

Employability hours

We would like to support all of our third-year students to successfully achieve an exciting first post destination. To help students achieve this all third-year nursing and midwifery students are eligible to claim employability hours in lieu of clinical hours for attendance at employability events. Employability events include job interviews, recruitment events, careers fairs, occupational health appointments for first post destinations, and appointments for DBS checks.

Students are advised to follow the guidance below:

- Students are eligible to claim for up to 22.5hrs to attend employability events including interviews and recruitment fairs.
- Students are **ONLY** eligible to claim these hours if the employability event corresponds with a rostered duty shift.
- Students cannot claim these employability hours if they attend these events during a rostered off day.
- Students can claim for a short shift or a long day.
- Students attending a local employability event may be expected to return to clinical placement following the event
- Students **MUST** provide documentary evidence of employability event attendance and show this to their Practice Supervisor in order to have the hours signed in the placement book.
- Students **MUST** negotiate permission to attend these events with their nominated Practice Supervisor.
- Students should put **INT** on their timesheet to identify attendance at these events
- Students who are on campus learning and who wish to attend a recruitment event must report their absence by email and attach documentary evidence of the event. Students must also include their Academic Adviser in the email.
- Please note that these hours are not to be used for the purpose of arranging part-time jobs whilst still on the course

University representation

From time-to-time Departmental Student Representatives are required to be released from placement related activity in order to input to formal boards/committees at Sheffield Hallam University, and/or to provide formal feedback. We would expect the student to provide prior notice (where they are able to), and to gain permission from their allocated Practice Educator/ Practice Supervisor. We have agreed with practice areas that students will not be penalised for taking this time out of placement. Time given by Student Representatives to attend scheduled meetings will be counted towards 'placement hours' and can be included in the student's reported placement learning log/record. Attendance of Student

Representatives at meetings will only be confirmed by the signature of the Student Representative on the meeting attendance list.