



**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

<b>Document Title:</b>	Fitness to Teach Policy for Applicants 2019 Entry
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<b>Scope:</b>	This procedure applies to admissions staff, applicants, academic staff and students.
<b>Author / developer:</b>	Director of Marketing, Recruitment and Communications
<b>Owner</b>	Registrar
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<b>Document control:</b>	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University website.

## **1. Scope and Definition**

- 1.1 The Teaching Regulation Agency (TRA) within Department for Education states that ITT Providers have a responsibility to ensure that trainees have the health and physical capacity to teach and will not put children and young people at risk of harm. The activities that a teacher must be able to perform are set out in the Education (Health Standards) (England) Regulations 2003. Providers are responsible for ensuring that only trainees who have the capacity to teach remain on the programme.
- 1.2 People with disabilities or chronic illnesses may have the capacity to teach, just as those without disabilities or medical conditions may be unsuitable to teach.
- 1.3 Acceptance into the University onto a programme of study that leads to Qualified Teacher Status (QTS) will be subject to a satisfactory Fitness to Teach check. Satisfactory is defined as having the capacity to teach and will be defined as a “Fit” or “Fit with Conditions” certification. A decision of “Fit with Conditions” will also detail the conditions to be met. An applicant who is not confirmed to have the capacity to teach (defined as a “Not fit” certification) may result in the offer of a place on the course being withdrawn.
- 1.4 Fitness to Teach checks are the responsibility of the University for all School Direct trainees. North Lincolnshire SCITT trainees are not the responsibility of the University and fall outside this Policy.
- 1.5 The University manages Fitness to Teach checks by subscribing to an electronic online system provided by an external Occupational Health provider to enhance speed and accuracy and ensure GDPR compliance within the application process.

## **2. Principles and Protocols**

- 2.1 The University fulfils its statutory duty by using a medical professional’s certification to determine admission on to its courses. The University is committed to the fair treatment of its students, applicants or users of its services, regardless of background.
- 2.2 Only the external Occupational Health provider will be privy to the medical information contained within a Fitness to Teach check. Only the results of these checks will be shared with the University departments specified in the Occupational Health provider’s Privacy Notice.

## **3. Procedure**

### **Applicants**

- 3.1 The University’s Marketing and Admissions Department will make every effort to ensure that all published material contains relevant information regarding the Fitness to Teach process. This information will be accurate at the time of publication, and provides information that enables potential applicants to make informed decisions about their options. Some written information, notably the University’s prospectus is published up to 18 months before the beginning of a programme of study. Applicants should always refer to the University’s website for the most up to date information.



- 3.2 For programmes of study where a Fitness to Teach check is required, the process of obtaining this document will commence at the point of firm acceptance of an offer and is part of the acceptance process.
- 3.3 An email is sent to an applicant once a firm acceptance decision has been made. This email outlines the instructions to initiate a Fitness to Teach check.
- 3.4 The University receives confirmation of Fitness to Teach check completion via an online portal for applicants.
- 3.5 Where a Fitness to Teach check has been applied for and has not been received before enrolment, the University may be allowed to Provisionally Enrol, pending the outcome of the check. Please refer to the Code of Practice for the Admission of Students on the University's website for further information.

### **Students**

- 4.1 Once enrolled on a programme of study it is the responsibility of the student to inform the University immediately of any occurrence or activity which is likely to impact upon his/her Fitness to Teach status. Under these circumstances, the student will be required to contact their Personal Tutor/Programme Leader who will then ensure that a new Fitness to Teach check is instigated via BGU's Occupational Health Provider. Costs would be the same as for a newly enrolling student. Upon enrolment, and re-enrolment annually, the University's Terms and Conditions reinforce this process.

### **Handling and Safekeeping of Disclosure information**

- 5.1 The University complies with the guidance from the Department for Education regarding handling, use, storage, retention and disposal of Fitness to Teach and related information. It also complies fully with its obligations under GDPR and the Data Protection Act 2018.
- 5.2 The University will never receive or store any personal medical information. The University will only receive the result of the Fitness to Teach check as follows- "Fit", "Fit with Conditions" or "Not fit". A decision of "Fit with Conditions" will also detail the conditions to be met. This information will then be stored and disposed of in accordance with GDPR regulations.
- 5.3 An applicant's full consent will be obtained as part of the completion of the Occupational Health providers form by way of their Privacy Notice.
- 5.4 Upon receipt of a Fitness to Teach check, the Admissions Office will keep a record of the date of check and the outcome in the Student Record System.
- 5.5 A decision of "Fit with Conditions" will be assessed to determine whether the conditions can be reasonably met.



## 6. Complaints

- 6.1 Any applicant who is unhappy with the outcome of their Fitness to Teach Certification should direct their concerns to the Occupational Health provider as the only body holding the medical information that informed the original decision.
- 6.2 The University can only act upon the medical advice of the Occupational Health provider. If certification changes following a challenge, BGU will accept the updated decision

List of courses subject to fitness to teach checks:

- BA (Hons) Primary Education with QTS
- BA (Hons) Primary Teaching Studies with recommendation for QTS
- PGCE Primary (3-7 age group)
- PGCE Primary (5-11 age group)
- PGCE Primary School Direct (3-7 age group)
- PGCE Primary School Direct (5-11 age group)
- PGCE Secondary (11-16 age group – ALL SUBJECTS)
- PGCE Secondary (14-19 age group – ALL SUBJECTS)
- PGCE Secondary School Direct (11-16 age group – ALL SUBJECTS)
- PGCE Secondary School Direct (14-19 age group – ALL SUBJECTS)