



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**

## **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teaching practice is terminated by the setting, school, college or training provider, or where the student has withdrawn from the teaching placement, may include one or more of the following: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



- 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.