



Policy Statement on Fitness to Practise (Admissions Stage) Procedures

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(This policy does not apply to applicants whose programme of study is offered at a Partner Institution or to applicants whose programme is wholly delivered by a partner FE or HE Institution.)

Scope

This policy applies to all applicants (including international applicants) other than those excluded above.

Introduction

Programmes with Fitness to Practise requirements will normally fall into one or more of the following categories:

- Programmes with mandatory placements involving contact with vulnerable groups
- Programmes with optional modules involving contact with vulnerable groups (in these cases the policy will be applied ahead of registration for particular modules and not normally during the programme admissions stage)
- Programmes designed specifically to prepare students for a particular profession and where employment in that profession will be dependent on meeting 'Fitness to Practise' criteria.
- Programmes which lead to the award of a professional qualification/membership of a professional body where meeting 'Fitness to Practise' criteria is required as part of achieving that professional qualification/becoming a member of that professional body
- Programmes involving partnership agreements with third parties (through funding or other arrangements) where the agreement includes applying 'Fitness to Practise' requirements.

This policy applies to all applicants making applications to a number of programmes including the following programmes or modules:

Undergraduate Courses

- BSc Medical Imaging (Diagnostic Radiography)
- MSci Applied Psychology (Clinical)
- BMBS Medicine
- Nursing Programme

Postgraduate Courses

- MA Theatre Practise (Applied Community and Socially Engaged Performance pathway)
- MSc Paediatric Exercise and Health
- DEdPsych Educational Psychology
- MA Education: Special Educational Needs
- MA Education: Creative Arts in Education
- PGCE

Assessment Criteria

The criteria used when considering applicants to courses with Fitness to Practise considerations can be found in the Appendices with differing criteria for each programme.

Any admissions decision relating to fitness to practise will be made using these criteria.

These assessments are separate to and will not influence the decision as to whether an applicant is academically suitable for a programme.

Applicants to these programmes will be made aware that the University will be required to make a judgement on their 'Fitness to Practise'. In addition applicants will be informed of the standards that are required of them.

Although the University aims to make 'Fitness to Practise' decisions in line with the requirements made for entry to given careers and professions, this should not be considered as a guarantee that prospective employers would make the same judgement about suitability as the University.

Requests for Information

Applicants sometimes voluntarily bring additional information about convictions or ongoing investigations to our notice. Under these circumstances the University of Exeter reserves the right to consider whether admission carries any risks relating to the criteria set out above.

The applicant will be asked to provide various information at differing points depending on the fitness to practise considerations for the programme applied to. Failure to provide this information by the requested deadlines may mean we do not make an offer of a place.

We may also need to contact third parties to gather further information. We will only contact third parties when we have gained the applicant's written consent to

do so. However, if we do not gain consent it may mean we are unable to make an offer of a place.

Disclosure of Information

Failure to answer questions on application forms or subsequently asked by the University accurately could lead to the withdrawal of any subsequent offer of a place or to the termination of any subsequent registration.

If information is received from a third party (anonymous or otherwise) indicating that an applicant has an undeclared criminal conviction, the University will seek verification as appropriate. This may involve contacting the referees provided by the applicant and/or statutory bodies as appropriate. The applicant will also be notified that an allegation has been made against them, although we will protect the identity of the third party if known. If the information is proved to be correct and relevant, standard procedures for dealing with the cited offence(s) will be followed.

Applicants also have a duty of ongoing disclosure (i.e. they should inform the University if information or circumstances relating to the Fitness to Practise criteria changes at any point between application and registration with the University). Once an applicant has registered with the University he/she should act in accordance with the University of Exeter Statutes and Ordinances <http://www.exeter.ac.uk/staff/policies/calendar/part1/>

Confidentiality

Any information relating to Fitness to Practise considerations will only be seen by those who need to consider it as part of our admissions process or other University staff and partners concerned with the initial and ongoing risk assessment and involved with measuring against the fitness to practise criteria listed in the appendices. We will preserve the anonymity of applicants during these processes wherever possible, and will comply with Data Protection legislation at all times.

Decision Making

Decisions as to whether to offer a place will be overseen and monitored by the University of Exeter Admissions Fitness to Practise (Admissions Stage) Group. Decisions may be made by Chair's Action where appropriate. The Group may also delegate executive authority to nominated Admissions staff to deal with straightforward cases.

The Chair may ask for further information when considering a particular referral.

The Chair is likely to place particular importance on any response given by the professional representative(s) (e.g. a Head Teacher, or a clinician). If the Chair is considering going against the views of a professional in light of other views expressed the group extra second or third opinions of professionals should be sought first.

We ensure that all those at the University of Exeter who are involved in the admissions process have been suitably trained. We also ensure that they have received appropriate guidance and training relating to the relevant legislation. Anonymised records of decisions made will be kept to act as case studies and facilitate consistent decisions making.

If the University of Exeter Admissions Fitness to Practise Group decides that an applicant should be offered a place the applicant will be made the offer using same methods as all applicants (i.e. via UCAS, the UTT or directly by the University). If the decision is made not to offer a place then the applicant will be informed in writing (see Appendix 4).

If the Chair of the panel agrees that an offer should be made, he/she will seek guidance from the rest of the panel members as to whether additional support from the University may be beneficial to the applicant (for example from the Student Support or Accommodation teams).

Appeals

If the University of Exeter Admissions Fitness to Practise Group decides not to offer a place, the applicant has the right to appeal to the Head of Student Recruitment. Appeals must be registered in writing to the Head of Student Recruitment within 14 days of receiving written notice of the decision not to offer a place. The decision reached by the Head of Student Recruitment is final, and there is no further right of appeal.

Further detailed information regarding the University of Exeter Admissions Fitness to Practise Group is available in the appendices.

Appendices

1. Fitness to Practise criteria
2. Useful External Agencies
3. Related Policies
4. University of Exeter Admissions Fitness to Practise Group
 - a. Terms of reference
 - b. Group composition
 - c. Dates of meetings
 - d. Standard Letters
 - i) Decision not to offer a place

Appendix 1

Fitness to Practise criteria

- a) PGCE
- b) BSc Medical Imaging (Diagnostic Radiography)
- c) MSci Applied Psychology (Clinical)
- d) BMBS Medicine
- e) Drama Modules
- f) MSc Paediatric Exercise and Health
- g) Nursing Programme

Please contact the Admissions Office for criteria relating to other programmes.

Appendix 1a: Fitness to Practise Criteria - PGCE programmes

Introduction

Applicants applying for PGCE programmes are assessed for suitability for the programme both in terms of their suitability to undertake the programme itself, and also their suitability for the teaching profession as described in the ITT criteria.¹ The two main areas to consider when assessing for suitability are an applicant's character and behaviour, and an applicant's health.

These considerations are in addition to assessments made of an applicant to any programme declaring a criminal conviction as detailed in the University's Policy statement on processing applications from applicants declaring a criminal conviction.

Criteria and principles relating to character and behaviour

- An applicant's character and behaviour shall be assessed against the principles documented in the Regulations of the University,² and the standards for professional and personal conduct as detailed in the Teachers' Standards that they are being trained to meet.³
- Applicants will also discuss at interview any perceived practical obstacles they feel they may have to their full engagement in the course. (E.g. religious observances, sporting commitments etc.)
- All applicants are required to complete the University of Exeter Suitability Declaration in order for their suitability for teaching to be considered.
- All Initial Teacher Education courses are subject to the receipt of Self Declaration and Police Checks deemed suitable by the University.⁴
- Applicants who have convictions or cautions which do not automatically bar them from teaching (i.e.: they are not on the DBS Barred List), or who declare other information (usually on the Suitability Self Declaration) that may impact on their suitability for the profession, will be considered by the University's Fitness to Practise (Admissions stage) panel who will make a decision based on severity, frequency and chronology and with reference to the criteria and documents referred to above.
- Applicants shall agree to update the University on any changes to criminal convictions and anything else that impacts their suitability for the teaching profession throughout the application process and while they are registered on the programme.

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/594123/Initial_teacher_training_criteria_and_supporting_advice.pdf

² <http://www.exeter.ac.uk/staff/policies/calendar/>

³ <https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011>

⁴ A provisional registration process is used for late applicants.

Criteria and principles relating to health

- PGCE applicants are required as a condition of admission to a PGCE programme to complete a declaration of health questionnaire to demonstrate that at the time they meet the health requirements of the teaching profession⁵. This 'Fitness to Teach' assessment is carried out by an appointed Occupational Health Specialist and leads to one of four decisions: Fit to Teach, not Fit to Teach (and thus not registered on the programme), Fit to Teach with reasonable adjustment or Fit to Teach with recommendations.
- Failure at application stage to disclose relevant medical information and providing false information will normally lead to the termination of a student's studies by the University.
- Applicants shall agree to update the University on any relevant changes to their health that occur during their period of registration on a PGCE programme.

Detailed Processes

Further details regarding processes relating to the University of Exeter Admissions Fitness to Practise Group are available in the Appendix 3.

⁵ Health requirements are detailed by the Department for Education in their document '*Fitness to Teach: Guidance for employers and initial teacher education providers 2007*' available via <https://www.gov.uk/government/organisations/department-for-education>

Appendix 1b: Fitness to Practise Criteria – BSc Medical Imaging (Diagnostic Radiography)

Introduction

Applicants applying for BSc Medical Imaging (Diagnostic Radiography) are assessed for suitability for the programme both in terms of their suitability to undertake the programme itself, and also their suitability for the radiography profession. The two main areas to consider when assessing for suitability are an applicant's character and behaviour, and an applicant's health.

These considerations are in addition to assessments made of an applicant to any programme declaring a criminal conviction as detailed in the University's Policy statement on processing applications from applicants declaring a criminal conviction.

Criteria and principles relating to character and behaviour

- An applicant's character and behaviour shall be assessed against the principles documented in the Regulations of the University⁶ and the 'Standards of conduct, performance and ethics' of the Health and Care Professions Council (HCPC)⁷ and the Society & College of Radiographers' (SoR) Code of Professional Conduct.⁸
- Applicants will also discuss at interview any perceived practical obstacles they feel they may have to their full engagement in the course. (e.g. religious observances)
- All applicants are required to complete the University of Exeter Suitability Declaration in order for their suitability for the programme and profession to be considered.
- Acceptance onto BSc Medical Imaging (Diagnostic Radiography) is subject to the receipt of the receipt of Self Declaration and Police Checks deemed suitable by the University.
- Applicants who have convictions or cautions which do not automatically bar them from working with children or vulnerable adults (e.g. they are not on the DBS Barred List), or who declare other information (usually on the Suitability Self Declaration) that may impact on their suitability for the

⁶ <http://www.exeter.ac.uk/staff/policies/calendar/>

⁷ <http://www.hcpc-uk.org.uk/publications/policy/>

⁸ <https://www.sor.org/>

profession, will be considered by the University's Fitness to Practise (Admissions stage) panel who will make a decision based on severity, frequency and chronology and with reference to the criteria and documents referred to above.

- Applicants shall agree to update the University on any changes to criminal convictions and anything else that impacts their suitability for the programme or profession throughout the application process and while they are registered on the programme. This takes the form of an annual statement of fitness to practise.

Criteria and principles relating to health

- BSc Medical Imaging (Diagnostic Radiography) applicants are required as a condition of admission to the programme to complete a declaration of health questionnaire to demonstrate that at the time they meet the health requirements of the HCPC and SCoR. A 'Fitness to Practise' assessment (health) is carried out by an appointed Occupational Health Specialist and leads to one of three decisions: Fit to Practise, not Fit to Practise (and thus not registered on the programme) or Fit to Practise with reasonable adjustment. However, it must be noted that radiography is a physically demanding job and therefore there are certain conditions which will render an individual unsuitable for the profession and therefore the programme.
- Failure at application stage to disclose relevant medical information and providing false information will normally lead to the termination of a student's studies by the University.
- Applicants shall agree to update the University on any relevant changes to their health that occur during their period of registration on the programme.

Detailed Processes

Further details regarding processes including those relating to the University of Exeter Admissions Fitness to Practise Group are available in the Appendix 3.

Appendix 1c: Fitness to Practise Criteria – MSci Applied Psychology (Clinical)

Introduction

Applicants applying for MSci Applied Psychology (Clinical) are assessed for suitability for the programme both in terms of their suitability to undertake the programme itself, and also their suitability for the psychology profession. The two main areas to consider when assessing for suitability are an applicant's character and behaviour, and an applicant's health.

These considerations are in addition to assessments made of an applicant to any programme declaring a criminal conviction as detailed in the University's Policy statement on processing applications from applicants declaring a criminal conviction.

Criteria and principles relating to character and behaviour

- An applicant's character and behaviour shall be assessed against the principles documented in the Regulations of the University⁹ and the 'Standards of conduct, performance and ethics' of the Health & Care Professions Council (HCPC).¹⁰
- Applicants will also discuss at interview any perceived practical obstacles they feel they may have to their full engagement in the course. (e.g. religious observances)
- All applicants are required to complete the University of Exeter self-disclosure form in order for their suitability for the programme and profession to be considered.
- Acceptance onto MSci Applied Psychology (Clinical) is subject to the receipt of a self-disclosure form which the University deems satisfactory.
- If a place is offered and accepted, students will be required to undergo a police checks in their second year prior to their Clinical Practice Placement. Students will not be able to begin their placements prior to

⁹ <http://www.exeter.ac.uk/staff/policies/calendar/>

¹⁰ <http://www.hcpc-uk.org.uk/publications/policy/>

receipt a Self-Declaration and Police Checks deemed suitable by the University.

- Applicants who have convictions or cautions which do not automatically bar them from working with vulnerable groups (e.g. they are not on the DBS Barred List), or who declare other information (usually on the self-disclosure form) that may impact on their suitability for the profession, will be considered by the University's Fitness to Practice (Admissions stage) panel who will make a decision based on severity, frequency and chronology and with reference to the criteria and documents referred to above.
- Applicants shall agree to update the University on any changes to criminal convictions and anything else that impacts their suitability for the programme or profession throughout the application process and while they are registered on the programme. This takes the form of an annual statement of fitness to practise.

Criteria and principles relating to health

- MSci Applied Psychology (Clinical) applicants are required as a condition of admission to the programme to complete a declaration of health questionnaire to demonstrate that at the time they meet the health requirements of the HCPC. A 'Fitness to Practise' assessment (health) is carried out by an appointed Occupational Health Specialist and leads to one of three decisions: Fit to Practise, not Fit to Practise (and thus not registered on the programme) or Fit to Practise with reasonable adjustment.
- Failure at application stage to disclose relevant medical information and providing false information will normally lead to the termination of a student's studies by the University.
- Applicants shall agree to update the University on any relevant changes to their health that occur during their period of registration on the programme.

Detailed Processes

Further details regarding processes including those relating to the University of Exeter Admissions Fitness to Practise Group are available in the Appendices

Appendix 1d: Fitness to Practise Criteria – BMBS Medicine

Introduction

Applicants applying for the BMBS Medicine programme are assessed for the suitability of the programme both in terms of their suitability to undertake the programme itself, and also their suitability for the medical profession. The College will not admit any applicant who fails to meet the academic and non-academic conditions of their offer, including signing the appropriate BMBS pre-admission Student Agreement, or who fails to meet the respective GMC Guidelines on Fitness to Practise.

Applicants declaring a criminal conviction will be dealt with in line with the University's Policy Statement on the processing of applicants who have declared a criminal conviction.

Criteria and principles relating to character and behaviour

- An applicant's character and behaviour shall be assessed against promoting excellence: standards for medical education and training (2016), Medical students: professional values and fitness to practise (2016) and Good Medical Practice (2013).¹¹ Character and behaviour outside of the clinical environment, including in their personal lives, may impact their fitness to practise. Behaviour at all times must justify the trust in which the public places in the medical profession.
- Applicants who have previously failed any part of a medical programme at the University of Exeter or any other institution will not be considered for the five year medical programme unless extenuating circumstances have been declared. We may consult the MSC Excluded Students Database. Any declaration of extenuating circumstance should be referred to the Admissions Team Leader (UEMS) for initial consideration. A final decision shall lie with the Fitness to Practice Group. All students accepted on to the programme will be required to start from the first year.
- Acceptance onto BMBS Medicine is subject to the receipt of Self Declaration and Police Checks deemed suitable by the University
- Applicants who have convictions or cautions which do not automatically bar them from working with children or vulnerable adults (i.e. they are not on the Children's Barred List), or who declare other information (usually on the Suitability Self Declaration) that may impact on their suitability for the profession, will be considered by the University's Fitness to Practise

¹¹ <http://www.gmc-uk.org/education/standards.asp>

(Admissions stage) panel¹² who will make their decision based on the severity, frequency and time frame of the offence(s), and with reference to the criteria and documents referred to above. Failure to declare a conviction, warning, caution, reprimand, or fixed penalty notice that is later discovered may result in the student concerned being referred to the University's Fitness to Practise panel, and possibly a requirement that the student withdraw from the programme of study.

- Applicants must agree to update the University on any changes to criminal convictions and anything else that impacts their suitability for the programme throughout the application process and while they are registered on the programme.
- All applicants applying to the BMBS Medicine programme are required to sign and return a copy of the BMBS Pre-admission Student Agreement prior to confirmation of their unconditional place on the programme.
- The BMBS Pre-admission Student Agreement is a code of conduct which derives from the GMC statements on the duties of doctors as stated in Medical students: professional values and fitness to practise (2016) and Good Medical Practice (2013). The Agreement forms a contract between the College and its students and outlines the code of conduct and behaviour that is expected by the College of its students. Non-compliance with the Agreement may constitute a fitness to practise issue and may put at risk a student's continued enrolment on the respective degree programme.

Criteria and principles relating to health

- All applicants in receipt of a conditional offer must satisfactorily complete Fitness to Practise assessment, which will include the completion of a health questionnaire and may also include a medical appointment with an Occupational Health specialist¹³.
- Failure at the application stage to disclose a significant mental or physical health problem and/or providing false information will be considered a serious fitness to practice issue by UEMS and may lead to the termination of a student's studies by the University.
- Applicants shall agree to update the University on any relevant changes to their health that occur throughout the application process and during their period of registration on the programme.

Health Clearance for BMBS Students

¹² One nominated clinician to be present at Fitness to Practise committee meetings to ensure GMC compliance

¹³ Location of service is yet to be determined

- To protect both medical students and their patients against the risk of transmission of Hepatitis B in the healthcare setting, all applicants must be screened for the Hepatitis B viral infection. Although not essential in order to qualify and work as a doctor, many medical students wish to participate in exposure prone procedures including surgical procedures during their training. In order to protect patients, the Department of Health (DH) require that students wishing to participate in exposure prone procedures are free from infection with Hepatitis B, C and HIV infection.

Voluntary screening will be undertaken by the Occupational Health department – without this clearance students will not be able to go on clinical placement.

Prospective students who consider they may be at risk of one of these infections should contact the Occupational Health department as soon as possible for an in-confidence discussion. The College also recommends that students enrol in a free Hepatitis B immunisation service, through Occupational Health, in line with DH guidelines. The University's Admissions team will send further details to candidates offered a conditional place on the BMBS programme.

Students with Disabilities

- Disclosing a disability on the UCAS form will not affect the screening of the application or indeed influence the decision to invite a candidate to interview. If an offer is made, the College will seek advice from the University's Disability Resource Centre, as well as the Occupational Health department, so that the appropriate assistance required to enable students to successfully complete the programme can be assessed in more detail.
- The impact of a disability on an applicant's fitness to practise medicine will be considered by the Fitness to Practise Group. The College has a responsibility to ensure that all students admitted to the programme will be eligible for GMC registration upon graduation.

Age of Applicants on Entry

- The minimum age for applicants entering the BMBS degree programme is normally 18 years on or before 1st September of the year of entry. If an offer of a place is made to a candidate below the age of 18 at the time of admissions, certain legislative procedures may be necessary in order to fulfil the College's duty of care to students.
- While no upper-age limit is set for the BMBS programme, the College has a responsibility to ensure the investment made through public funding in medical training is realised in terms of length of service within the health service. Applicants should be informed that medical training encompasses the five years of the BMBS programme and the considerable period of time spent in supervised postgraduate medical training before a definitive career grade post is achieved.

Appendix 1e: Fitness to Practise Criteria – Drama modules

Introduction

Applicants applying for BA Drama and MA Theatre Practice programmes are assessed for suitability to undertake the programme itself. They may also undertake certain modules which would involve placements involving contact with vulnerable groups. The main area when assessing suitability in these instances is an applicant's character and behaviour and whether there is evidence that this presents any risk to vulnerable groups that the individual may come into contact with.

These considerations are in addition to assessments made of an applicant to any programme declaring a criminal conviction as detailed in the University's Policy statement on processing applications from applicants declaring a criminal conviction.

Criteria and principles relating to character and behaviour

- An applicant's character and behaviour shall be assessed against the principles documented in the Regulations of the University¹⁴ .
- Acceptance onto certain modules: For details see the Drama web pages¹⁵ is subject to the receipt of a Self-Declaration and Police Checks deemed suitable by the University.
- Applicants who have convictions or cautions which do not automatically bar them from working with vulnerable groups (e.g. they are not on the DBS Barred List) or who declare other information (usually on the Suitability Self Declaration) that may impact on their suitability for placements, will be considered by the University's Fitness to Practice (Admissions stage) panel who will make a decision based on severity, frequency and chronology and with reference to the criteria and documents referred to above.
- Applicants shall agree to update the University on any changes to criminal convictions and anything else that impacts their suitability for the programme or future profession throughout the application process and while they are registered on the programme. This takes the form of an annual statement of fitness to practise

Detailed Processes

Further details regarding processes including those relating to the University of Exeter Admissions Fitness to Practise Group are available in the Appendix 3

¹⁴ <http://www.exeter.ac.uk/staff/policies/calendar/>

¹⁵ <http://humanities.exeter.ac.uk/drama/>

Appendix 1f: Fitness to Practise Criteria – MSc Paediatric Exercise and Health

Introduction

Applicants applying for the MSc in Paediatric Exercise and Health are assessed for suitability for the programme both in terms of their suitability to undertake the programme itself, and also their suitability to undertake research with children. The two main areas to consider when assessing for suitability are an applicant's character and behaviour.

These considerations are in addition to assessments made of an applicant to any programme declaring a criminal conviction as detailed in the University's Policy statement on processing applications from applicants declaring a criminal conviction.

Criteria and principles relating to character and behaviour

- An applicant's character and behaviour shall be assessed against the principles documented in the regulations of the University¹⁶ and the guidance and good practise contained in 'Standards of conduct, performance and ethics' of the British Association of Sport and Exercise Sciences (BASES) and its three constituent Divisions: Education and Professional development; Physical Activity for Health; and Sport and Performance.¹⁷
- Acceptance onto the programme is subject to the receipt of police checks deemed suitable by the University.
- Applicants who have convictions or cautions which do not automatically bar them from working with children (e.g. they are not on the DBS barred list) or who declare other information that may impact on their suitability to undertake research with children, will be considered by the University's Fitness to Practice (Admissions stage) panel who will make a decision based on severity, frequency and chronology.
- Applicants shall agree to update the University on any changes to criminal convictions and anything else that impacts their suitability for the programme throughout the application process and while they are registered on the programme.

Detailed Processes

Further details regarding processes including those relating to the University of Exeter Admissions Fitness to Practise Group are available in the Appendix 3

¹⁶ <http://www.exeter.ac.uk/staff/policies/calendar/>

¹⁷ <http://www.bases.org.uk/>

Appendix 1g: Fitness to Practise Criteria – Nursing Programmes

Introduction

Applicants applying for a Nursing programme are assessed for the suitability of the programme both in terms of their suitability to undertake the programme itself, and also their suitability for the nursing profession. The College will not admit any applicant who fails to meet the academic and non-academic conditions of their offer, including signing the appropriate pre-admission Student Agreement, obtaining Occupational Health clearance, or completing a Disclosure and Barring Service check.

Applicants declaring a criminal conviction will be dealt with in line with the University's Policy Statement on the processing of applicants who have declared a criminal conviction.

Criteria and principles relating to character and behaviour

- An applicant's character and behaviour shall be assessed against the following Nursing and Midwifery Council (NMC) guidance: *The Code for Nurses and Midwives; Professional standards of practice and behaviour for nurses and midwives*, NMC (2015). *Guidance on professional conduct for nursing and midwifery students*, NMC (2009) and *Character and health decision-making guidance*, NMC (2015) will also be consulted in an advisory context.
- Applicants who have previously failed any part of a nursing programme at the University of Exeter or any other institution will not be considered unless extenuating circumstances have been declared. Extenuating circumstance should be referred to the Admissions Team Leader (UEMS) for initial consideration. A final decision shall lie with the Fitness to Practice Group. All students accepted on to the programme will be required to start from the first year.
- Acceptance onto Nursing is subject to the receipt of Self Declaration and Police Checks deemed suitable by the University

Applicants who have convictions or cautions which do not automatically bar them from working with children or vulnerable adults (i.e. they are not on the Children's Barred List), or who declare other information (usually on the Suitability Self Declaration) that may impact on their suitability for the profession, will be considered by the University's Fitness to Practise (Admissions stage) panel who will make their decision based on the severity, frequency and time frame of the offence(s), and with reference to the criteria and documents referred to above. Failure to declare a conviction, warning, caution, reprimand, or fixed penalty notice that is later discovered may result in the student concerned being referred to the University's Fitness to Practise panel, and possibly a requirement that the student withdraw from the programme of study.

- Applicants must agree to update the University on any changes to criminal convictions and anything else that impacts their suitability for the programme throughout the application process and while they are registered on the programme.
- All applicants applying to a Nursing programme are required to sign and return a copy of a Nursing Pre-admission Student Agreement prior to confirmation of their unconditional place on the programme.

Criteria and principles relating to health

- All applicants in receipt of a conditional offer must satisfactorily complete a health questionnaire which will be assessed by an Occupational Health specialist.
- Occupational Health will assess applicant's health in accordance with the *Medical fitness standards for Nurse and Midwife Training*, Higher Education Occupational Physicians (2015).
- Only those applicants receiving Occupational Health clearance shall be permitted to register on a Nursing programme, though a recommendation for deferral may be made, where appropriate.
- Failure at the application stage to disclose a significant mental or physical health problem and/or providing false information will be considered a serious fitness to practice issue by UEMS and may lead to the termination of a student's studies by the University.
- Applicants shall agree to update the University on any relevant changes to their health that occur throughout the application process and during their period of registration on the programme.

Students with Disabilities

- Disclosing a disability on the UCAS form will not affect the screening of the application or indeed influence the decision to invite a candidate to interview. If an offer is made, the College will seek advice from the University's AccessAbility Service, as well as Occupational Health, so that the appropriate assistance required to enable students to successfully complete the programme can be assessed in more detail.
- The impact of a disability on an applicant's fitness to practise medicine will be considered by the Fitness to Practise Group. The College has a responsibility to ensure that all students admitted to the programme will be eligible for NMC registration upon graduation.

Age of Applicants on Entry

- The minimum age for applicants entering a Nursing programme is normally 18 years on or before 01 September of the year of entry. If an

offer of a place is made to a candidate below the age of 18 at the time of admissions, certain legislative procedures may be necessary in order to fulfil the College's duty of care to students.

Appendix 2

Useful External Agencies that can provide additional information

<http://www.unlock.org.uk/>

www.nacro.org.uk

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Appendix 3

Related Policies

Policy on the Recruitment of Ex-Offenders

<http://www.exeter.ac.uk/staff/employment/dbs/introduction/ex-offenders/>

<http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/childrenyoungpeopleandvulnerableadultsoncampus/codeofpractice/inplannedsupervisedactivities/safeguardingchildren/>

Policy Statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information

<http://www.exeter.ac.uk/dbs/>

University of Exeter Statutes and Ordinances

<http://www.exeter.ac.uk/staff/policies/calendar/part1/>

Criminal Convictions Policy

<http://www.exeter.ac.uk/dbs/>

Data Protection information

<http://www.exeter.ac.uk/dataprotection/summary/>

Policy Statement on processing applications from applicants declaring a criminal conviction

<http://www.exeter.ac.uk/dbs/>

Appendix 4

University of Exeter Admissions Fitness to Practise Group

A. Terms of reference

- To apply the criteria in the Fitness to Practise policy statement to establish whether an offer should be made to an applicant.
- To propose changes to the Fitness to Practise policy and/or processes (any changes to be approved by the Admissions Policy Group (APG))

B. Group composition

The core group consists of:

- Academic Dean of Students– Chair
- The Head of Admissions
- Head of Student Services
- Representative from Legal Services
- Representative from Residencies
- Representative from the relevant College and/or appointed responsible person
- Representative(s) from appropriate profession (e.g. Head Teacher Representatives for PGCE) if applicable
- Representative(s) from Medical Assessment/Occupational Health Assessment if applicable

The Chair of the Group may nominate others to join the group or attend meetings if necessary.

C. Frequency of meetings

Convened when necessary

D. Standard Letters

i. Notice of University of Exeter Admissions Fitness to Practice Group decision not to offer a place – Standard Letter

CONFIDENTIAL

Dear [insert applicant's name]

Re: [insert details of programme applied to]

Following your application for the above programme the University of Exeter Fitness to Practise Group has considered the additional information you provided in line with the criteria laid out in our Fitness to Practice Policy (available via www.exeter.ac.uk/dbs).

The decision reached was that we are unable to consider you further for a place on this programme and have updated our records to record this application as being unsuccessful.

If you wish to appeal against the decision you must do so in writing by contacting Dr Katherine Lloyd Clark, Head of Student Recruitment, Streatham Campus, within 14 days of the receipt of this email.

Yours sincerely,

(on behalf of the University of Exeter Fitness to Practise Group)