

# Fitness to Practice

## Statement Writing Guide

### How This Guide helps

The following step by step guide provides you with basic information and advice on what to do if you are investigated as part of the Fitness to Practise 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 Practice meetings.

### Contact Details



023 8059 2085



[advice@susu.org](mailto:advice@susu.org)



The Advice Centre - SUSU



[susu.org/support](https://susu.org/support)

### 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](mailto: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

## Potential sections include: Statements

### Introduction

A chance to 'thank' the Fitness to Practise Panel for the opportunity to present your information, 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 may be 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.

## Lessons Learned

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. This is also your opportunity to express how you may have done things differently, and/or to inform the panel of how you would address a similar issue going forward/ any support you have put in place.

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### *Disclaimer:*

*While care has been taken to ensure that information contained in The Advice Centre publications is true and correct at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of this information. The Advice Centre and SUSU cannot accept responsibility for any actions taken as a result of advice given in this publication.*

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