

Student Representatives - Guidance on Attendance at Formal University Boards and Committees during Placement Learning Experiences

From time to time, Student Representatives may need to be released from practice placement in order to participate in formal boards/committees at Sheffield Hallam University. During these activities, students develop valuable skills which map to the communication, collaboration, leadership and management competencies that they seek to develop on placement. As potential future employers of our Student Representatives, our practice partner organisations stand to gain strong team-workers with a range of developed skills for enhancing quality of care for patients. As a Faculty we therefore endeavour to encourage our students to participate in formal boards/committees and hope that practice partners will support this also.

This Guidance advises how Student Representative participation can be supported appropriately during periods of placement learning.

1. Student Representatives are expected to give prior notice and negotiate release from their placement with their Supervisor/Mentor or Practice Educator to attend the formal board/committee at University.
2. If a Student Rep attends a meeting instead of going to placement, they may claim 7.5 hours for that day. If they decide to attend part of a shift on placement in addition to attending a meeting, they may claim 11.5 hours for that day, unless otherwise stated in course specific policy.
3. Students can still claim hours for attending a meeting during a block of placement. Even if this falls on a day the student is not expected on placement.
4. Student placement hours documentation can be signed either by University staff whilst at the meeting, or placement staff. The University can provide evidence of the student's attendance at specific meetings on request via the chair or secretary of the board/committee.
5. Travel and/or parking expenses can be reimbursed by the Faculty for meeting attendance. Please contact Ed Robinson (edward.robinson@shu.ac.uk) for advice on the current procedure for this.
6. In order to help students recognise and articulate the skills they have developed as a Rep to prospective employers, they can seek support from their Employability Advisor, their Academic Advisor or the Hallam Award process by visiting <https://blogs.shu.ac.uk/hallamaward>.

Dear Practice Partner,

This is to confirm that _____ (student name) attended University to participate in the _____ (name of meeting) Board/Committee today on ____ / ____ / _____ and is entitled to claim practice hours for this activity in line with University policy. For more detail, please see our guidance 'Student Representatives - Guidance on Attendance at Formal University Boards and Committees during Placement Learning Experiences'.

Please note, the student has also been invited to attend meetings for this board on the following dates:

Yours Sincerely

Sheffield Hallam University Faculty of Health and Wellbeing

Signed _____

Print _____

Role/Position _____