



# ADVICE SERVICE

## Professional Suitability and Fitness to Practise Procedure

Here is a (non-exhaustive) selection of the potential circumstances that may lead to Professional Suitability concerns...

### Potential Circumstances

Poor self management

Repeated/serious academic misconduct

Failure to treat others with dignity and respect

Discriminatory behaviour

Failure to demonstrate professional values etc.

Substance/alcohol abuse

Health and safety breaches

Failure to disclose cautions/convictions

Inaccurate/falsified documentation

Breaking confidentiality

Criminal activity

Exploitation of those who are vulnerable

Safeguarding concerns

Aggressive or poor attitude

Dishonesty/untrustworthiness

Exploitation of those who are vulnerable



In need of advice or extra support? Email us at [suadvice@glos.ac.uk](mailto:suadvice@glos.ac.uk)

# Professional Suitability and Fitness to Practise Procedure

There is an initial report of concern linked to your Professional Suitability...

## Stage 1:

This stage is focused on providing support and guidance.

A formal Professional Suitability meeting with your Academic Course Leader will be arranged. You will discuss the issue, explore evidence and agree appropriate outcomes.

## The SU Advice

**Service** can give you expert advice with this stage and onwards!

Within **15 working days**, you will be issued with a Stage 1 Professional Suitability Outcome Letter from your Associate Head of School.

**Resolved**

**Unresolved**

## Stage 2: (Some concerns may be deemed as initially serious so start at Stage 2)

Formal Investigation:

An independent member of academic school staff will be named as the Investigating Officer. You will be notified of who the Investigating Officer is, the timescale and will detail any potential impact on your progression.

- » You will be asked to attend a Stage 2 Professional Suitability investigatory meeting.
- » The Investigating Officer will collate information and evidence which is reported to the Head of School.
- » The Head of School will then make their decision and notify you within 5 working days of receiving the report.

Within **15 working days**, you will be issued with a Stage 1 Professional Suitability Outcome Letter from your Associate Head of School.

**Resolved**

**Unresolved**

### Stage 3: Fitness to Practise

If the concern is deemed as severe or cumulative, or constitute an immediate safeguarding risk, then you may enter this process at Stage 3.

- » Unless your issue is being escalated from Stage 2, an Investigatory Officer will produce a report (see Stage 2) which will involve an investigatory meeting you can attend. Report sent to Head of School will then make their decision and notify you within 5 working days of receiving the report.

**Resolved**

**Unresolved**

### Fitness to Practise Panel (referred to Fitness to Practise Panel)

- » You will be invited to set out your case in writing, prior to the hearing. Must be sent to Governance and Legal no less than 10 working days before the hearing.
- » All relevant documentation will be sent to all participants prior to the hearing.
- » You will be invited to attend the meeting along with witnesses, experts and applicable University staff.
- » The panel will make their decision following the conclusion of the hearing.

**Fit to  
practise**

**Not fit to  
practise**

**You will be notified that you have the right to appeal this decision BUT**

**Do you meet any of these grounds?**

- » Irregularities in conduct of the procedures so significant as to cause reasonable doubt the panel would have come to the same decision.
- » Personal circumstances OR new evidence not known to panel when the case was considered, and which can be shown to be relevant to the case. You must be able to show good reason why this was not made known prior to/during the hearing.

**No**, you must  
accept the  
outcome.

**Yes**, your case is brought to the Fitness to Practise  
Appeal Board, who can confirm, modify or remove  
the penalty given by the Fitness to Practise Panel.

