

Scope: Students	Effective Date: 01/10/2023	Responsible Dept: Placement Team	Equality Impact Assessment Completed:
Last updated by/date: Placement Team/Sept 2023	Next review date: August 2024	Associated links and webpages:	

Placement Reconsideration Policy

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1. PURPOSE

- 1.1. This policy sets out the general approach adopted by the Placement Team when reconsidering a placement upon the request of a student following an allocation release.

2. SCOPE

- 2.1. This policy applies to students who are engaged in a course which is supported by the Placement Team, namely: Initial Teacher Education (ITE), Early Years Education and Care (EYEC) and health related courses.
- 2.2. This policy does not cover work experience modules or a placement year/year in industry.

3. OVERARCHING PRINCIPLES

- 3.1. The main aim of the Placement Team when securing and allocating to placement opportunities is to ensure all allocations are compliant with the relevant guidelines and requirements of the regulatory body related to the course.
- 3.2. Requests for reconsideration of placements will be considered as a standalone application and will not impact on confirmed allocation of the wider cohort.
- 3.3. The Placement Team do not run a surplus of opportunities. This means all requests for reconsideration may result in delays to the placement if a new opportunity needs to be sourced and could result in progression on the programme being affected.
- 3.4. All requests for reconsideration must be made using the appropriate process as advised by the Placement Team and within the specified timeframe. All applications via different methods and out of time will not be accepted.

4. GROUNDS FOR RECONSIDERATION

- 4.1. The Placement Team will work with the appropriate Academic School to consider all applications for reconsideration but in all cases the onus is on the student to provide sufficient grounds for reconsideration and potential reallocation.
- 4.2. A reconsideration will be considered where the student is able to demonstrate one of the following:
 - 4.2.1. The placement is not compliant with the requirements of the course.

- 4.2.2. The Placement Team have not applied the Placement Placing Policy correctly.
- 4.2.3. The anticipated travel time has not been calculated correctly meaning the travel time falls outside of the Placement Travel Policy.
- 4.2.4. An important factor disclosed on the Student Detail Form was not considered.

5. DECISIONS

- 5.1. All requests for reconsideration will be considered by a panel consisting of members of the Placement Team and the academic school.
- 5.2. Decisions of the reconsideration panel are final and no further reconsideration applications will be accepted.
- 5.3. If a student does not accept the decision of the panel and decline to take up the placement this will impact on their progression. Placements are a compulsory element of the programme and if the placement is deemed appropriate failure to engage will result in a non-attempt and be entered as such in the student records database. Any subsequent attempt will be a resit.
- 5.4. If a placement is to be rearranged the student should not attempt to contact the placement provider. All communication with placement providers will be by the Placement Team.

