

## What is a Professional Suitability Panel (PSP)?

A PSP is a formal meeting set up to determine, based on a written report of an incident(s), whether there is a case to answer for major concern against you. The PSP will hear and consider all the evidence and make a decision the panel will then inform your Head of School.

## Who sits on a PSP?

The Panel will be made up of:

- the Faculty Director of Quality / Head of School Partnerships
- a senior member of a programme team not from your own programme
- a senior external member, not employed by CCCU, working in the setting

A secretary will take minutes of the meeting.

## What is the procedure for a PSP?

- You will be informed by the Chair of the case against you, made aware of your rights and directed to the PSP policy
- Your Head of School may suspend you from all or part of the programme of study, including a neutral withdrawal from placement, pending the outcome of the PSP process

- The Panel will meet within twenty working days (or as soon as possible) of the Chair's notification being sent to you
- The Programme Director will prepare a written report which includes a time line of events and relevant evidence
- The written report will be made available to you in advance of the meeting, along with notice of the meeting time and place. This will be sent to you and all the Panel members by the Secretary (no less than 10 days before the panel date)
- You will be invited to attend the meeting and to speak; you may provide a written statement prior to the meeting (this should be sent at least 3 days before the panel date)
- If you choose not to attend the panel or do not turn up when you said you would attend (without giving reasons) then the panel will continue without your presence
- You may be accompanied by a fellow student, a representative of the Students' Union, or a member of staff who may speak on your behalf
- The Chair will be responsible for communicating the outcome of the meeting to you

## What are the possible outcomes of PSP?

### There is no case to answer:

You receive no warning or sanction; you will be allowed to continue with your study and / or placement

### There is a case to answer and the panel recommends:

Securing an apology from you, giving you a warning; you may also receive a sanction which could be one of the following:

- Undertaking a formal learning contract
- Undertaking remedial and or pastoral support
- Providing some evidence of your improvement
- Having to retake part of the programme
- Being suspended from the programme for a period of time
- Being withdrawn from the programme

## How can you appeal a PSP?

There is no right of appeal against the professional judgment of the panel; you may appeal following the procedures for Academic, Fitness to Practise and Professional Suitability Appeals if you meet the requirements.

## What will happen on the day?

The Panel will meet privately for approx. 15mins

The Panel normally invite you (with a representative if you wish) and the Programme Director in together

The Panel will have already read the report and your written statement (if you have submitted one) Therefore there is no need for you to read this to the Panel

The Chair will set ground rules for the meeting and all those present will sign a confidentiality statement

The Programme Director will present the written report and the Chair will allow for questions from all present (including you)

You will be offered the opportunity to address the Panel and put forward your case, again the Chair will then allow for questions from all present (sometimes the presentations may be in reverse order depending on the case)

The Programme Director and yourself (and representative) will then leave the room and the panel will privately come to a recommendation

The Panel will be able confirm how long you should expect to wait to hear from the Chair with the outcome of the meeting

## What to do next...

*Now that you understand about a PSP, we strongly recommend that you seek support and guidance from your Students' Union. Arrange an appointment with the Students' Union Advice Caseworker to discuss your case and arrange representation at the meeting*

[www.ccsu.co.uk/psp](http://www.ccsu.co.uk/psp)



# You have been called to a Professional Suitability Panel...



## What does that mean?

