

POLICY REGARDING TIME OUT OF TRAINING

VOLUNTARY

We recognise that students may wish to take a break between training years owing to other life commitments.

Details of course requirements in terms of taking time out from training voluntarily are given in each course handbook.

SUSPENSION FROM TRAINING AND/OR PRACTICE

On rare occasions, students may be suspended from training and/or practice. Instances in which students may be suspended include:

- Assessment by tutor that student is not personally ready to continue training/practice
- Failure to abide by course regulations described in the student handbook
- Failure to abide by Codes of Ethics and Procedures
- Formal complaint made against student
- Criminal conviction/ dishonesty
- Harassment
- Violence

(this is not an exhaustive list)

PROCESS UNDERTAKEN IN CONSIDERING SUSPENSION FROM TRAINING/ PRACTICE

A decision to suspend a student will not be taken lightly, but may be made at any point during training.

Where an assessment is made by a tutor that a student is not personally ready to continue training/practice, a meeting between the student, the tutor and Head of Department will be held to discuss the situation. Further input may be requested from the student's supervisor/ placement supervisor or previous primary tutors in reaching a decision.

If the Head of Department agrees with the tutor assessment to suspend a student from training, the student will be advised in writing giving details of the reason for suspension, the length of the suspension; any action required on the part of the student during suspension (for example: therapy requirements); procedure for applying to re-enter training.

The Academic/Management Committee will be informed that a suspension from training has been made. No details of the circumstances of suspension will be given to the Academic/ Management Committee in case an appeal against suspension is made.

It is expected that the process will remain confidential to the parties involved.

APPEAL PROCESS AGAINST DECISION TO SUSPEND A STUDENT FROM TRAINING AND/OR PRACTICE

All students have the right to appeal against a decision suspending training.

In the first instance the student should write to the Head of Department advising that an appeal is being made.

The Head of Department will inform the Academic/Management Committee that an appeal is being made.

Two members of the Academic/Management Committee from another training will be appointed to investigate the appeal (the Appeal Panel).

The Appeal Panel will be supplied with all paperwork detailing the circumstances of the suspension and may at this stage decide that there are no grounds for appeal.

If it is agreed that there may be grounds for appeal, the student (and tutor if suspension has been made as a result of assessment that the student is not ready to continue training/practice) will be invited to discuss their reasons for appeal with the Appeal Panel at an Appeal Meeting.

The student has the right to bring a supporting friend to any appeal meeting.

If new evidence is provided to the Appeal Panel, they may request the Head of Department to reconsider the suspension.

The possible outcomes of the Appeal Meeting are:

1. The appeal is upheld unconditionally.

The student may return to their training group at the next module.

2. The appeal is upheld conditionally.

The student may return to training, but with another training group, at the first available opportunity.

3. The appeal is disallowed.

The length of the suspension; any action required on the part of the student during suspension (for example: therapy requirements); procedure for applying to re-enter training as originally notified to student is maintained.

It is expected that the process will remain confidential to the parties involved.