

# Guidelines for application to request review of allocated placement (Non-nursing)

## Introduction

The allocation of practice placements is challenging due to the changing nature of service provision, which is influenced by factors external to the university, as well as the need to meet the curriculum requirements of a programme, accompanied by the desire to satisfy the diversity of requirements placed before us by the student.

The process below sets out how a student request for a review of their placement allocation will be managed across all programmes within the Faculty.

## Background information

In order to manage the process of placement allocation it is important that we hold information about each student, which may have a bearing on the planning of their placement allocation. Ensuring the accuracy of this information will allow for better planning and fewer changes being required to planned allocations close to the commencement of the placement.

In order to provide this information each student is required to complete a **Practice Placement Student Information Form** (Appendix 1). The questions on this form have been carefully selected to provide information that may be used to allocate placements. Examples include:

- **Your term time address**
- **Are you able to live at home for placement purposes?** Often students move to Southampton for the duration of the programme and expect to have all their placements in Southampton. If the student has a home address in Hampshire or the Isle of Wight or outside the region where we have placements, this may assist in matching student needs with capacity.
- **Do you hold a FULL and CLEAN driving licence?** Healthcare is increasingly being delivered to people in their own homes, which means that services are no longer concentrated around cities and towns. Public transport in rural settings is decreasing due to financial constraints, which means that practitioners need to be able to drive and have access to a car to carry out their duties. As a result students increasingly need cars to be able to access these placements. In some cases students may be eligible to hire a car through the university. To do this you must have a full and clean driving licence.
- **Are you the main carer of a child under 16 or for a dependent relative/significant other.** Students are placed across Hampshire and the Isle of Wight, which for some means staying in accommodation for the duration of the placement. It is recognised that children require the constancy of a main carer and that it is not usually considered acceptable to part a child from a main carer for a significant planned period of time.

The student will complete a **Practice Placement Student Information Form** (Appendix 1) at the start of the programme and at the end of year 1 and year 2 placements using the ISurvey questionnaire, which can be accessed via the Practice Experience Portal. The information will be used by the Placement Team, in conjunction with the University Practice Coordinators (UPCs), to inform practice placement allocation. Please also note that if your circumstances change (such as a change of address) at any point during the programme it is important to update this information with the placement team

## Requesting a review of a practice placement

The submission of the **Practice Placement Student Information Form** (Appendix 1) should provide all the necessary information required to plan placement allocation. It is however, recognised that students may occasionally wish to request a review of a change in their placement.

A student request for a review of their placement may be made for **Exceptional circumstances**.

A student may request a Review of their Placement on the grounds of exceptional personal circumstances. Any request made on these grounds will need to be supported by appropriate evidence. Decisions relating to such claims are made based on many factors and although it might be considered desirable to change a placement to meet a student request this may not be possible due to resources and programme requirements.

### Commonly accepted grounds include:

- Bereavement of close relative or significant other where there is an association with the placement where the student is placed (e.g. type of placement or location)
- Reasonable adjustments have not been put in place either as a result of process issues or not previously being aware of a disability or the impact it might have in practice
- Serious short-term illness that has resulted in short-term impaired functioning but where the student has been declared fit to practice
- Worsening of a long-term health condition where previously agreed reasonable adjustments are no longer sufficient but where the student has been declared fit to practice
- Significant adverse personal or family circumstances:
  - Outside normal childcare arrangement or needs
  - Outside normal carer duties
- Reasonable transport arrangements to access placement not available
- Conflict of interest arises:
  - Relative taken into care in placement area/location/type
  - Personal relationship with Mentor/Educator/Team Members

### Commonly rejected grounds:

- Claiming not to know that placements are across Hampshire and the Isle of Wight and in some cases outside this region
- A failure to anticipate the need for childcare arrangements
- Citing placement allocation as not what is desired
- Not prepared to use modes of transport available to access placement
- Cannot get to placement on time using preferred mode of transport
- Reasonable case that circumstances relied on were foreseeable or preventable
- Late disclosure of circumstances on the basis that the student 'felt unable' or 'did not feel comfortable' confiding in a staff member about extenuating circumstances that require special consideration
- Long-term health condition for which student is already receiving reasonable adjustments which are still appropriate
- Minor illness or ailment which would be unlikely to lead to an absence from work
- Financial issues
- Holidays

### Commonly accepted evidence:

- Death certificate of a close relative or significant other.
- Occupational Health report
- Report from a Health Professional in charge of your care
- A letter from:
  - Personal Academic Tutor
  - Student Support Services
  - A Counsellor/Therapist
- Details from childcare provider
- Travel details for placement for which request for special consideration is being made

## **The RAP process**

It is recognised that placement details are released at different times depending on the programme of study and some are released a long way in advance but are not confirmed until much closer to the commencement date. Students are therefore requested to complete and submit an **Application to Request Review of Allocated Placement Form** (Appendix 3) by the date published by the Programme Lead. A **Review of Allocated Placement Panel** (see below for panel membership) will meet within 2 weeks of the submission date. Students will be notified of the outcome of their request within 1 week of the panel making a decision.

The student will complete an **Application to Request Review of Allocated Placement Form** (Appendix 3) by the submission date, which will be published by the Programme Lead. The forms will be collated by the Placement Team. Electronic copies can be sent directly to the Placement Team ([Placements.FHS@soton.ac.uk](mailto:Placements.FHS@soton.ac.uk)) or a hard copy submitted to the Student Office who will pass it on to the Placement Team. These forms will be presented to the **Review of Allocated Placement Panel**.

The **Review of Allocated Placement Panel** will comprise the following:

- Specific Programme Lead,
- Specific University Practice Coordinator
- Specific Placement Team representative

## Outcomes of Review of Allocated Placement Panel

The outcome of the Review of Allocated Placement Panel will generally be one of the following:

1. The exceptional circumstances advanced are **SUFFICIENT**, on the basis of the evidence presented, to support a change in placement.
2. The exceptional circumstances advanced are **NOT ACCEPTED** as justification for special consideration.
3. The exceptional circumstances advanced are **NOT ACCEPTED** as justification for special consideration, as no evidence has been presented in support of this particular case, or the evidence submitted is insufficient.
4. The exceptional circumstances advanced require that you meet with your Programme Lead to discuss your situation further before a decision can be made. Your Programme Lead will be in touch shortly. At present **NO DECISION** has been made.
5. The exceptional circumstances advanced require that you are reviewed by Occupational Health before a decision can be made. Occupational Health will be in touch shortly. At present **NO DECISION** has been made.
6. The exceptional circumstances advanced have been taken into account.
7. The exceptional circumstances advanced require that you are reviewed by the Faculty Lead for Inclusivity before a decision can be made. Contact will be made with you shortly. At present **NO DECISION** has been made.
8. A change has been made to your placement but your Programme Lead will be contacting you shortly for further discussion.
9. The exceptional circumstances advanced are **NOT SUFFICIENT** as justification for special consideration and your Programme Lead will be contacting you shortly for further discussion.

Students will be notified by the Placement Team via email of the decision that has been made.

## Requesting a change during a placement

It is extremely rare for a student to need to change placement once the placement has already started. However, in certain unusual situations a change may be requested during a placement. The process for requesting that a change be considered is outlined in Appendix 4 (**Requesting Review of Allocated Placement arising DURING Placement**).

## Summary

The processes outlined in this document have been developed to manage requests to change placements prior to commencement of the placement and in very rare situations during a placement. Requests to change placements prior to placement require the student to complete an **Application to Request Review of Allocated Placement Form** for each placement change they want considered. All students are required to complete a **Practice Placement Student Information Form** at the start of the programme and annually thereafter to assist in the planning of placements. It is intended that the development of these processes will assist in the management of student placements, demonstrate the thought that is given to requests to change placements and to ensure that practice partners are provided with timely clear information about changes to placement allocation.

<i>Originated by:</i>	<i>Chris McLean on behalf of the Practice Learning Committee</i>
<i>Approval date:</i>	<i>January 2013</i>
<i>Date last reviewed:</i>	<i>October 2016</i>
<i>Reviewed by:</i>	<i>Chris McLean</i>
<i>Changes approved by FPC:</i>	<i>November 2016</i>
<i>Date for review</i>	<i>November 2017</i>

Appendix 1:

**Practice Placement Student Information Form**

**This information will be used to assist in the construction of your practice learning experience. Please note that the Faculty delivers a range of programmes with different requirements.**

Your Name Enter Name Date of Birth 

D	M	Y
---	---	---

  
 Programme Enter Programme Student Number Student Number

Home Address 

Enter Home Address
--------------------

Will you be living at home during your programme? Yes  No

Are you able to stay at your home address for placement purposes? Yes  No

Do you have access to any other accommodation in Hampshire and the Isle of Wight? Yes  No

If yes, please provide location 

Enter Location Details
------------------------

Term Time Address 

Enter Term Time Address
-------------------------

Do you hold a current FULL and CLEAN driving licence? Yes  No

Do you have access to a car for your placement? Yes  No

Are you entitled to the Non means tested NHS Bursary Grant (£1000)? Yes  No

Are you seconded to the programme? Yes  No

If yes, please provide name of seconding person, clinical area and organisation with address.  

Enter Details
---------------

Do you have a declared disability or health issue that may impact on your practice learning  
 Yes  No

Have you previously/currently worked in a health/social care setting? Yes  No

If yes, please provide name of setting and organisation with address.  

Enter Details
---------------

Are you or a significant other utilising services where you might be placed? Yes  No

If yes, please provide name of service and organisation with address.

Enter Details

Do you have a personal relationship with any Mentor/Practice Educator who may contribute to your assessment on your programme? Yes  No

If yes, please provide name of practice placement and organisation where the person works.

Enter Details

Are you the main carer of a child with a disability? Yes  No

Are you the main carer of a child under the age of 16? Yes  No

Are you the main carer for a dependent relative/significant other? Yes  No

If yes, what involvement do you have?

Enter Details

IMPORTANT, Please ensure you read the information below regarding Practice Placements and sign as indicated to confirm you understand.

- **Practice experiences will take place across Hampshire & the Isle of Wight and further afield for some professions therefore you will have to travel to your placement or seek alternative accommodation for the duration of your placement.**
- **Students can normally expect to have some placements close to their term time address.**
- **Student placements are pre-planned for the duration of the programme based on the information provided on this form.**
- **All Placement lines meet the Professional, Statutory and Regulatory Bodies and the University requirements to complete the programme.**
- **If your circumstances change during the programme you must complete another Practice Placement Student Information Form.**
- **In the event of the exceptional circumstances arising during the programme which may affect your placement you will have the opportunity to submit an Application to Review Allocated Placement form.**

I can confirm that I have read and understood the information above,  
Signature \_\_\_\_\_ Date \_\_\_\_\_

- **You will be required to complete a 'Practice Placement Student Information Form' annually.**
- **If your circumstances change in between, it is your responsibility to complete another form in a timely manner.**

## Appendix 2

### Requesting review of allocated placement PRIOR to placement

1

- Student wishes to request a review of their allocated placement because of Exceptional circumstances

2

- Submit 'Review of Allocated Placement Form' to the placement team WITH Evidence by submission date published by Programme Lead

3

- Panel Meet to consider request and make decision within TWO weeks of submission date
- Student notified of outcome within ONE week of decision being made by panel

## Appendix 3

# Application to Review of Allocated Placement Form

---

## Request for exceptional circumstances to be presented to the Review of Allocated Placement Panel

### Instructions

PLEASE PRINT CLEARLY USING BLACK INK AND SIGN, AND SUBMIT TO STUDENT OFFICE  
OR EDIT USING MICROSOFT WORD, PRINT AND SIGN, OR EMAIL FORM TO:  
[Placements.FHS@soton.ac.uk](mailto:Placements.FHS@soton.ac.uk)

This application form (and continuation sheet, if necessary) should be submitted accompanied by the appropriate evidence, to the Student Office, or emailed to [Placements.FHS@soton.ac.uk](mailto:Placements.FHS@soton.ac.uk) by the deadline specified for the placement under consideration.

Note that these deadlines are published by your Programme Lead

**You are advised to keep a copy of the completed form for your own records.**

### Your details

Name: .....  
Student Number: .....  
Email: .....

### Your programme

Programme: .....  
Tutor: Award leader: .....  
Year of Study: .....

**Placement Number:** ..... **Placement Name:** .....

From: ..... To: .....



**Please detail the Exceptional Circumstances which may impact on your practice learning**

*(Please use a continuation sheet if necessary)*

**Please state any documentary evidence enclosed / being submitted to support your case**

**Your signature**

Signed: .....

Date: .....

## This section to be completed at the Review of Allocated Placement Panel

Students are given the opportunity to request that exceptional circumstances are given consideration when allocating practice placements. The outcome of the Review of Allocated Placement Panel will generally be one of the following:

### Decision made by the Review of Allocated Placement Panel (please ring one, 1-14)

1	The exceptional circumstances advanced are <b>SUFFICIENT</b> , on the basis of the evidence presented to support a change in placement.
2	The exceptional circumstances advanced are <b>NOT ACCEPTED</b> as justification for special consideration.
3	The exceptional circumstances advanced are <b>NOT ACCEPTED</b> as justification for special consideration, as no evidence has been presented in support of this particular case, or the evidence submitted is insufficient.
4	The exceptional circumstances advanced require that you meet with your Programme Lead to discuss your situation further before a decision can be made. Your Programme Lead will be in touch shortly. At present <b>NO DECISION</b> has been made.
5	The exceptional circumstances advanced require that you are reviewed by Occupational Health before a decision can be made. Occupational Health will be in touch shortly. At present <b>NO DECISION</b> has been made.
6	The exceptional circumstances advanced have been taken into account.
7	The exceptional circumstances advanced require that you are reviewed by the Faculty Lead for Inclusivity before a decision can be made. Contact will be made with you shortly. At present <b>NO DECISION</b> has been made.
8	A change has been made to your placement but your Programme Lead will be contacting you shortly for further discussion.
9	The exceptional circumstances advanced are <b>NOT SUFFICIENT</b> as justification for special consideration and your Programme Lead will be contacting you shortly for further discussion.

Students will be notified by the Placement Team via email of the decision that has been made.

Signed: .....  
(Chair of Review of Allocated Placement Panel)

Date: .....

## Appendix 4

### Requesting review of allocated placement arising DURING placement



