

Student Placement Allocation Charter

Students will be allocated to an audited placement within the placement circuit referred to at recruitment and in induction. Practice educators (PE) will have completed a new PE course and a recent update in order to ensure that their assessment of the student is valid.

The placement allocation team will keep students updated via email regarding placement allocations. Once your placement allocation and contact details have been made available on email you should start to prepare for the placement by looking at the placement profile on either

[the placement website](#) OR on [PARE](#).

To access the profile on PARE, you will need to login to your PARE user account to view your placement profile. Please use the external form of your university email address (e.g., jane.doe@student.shu.ac.uk).

You should also start to prepare a mini CV that includes information about yourself, a SWOT and action plan. You should seek support from your AA in constructing this and share with your Practice Educator as soon as possible to allow them time to prepare for your placement.

Please also make telephone or email contact with your placement area as soon as possible when you receive confirmation of your allocation from the university placement allocation team, and before your placement is due to commence. You must also discuss any planned absences, such as hospital appointments.

Placement information will not be made visible to students until placement areas have confirmed with the placement allocation team that they are able to accommodate their allotted students. This is usually 3 weeks before the commencement of placement.

Sometimes, in exceptional circumstances, placement information may be delayed; this is because of changes to placement capacity across the placement circuit. In such situations students may not be notified where they have been allocated to until shortly before they are due out on placement.

Students may ask for mitigating circumstances (MC's) to be considered in relation to a specific placement allocation. Placement MC forms are made available by the placement team via blackboard when they need to be completed by students. Placement staff have the right to expect courtesy and respect at all times.