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.

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

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

INSTRUCTION FOR THE CODE COLUMN	(you
only need to enter a code if you are not attending place	ement)
Bank Holidays - Please indicate by selecting BH from the	drop
down list.	

Makeup Time - If any additional shifts have be 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						
Α	Absent					
AA	Authorised Absence					
ASA	Approved SHU Attendance					
CL	Compassionate Leave					
NCP	Not Clear for Placement					
S	Sick					
SL	Special Leave					

				RECOR	O OF	YOUR PLACEMENT	r Hours						
			WEEK 1			WEEK 3	ı		WEEK 3	1		WEEK 4	
DAY OF THE WEEK		_	WLLK I	+	_	WLLK 3			WLLK 3			WLLK 4	
DAT OF THE WEEK	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	=												
	_												
		1	WEEK 5			WEEK 6		,	WEEK 7			WEEK 8	
DAY OF THE WEEK													
D. II O. THE WEEK	Date of Shift	Code		Date of Shift	Code		Date of Shift	Code		Date of Shift	Code		
Monday													
Tuesday													
Wednesday													
Thursday													
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Saturday													
Sunday													
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Signature of Mentor	_												
Signature of Mentor	=												
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		١	WEEK 9		WEEK 10			WEEK 11			WEEK 12		
DAY OF THE WEEK			I I			1						1	
DATE OF THE WEEK	Date of Shift	Code		Date of Shift	Code		Date of Shift	Code		Date of Shift	Code		
Monday				_									
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Tuesday		\vdash			1								
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Wednesday Thursday Friday Saturday Sunday													
Wednesday Thursday Friday Saturday Sunday													
Wednesday Thursday Friday Saturday		100	VEEK 13		The state of the s	WEEK 14		W	VEFK 15			WEEK 16	
Wednesday Thursday Friday Saturday Sunday Signature of Mentor			WEEK 13			WEEK 14			VEEK 15			WEEK 16	
Wednesday Fhursday Friday Saturday Sunday	Date of Shift		VEEK 13	Date of Shift		WEEK 14	- Date of Shift		VEEK 15	- Date of Shift		WEEK 16	
Wednesday Thursday Friday Saturday Sunday Signature of Mentor DAY OF THE WEEK	Date of Shift	a)	VEEK 13	Date of Shift	nı.	NEEK 14	Date of Shift	Code	VEEK 15	Date of Shift	Code	WEEK 16	
Wednesday Fhursday Friday Saturday Sunday Signature of Mentor DAY OF THE WEEK	Date of Shift		VEEK 13	Date of Shift		WEEK 14	- Date of Shift		VEEK 15	- Date of Shift		WEEK 16	
Wednesday Fhursday Friday Saturday Sounday Signature of Mentor DAY OF THE WEEK Monday Fuesday	Date of Shift		VEEK 13	Date of Shift		WEEK 14	Date of Shift		VEEK 15	Date of Shift		WEEK 16	
Wednesday Thursday Friday Saturday Signature of Mentor DAY OF THE WEEK Monday Fuesday Wednesday	Date of Shift		VEEK 13	Date of Shift		WEEK 14	Date of Shift		VEEK 15	- Date of Shift		WEEK 16	
Wednesday Thursday Friday Saturday Sunday Signature of Mentor DAY OF THE WEEK Monday Tuesday Wednesday Thursday Thursday	Date of Shift		VEEK 13	Date of Shift		WEEK 14	- Date of Shift		VEEK 15	Date of Shift		WEEK 16	
Wednesday Fhursday Friday Saturday Signature of Mentor DAY OF THE WEEK Monday Fuesday Wednesday Fhursday Friday	Date of Shift		VEEK 13	Date of Shift		WEEK 14	- Date of Shift		VEEK 15	- Date of Shift		WEEK 16	
Wednesday Thursday Friday Saturday Sunday Signature of Mentor DAY OF THE WEEK Monday Tuesday Wednesday Thursday Friday Saturday Saturday	Date of Shift		VEEK 13	Date of Shift		WEEK 14	- Date of Shift		VEEK 15	Date of Shift		WEEK 16	
Wednesday Thursday Friday Saturday Sunday Signature of Mentor DAY OF THE WEEK Monday Fuesday Wednesday Thursday Friday	Date of Shift		WEEK 13	Date of Shift		WEEK 14	Date of Shift		VEEK 15	Date of Shift		WEEK 16	
Wednesday Fhursday Friday Saturday Sunday Signature of Mentor DAY OF THE WEEK Monday Fuesday Wednesday Fhursday Friday Saturday Saturday Saturday	Date of Shift		WEEK 13	Date of Shift		WEEK 14	Date of Shift		VEEK 15	Date of Shift		WEEK 16	

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