

SHEFFIELD HALLAM UNIVERSITY - PLACEMENT TIMESHEET MSC DIETETICS

Please complete the below table at the end of your placement block to record the number of days attended. The information should have been signed off by your mentor/assessor for each week of placement.

STUDENT INFORMATION	
STUDENT SURNAME	
STUDENT FORENAME	
STUDENT NUMBER	
COURSE TYPE	
COHORT	
PLACEMENT BLOCK	

INSTRUCTION FOR THE CODE COLUMN (you only need to enter a code if you are not attending placement)

Bank Holidays - Please indicate by selecting BH from the drop down list.

Makeup Time - If any additional shifts have been completed for 'Makeup Time' please indicate with **MT**

Study Day - If any study days have been authorised please indicate with **SD**

Missed Shifts - If any rostered shift has been missed please record the reason using the code as specified in the 'Key'

KEY - FOR THE CODE COLUMN	
BH	Bank Holiday
SD	Study Day

Missed Shift Codes	
A	Absent
AA	Authorised Absence
ASA	Approved SHU Attendance
CL	Compassionate Leave
NCP	Not Clear for Placement
S	Sick
SL	Special Leave

TOTALS FOR PLACEMENT BLOCK HOURS	Decimal	Hrs:Min
MISSED SHIFTS FROM PLACEMENT	0.00	00:00
PLACEMENT HOURS ATTENDED	0.00	00:00

RECORD OF YOUR PLACEMENT HOURS

DAY OF THE WEEK	WEEK 1			WEEK 2			WEEK 3			WEEK 4		
	Date of Shift	Code		Date of Shift	Code		Date of Shift	Code		Date of Shift	Code	
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Signature of Mentor												

DAY OF THE WEEK	WEEK 5			WEEK 6			WEEK 7			WEEK 8		
	Date of Shift	Code		Date of Shift	Code		Date of Shift	Code		Date of Shift	Code	
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Signature of Mentor												

DAY OF THE WEEK	WEEK 9			WEEK 10			WEEK 11			WEEK 12		
	Date of Shift	Code		Date of Shift	Code		Date of Shift	Code		Date of Shift	Code	
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Signature of Mentor												

DAY OF THE WEEK	WEEK 13			WEEK 14			WEEK 15			WEEK 16		
	Date of Shift	Code		Date of Shift	Code		Date of Shift	Code		Date of Shift	Code	
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Signature of Mentor												

NOTES - PLEASE FEEL FREE TO USE THE BELOW FOR ANY INFORMATION YOU FEEL WE REQUIRE WITH REGARDS TO YOUR PLACEMENT TIMESHEET

Please submit your timesheets to HWB-AHPTimesheets-mb@exchange.shu.ac.uk