



Academic Guides

Fitness to Practise Statements

How this guide helps

This guide sets out key reasons for drafting a Fitness to Practise Statement, what to include in it and how to use your statement in a Fitness to Practise meeting.

Reasons for a Fitness to Practise Statement

While there is no requirement to write a student statement, it is expected that you will provide a written response to the allegations that led to the Fitness to Practise process.

A considered statement is strongly recommended, because of the potential outcomes from a formal Fitness to Practise process in relation to your programme progression and/or future career.

A Fitness to Practise statement:

- Helps you focus on key points and gives you the opportunity to reflect
- Is helpful in terms of sharing key points with a supporter before your meeting
- Answers the questions the Fitness to Practise Investigator, or Panel may have
- Acts as a 'script' in your meeting
- Forms part of the official record of the meeting
- Is a written record to help with the decision making process

Features of a Fitness to Practise Student Statement

Whilst it may be tempting to provide a detailed and comprehensive explanation, the statement should be a **concise** summary of key messages – one or two sides of A4 (around 500 to 700 words).

It should be a **clear** account of key points – to help with this consider having a clear structure that make use of:

- Headings
- Paragraphs
- Bullet Points



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Potential sections could include:

Introduction – a chance to ‘thank’ the listener, outline the concerns that were raised and refer to evidence submitted. It is also good to express genuine remorse for your actions, without pleading to the Investigator or Panel.

Main body – an opportunity to link your response to the concerns under each separate heading. Your reflection and reference to the relevant professional codes of conduct are crucial.

Lessons Learnt – part of a Fitness to Practise process is to assess your insight and ability to learn from mistakes. Here you can highlight any rehabilitative or corrective steps you have already taken/outline an action plan for the future to avoid repeating the incident in question, and give examples of some strategies you will employ to prevent repeated incidents.

Remember to include in your statement the steps you have taken as well as those you plan to take.

Summary – While the Investigation or Panel meeting provides ample opportunity to present key facts you may wish to finish with a sentence summarising the key message for the Investigator/Panel. A summary is also a chance to remind the Investigator/Panel of any preventative steps and strategies you will use in the future or have taken.

Finally

For further guidance on the Fitness to Practise regulations, contact The Advice Centre Tel: 02380 592 085 Email: advice@susu.org

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