



Fitness to Practise

**Information for education practitioners
applying for registration**

**I have received a letter from the Fitness to Practise Team after applying for registration.
What does this mean?**

Please read the letter carefully.

The letter explains information you declared in your application for registration form is being considered by the Education Workforce Council ('the EWC').

The EWC has a responsibility to decide whether or not information about any pending or past disciplinary/regulatory/criminal action against you might make you unsuitable for registration.

Have I breached a 'standard' of behaviour or performance?

The EWC's role is to decide whether or not you have, and consequently whether or not you are suitable to be registered in Wales.

'Suitable' means the EWC is satisfied the applicant meets the standards expected of a registered person.

The EWC will not allow an education practitioner to join the Register where it has serious concerns that standards have not been met.

The EWC's Code of Professional Conduct and Practice is a guide to the standards that learners, parents and the public can expect of you, and helps you understand what others expect of you as a professional. It does not cover all examples of standards which need to be met by education practitioners.

What happens now? Do I need to do anything?

The EWC will consider the seriousness of the information about you, and decide what should happen next. It will then send you a letter explaining its decision.

It might be that the EWC **grants your registration** quickly because, for example, an offence is relatively minor.

It might be that the EWC asks you to explain more in writing. **The EWC strongly suggests you contact your union at this point so it can give you the guidance and support you will need.**

You should read the letter the EWC sends you carefully and respond to it by the date given.

The EWC may **grant your registration** after considering what you have said. However, if it still feels it needs more information, it will invite you to a meeting.

What happens at a Suitability Committee meeting?

A Suitability Committee will decide whether or not your registration should be granted.

This is a private meeting.

The EWC will send you a letter which will set out the details of the meeting, and ask you to respond.

You will be invited to explain to the Committee why you are suitable for registration in Wales, taking into account the information it has received about you.

The Committee may **grant your registration** at this meeting. However, if it is still not satisfied of your suitability having met you and heard what you have to say, it may decide to refuse you entry to the Register.

More detailed information about what to expect at a meeting can be found in the 'Information for applicants: giving evidence at a meeting' leaflet.

I'm not a member of a union. What do I do?

The EWC strongly encourages you to seek professional advice and support from, for example, a trade union or professional association, as soon as you receive a letter from the EWC asking you to respond. If you are not a member of such an organisation, you should try and seek other professional advice, for example, from a solicitor or the Citizen's Advice Bureau before responding.

You should note legal funding is unlikely to be available to education practitioners under these procedures. You will not be able to claim your costs back from anyone else involved.

About this leaflet

The information in this leaflet is a brief summary of the EWC's suitability procedures.

In all circumstances, *The Education Workforce Council (Main Functions)(Wales) Regulations 2015*, as amended, and the EWC's *Registration Rules 2017* take precedence. The Rules and other information about the EWC's regulatory role can be found at www.ewc.wales

No general rules apply when deciding whether or not an education practitioner is suitable for registration.

Key contacts

A named Officer within the Fitness to Practise Team will be your point of contact.

Address **Fitness to Practise Team**, Education Workforce Council, 9th floor, Eastgate House, Newport Road, Cardiff, CF24 0AB

Telephone 029 2046 0099

Fax number 029 2047 5850

Email fitnesstopractise@ewc.wales

Applicants subject to these proceedings may submit forms, documents and make written representations to the EWC, in English or Welsh.

Glossary

The EWC

The Education Workforce Council;

DBS

The Disclosure and Barring Service. This was formed by the merger of the Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB) on 1st December 2012.

The DBS is responsible for providing criminal records checks, and maintaining lists of persons unsuitable to work with children and vulnerable adults. To that end, it decides whether or not a child or vulnerable adult has been harmed, or is at risk of harm.

The EWC is not able to look at information which involves harm, or risk of harm to children or vulnerable adults, unless the DBS decides to take no action against an education practitioner referred to it.

Any information received by the EWC **at any time** which suggests the harm, or risk of harm to children or vulnerable adults will be sent to the DBS. This will slow down the progress of an assessment with the EWC.

Registered person

A person for the time being registered, *or* a person who was registered at the time of any alleged conduct or offence on his or her part, *or* a person who has applied to be registered;

Suitable

The EWC is satisfied that the applicant meets the standards expected of a registered person.