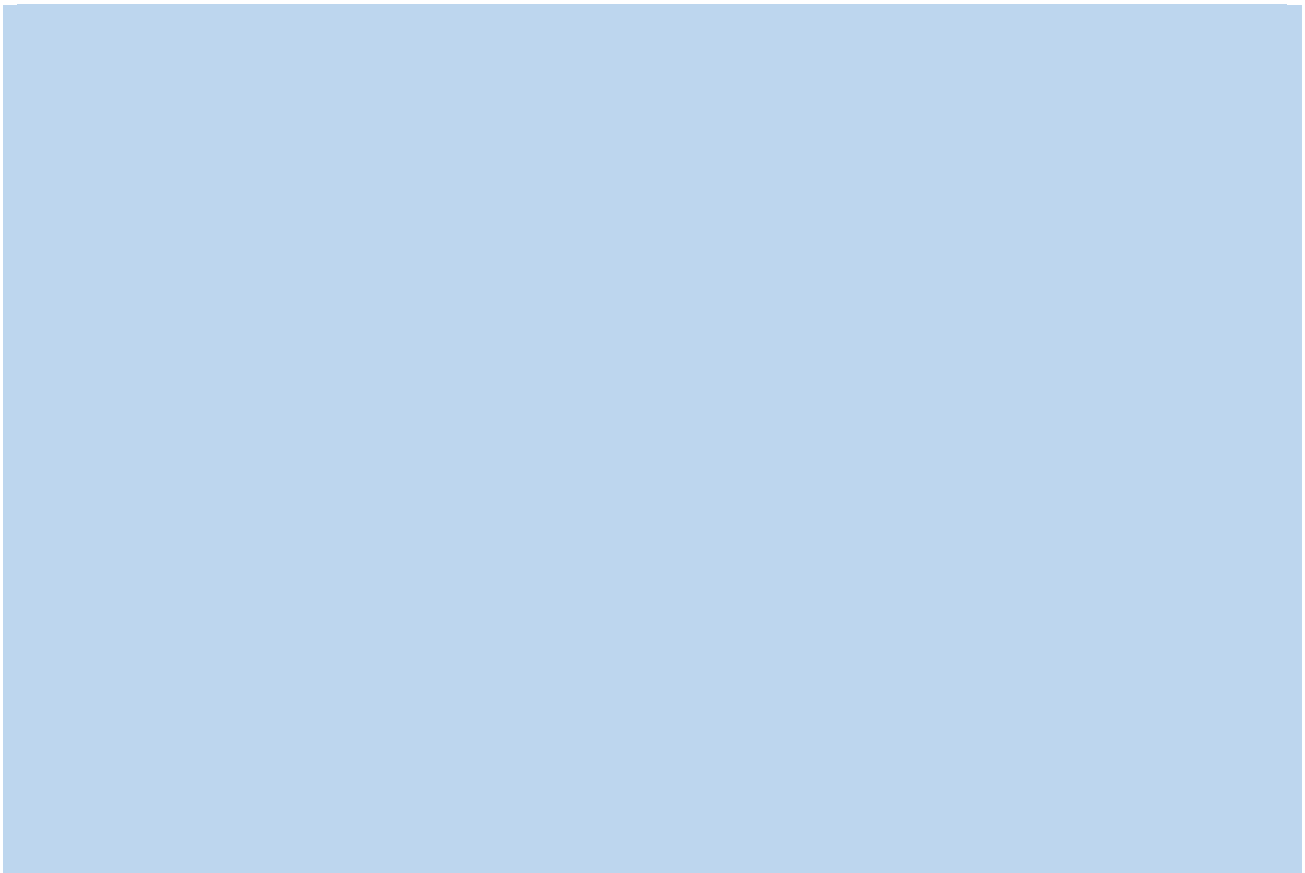




## **School Experience Professional Panel (SEPP) Procedures**



## Document change control

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## Revision history

<b>Version</b>	<b>Type (e.g. replacement, revision etc...)</b>	<b>Date</b>	<b>History (reason for changes)</b>
V1	New	Sept 2018	
V2	Revised	Jan 2020	Updated due to restructure, frequency of meetings reduced, removal of auto referral to FtP in cases of failure with no mitigation

## Monitoring and review

This procedure will be reviewed by the Academic Board at least every 2 years.

## Related Polices/Procedures/Regulations

- Information and Records Management Policy
- Bradford College Fitness to Practise Procedures
- Higher Education Student Appeals Policy
- Higher Education Work Based Learning/Placement Policy
- Higher Education Student Complaints Policy
- Higher Education Student Complaints Procedure
- Learning Support for Students with Disabilities and/or Learning Difficulties Policy

## 1. Definitions/Jargon/Key Words

Professional Extenuating Circumstances	Unforeseen circumstances which can be corroborated by independent evidence; which occurred during or shortly before or during a placement and which seriously impair performance. Professional extenuating circumstances are beyond the control of the student and could not be reasonably accommodated by the student
School Experience Professional Panel (SEPP)	A formal meeting held to make decisions in relation to progression for those students on a school placement
Appeal	The only method by which a student can request a review of an Assessment Board or School Experience Professional Panel decision
Transcript	The document provided to the student which confirms their ratified marks and Assessment Board decision
Extenuating Circumstances	Circumstances which are sudden, unexpected, significantly disruptive and beyond the students control and which may affect their performance
Supporting Evidence	Documents provided to support or evidence an application for an appeal.
Examination Board	The Examination Board for Student Experience is a formal meeting held where student placements are considered for progression and award
Confidentiality	In dealing with extenuating circumstances, privacy and confidentiality will be respected. Disclosure will only be made insofar as deemed necessary for dealing with the application

## 2. Introduction

This procedure outlines College procedures relating to the application of Professional Extenuating Circumstances. This process applies to placements for both first degrees and postgraduate taught degrees in initial teacher education.

The College wishes to promote the Professional Extenuating Circumstances process wherever it is current, valid and demonstrable. This paper seeks to provide an outline of the processes which should be implemented in order for members of the academic staff and students to assess an applicant's eligibility to submit and consider an application.

The College sets placements in order to gauge the teaching suitability of an individual student against determined learning outcomes. Students have a responsibility to meet the norms and expectations for professional conduct related to the field in which they are placed. This process applies to any placement undertaken on teaching degree programmes.

Representations cannot be made for extenuating circumstances against academic assessments under this procedure, nor can it be used to challenge academic judgement.

A student whose case is under consideration is able to continue with their studies.

### **3. Aim of the Panel**

The School Experience Professional Panel will meet at least three times per year (Nov/Dec, Jan/Feb, May/June) to consider the placement status of QTS students and submissions of Professional Extenuating Circumstances whenever school experience professional placements have not been completed successfully.

The Panel remit is to make decisions about future placement opportunities for teacher trainees and to make decisions in relation to progression for those who have failed or withdrawn from placement. The recommendations of the Panel will be presented to the Examination Board.

### **4. Help and Advice**

It is strongly recommended that any person making an appeal contact student services advice and support in the completion of your appeal documentation.

Student Services is located in the David Hockney Building, 01274 088007.

### **5. Scope of the Procedures**

#### **5.1. The procedure can be used by:**

Any student enrolled on a Teaching Degree who has had failed their placement or has experienced extenuating circumstances whilst on their placement. The student must be working towards qualified teacher status (QTS) and enrolled on an undergraduate or postgraduate degree programme at the College.

#### **5.2. The procedure cannot be used in the following situations:**

To make applications for Professional Extenuating Circumstances against taught degree modules. The student should refer to the Mitigating Circumstances or Appeal process appropriate to their awarding body.

Professional Extenuating Circumstances forms will not be accepted from parents or third parties (unless expressly authorised by both the student and the College to act on behalf of the student).

#### **5.3. This procedure does not apply to:**

- Academic Appeals
- Mitigating Circumstances
- Findings of Fitness for Professional Practice hearings
- Complaints relating to or against students, staff working at the College or the services offered by the College

- College applicants and complaints relating to the admissions procedure

#### **5.4. Applicant Confidentiality**

Applicant identities will be disclosed to School Experience Professional Panel members; however, members must not disclose details of any discussions to anyone outside the Panel.

Feedback from tutors and support staff will inform the panel where necessary. The Academic Regulations and Compliance Officer will request a copy of the Link Tutor placement fail / withdrawal form for the Panel's information. Where the circumstances relate to a failed placement, a written report may be requested from relevant staff.

### **6. Making an application for Extenuating Circumstances**

#### **6.1. Timescales for Application**

Timescales for making an application for Professional Extenuating Circumstances are based on the understanding that they should be made within 14 days of the placement ending; however, it is recognised that the nature of such concerns can vary widely, and they can be accepted up to one calendar month after the last occurrence, where there are reasons for delay. Please note that all relevant information should be submitted at this time and that it is not possible to consider information which is submitted at a later point in the process without good reason.

#### **6.2. Student Responsibilities**

It is the student's responsibility to:

- 6.2.1 Inform the College of any extenuating circumstances which they wish to be considered
- 6.2.2 Submit their notification in writing using the Professional Extenuating Circumstances Form and Guidance. Additional e-mail submissions of supporting evidence are acceptable providing they are accompanied by verification of the student's identity [e.g. Student ID number]
- 6.2.3 Submit their form and evidence to Academic Regulations and Compliance, Registrar Services
- 6.2.4 Submit their notification within the defined timescales
- 6.2.5 Provide relevant information [e.g. dates, placement affected]
- 6.2.6 Provide supporting original documentation as evidence
- 6.2.7 Sign indicating acceptance and understanding of the procedures relevant to consideration of Professional Extenuating Circumstances

#### **6.3. College Responsibilities**

It is the College's responsibility to:

- 6.3.1 Ensure students have access to the Professional Extenuating Circumstances Form and guidance documentation
- 6.3.2 Ensure students are made aware of the location to which they should submit their request for extenuating circumstances

- 6.3.3 Provide students with advance notice of the dates by which requests for extenuating circumstances should be submitted
- 6.3.4 Ensure confidentiality outside the Panel

## **7. The School Experience Professional Panel (SEPP)**

The School Experience Professional Panel will meet at least three times a per year to consider to status of students placements and to consider submissions for extenuating circumstances and make decisions about future placement opportunities for teacher trainees. Where an application is received and the extenuating circumstances are judged to be exceptional or further information is required, Chair's Action may be taken outside the panel. The outcome of which will be recorded in the next panel meeting minutes.

- 7.1 The panel will be Chaired by the Head of Department for Education and Academic Studies who may nominate substitute members where required.
- 7.2 At the start of the meeting the Chair will remind the panel of the confidentiality of the proceedings.
- 7.3 A School Partnerships Manager, one primary and one secondary member of staff will be in attendance. A minimum of five staff must be present at the meeting.
- 7.4 A representative from the Disability and Learning Support Service will attend panel meetings in an advisory capacity.
- 7.5 A member of the Quality team will attend to advise on procedure, prepare papers and minute the meeting.
- 7.6 Extenuating circumstances outcomes will be recorded on the SEPP Outcome Form by the Chair.
- 7.7 The Quality team will send written notification of the outcome to applicants within 10 working days of the meeting following Chairs approval of the minutes.
- 7.8 Trainees have no automatic right to a repeat placement.
- 7.9 A maximum of one repeat placement can be offered to trainees unless extenuating circumstances are accepted.
- 7.10 The student will normally be informed of the decision of the Panel in writing within 10 working days of the meeting following completion and approval of the minutes by the Chair.
- 7.11 All documentation will be collected by the Quality team at the end of the meeting and kept in accordance with the General Data Protection Regulation Act (2018) and the College's "Information and Records Management Policy"

## **8. Remit of the School Experience Professional Panel (SEPP)**

### **8.1 The School Experience Professional Panel will consider:**

- 8.1.1 All applications for Professional Extenuating Circumstances.
- 8.1.2 Evidence submitted with applications (examples of acceptable supporting evidence are listed on the guidance notes attached to the extenuating circumstances form).
- 8.1.3 The Link Tutor report (where required).
- 8.1.4 The Placement Withdrawal Form where the student has failed the placement.
- 8.1.5 The Student Continuation Form (where required)

8.1.6 Any other relevant information.

## **8.2 Three types of extenuating circumstances will be considered:**

8.2.1 Medical

8.2.2 Personal

8.2.3 Professional

## **8.3 Following consideration of the extenuating circumstances and evidence available, the panel may:**

8.3.1 Request further information from the College, student, or any other relevant source. This should normally be provided to the Chair within 5 working days of the request.

8.3.2 Dismiss the Professional Extenuating Circumstances Application, where it is agreed that the application does not meet the grounds for Professional Extenuating Circumstances based on the information submitted.

8.3.3 If the case is well founded, the recommendations of the panel will be forwarded onto the appropriate Examination Board for ratification.

8.3.4 The School Experience Committee will make decisions on a case by case basis on the timing of further opportunities to complete placements. Repeat placements may be granted this or next academic year and recommendations may be attached to the repeat as the panel sees fit.

8.3.5 A maximum of one 'Refer' can be granted per placement. All repeat placements are granted on the condition that a suitable placement is able to be found in time. Where no placement can be found, the College reserves the right to move the formally agreed placement time with agreement of the Chair. Affected students will be notified of this change in writing.

## **8.4 Available Outcomes**

8.4.1 Where extenuating circumstances are accepted, a repeat placement will be granted at no additional cost (Defer).

8.4.2 Where extenuating circumstances are not accepted and a repeat placement is granted, the College will charge for the repeat placement as the placement will be considered a failed placement (Refer).

8.4.3 Where the students extenuating circumstances are not accepted and the student performance is such that a repeat placement is not granted, the College will withdraw the student from their programme of study, and where appropriate, make recommendations for transfer to an alternative programme of study.

8.4.4 Where a student chooses to withdraw from QTS, the Panel will record the decision as a referred placement with no opportunity for a repeat placement.

## **8.5 Examination Boards**

8.5.1 The School Experience Professional Panel will record and make recommendations to the Examination Board.

- 8.5.2 The Examination Board will consider and approve recommendations for QTS, having been made aware of the recommendations of the School Experience Professional Panel related to extenuating circumstances and failed placements.
- 8.5.3 The School Partnerships Manager(s) will inform the Examination Board of the School Experience Professional Panel recommendations. This will be executed through the reporting of placement passes and fails on the placement modules on the Student records system.

## **9. Appealing the Decision of the School Experience Professional Panel**

### **9.1 Making a Request for an Appeal**

- 9.1.1 If the student is unhappy with the outcome of the Panel they may make a written request for a review through the Appeal Procedure for Bradford College Students.
- 9.1.2 Appeals must be made in writing within 10 days of receiving the decision of the Panel, to the Quality Department or emailed to Appeals@bradfordcollege.ac.uk
- 9.1.3 Appeals should cite which grounds(s) are relevant to the case together with supporting evidence. It is important to note that this review is not a fresh consideration of the decision of the School Experience Professional Panel.
- 9.1.4 Where a student appeals the outcome of the School Experience Professional Panel, a copy of the minutes and Professional Extenuating Circumstances form will be provided to members of the Appeal Panel for their information.
- 9.1.5 There is no right of appeal against academic judgement and this alone cannot be considered as grounds for appeal.

### **9.2 Grounds for Appeal**

There are three grounds for appeal:

- 9.2.1 That the decision not to accept extenuating circumstances was inconsistent and/or unsupported by the evidence presented;
- 9.2.2 That there was a material procedural irregularity made by the School Experience Professional Panel which prejudiced the case;
- 9.2.3 Additional evidence has come to light since the decision of the School Experience Professional Panel which could not have reasonably been expected to have been produced at the time of the consideration of the application.

At the conclusion of the College internal processes the student shall be issued with a 'Letter of Completion' of internal proceedings in the manner prescribed by the Office of the Independent Adjudicator for Higher Education (OIA). A student who is of the opinion that their case is unresolved may apply to the OIA for reconsideration of the case under the rules of its scheme within three months of issue of the 'Letter of Completion'.

Details of how to appeal can be found at: <http://www.oiahe.org.uk/making-a-complaint-to-the-oia/how-to-make-a-complaint.aspx> The OIA contact details are;



## **OIA**

Second Floor  
Abbey Gate  
57 – 75 Kings Road  
READING  
RG1 3AB

Tel: **0118 959 9813**

E-form: <https://oiahe.org.uk/contact-us/e-form.aspx>

Email [enquiries@oiahe.org.uk](mailto:enquiries@oiahe.org.uk)

### **10.Retention of Information and records relating to Appeals and Complaints**

By making a submission for extenuation or continuation an applicant is agreeing that the College can process the information it contains for all purposes relating to the School Experience Professional Panel Procedure. This information and records will be kept in accordance with the General Data Protection Regulation Act (2018) and the College’s “Information and Records Management Policy”.

### **11.Monitoring of Applications for Extenuation**

The College reviews the number and outcomes of Professional Extenuating Circumstances Applications and may report on this to it’s formal committees.