

Placement Change Form

The School of Education offers integrated block placements and shorter enrichment experiences, ensuring we deliver you exciting opportunities within varied and diverse partner settings.

Our comprehensive range of placement providers and experienced mentors will guide you with the skills to become confident, engaging and critically reflective in your chosen pathway.

The placements team deal with the logistics and administration of your placements, this takes considerable time and very careful planning to ensure we secure you the right placement for your needs. Therefore, **changes to placements are not permitted** unless there are **exceptional circumstances** which may be as follows:

- Conflict of interest between the student and the placement (e.g., the presence of a family member in the placement setting).
- Physical or mental health reasons which must be supported by evidence.
- Change in circumstances (e.g., mode of transport or term time address must be confirmed in writing to the placement team sepdplacements@hud.ac.uk with immediate effect, to ensure your placement is not impacted).

There are various reasons why students may wish to change their placements, however opportunities are extremely difficult to secure, therefore the categories below will not be considered.

- To accommodate childcare arrangements.
- Travel, please see below:
 - Distance (Please note you are expected to travel up to **90 minutes** from your term time address. If this is not possible, you will be placed in a setting close to the University)
 - Temporary travel disruption
 - Anxiety on public transport or route to placement if travelling by car (e.g., motorway, rural areas)
 - Having to use more than 1 method of travel to placement (i.e., two buses or a bus and train)
- Location (i.e., Urban/Rural)
- Personal preference (e.g., age phase/others' perception of the placement)
- Work commitments
- Caring responsibilities (e.g., family members)
- Concerns about weather conditions (e.g., snow during winter months)

If your reason does not appear in the list above, please complete the form overleaf so your request may be considered.

Please note requests must be made within 2 working days of the placement confirmation email being sent.

Student Name	
Student Number	
Personal Tutor	
Course & Cohort	
Placement Setting	
Placement Dates	
Evidence Submitted	
Reason for Request	

Please return this form by email to the following contacts:

- Personal Academic Tutor
- Sarah Ahmed – Head of Partnerships s.m.n.ahmed@hud.ac.uk
- Placements team (sepdplacements@hud.ac.uk)

they will consider the request and confirm if a decision to change your placement has been approved.

Please note any requests to change your placement will be dealt with as promptly as possible, however your placement start date maybe delayed due to the process of securing an alternative opportunity for you.

Signed.....Date.....

Completed by PAT:

- Approved – Student has been notified and decision sent to sepdplacements@hud.ac.uk (Please note this must be within 2 working days of receipt).

Decision Notes

- Declined – Confirmed to the student that their request has been declined.

Decision Notes

Signed.....Date.....