposes | Associate Registrar (Student Casework) (or nominee) | Risk Assessment Panel (see Risk Assessment Procedures for constitution*) if appropriate*/ dean (or nominee)/ faculty and campus contacts | A copy of the relevant form and supporting evidence if available |
| Consideration of concerns of a serious nature reported directly to Student Casework Unit | Associate Registrar (Student Casework) (or nominee)/ Chair of Cause for Concern Panel | Dean of faculty/ Cause for Concern Panel/ Supporting officer/ other staff may need to be informed depending on outcome (i.e. depending on referral to Cause for Concern Panel or Investigation) | A copy of the relevant form and supporting evidence |
| Appointing a supporting officer | Senior Registry Officer (Student Casework) | Supporting officer | Cause for concern documentation and supporting evidence  Confirmation of timescales |
| Appointing an investigating officer | Dean of faculty (or nominee) | Supporting officer | Name of appointed investigating officer |
| Providing student with name of appointed investigating officer | Supporting officer | Student | Letter – confirm case referred for investigation and name of investigating officer |
| Provision of documentation and guidance to the investigating officer | Supporting officer | Investigating officer | Fitness to Practise CFC Form and supporting evidence, minutes of Cause for Concern Panel meeting.  Guidelines and regulations via SHAREPOINT |
| Arrange interview meetings | Supporting officer | Investigating officer/ reporting party/student/ any other interviewees deemed appropriate | Date , time , place of meeting  Support available  *NB: IO to provide assigned supporting officer with key areas of discussion prior to a scheduled meeting* |
| Communication of any delays | Investigating officer | Supporting officer | Email detailing the length of and reasons for the delay  *NB: The student is then written to by the Supporting Officer* |
| Communication of the investigating officer’s report internally | Investigating officer | Supporting officer/ Dean of faculty (or nominee) | A copy of the report |
| Communication of the Investigating officer’s report | Supporting officer | Student | Letter - provide student with outcome and advice on next step. If appropriate/available the date, time and place of the University Fitness to Practise Committee meeting & hearing documents. |
| Provision of documentation to the Fitness to Practise Committee | Clerk, Fitness to Practise Committee | Fitness to Practise Committee (see Fitness to Practise Regulations for constitution) | A copy of the Fitness to Practise Form and supporting evidence, minutes of meetings held, copy of investigating officer’s report, agenda via SHAREPOINT  *NB ask if hard copy required* |
| Provision of hearing information and documentation | Clerk, Fitness to Practise Committee | Student | Details of hearing, copy of agenda, copy of paperwork provided to committee.  Request for personal statement and notice re support available  *NB ask if hard copy required* |
| Communication of any delays | Clerk, Fitness to Practise Committee | Student | Letter detailing the length of and reasons for the delay.  *NB: The student is written to by Academic Registry (Student Casework)* |
| Communication of the outcome of the Fitness to Practise Committee | Secretary, Fitness to Practise Committee | Dean (or nominee)/ faculty and campus contacts/ other staff may need to be informed depending on the outcome and the student’s suspension status, i.e.:  Director, Estates and Facilities Services  Director, Campus Services  Security Manager/Assistant Security Manager, Estates and Facilities Services  Head of Accommodation Services  Head of Welfare Services  Chief Executive Officer, Students’ Union | Outcome letter (to include information on the student’s suspension status if applicable) |
| Communication of the outcome of the Fitness to Practise Committee | Secretary, Fitness to Practise Committee | Student | Outcome letter (to include information on the student’s suspension status) and advice on faulty contact for further discussion |

**REVIEW**

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| Submission of a request for review | Student | Student Casework Unit | Request for Review Form and supporting evidence |
| Confirming whether there are grounds for a review | University Secretary (or nominee) | Dean of faculty (or nominee)/ Student Casework Unit/ faculty contact/ student | Letter confirming outcome of consideration of whether there is a *prima facie* case |
| Provision of information to the Review Panel | Secretary, Review Panel | Review Panel | Letter confirming outcome of consideration of whether there is a *prima facie* case  A copy of the relevant form and supporting evidence |
| Communication of the outcome of the Review Panel | Secretary, Review Panel | Student | Letter confirming outcome  Completion of Procedures Letter if relevant/ requested |
| Communication of the outcome of the Review Panel - Internally | Secretary, Review Panel | Dean (or nominee)/ faculty and campus contacts/ other staff may need to be informed depending on the outcome and the student’s suspension status, i.e.:  Director, Estates and Facilities Services  Director, Campus Services  Security Manager/Assistant Security Manager, Estates and Facilities Services  Head of Accommodation Services  Head of Welfare Services | Letter confirming outcome  Completion of Procedures Letter  if relevant/ requested |

**OFFICE OF THE INDEPENDENT ADJUDICATOR**

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| **Activity** | **Person responsible** | **To be informed** | **Information to be provided** |
| Providing the case file to the OIA | Associate Registrar (Student Casework) (or nominee) | OIA case handler | As requested by the OIA – normally the full case file |
| Informing staff that a case has been taken to the OIA | Associate Registrar (Student Casework) (or nominee) | Dean of faculty (or nominee)/ faculty and campus contacts | Email confirming the case has been allocated to an OIA case handler |
| Informing staff of the outcome of the OIA’s decision | Associate Registrar (Student Casework) (or nominee) | Dean of faculty (or nominee)/ faculty and campus contact | Copy of the OIA’s final report |
| Providing redacted reports to the Students’ Union | Senior Registry Officer (Student Casework Unit) | Chief Executive, Students’ Union  President, Students’ Union | A copy of redacted OIA reports |