**How to Prepare for a Fitness to Practise Meeting**

When studying for a professional qualification, students are expected to consistently uphold certain professional standards, both at university and on placement. Professional standards outline the level of performance and quality of practice expected within a profession. While standards may vary by qualification, certain principles guide professional conduct across all fields.

Here’s a step-by-step guide to help you prepare for a Fitness to Practise meeting:

1. **Respond to the Meeting Invite**
Reply to the meeting invitation promptly and courteously. If you require any reasonable adjustments, inform the academic staff as early as possible to give them time to make accommodations.
2. **Reflect on the Concerns Raised**
Spend some time considering the issues that have been brought up. Reflect on your understanding of the situation, including how it arose, what you could have done differently, and the impact of your actions on individuals, groups, and the profession. Identify any support or actions you may need to make professionally responsible decisions in the future. You may choose to share these reflections either before or during the meeting.
3. **Organise the Meeting Logistics**
Be prepared for the practical aspects of the meeting.
	* **If face-to-face:** Plan your travel, know the time you need to leave, and arrange parking or transportation in advance.
	* **If online:** Ensure you have a stable internet connection, choose a quiet location to join from, and make sure you won’t be disturbed during the meeting.
4. **Arrange Support**
Decide who you would like to support you at the meeting. You may bring a current registered student from the University of Worcester, a current staff member from the university, or a member of staff from the Students' Union. Request support well in advance, as advisors’ schedules can fill up quickly. Note that while advisors will not take notes in the meeting, they will document whether policies and procedures were followed.
5. **Present Yourself Professionally**
On the day of the meeting, arrive on time, dress appropriately, and maintain a professional and respectful demeanour. Communicate honestly and openly throughout the discussion.

**Important Reminder**
A Fitness to Practise meeting is a professional process, and confidentiality is essential. Avoid sharing the details with others outside the meeting to respect the process and all parties involved.