



Fitness to Practise Policy and Procedure 2026 - 2028

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. POLICY STATEMENT

1.1. Askham Bryan College (referred to as the College) is committed to the provision of professional practise awards and has responsibility to ensure that graduates from programmes leading to professional practitioner status are 'fit to practise' in their profession on completion of their studies (referred to as "Fitness to practise" within this policy and procedure).

1.2. What is Fitness to Practise?

- Fitness to practise refers to an individual's ability to perform their professional role safely, effectively, and in accordance with expected standards. It encompasses competence, professional behaviour, health, and conduct that upholds public trust and protects the integrity of the institution. Concerns may arise when a person's actions, performance, or health could compromise safety or professional standards.
- This policy outlines the processes for identifying, assessing, and managing such concerns, ensuring decisions are fair, transparent, and supportive. Its aim is to safeguard learners, staff, and the wider community while enabling individuals to address issues that may affect their ability to practise responsibly.
- All applicants to and students on professionally accredited programmes must demonstrate, in both their professional and private lives that they can practise their profession properly and safely and for those on Veterinary Nursing programmes "and with respect for the trust and responsibility placed upon them." (RCVS Fitness to Practise Guidance for Student Veterinary Nurses).

1.3. The College has a duty to:

- Ensure that students on a professional course are fit to practise in that profession, or will be when they complete the course;
- Protect present or future patients, clients, service users and members of the public;
- Safeguard public confidence in the profession;
- Comply with the requirements of professional/regulatory bodies; and
- Ensure that students are not awarded a qualification that permits them to practise a

profession if they are not fit to do so.

Taken from OIA (2026)

- 1.4. The College will exercise professional judgement, outside of the normal assessment and/or disciplinary processes, as to whether an individual meets Fitness to Practise requirements. Such decisions can be made at various points in the student life cycle;
 - during admissions processes;
 - during standard initial assessment and guidance (IAG) processes;
 - during the course of the programme, if concerns are raised which bring into question whether an individual is fit to practise;
 - at the point of registration with the professional body (e.g. on completion of the RCVS Record of Training documentation and award outcomes).

2. PURPOSE

- 2.1. This document outlines the College's policy and procedure for fitness to practise for undergraduate, further education and apprenticeship veterinary nursing programmes.
- 2.2. This policy is aligned with the OIA Good Practice Framework to emphasise;
 - **Fairness and procedural justice**, natural justice, due process.
 - **Proportionality**, ensuring only serious concerns are progressed to formal FtP processes.
 - **Timeliness**, avoiding unnecessary delays.
 - **Confidentiality** and secure handling of sensitive information.
 - **Support for students**, including signposting to relevant health and wellbeing services and representation.
 - **Independence** of decision-making.
 - **Record-keeping** which supports transparency.

3. SCOPE AND LIMITATIONS

- 3.1. The programmes subject to this policy and procedure are either accredited or regulated by a relevant Professional Statutory Regulatory Body (PSRB), including students enrolled on all Veterinary Nursing programmes delivered at Askham Bryan College.
- 3.2. Fitness to Practise assessment is not confined to the initial recruitment period, it is a continuous process assessed throughout the programme (see Section 1 Policy Statement).
- 3.3. All students on programmes with a 'Fitness to Practise' considerations should be informed of and given access to this policy and procedure at the earliest opportunity, ideally during the admissions process, so that they may understand the processes involved.
- 3.4. Although not an exhaustive list, examples of issues that may lead to fitness to practise concerns could include:
 - academic misconduct (for example plagiarism, cheating in examinations, forging records);

- other disciplinary offences (for example antisocial, abusive or threatening behaviour, sexual misconduct, violence, bullying or harassment, damage to property, internet access abuse, substance/alcohol abuse);
- health and safety breaches;
- failure to disclose convictions or other information that the student is required to disclose;
- inaccurate or falsified placement documentation;
- unsafe practise, incompetence or requiring too much supervision;
- unprofessional behaviour, including:
 - lack of respect, aggressive or poor attitude, laziness;
 - indiscipline, failure to follow dress code, inappropriate use of mobile phone, poor time keeping, poor attendance;
 - failure to self-reflect, lack of insight;
 - failure to engage with investigations into unprofessional behaviour;
 - poor self-management, lack of personal accountability;
 - dishonesty;
 - breaking patient confidentiality
- behaviour away from the student's studies, including:
 - criminal conviction eg violent offence; offence of dishonesty
 - disruptive behaviour in the community;
 - inappropriate use of social media;
 - safeguarding concerns;
- poor mental or physical health or serious physical impairment that interferes with the student's ability to practise safely (see section on Health and disability issues);
- failure to seek help or engage with appropriate services in relation to health issues;
- poor communication or language skills.

Taken from OIA (2026)

3.5. Prospective students

3.5.1. As part of the admissions process the College will assess applicants 'fitness to practise' prior to admission. Where disclosures may impact on the applicant's ability to complete the professional accreditation part of the programme, the panel will consider and determine the offer for that applicant.

3.5.2. This will include, but may not be limited to:

- self-affirmation of health status;
- self-affirmation of any criminal record (undertaken at re-enrolment for subsequent years of a programme);
- references;
- interview transcripts;
- where appropriate DBS (Disclosure and Barring Service) clearance.

3.5.3. Failure on the part of the applicant to disclose honestly and with full transparency, may result in redaction of any previous offer made, subject to review by a Fitness to Practise and/or Admissions Panel.

3.5.4. If an applicant has previously been removed from a programme of study due to Fitness to Practise concerns, the College reserves the right to reject an application to return to study.

3.5.5. If an applicant has declared a criminal conviction, this will be reviewed under the Admissions Policy and Procedures. However, if the applicant is offered a place on a Veterinary Nursing programme they may be subject to Fitness to Practise monitoring throughout the duration of their programme.

3.6. Enrolled Students

3.6.1. Where concerns are raised about the 'fitness to practise' of an enrolled student, this policy and associated procedure will apply.

3.6.2. In cases where Fitness to practise relates to misconduct the following will apply:

- Where the misconduct relates to academic practise e.g. plagiarism, then this will be addressed through the procedures described in the appropriate College Behaviour policies or Academic Misconduct Policy, which may include referral to the Fitness to Practise panel.
- Where a case of misconduct is related to student conduct and discipline, the support for continuing studies policy and procedure may also apply.

3.6.3. In cases where there is a serious concern that a behaviour will be repeated with the potential to cause harm to animals, other persons, or self, then an assessment of risk will be considered to assess whether any restrictions should be put into place e.g. temporary suspension from practical work or from the programme whilst investigations can take place. Decisions of this nature, where speed of action is paramount to prevent harm, will be taken by the relevant member of Senior Leadership Team.

3.6.4. Note that when this policy is applied to Further Education Students and Apprenticeships the panel membership may differ (see **Section 4.6**).

3.7. Reasonable Adjustments

3.7.1. Where disclosures are made that may impact on the reasonable adjustments and the 'normal' organisation and management of the programme, the panel will meet to review the individual needs of that applicant. Failure on the part of the applicant to disclose honestly and with full transparency may result in redaction of any previous offer made, subject to review by the fitness to practise panel.

3.7.2. We are mindful of duty of care and obligations to students under the Equality Act 2010, including in appropriate cases to make reasonable adjustments. However, the College cannot guarantee to be able to acquire suitable work placements for students, which are provided at the discretion of the placement provider, after consideration of the principle of 'reasonable adjustment' if, for example, a student has a health problem which means they may pose a risk to patients or clients.

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- 3.7.3. Reasonable adjustment extends and includes 'the adjustment required to provide access to an education as far as reasonably possible to the standard normally offered to the students at large', and which can be **reasonably** replicated in industry (Equality Act, 2010).
- 3.7.4. It is the responsibility of both the Course Manager, Learning Support Manager (where relevant) and the student to ensure that any agreed 'reasonable adjustments' are enacted. Ideally this should be before the course begins; but where this is not possible, as soon as possible thereafter. This may, in some cases, be after commencement of the placement.
- 3.7.5. In rare cases where the decision is made that reasonable adjustments cannot be made, the applicant has a right to appeal. This appeal will be considered by a member of the Executive Team i.e. who is not a member of the College Fitness to Practise Panel.

4. PROCEDURE

4.1. Reporting Fitness to Practise Concerns

- 4.1.1. Concerns may be raised by academic staff, placement supervisors, assessors, clinical coaches, placement practises, peers, or members of the public.
- 4.1.2. All concerns must be submitted using the ABC Fitness to Practise Cause for Concern form.
- 4.1.3. All submitted cause for concerns are logged and tracked by the Departmental Administrator.
- 4.1.4. There are 3 stages of Fitness to Practise
- Stage 1: Cause for Concern
 - Stage 2: Investigation and Fitness to Practise Panel
 - Stage 3: Appeal
- 4.1.5. Immediate progression to Stage 2 is required where:
- Animal welfare is at risk.
 - A student may pose risk to themselves, colleagues, the profession, or the public.
 - There is suspected criminal behaviour or safeguarding issues.

4.2. Stage 1: Cause for Concern

- 4.2.1. A Stage 1 Cause for Concern may be triggered during the admissions process or whilst a student is studying on programme and may lead to escalation to Stage 2.
- 4.2.2. Note: Depending on the concern raised, a Stage 2 process may be triggered immediately – bypassing the Stage 1 cause for concern.
- 4.2.3. If a cause for concern is raised a curriculum team leader conducts an initial review.
- 4.2.4. Note: In cases where a students work placement is terminated this will trigger a Stage

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1 Cause for concern and depending on the reason for the termination may be automatically progressed to Stage 2.

4.2.5. Possible outcomes of Stage 1 are:

- No further action.
- Support plan or remedial action (this may include meeting with the student to discuss concerns).
- Progression to Stage 2

4.3. Stage 2. Investigation and Fitness to Practise Panel Stage

4.3.1. See Table 1 for details of the Fitness to Practise process in relation to applicant or student life cycle stage.

Table 1. Stage 2 Fitness to practise investigation and panel processes by stage of student life cycle.

Life cycle stage	Process	Potential panel outcomes	Outcome timelines	Additional guidance
Student Admissions	Application evidence reviewed. Including college issued reference template (Appendix I) and a questionnaire (Appendix II). Where is Stage 2 is required, an investigator is appointed who is normally, (where possible) independent of the concern. The applicant is notified in writing by the investigator and given an opportunity to respond (either in writing or via a meeting).	1. Offered (may include conditions) 2. Rejected/declined (may include an offer for an alternative programme) 3. Retraction of previously made conditional offer (due to further information being made available) The panel may also defer the outcome subject to request for further information followed by reconvening of the Panel.	Outcomes normally confirmed in writing within 10 working days of the panel sitting. Timeframes will differ if more information is required for the panel to make a decision and will be confirmed with the applicant when requesting this information. Additional information will normally be required within 4 weeks from the date requested	Applicants will be provided support and guidance with regards to the outcome of the panel and next steps with the process. Any decision letter will include details of the appeals process.
Conduct of Enrolled Students	An investigator is appointed who is normally, (where possible) independent of the concern. The student is notified in writing by the investigator and given an opportunity to respond (either in writing or via a meeting). The investigator gathers evidence from a range of sources which may include academic, support services, medical and work	1. Is permitted to continue on the professional practise programme (may include conditions and actions). 2. Is withdrawn from the professional practise programme. (may be given the option of transferring to an alternative programme). The panel may also defer the outcome subject to request for	Outcomes normally confirmed in writing within 10 working days of the panel sitting. Timeframes will differ if more information is required for the panel to make a decision and will be confirmed with the applicant when requesting this information. Additional information will normally be required within 4 weeks from the date requested.	Students will be provided support and guidance with regards to the outcome of the panel and next steps with the process. For students enrolled onto externally awarded programmes, the awarding body will also be informed of the outcome of any Fitness to Practise panels. Where required the relevant PSRB will be notified of any withdrawal of student enrolment no earlier than 7 days after

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	placement sources. Risk assessment is undertaken where necessary and any remedial actions are initiated (e.g. temporary suspension from placement). A panel meeting is convened to review evidence.	further information followed by reconvening of the Panel.		an outcome letter has been issued. Any decision letter will include details of the appeals process.
Health or Disability of Enrolled Students	An investigator is appointed who is normally, (where possible) independent of the concern. The student is notified in writing by the investigator and given an opportunity to respond (either in writing or via a meeting). The investigator gathers evidence from a range of sources which may include academic, support services, medical and work placement sources. Risk assessment is undertaken where necessary and any remedial actions are initiated (e.g. temporary suspension from placement). A panel meeting is convened to review evidence.	1. Is permitted to continue on the professional practise programme (may include conditions and actions). 2. Is withdrawn from the professional practise programme. (may be given the option of transferring to an alternative programme). The panel may also defer the outcome subject to request for further information followed by reconvening of the Panel.	The decision of the Fitness to Practise Panel will be communicated to the student in writing and to the appropriate Course Manager in writing within 10 working days of the Panel sitting. The decision letter will include details of the appeals process.	Students will be provided support and guidance with regards to the outcome of the panel and next steps with the process. For students enrolled onto externally awarded programmes, the awarding body will also be informed of the outcome of any Fitness to Practise panels. Where required the relevant PSRB will be notified of any withdrawal of student enrolment no earlier than 7 days after an outcome letter has been issued.

4.4. Fitness to Practise Panels

- 4.4.1. Panel meetings are there for discussion of evidence, to provide opportunity for student comment and/or provision of further evidence where relevant.
- 4.4.2. In all cases the Fitness to Practise Panel will review the case in relation to the fitness to practise guidance or regulations of the appropriate professional body during any process.
- 4.4.3. For admissions related cases the Panel will consider all of the information available to them at the time and to come to a reasoned decision on whether with any 'reasonable adjustments' that can be applied (as defined in the Equality Act 2010) would allow for an applicant to be able to undertake the programme of study and meet its associated professional requirements.

4.5. Convening a Fitness to Panel Meeting

- 4.5.1. The applicant or student will be contacted in writing and where possible informed verbally of the need to convene a Fitness to Practise Panel. This invitation will include information about the reasons for convening the panel.
- 4.5.2. Applicants and students are able to provide evidence in advance of the meeting or bring with them any information with them that they feel the panel should be aware of as part of their Fitness to Practise case.
- 4.5.3. Attendees should be given at least 5 working days' notice for convening the panel and where possible adjustments to the date of the panel will be made to accommodate the applicant or student if they are unable to attend the first proposed date/time.
- 4.5.4. See Table 1 for information regarding Stage 2 Fitness to Practise processes.

4.6. Panel Membership

- 4.6.1. The Fitness to Practise panel membership shall be as follows:
 - Assistant Principal for HE (or Nominee) – Chair for Higher Education cases
 - Senior Leader responsible for Veterinary Nursing Curriculum (or Nominee) – Chair for Further Education and Apprenticeship cases
 - The RCVS delegated Head of Centre/Head of Veterinary Nursing (or Nominee)
 - An independent staff panel member x1 (who is not associated to the curriculum department)
 - A Learning Support representative (FE or HE depending on case)
 - HE Academic Services Officer (for admissions related cases only)
 - Course Manager may also be present (optional attendance)

In attendance

- An administrator – To record minutes of panel meetings.
- Representative for Stage 1: Cause for Concern – To provide an overview of any information pertaining to a Stage, where relevant.

Quoracy

- To be quorate the minimum panel membership is three, including the Chair.

Terms of Reference

- Please see Appendix III for panel terms of reference.

- 4.6.2. Applicants or students can be accompanied by a friend or family member or other supporting person should they wish to however no legal representatives will be permitted to attend.

- 4.6.3. Attendees should inform the panel of their intention to bring someone to the panel in advance of the meeting.

4.7. Panel Outcomes

- 4.7.1. Panel decisions will usually be communicated in writing within 10 working days of the panel meeting taking place, however this timeline will be extended should further

information be required.

- 4.7.2. Where possible, the College also aims to speak to the applicant or student regarding their panel outcome to support clarity in understanding of this outcome and provide any further guidance as relevant.
- 4.7.3. The outcomes available to a Fitness to Practise Panel will depend on the nature of the cause for concern raised and the life cycle stage (i.e. Applicant or enrolled/registered student). See Table 1 for further information on panel outcomes and timelines.
- 4.7.4. For all panel outcomes a student or applicant will be informed that they have the right to appeal (See Section 4.8).
- 4.7.5. Where an action plan is issued, further Fitness to Practice Panel meetings will only be held should any of the actions not be met.

4.8. Appeals Process

4.8.1. **Grounds for appeal** are limited to the following:

- the Fitness to Practise Panel and or Cause for Concern process was not run in accordance with the approved policy and procedure;
- an administrative error affected the outcome; or
- there is additional and relevant evidence that was not seen or was not available at the time that the panel outcome decision was made.

4.8.2. All appeals should be made in writing and must include the grounds of the appeal (see point 4.8.1) and any new evidence (where relevant) to be brought to the appeal. Appeals must be addressed to the Chief Executive's Office. The request for an appeal will be passed to the Senior Leadership Team for consideration.

4.8.3. Appeals must be made within **5 working days** from the date of issue of the panel outcomes.

4.8.4. An Appeal Chair will be allocated to the case, usually from the college senior leadership team.

4.8.5. The Appeal Chair will consider the appeal and will act depending on the grounds. The Chair has four (4) possible outcomes to the appeal (see point 4.8.10). The Chair may, but is not required to, call the student to a meeting to discuss the appeal. The exception is where a student has been removed from their programme as a result of the Panel process, in which case an appeal meeting would be convened.

4.8.6. Any documents considered at the Fitness to Panel meeting would be made available to the Appeal Chair for the purposes of the appeal, together with the minutes of any Panel meeting(s).

4.8.7. If an appeal meeting is not required, then the Appeal Chair will normally respond to the appeal in writing within **fifteen working days** of the notice of appeal being lodged.

4.9. Appeal Meetings

- 4.9.1. If an appeal meeting is to be convened this will be arranged within **fifteen working days** of the notice of appeal being lodged. The student will be given at least **five working days'** notice of the time and place of the appeal meeting and will be entitled to be accompanied by a friend, student representative or relative, but not by a legal or other professional adviser.
- 4.9.2. At an appeal meeting, the student or applicant will be invited to explain the grounds of the appeal and to state their case. During the meeting the Chair of the Fitness to Practise Panel will be asked to explain the reasons for panels decision. The Appeal Chair may ask questions of the student and the Panel Chair and will then consider whether to allow or dismiss the appeal.
- 4.9.3. The Appeal Chair considering the appeal can find:
1. That the appeal was vexatious or otherwise designed to undermine or frustrate the College process. In this case the Chair may refer the student through the College's student behaviour policy and procedures.
 2. Against the appeal, in which case the Panel outcome stands.
 3. To partially uphold the appeal. In which case the Appeal Chair may propose a change to the outcome, or make recommendations in relation to the appeal grounds.
 4. To fully uphold the appeal - In that the finding of the original Panel:
 - was erroneous.
 - OR the College failed to follow policy.
 - OR that the student should not have been subject to the Fitness to Practise Policy but the College Student Behaviour Policy
 - In this case, the Chair will determine appropriate outcomes.
 - The Appeal Chair may decide that alternative sanctions should be taken or may decide that no further action should be taken.
- 4.9.4. Following completion of the appeals process the Appeal Chair will write to the applicant or student and explain the outcome of the appeal against the grounds outlined. There is no further right of appeal under this policy.
- 4.9.5. Normal time scales for response (deviation from these timescales will be communicated to the appellant):
- Appeals that do not require an appeal meeting – **15 working of the notice of appeal being lodged.**
 - Appeals that include an appeal meeting – **15 working days of the appeal meeting taking place.**

- 4.9.6. If grounds have not been established or the appeal is upheld or partially upheld, then a Completion of Procedures letter (referred to as a CoP Letter) will be issued. The Completion of Procedures letter demonstrates that the College has exhausted its internal procedures. At this point the student will be informed that they may be eligible to refer their appeal to the Office of the Independent Adjudicator (OIA) [See Section 5].

5. THE OFFICE OF THE INDEPENDENT ADJUDICATOR FOR HE (OIA)

- 5.1. The College is a member of the Office of the Independent Adjudicator for Higher Education (OIA).
- 5.2. If a student remains dissatisfied after completing all stages of the appeal process, they are entitled to ask the OIA, an independent ombudsman service, to review their appeal. For more information please visit: www.oiahe.org.uk
- 5.3. The OIA will only consider appeals from students who remain dissatisfied once all internal appeal stages have been exhausted and a Completion of Procedures (CoP) letter has been issued (either by the College or by the relevant validating partner institution) [See Section 5].

6. RESPONSIBILITIES

- 6.1. The Head of Veterinary Nursing will have overall responsibility for ensuring compliance with this policy. The Head of Veterinary Nursing will be assisted by relevant members of the Veterinary Nursing Team and UCAB Academic Services (for HE cases) to ensure compliance with this policy.

7. MONITORING AND REVIEW

- 7.1. The Head of Veterinary Nursing area will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Head of Veterinary Nursing.

8. SUPPORTING/RELATED DOCUMENTS

- RCVS. 2016. Fitness to Practise: A Guide for UK Providers of Veterinary Nursing Education and Student Veterinary Nurses. [Fitness to Practise - A Guide for UK Veterinary Schools and Veterinary Students - Professionals \(rcvs.org.uk\)](http://rcvs.org.uk)
- Office of Independent Adjudicator (OIA) Good Practise Guide to Fitness to Practise - [Fitness to practise - OIAHE](http://www.oiahe.org.uk)

Higher Education

- HE Admissions Policy and Procedure
- HE Work Placement Policy
- Veterinary Nursing Work Placement Procedure
- HE Assessment Policy
- HE Mitigating Circumstances Policy and Procedure
- OSCE Policy and Procedure
- HE Academic Misconduct Policy and Procedure
- HE Reasonable Adjustments Policy

Further Education and Apprenticeships

- FE and Apprenticeships Admissions Policy and Procedure
- Student Guidance to Work-Based Placement
- Academic Malpractice, Misconduct and Maladministration Policy (FE and Apps)

Cross College

- Drugs and Alcohol Policy (Students)
- Mental Health and Wellbeing Policy
- Student Charter
- Safeguarding Policy
- Peer on Peer Abuse Policy
- Equality, Diversity and Inclusion Policy
- Behaviour Intervention Policy and Procedure

9. RELEVANT LEGISLATION

9.1 In all aspects of this policy the College will comply with the following legislation:

- The Data Protection Act 2018
- General Data Protection Regulations (GDPR)
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act (2015)
- Prevent Duty Guidance: for England and Wales

10. DOCUMENT HISTORY

Date of Issue: 2nd September 2026

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Next review: July 2028

Owner: Assistant Principal HE and Academic Registrar

Author: Head of Veterinary Nursing

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Appendix I. Veterinary Nursing Reference template

Askham Bryan College

Higher Education Veterinary Nursing Employer Reference

As part of the assessment of suitability for the Foundation Degree Veterinary Nursing course, each applicant is required to submit evidence of their engagement with industry for the minimum period of four (4) weeks. Each placement requires a separate reference.

Name of Work Experience Student:

Duration of Work Experience Hours:

Characteristics of the Work Experience Student:

Punctual	Yes/No
Reliable	Yes/No
Team Worker	Yes/No
Problem Solver	Yes/No
Uses Initiative	Yes/No
Resilient	Yes/No
Flexible	Yes/No
Able to respond to rapid change	Yes/No

Roles and Responsibilities during Work Experience Period:

Reception work	Yes/No
Communicating with clients	Yes/No
Cleaning animal Accommodation	Yes/No
Providing husbandry care	Yes/No
Providing exercise to animals	Yes/No

RCVS Day One Skills and Competences demonstrated by the work experience student:

Exhibit client focused behaviour	Yes/No
Communicated using the telephone	Yes/No
Taken and record payments accurately	Yes/No
Made appointments for consultations and procedures	Yes/No
Registered new clients	Yes/No
Responded to dynamic situations	Yes/No
Sought help where appropriate	Yes/No

Any other comments you feel are relevant to the work experience student's application for the course.

Signed:
Full name:
Position:
Date:

Appendix II. Applicant Questionnaire

Askham Bryan College Foundation Degree Veterinary Nursing – Applicant Questionnaire

Please answer the following questions as fully as possible. This questionnaire forms part of the assessment of reasonable adjustment, intended to make attendance on the course easier for all applicants. Failure to complete the questionnaire in its entirety and return to the College promptly, may result in rejection of your application.

All questionnaires' responses will be kept in the strictest of confidence and in accordance with College procedures on data protection and retention.

Applicant full name:

- 1. Have you previously received any academic learning support during your previous studies?**

Yes/No

If yes, please provide details and note the frequency of this academic learning support.

- 2. Have you previously received any pastoral support during your previous studies**

Yes/No

If yes, please provide details and note the frequency of this pastoral support.

- 3. Have you been formally diagnosed with, or do you experience, any of the following?**
(Please select all that apply. You may also use the space provided to describe any other condition or needs not listed).

- Sensory impairments (e.g. vision or hearing)
- Physical health conditions or disabilities
- Mental health conditions or emotional wellbeing needs
- Neurodivergent conditions (e.g. dyslexia, dyspraxia, ADHD, autism)
- Eating disorders (e.g. anorexia, bulimia, binge eating disorder)
- Allergies or medical conditions requiring emergency treatment (e.g. anaphylaxis)
- Other diagnosed medical or health conditions (please specify)

If you have identified as having a diagnosis for one of the above conditions, please provide details of your individual support requirements.

4. Have you needed to take any extended periods of absence due to health problems in your previous studies?

Yes/No

If yes, please provide details and frequency of this academic support.

5. Are you currently undergoing any form of medical assessment, pending diagnosis?

Yes/No

If yes, please provide further details.

6. Are you currently receiving support, care, or treatment from any of the following health or support services? (Please select all that apply)

- General Practitioner (GP) or primary care provider
- Mental health professional (e.g. psychologist, psychiatrist, counsellor, therapist)
- Occupational health services
- Specialist support services (e.g. CAMHS/CAMHS-equivalent services)
- Other health or support professional (please specify)

I confirm that I have read and understood the RCVS Disability guidance and Fitness to Practice guidance (accessible via www.rcvs.org.uk).

Signed:

Full Name:

Date:

Appendix III. Fitness to Practise Panel Terms of Reference

1. Under the direction of the Chair, the Fitness to Practise Panel is responsible for providing professional advice and/or judgments on:
 - a. Applicants'/students' fitness to practise where issues fall outside of existing admissions, assessment and disciplinary procedures are identified;
 - b. Policy/procedural amendments to the appropriate forum as required.
 - Decisions will be made on the basis of one standard of proof i.e. What is considered reasonable for the Chair to determine, based on the evidence presented at the time of the meeting.
 - Within these terms of reference any member of academic staff can refer a student to the Fitness to Practise Panel.
 - The Panel is responsible for ensuring that all cases which they consider are fully recorded and that these records are stored safely and in accordance with the requirements of the Data Protection Act 2018.
2. Principles upon which the Fitness to Practise Panel operates:
 - a. transparency, consistency and fairness in the way in which professional judgements on fitness to practise are made;
 - b. in conjunction with the policies and procedures of Askham Bryan College and any awarding body where required;
 - c. in conjunction with the Academic Regulations of the awarding body, Regulator or validating institution;
 - d. clear communication and regular updates for all parties during the course of the decision-making process.