

Process for managing placements for students whose status has changed, which impacts on a student being able to attend placement.

Process steps

1. Professional Placement team checks College education audit data for allocating students to placements.
2. Professional Placement Team notifies
 - a. Relevant locality Link Team/subject group placement lead
 - b. Relevant placement area
 - c. Relating to international students – Compliance Manager
3. Professional Placement Team updates Returners data once placement clearance process completed

Please note the following conditions which must be applied

- A. **Occupational Health (OH)** – All students who have a break in study for health reasons or who have experienced health issues whilst temporarily withdrawn from their course require an Occupational Health referral and clearance prior to placement.
- B. **Disclosure and Barring Service (DBS)** – All students who have a break in study require DBS clearance prior to placement.
- C. **Mandatory Training** – Students are required to complete mandatory training if previous mandatory training was undertaken more than one year before the student returns to the programme.
- D. **Disability Coordinators** consult with Placement Student Experience Manager in relation to students with complex placement requirements before agreement is communicated to student, and in compliance with GDPR.
- E. All placement decisions must be negotiated through the Professional Placement Team. No agreement or promises regarding where students will be placed are to be communicated to students without prior agreement of the Placement Team.