



How this guide helps

The following step by step guide provides you with basic information and advice on how to write a Fitness to Practise statement to support you during the fitness to practice process. If you would like additional support, you can contact us using the details below. Please note that an Adviser will not be able to predict the outcome of any Fitness to Practise meetings.

Advice Centre contact details

- **Tel** 023 80 59 2085
- **Email** advice@susu.org
- **Website** susu.org/support
- **Facebook** The Advice Centre - SUSU

Wellbeing

It is important to recognise that it is normal and natural to feel some anxiety when you are following a formal process and that the University has support in place to help you with your wellbeing. You can contact the Universities Wellbeing Team on studenthub@soton.ac.uk or by calling 023 80 599 599. They are available 24 hours a day, 7 days a week.

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 response to the allegations or concerns that led to the Fitness to Practise process.

A considered statement is recommended, because of the potential outcomes from the Fitness to Practise process.

A Fitness to Practise statement:

- Helps you to focus on the key points you wish to make in any meetings
- Enables you to share key points with your Adviser/companion before the meeting
- Presents an opportunity to reflect on any concerns that have been raised with you
- Answers the questions the Fitness to Practise Panel (or Investigator) 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

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 **advice@susu.org**

 **02380 592 085**



Potential sections include:

Introduction

A chance to 'thank' the Fitness to Practise Panel, outline the concerns that were raised and refer to any evidence submitted. An introduction also presents an opportunity to summarise whether the Fitness to Practise process has helped you think differently about the concerns that were initially raised with you (see the suggested section on 'Lessons Learned').

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 maybe crucial.

Lessons Learned

Part of a Fitness to Practise process is often to show insight into why concerns are being investigated as well as your ability to learn from any past mistakes.

Under 'Lessons Learned' you can highlight any rehabilitative or corrective steps you have already taken or to outline an action plan to avoid repeating past mistakes and provide examples of some strategies you will employ to prevent repeated incidents.

Include any relevant support you have accessed and if there are any difficult circumstances you want to be considered that are relevant.

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 messages.