

Guidance to working hours in practice

Student working hours in practice

Students will undertake a range of practice learning placements from the outset of their programme.

Students may work weekends and evenings as appropriate to the practice setting. There may be an opportunity for a student to negotiate to work a long shift, but this is only with the agreement of the tutor or practice educator.

Students work a minimum of 37 hours per week in practice and there may be occasions which will be negotiated between the SHU Placement Team and the practice area allowing students to make up hours, but this will not exceed 48 hours per week.

Student shift hours worked and breaks

Students working a long day should not work for more than 11.5 hours, exclusive of breaks. The length and/or duration of break times are not stipulated within the:

[EU Working Time Directive](#)

[Your guide to the Working Time Regulations: sections 1 - 4 - BERR](#)

In order to provide clarity on breaks, SHU is proposing the following:

- During a long day an adequate rest period of 60 minutes (1 hour) should be taken which should not be claimed for in the hours worked. In addition, a concessionary 15 minutes break during the day/shift may be taken which can be included in the hours worked.
- During a traditional 7 hours day/shift, a rest period of 30 minutes should be taken which should not be claimed for in the hours worked. In addition, a concessionary 15 minutes break during the day/shift may be taken which can be included in the hours worked.

Flexibility about when breaks are taken must be negotiated within the placement area. In certain circumstances timing of breaks may be delayed. However, it is important that students recognise the effects of fatigue on performance and concentration. If a student expresses personal problems, their tutor should encourage them to telephone the Student Support Officer.

If a student is failing to meet minimal required standards or you are concerned about a student's behaviour, please contact their tutor and the Student Support Officer.

If student is referred to the Occupational Health Department or to Accident and Emergency whilst on placement, please inform the Student Support Officer.

Bank Holidays

Students **will not** attend SHU where Bank Holidays fall in SHU time. For any Bank Holidays which fall on a Monday (except **May Day** Monday), please note that SHU will also be closed on the Tuesday.

When on placement, students **will not** work Bank Holidays and will take these in addition to their days off for the week in which the Bank Holiday occurs. If a student negotiates with their practice educator to work a Bank Holiday, they will be entitled to another day off.

Students on placement are only eligible for the following statutory holidays:

- Easter Monday
- The two Bank Holiday Mondays in May
- Bank Holiday Monday in August
- Good Friday
- Christmas Day and Boxing Day
- New Year's Day

In some agencies, Bank Holidays may vary. Bank Holidays **are not** counted as placement days.

Sickness and absence

Refer to the ***Procedure for a student sick from placement***

Attendance monitoring

The ideal is that as the student completing the programme, they are able to attend for 100% of both the Theory and Practice requirements of the programme. However, it is recognised that the student may face a number of challenges during the programme which requires a period of sickness or special/compassionate leave. It is important for the student to recognise that keeping sickness and absence to a minimum is important, as employers are often interested in the number of days and the number of occasions when sickness and/or absences have occurred.

SHU will closely monitor sickness and absence to ensure students are eligible for registration as qualified practitioners.

Reporting sickness and special/compassionate leave whilst on placement

Refer to the *Procedure for a student sick from placement*

It is important to note that all applications for special/compassionate leave must be agreed by one of the following SHU staff:

- Student Support Officer
- Course Leader
- Relevant Year Tutor
- Personal Tutor

Consistent poor attendance

It is important to recognise that if attendance continues to be poor, the student can be asked to leave the course as they are training to join a professional register and need to meet the necessary learning hours. Sometimes, a student may need to withdraw from the programme and join a later cohort. A discussion is to take place with the student and this is to be facilitated by the Course Leader and their Personal Tutor with a Student Support Officer present.

Students are reminded that attendance records are taken into account when considering individual progress through the course, and are a professional requirement.

Accidents on practice placement

If a student is involved in an accident/incident whilst on placement, they should ensure that they complete an accident/incident report form in accordance with the placement Health and Safety regulations. A copy of this form should also be given to the student to return to the Student Support Officer in the faculty; this is to be retained in the student file.