



University of Greater Manchester

School of Health, Science & Society

Allocation of Practice Learning Experiences Policy

Issued by the Quality Transformation Unit

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Technical updates of this document take place on an annual basis to reflect changes to the University of Greater Manchester's organisational and management structure and to incorporate earlier, approved amendments to related policies, procedures and regulations.

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CONTENTS

1	Introduction	3
2	Scope	3
3	Guidance	3
3.1	Identification of capacity	4
3.2	Placement of learner within a learning environment	4
3.3	Travel time	5
3.4	Considerations	6
3.5	Publishing of allocations	6
3.6	Change requests	7
4	Roles and Responsibilities	7
4.1	Quality Assurance- Practice Learning Team	7
4.2	Placement Office Team	7
4.3	Programme Lead	8
4.4	Personal tutor	8
4.5	Academic Assessor / Visiting tutor / Link Lecturer	8
4.6	Work Based Apprenticeship Tutor (WBAT)	8
4.7	Practice Partner Organisation	8
4.8	Learner	9
5	Appendices	10
5.1	Appendix 1: Allocation process- Nursing, TNA, ODP, midwifery, paramedic	10
5.2	Appendix 2: Allocation process- Physiotherapy	11
5.3	Appendix 3: Allocation process- Social Work	12
5.4	Appendix 4: Allocation process- Sports Rehabilitation	13
5.5	Appendix 5: Requests to change practice organisation	10

1 Introduction

This policy sets out the process for the allocation of practice learning experiences in learning environments for pre-registration professional programmes within the School of Health, Science and Society.

Within professional programmes regulated by Professional, Statutory and Regulatory Bodies (PSRB), professional placement and practice learning is central to the development of the practitioner. PSRB's may set a minimum number of hours learners must spend in practice to achieve the required competencies, knowledge and behaviours. The University of Greater Manchester (UoGM) ensures capacity in learning environments is available to ensure appropriate allocations to enable learners to meet the PSRB requirements.

2 Scope

This guidance will cover the following programmes within the School of Health, Science and Society:

- BSc (Hons) Nursing: Adult and Children's - full and part-time routes
- BSc (Hons) Degree Nurse Apprenticeship: Adult and Mental Health- full and part-time routes
- MNurs/MSc Adult Nursing
- FDS Sc Student Nursing Associate (SNA)- Direct route and Apprenticeship routes
- BSc (Hons) Midwifery
- BSc (Hons) and MSc Pre-registration Physiotherapy
- BSc (Hons) Operating Department Practitioner (ODP) Direct route and Apprenticeship routes
- BSc (Hons) Paramedic Science
- MSc Physician Associate
- BSc & MSc Social Work
- BSc (Hons) Sport Rehabilitation
- BSc (Hons) Occupational Therapy- Direct route and Apprenticeship routes (TBC)

3 Guidance

The following sections will outline the process undertaken in identification of the capacity and learning experience, establishing the placement for a learner and the learner commencing the learning experience.

Online Practice Assessment Record (PARE) will be available as per programme, PARE is usually available at least 4-6 weeks prior to the allocated practice period.

3.1 Identification of capacity

Capacity is agreed via partnership arrangements between the Practice Partners and the University. However, where capacity expansion is sought, the Programme Lead / Practice Lead / Practice Quality Team will make connections with practice learning that leads to develop relationships to enable the expansion of capacity at a local level. The Quality Assurance Team for Practice will liaise with strategic groups for the specific region and engage with partner Higher Education Institutions (HEIs), NHS England (NHSE) and stakeholders at a strategic level, to engage in partnership working to enable capacity expansion, with support from the relevant Head of School and the Area Lead. For Sports programmes, capacity is developed via the practice lead within the programme in partnership with relevant organisations.

3.2 Placement of learner within a learning environment

Allocation processes will differ between apprenticeship and independent route programmes and across specific professions. The processes of allocation for specific programmes can be found in Appendices 1 to 4.

The programme team and placement office will ensure learners have a learning journey which meets all programme and regulatory body learning outcomes.

- Apprenticeship allocations are the responsibility of both the employer and UoGM. The UoGM Placement Team with the programme team can assist to establish partnership for reciprocal arrangements across learners' employers if required. Apprenticeships allocations should be shared with the practice organisation, programme leaders and placement office no later than 8 weeks in advance of the allocation period to ensure checking against programme requirements and ensure learners are receiving all required experiences. Should any amendments would be required, they will be negotiated in partnership with employer and placement provider.
- Direct route TNA allocations are completed by the University, normally 8 weeks in advance of the allocation period to ensure checking against programme requirements to provide assurance learners are receiving all required experiences. Any amendments will be negotiated in partnership.
- Direct route Nursing allocations are completed mainly by the UoGM placement team. Allocation plans will be shared between UoGM and the practice partner normally 6-8 weeks prior to the practice period commencing. Should any amendments would be required they will be agreed normally 4-6 weeks before the allocation dates commence.
- Midwifery allocations are completed by the UoGM placement office. We endeavour to allocate for the whole academic year (Sep-Aug) and although

these are published to learners and practice, the allocations are subject to review 8-10 weeks prior to each practice period and may be change to support capacity or individual needs as required. Allocations will be confirmed to learners 4 weeks prior to the start of the practice period.

Midwifery allocations are completed in partnership with practice partners and other Universities to manage overall capacity. Learners are allocated a “Pathway” to ensure equity of experiences and meet the programme requirements. Where a learner is unable to attend practice, missed learning will be managed on an individual basis in line with capacity and assurance of support to meet required proficiencies.

- Physiotherapy and Occupational Therapy (OT) allocations are agreed via capacity arrangements across the North West region and GM system. The allocations will be agreed as per the process and recorded on the required EXCEL sheet for upload to Online PARE
- Paramedic allocations are completed in partnership with North West Ambulance Service (NWS), non-ambulance practice providers and UoGM. The university is responsible for the EXCEL upload.
- Social Work (SW) programmes allocation is managed via the programme team and the UoGM placement team in partnership with practice partners.
- Operating Department Practice (ODP) allocations are managed via the programme team in partnership with practice partners.
- Sport Rehabilitation (SRB) placements are managed through the practice lead for the programme in partnership with learners and practice learning partners.
- Physician Associate (PA) programme allocations are managed via the programme team in partnership with practice partners.

3.3 Travel time

The allocation teams work to allocate learners in learning environments that are approximately 1.5 hours (90mins) travel distance from the address where they live (recorded on the learner record as term time address) and will travel from. This time will be calculated by public transport.

Please note that the travel time may vary across professions due to the individual difference in programmes.

Physician Associate, Paramedic, Physiotherapy, Occupational Therapy, Sport Rehabilitation and ODP may be placed beyond this time limit due to the Northwest nature of placement availability. However, this will be the exception and dependent on capacity and availability within practice partner organisations.

Placement will be mainly within Greater Manchester, and wider Northwest capacity may be available to support travel distance. However, this is not guaranteed. Most direct entry learners are eligible to claim for travel and accommodation costs via the NHS Learning Support Fund [Travel and Dual Accommodation Expenses | NHSBSA](#)

Nursing and nursing associate learners can be placed anywhere within the organisation to which they have been allocated to, but also outside this for primary care, private, voluntary services, and social care. Any primary care and social care learning environment may not sit within the geographical area of home organisation. The allocation team will endeavor to follow the approximate 1.5-hour travel distance rule.

3..4 Considerations

A Learner will not be allocated learning environments within Primary Care or community services which are close to their home address to reduce the risk of conflict of interest resulting from delivering the care.

Learners also have a responsibility to disclose if they have family members working within their allocated learning environment / organisation to ensure not being allocated directly to this area thus avoiding conflict of interest. Learners will need to ensure their programme team is aware of any conflict of interest in order to change the allocation.

3..5 Publishing of allocations

Allocations will be published via InPlace for nursing and via programme leads / practice leads for other professions. All groups within one cohort will receive their allocation at the same time unless the learner is not compliant with mandatory pre-placement requirements.

Allocations aim to be published at least 4-6 weeks prior to the allocated practice period. However, on occasion allocations may be published late due to unforeseen circumstances; learners will be informed of this via the programme team. Sport Rehabilitation and Physician Associate allocations will be confirmed by the practice lead.

Online Practice Assessment Record (PARE) will be available as per programme, PARE is usually available at least 4-6 weeks prior to the allocated practice period.

3..6 Change requests

This section is to be read in conjunction with Guidelines for Management of Placement Allocation / Request for change of placement.

Allocation to learning environments ensures that learners are exposed to a variety of experiences required to meet regulatory body requirements. Therefore, allocations are final. Change requests, either for change in home practice organisation (Nursing and Midwifery only) or upcoming allocation to a learning environment will only be considered in exceptional and extenuating circumstances.

Learners must discuss the need with their personal tutor or specific programme placement coordinator prior to submitting the relevant change request form and include relevant evidence (see appendices).

Requests will not be considered by the panel unless evidence is included, and the reason is extenuating or exceptional.

Please see “Guidelines for Management of Placement Allocation / Request for change of placement” for the change request protocol and explanation of what constitutes the extenuating circumstances.

4 Roles and Responsibilities

4.1 Quality Assurance - Practice Learning Team & Professional Placement Operational Lead

The Quality Assurance (QA) team will provide a strategic overview of capacity requirements and allocations. They will work in partnership with all programmes to ensure capacity is available and will liaise with strategic groups for the specific region and engage with partner Higher Education Institutions (HEIs), NHS England (NHSE) and stakeholders at a strategic level, to engage in partnership working to enable capacity expansion, with support from the relevant Head of School and the Area Lead.

The Professional Placement Operational Leaders for 2 main school areas overview the Quality Assurance of placements, support the expansion, lead on the digitalisation and represent the University of Greater Manchester at key forums within GM system and Northwest region.

4.2 Placement Office Team

The placement office team overlooks the learners’ compliance within the mandatory checks and entry requirements. Upon the completion of all conditions, the placement team will allocate learner to practice environment, will ensure all practice providers have the names /cohort details /placement dates for relevant learners for all programmes; with the exception of Sport Rehabilitation and Physician Associate.

The placement office team will ensure this information is shared with all stakeholders in a timely manner.

The placement office will publish the allocations directly to the learners as agreed with stakeholders and liaise with relevant programme leads to confirm.

4.3 Programme Lead

The Programme Lead will liaise with the Head of QA and placement office team regarding allocations and capacity. They will make connections with practice learning leads within the practice partner organisation(s) to develop relationships to enable the expansion and sustainability of capacity at a local level.

Programme Leaders receive allocations to review and ensure learner allocated journeys meet the programme requirements.

4.4 Personal tutor

The Personal Tutor will be aware of allocation processes and requirements and be the first line of support for the learner as required with regards to allocations. They will follow identified communication processes and liaise with the Academic Assessor as required.

4.5 Academic Assessor / Visiting tutor / Link Lecturer

The Academic from the relevant programme teaching team will provide support to the learner and the learning environment as per the PSRB requirements.

4.6 Work Based Apprenticeship Tutor (WBAT)

Support the programme team, practice partner and students in managing allocation, completion of PARE requirements and completion of 12-week reviews for apprentices.

4.7 Practice Partner Organisation

The Practice Partner and University will work in partnership to ensure capacity is available; they will support expansion and sustainability. They will review capacity on a regular basis, keeping the university informed of changes. They will instigate relevant capacity and allocation of escalation policies as required within agreed protocols.

4.8 Learner

Once the learner receives their allocation, they will contact the learning environment to introduce themselves, receive off duty and other relevant housekeeping information, like welcome material. Contact should be made from 2 weeks prior to the start of the allocated practice dates.

Learner is expected to fully engage in preparation processes and pre-reading if required.

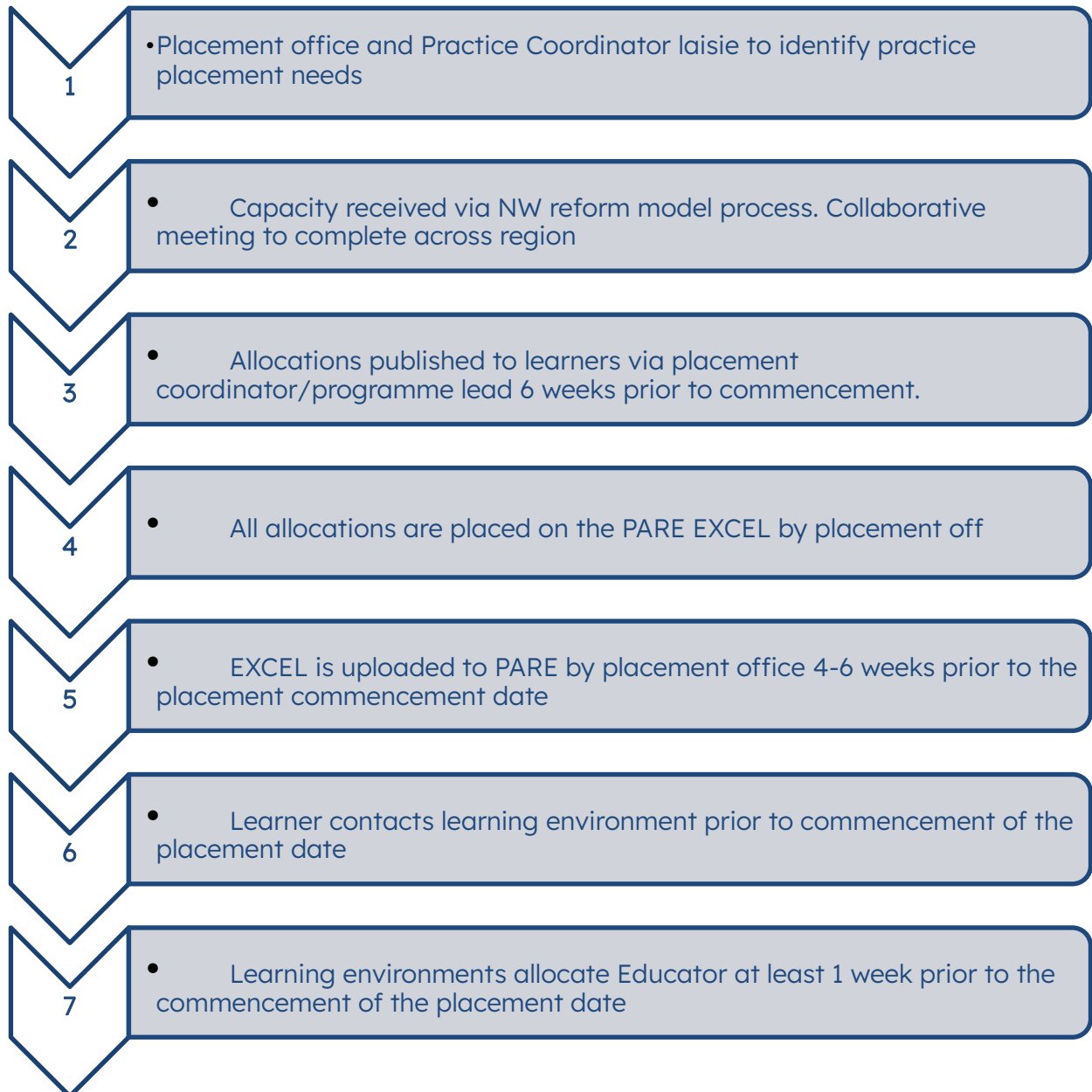
In case learner requires change of the learning environment, it is expected they will adhere fully to the processes lined in the “Guidelines for Management of Placement Allocation / Request for change of placement”.

5 Appendices

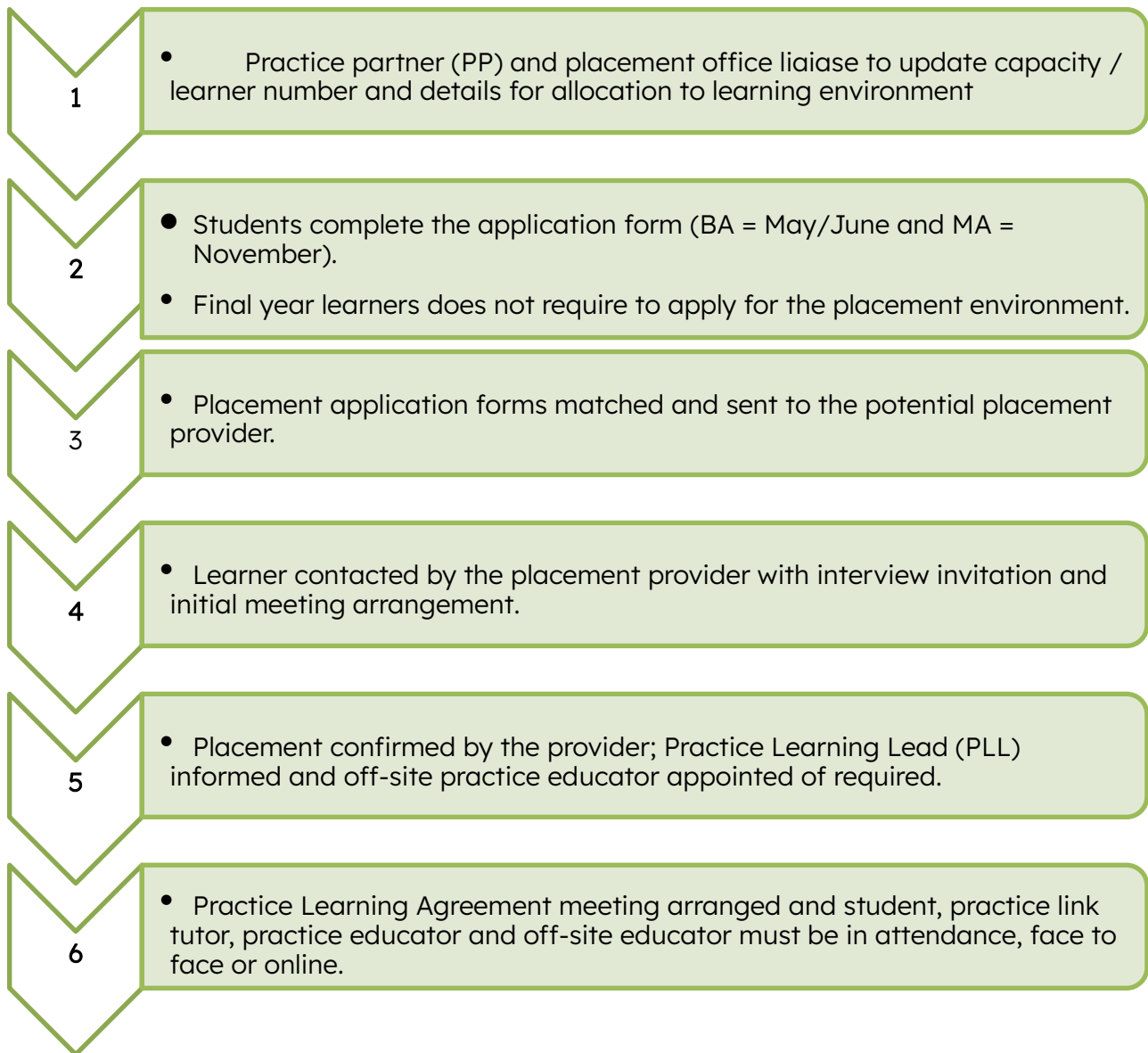
5.1 Appendix 1: Allocation process- Nursing, TNA, ODP, midwifery, paramedic



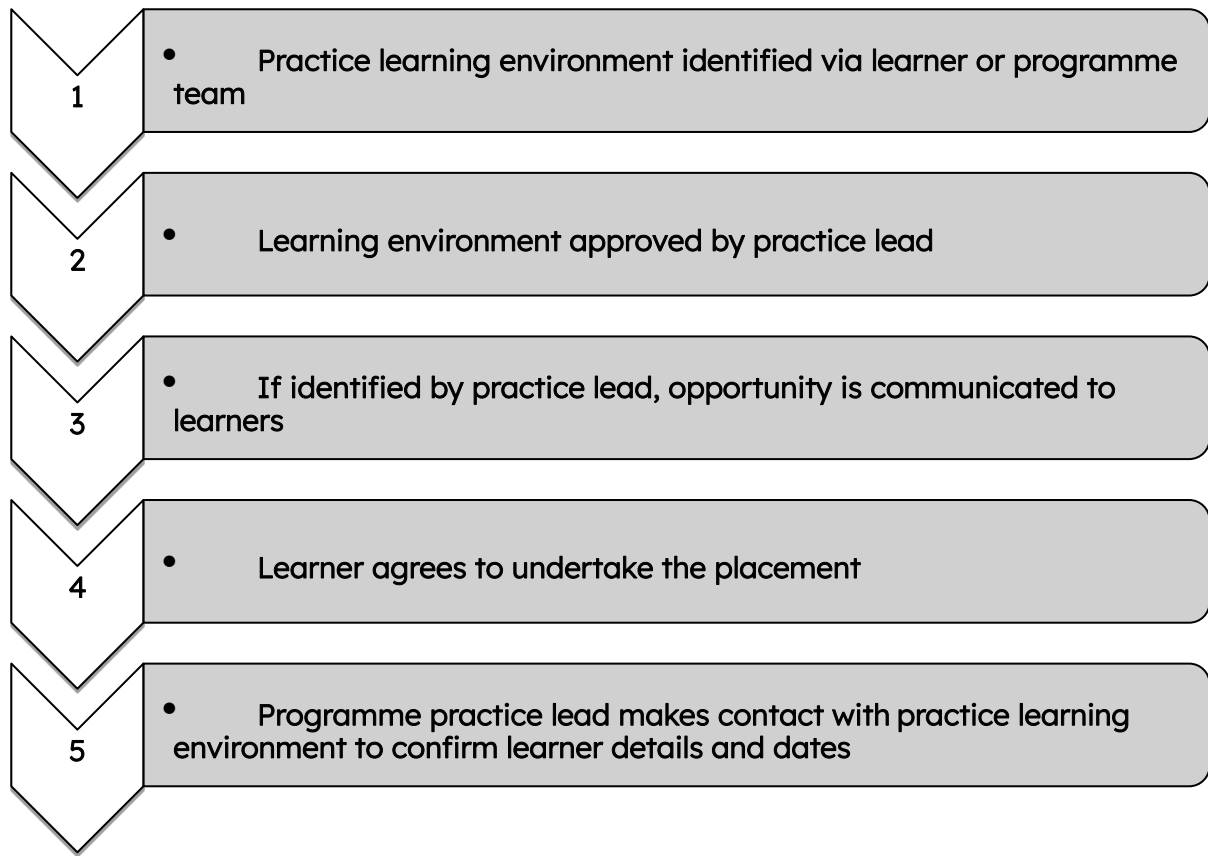
5..2 Appendix 2: Allocation process- Physiotherapy



5..3 Appendix 3: Allocation process- Social Work



5..4 Appendix 4: Allocation process- Sport Rehabilitation



Equality Impact Assessment

“The University of Greater Manchester is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this procedure has been screened in relation to the use of plain English, the promotion of the positive duty in relation to race, gender and disability and avoidance of discrimination to other equality groups related to age, sexual orientation, religion or belief or gender reassignment.”

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