

## **Raising an issue of Concern Regarding a Student/Learner 2023-24**

### **HSC Guidance**

#### **General Guidance**

The purpose of the *Raising an issue of Concern About a Student/Learner* form is to bring to the attention of the School of Health Sciences any concerns regarding the professionalism of a student/learner which may not be addressed via the formal assessment process, cannot be dealt with informally through a professional discussion or is deemed to be a professional issue of a significant concern.

Raising a concern allows appropriate support to be given to the student/learner in a timely way. This form can be completed by any member of the University (academic, administrative or support staff) a member of staff from a placement area, a fellow student/learner, or a member of the public.

Any students with an issue of concern about another student/learner are advised to meet with their Adviser prior to completing a Raising an issue of Concern Regarding a Student/Learner form.

If the concern is being raised by the practice placement environment the Link Lecturer/Visiting Tutor should be made aware that a concern has been raised whenever possible. The concern form should normally only be completed if there are issues which sit outside of the normal assessment processes e.g.:

- The student/learner discloses that they have acquired criminal convictions, charges or cautions not previously declared.
- There are concerns about a student's health and wellbeing that are not being adequately managed through an action plan or reasonable adjustment recommended by the school.

#### **Concerns on Practice Placement**

Most concerns about a student/learner whilst they are in practice can, and should be, managed using the practice assessment process. Concerns about a student's behaviour which may not be consistent with that of a professional (e.g., lack of appropriate communication skills, difficult relationships with staff and colleagues, issues of perceived poor attitude, poor attendance, timekeeping, dress etc.) should be brought to the student's attention using the assessment framework and support for this can be requested from the link lecturer / visiting tutor.

This form is not intended to capture concerns about a student's progress in relation to their placement learning outcomes. These concerns must be documented within the practice assessment documentation. The above list is not exhaustive and if you are unsure of 'what is a concern' please seek advice from a member of the school e.g., link lecturer / visiting tutor or course director.

On rare occasions a serious issue in practice arises which may result in a student/learner being removed from the practice placement area on grounds of safety. In these circumstances the immediate action to be taken would be to contact the link lecturer / visiting tutor in the first instance, failing that any member of the academic staff for advice. At the earliest opportunity a Raising an Issue of Concern Regarding a Student/Learner form must be completed.

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**Sarah Drake: Academic Lead FtP**

**Approved by Nicky Hadlett: Director of Education: 07.07.2023**