

# St Padarn's Institute Capability to Undertake Study/Training Policy



ATHROFA PADARN SANT  
ST PADARN'S INSTITUTE

## Document Control Table

<b>Document Title:</b>	<b>St Padarn's Institute Capability to Undertake Study/Training Policy</b>		
<b>Author(s) (name, job title and organisation):</b>	Kathryn Delderfield, Director of Operations, SPI		
<b>Version Number:</b>	2		
<b>Document Status:</b>	Approved		
<b>Date Approved:</b>	18 July 2022		
<b>Approved By:</b>	St Padarn's Executive Board		
<b>Effective Date:</b>	July 2022		
<b>Date of Next Review:</b>	June 2025		
<b>Superseded Version:</b>	1		
<b>Related Documents:</b>	St Padarn's Code of Conduct St Padarn's Disability Policy St Padarn's Disciplinary Policy Formation for Licensed Ministry Handbook (for candidates)		
<b>Document History</b>			
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes on Revisions</b>
1	July 2019	Kathryn Delderfield	
2	June 2022	Kathryn Delderfield	<ul style="list-style-type: none"> <li>Added related documents</li> </ul>

# St Padarn's Institute Capability to Undertake Study/Training Policy

## 1. Contents of Policy

1. Contents of Policy
2. Introduction
3. Level 1: Well-Being Plan
4. Level 2: Welfare Board
5. Confidentiality

## 2. Introduction

St Padarn's is committed to support learner wellbeing, takes a positive attitude to learners' physical, emotional, and mental health, and recognises that the wellbeing of learners is critical to their learning, academic achievement, and their wider learner experience. St Padarn's endeavours to provide a supportive learning environment in which all learners can flourish and fulfil their personal potential. Learners who are concerned about a deterioration in their health and wellbeing are encouraged to contact the relevant tutor.

Often concerns over a learner's wellbeing can be addressed through the normal pastoral care of St Padarn's. Capability to Undertake Study / Training Procedures can be initiated when there are serious concerns over a learner's ability to undertake study / training given reasonable amounts of support. Questions regarding a learner's capability to undertake study / training may arise because of their physical, emotional, or mental health. The procedures described here may be invoked following serious concerns, which have led to doubts from member(s) of staff over the learner's capability to undertake study / training (including participation in a placement as part of their study / training); the disruption of the teaching, learning or support of other learners.

Capability to Undertake study / training procedures are likely to be instigated if, for example:

- There is a progressive or sudden deterioration in a learner's attendance, attention, quality of work, appearance, or behaviour.
- If a learner's participation in their studies is not enabling them to make progress with their studies or research and there is reason to believe that this is linked to their capability to undertake study / training.

- A learner's support needs have become beyond the type or level of support which St Padarn's can reasonably be expected to provide.
- A learner's behaviour is adversely affecting the activities of St Padarn's or a placement provider and this is thought to be the result of an underlying physical, emotional, or mental health issue.
- A learner is perceived to pose a risk to his / her own (or others') health, safety, or wellbeing.
- A learner's behaviour is adversely affecting the teaching, learning, and/or experience of other learners and is thought to be the result of an underlying physical, emotional or mental health issue.
- A learner's behaviour is having a significant impact on the working environment of staff or volunteers and is thought to be the result of an underlying physical or mental health issue.
- A learner repeatedly does not engage with agreed strategies to manage the impact of their health condition, or, in the case of candidates for Formation for Licensed Ministry, their formational development.

This policy is intended to be supportive rather than disciplinary in purpose. It is possible that depending on an outcome of a capability to undertake study / training investigation that disciplinary procedures will be invoked, but where there are concerns about a learner's capability to undertake study / training these should be investigated first. It is possible that a learner's behaviour may have caused another learner or member of staff to have raised a formal complaint. Where the person investigating the complaint considers a learner's behaviour may be as a result of a lack of capability to undertake study / training then capability to undertake study / training procedures should be considered. If a complaint is received against a learner who is already going through a capability to undertake study / training procedure, then it may be necessary to delay the complaint process. If the complaint is delayed the person making the complaint must be informed of the delay.

Concerns about a learner's capability to undertake study / training can be raised by another learner or a member of staff. Concerns should be raised with the Principal, or their designated representative in their absence. This procedure has two levels, based on the seriousness of risk posed by the situation. The levels reflect the level of difficulty or disruption highlighted, as well as the response of a learner to any intervention. It is possible that concerns raised over the health, safety, conduct or mental wellbeing of a learner are of such significance that these procedures can be commenced at Level 1 or

2. Should a learner be unwilling to play a part in these procedures, then the process should continue in their absence, with the ultimate suspension in studies still being able to be invoked. The Principal will decide if and at which level procedures should be commenced, consulting with relevant staff where appropriate.

### **3. Level 1: Well-Being Plan**

This level is invoked when continuing or serious concerns are raised about an individual learner's health, safety, conduct or mental wellbeing, such that their ability to succeed in their studies may be affected. The learner is invited to meet with their tutor and another member of staff to discuss the issues. Together they can assess the learner's perception of the impact of their ill-health and/or behaviour on the learner, their studies and/or the St Padarn's community. The learner is permitted to have another learner or tutor accompany them to support them if they wish. If the learner requests someone other than a learner or another tutor to accompany them they should ask permission from the tutor who has called the meeting.

Where appropriate, a Well-Being Plan is devised to put in place support for the learner and formally agree expectations for the learner to observe. The Well-Being Plan may cover a broad range of topics, including clarifying expectations of behaviour, and encouraging / requiring the learner to access medical, counselling or chaplaincy services. It specifies a review date, and the consequences of not adhering to the Well-Being Plan will be made clear. A copy of the Well-Being Plan will be sent to the learner and a copy will be kept on the learner's file. It may be appropriate for other members of staff to also have a copy of the plan (such as the Dean for Initial Ministerial Training, relevant Bishop, or Director of Formation in the case of candidates). The learner will be informed of who will see the report.

If the learner does not adhere to the plan, or if serious concerns remain at the point of review in spite of the learner adhering to the plan the matter will be dealt with at Level 2.

#### **4. Level 2: Welfare Board**

This stage is invoked when significant or persistent concerns are raised about an individual learner's actions or behaviour that are putting the health, safety, wellbeing, or academic progress of them self or other members of the St Padarn's community at significant risk, or when a previous plan has not been successful. The Principal will appoint a Welfare Board, who will meet with the learner. This Board may consist of relevant staff, external people with relevant experience or specialist knowledge, such as a healthcare professional or someone with a responsibility for ministry. The make-up of the Board will depend on the category of learner, their location, and the particular circumstances of their case. The Principal will appoint one of the Board to be its Chair. The learner can be accompanied to the Board meeting, either another learner, member of staff or a representative agreed by the Chair of the Board.

Reasonable adjustments will be made as appropriate in relation to the process and communicating the outcome for learners who have disabilities or other health issues. Where learners have not already formally declared a disability to St Padarn's prior to formal procedures being started, they are advised to make such a declaration as soon as possible during the formal processes so that it is possible to make reasonable adjustments as appropriate. Formal processes may be suspended until reasonable adjustments have been put in place. In exceptional circumstances, where a learner is not able to represent him/herself and it is not appropriate to delay the formal process until they are able to, a representative may be appointed. Where appropriate, a written request will need to be submitted to the Chair of the Board. Independent evidence will need to be considered as part of this request. In exceptional circumstances the Board may go ahead without the presence of the learner concerned or his/her representative.

Notes must be taken at the meeting of the Board.

The Well-Being Board either:

- Determines that no further action is required
- Creates a new Well-Being Plan (as above)
- Suspends the learner's study / training
- Recommends a termination of studies to the Principal.

If the Well-Being Board recommends a suspension of studies, its Chair suspends the learner with immediate effect. The learner will be informed in writing.

If the learner wishes to appeal against the outcome from the Well-Being Board, they must write to the Principal **within 10 working days** of receipt of the letter. Upon receipt of an appeal the Principal responds to the learner **within 10 working days**.

Any suspension in studies is subject to periodic review by the Well-Being Board in the light of any developments with reports made as appropriate to the Principal. Such periodic review includes consideration of medical evidence and academic advice from relevant staff. The Registrar will need to be informed and consulted with over the impact this will have on those undertaking accredited undertake study / training.

If the Well-Being Board recommends termination of studies the learner will be temporarily suspended with immediate effect. The Chair of the Board will refer the matter to the Principal, who will make the final decision, consulting where necessary. A learner will be notified in writing **within 10 working days** of the temporary suspension.

If the learner wishes to appeal against the decision to terminate their studies, they may do so in writing to the Chair of the Executive Board **within 10 working days** of receipt of the letter confirming termination. The decision of the Chair of the Executive Board (after consulting with expert opinion where relevant) is final, except for learners on courses accredited by another Institution whose policy allows them to appeal directly to that Institution.

## **5. Confidentiality**

St Padarn's will be mindful of the sensitive and confidential nature of issues relating to a learner's physical and/or mental health and its obligations in this respect under relevant data protection regulations and the Equality Act 2010.

All parties will be reminded of the confidentiality associated with the procedures outlined above. Information associated with the case will be disclosed to as few people as possible.