



University of Greater Manchester

School of Health, Science & Society

Pre Placement Mandatory Requirement Policy

Issued by the School of Health and Social Sciences

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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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Mandatory Pre - placement requirements

Introduction

There are several mandatory requirements which learners must meet to attend practice learning experiences, set out within contractual requirements from NHS England Practice learning is an integral part of many programmes, particularly those with Professional and Statutory Regulatory Body (PSRB), Social Work England or under NHS England commissioning contract.

The following provides all mandatory elements with the associated timeframes and roles and responsibilities that must be followed throughout the programme.

2. Scope

All learners enrolled on programmes which are required to ensure good health and good character alongside the completion of mandatory training.

2.1 To be read in conjunction with wider University Policies and Guidance

Disclosure and Barring Service (DBS) Policy
Student Occupational Health (OH) Policy
Uniform Policy

[Student Policy Zone | University of Greater Manchester](#)

3. Disclosure Barring Service (DBS)

Core Requirements

Enhanced DBS Check: This is the most in-depth criminal record check, covering both spent and unspent convictions, cautions, and, if required, the barred lists.

Barred Lists: Checked against both the adults' and children's barred lists, as placements often involve both groups.

Mandatory Clearance: Satisfactory DBS clearance is a "condition of offer." Failure to secure it can lead to the termination of a student's place on the programme

All students will receive information to ensure completion as part of the admissions process. It is mandatory that learners complete all required forms and return them in a timely manner as any delay in this will affect their ability to commence practice learning experiences and continue on the programme.

This requirement is non-transferable from other employers, unless the student is an apprentice or on post registration programmes via their employer, then the employer will sign a consent to proceed form (Appendix 1) and return to the programme team, this is undertaken as part of the admissions process.

Students must have actively engaged with the DBS application process by the **8th** week of programme. Any non-compliance will be referred to programme lead / lead of school to determine if suspended from programme until made good.

Programme Leads / Lead Midwife for Education must ensure personal tutor details are up to date on relevant systems and ensure the placement office is made aware of the personal tutor names and relevant contacts.

Personal Tutors must discuss requirements with all students and follow up with any outstanding elements on a weekly basis.

Placement office will send all students an email (appendix 2) with the actions required.

Students must seek early support from DBShealth@greatermanchester.ac.uk if uncertain on any requirements.

Placement office will check the DBS reports weekly and all students who are outstanding on any of the elements will receive an email at least every 2 weeks as a reminder, the personal tutor will be copied into the email.

Programme Leads / Lead Midwife for Education will liaise with personal tutors to check the DBS status of those outstanding, assessing if the lack of completion is beyond the students control or through lack of engagement of learner, for example:

- a. **Beyond learner's control:** Student submitted DBS application and correct ID et, however the response from DBS was delayed through no fault of learner.
- b. **Lack of engagement:** Student has not submitted DBS application and correct ID.
- c. **If delayed because learner has lived overseas,** please consult the DBS policy, and liaise with DBS for health.

If beyond learner's control, placement office will inform learning environment of delay. The learner will be unable to commence placement, and a final decision will be made at the end of week 2 of the practice period if the remaining placement weeks will be cancelled.

If Lack of engagement, placement will be cancelled, and the placement office will inform practice. No placement will be published to the student.

Programme Leads / Lead Midwife for Education will ensure all outcomes are discussed with the student and recorded on pulse.

Any communication must use consistent language (See appendix 3)

If non engagement after week 8 of the programme the learner will be referred to head of school and could be deferred to the next cohort, regardless of if they do not commence placement within their first year. During this period, they must continue to act to complete the process to enable return to the programme. DBS must be received before the student re- enrolls.

4. Occupational Health clearance

To be read in conjunction with the University Occupational Health Policy

All students will be required to complete an Occupational Health Assessment to ensure that their health does not constitute a barrier to the achievement of the programme learning outcomes or eligibility to apply for registration with the professional body. This will require the completion of a health questionnaire before or during the first few weeks of the programme, followed by an occupational health screening appointment which will include the consideration of appropriate immunisations.

Satisfactory occupational health clearance is required to participate in this course.

1. The student will receive a link via their e mail to Occupational health at the start of programme. **This link will last 5 days and then expire.** It is the student's responsibility to complete within the time frames or request a new link.
2. The student will not be triaged by occupational health if not completed their health questionnaire, causing delays.
3. The student will then be invited to attend an appointment with occupational health.
4. If the student cannot attend for any reason they must give 48hrs notice where possible.
5. Failure to attend the appointment without justified reason could lead to occupational health refusing a new appointment and therefore the student could not continue programme.
6. Consent will be gained from the student to share any reasonable adjustments.

Health Questionnaire

It is the student's duty to provide all, relevant, truthful and accurate information to Occupational Health and no information should be withheld. Any failure to do so may result in the offer of a place being withdrawn or reconsideration of your fitness to continue with the programme.

Dishonesty is incompatible with training in a regulated profession and may lead to you being removed from the programme.

The student may need additional vaccinations or immunity checks. In these cases, the Occupational Health team will assist to organise the necessary checks or

vaccinations as well as identify and advise on any reasonable adjustments that may need to be made.

Reasonable adjustments

Please note occupational health is an advisory service to the University

Any operational decisions on the feasibility and implementation of any adjustments ultimately rests with the University and the placement areas. Consideration will be given to the provisions of the Equality Act 2010, best practice standards as well as the core competencies of your programme. The Equality Act 2010 defines a disability as a physical or mental condition that has a substantial and long-term effect on your ability to carry out your daily activities. Decisions will be based on the individual's needs and whether any adjustments would be reasonable within the placement setting.

The University and placement areas will need to consider health and safety factors, patient safety and the protection of the public.

Please read in conjunction with the Greater Manchester Reasonable adjustment guidance (Followed by all Greater Manchester HEI's) <https://padlet.com/sbulpitt2/practice-learning-resources-ena9equvhi57nve2/wish/lkROZPwOpgpNQiMg>

All students are advised to discuss any reasonable adjustments with their personal tutor, to ensure support mechanisms are in place and action plans agreed prior to commencement of placement as third part agreement between learner, UoGM and placement provider.

5. Good Health & Character Declaration

Definition of Good Character:

Applicants must be honest, trustworthy, and behave lawfully.

Definition of Good Health:

Individuals must be in sufficient health to practice safely without supervision. This does not exclude those with health conditions who can work safely, with reasonable adjustments.

What Must Be Declared:

- Any criminal convictions, cautions, or charges.
- Any health issues that could affect the ability to practice safely and effectively.
- Any previous findings of "fitness to practise" impairment by other regulatory bodies.
- Any involvement with social services.

Process:

- Students must complete this declaration upon application and annually thereafter.

- A final self-declaration is also required when applying for the register at the end of programme.
- Self-declarations must be submitted to the personal tutor via the means prescribed within the specific programme.
- Where InPlace is available to students, it will be uploaded there.
- Non-completion of this declaration will prevent the student from entering practice.
- Personal tutors must check the annual declaration to ensure there are no new disclosures and where a disclosure is made, they should discuss with Programme Leads / Lead Midwife for Education for further action.
- Placement office should be informed by personal tutor if learner will be prevented from attending the practice experience.
- If a learner is convicted of an offence or health changes occur whilst on programme, they must inform their personal tutor as soon as possible and not wait until the annual declaration.

6. Mandatory training requirements

Learners on programmes delivered within the NHSE Education Contract outlined below are required to complete all mandatory training elements

Apprentices will undertake mandatory training as per their employer's policy, this must be monitored via their personal tutor:

Physiotherapy
Occupational Therapy
Nursing
Student Nursing Associate
Midwifery
Operating Department Practitioner

Physician Associate
Paramedics

Sport Rehabilitation learners are only required to complete the Basic Life Support and moving and handling training elements, unless allocated to a Health or Care environment in which case they will need to complete all elements listed within the year 1 list.

APEL students must complete Year 1 and 2 mandatory training elements prior to first placement.

All required elements must be completed a minimum of 6 weeks prior to the start of the first placement of the new year / part / academic level.

Personal tutors are responsible for booking students on the face-to-face courses and monitoring the attendance.

Personal tutors' skills team must complete the compliance tracker as a mode of communication with the placement office.

Placement office will not publish placements unless all requirements are met.

Year 1	Year 2	Year 3
Conflict Resolution - Level 1	Data Security Awareness Level 1	Conflict Resolution - Level 1
Data Security Awareness - Level 1	Health, Safety & Welfare Level 1	Data Security Awareness - Level 1
Equality, Diversity & Human Rights Level 1	Moving & Handling - Level 1	Equality, Diversity & Human Rights Level 1
Fire Safety - Level 1	Infection Prevention & Control Level 2	Fire Safety - Level 1
Health, Safety & Welfare - Level 1	Adults Resuscitation - Level 1 Face to face practical	Health, Safety & Welfare - Level 1
Moving & Handling - Level 1 E learning & Face to face practical	Moving & Handling e Assessment t Level2	Moving & Handling - Level 1 E learning & Face to face practical
Infection Prevention & Control Level 1	Resuscitation - Newborn Level 2 Face to face practical	Infection Prevention & Control Level 1
Infection Prevention & Control - Level 2		Infection Prevention & Control Level 2
Safeguarding Adults - Level 1		Safeguarding Adults - Level 1
Safeguarding Adults - Level 2		Safeguarding Adults - Level 2
Adults Resuscitation - Level 2 E Learning & Face to face practical		Adults Resuscitation - Level 2 E learning & Face to face practical
Safeguarding Children - Level 1		Safeguarding Children - Level 1
Safeguarding Children - Level 2		Safeguarding Children - Level 2
Moving & Handling eAssessment - Level2		Moving & Handling eAssessment - Level2
Preventing Radicalisation		Preventing Radicalisation
Resuscitation - Newborn - Level 2 E learning & Face to face practical		Resuscitation - Newborn - Level 2 E learning & Face to face practical
Resuscitation - Paediatric - Level 2 E learning & Face to face practical		Resuscitation - Paediatric - Level 2 E learning & Face to face practical

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7. Uniform requirements

Please read in conjunction with University Uniform policy

Programmes which require learners to wear a uniform must ensure all mandatory items relating to health and safety are provided prior to the learner accessing practice. Programme Leads / Lead Midwife for Education are responsible for ensuring all learners have access to the correct uniform.

APPENDIX ONE

Consent to Proceed for Apprentices and Learners on Pre-registration programmes

Name of Candidate	
Student Number (if known):	
Apprenticeship programme applied for	
Name of Employing Organisation	
Employer representative name	
Employer representative role	
Contact number	
Email	

I confirm that the following checks have been completed:

Requirement	Satisfactory evidence provided
Satisfactory Occupational Health Clearance	Yes ☐ No ☐ Comments:
Satisfactory Enhanced DBS check	Yes ☐ No ☐ Comments:
One academic reference if APL/previous study in the field	Yes ☐ No ☐ N/a ☐ Comments:
One professional reference (current employment)	Yes ☐ No ☐ Comments:

Please note that all offers made are conditional and therefore we are unable to offer a university place until the completed form has been received.

Data Protection Statement

1. I can confirm that the requisite documentation and information required for the completion of this form has been checked and that the information I have supplied is an accurate reflection of the records available to me.
2. I understand that the information which I supply on this form may be subject to the General Data Protection Regulation (GDPR) and Data Protection Act 2018 principles and other relevant legislation, and may be shared with the relevant professional, regulatory and statutory bodies or any other persons deemed necessary by the University to assess the suitability for study.
3. Where appropriate I have obtained consent from the named candidate on this form to share the information I have included with the University of Greater Manchester /Organisation.
4. I consent to the information I provide or in connection of this form being used by the University of Greater Manchester/Organisation in its decision-making process.
5. I understand that the information I have provided will be cross-referenced against other sources of information available to the University/Organisation including but not limited to; the Criminal Convictions and Good Conduct Declaration Form completed by the named candidate on this form. Discrepancies in information provided could result in the withdrawal of any provisional offer, the termination of enrolment or disciplinary action and any contributor to course fees or funding being informed.
6. I understand that the information I have supplied will be handled by the University of Greater Manchester in accordance with the University of Greater Manchester Data Protection Policy.

I confirm this declaration to be accurate at the time of completion:

Signed:

Date:

Please send the completed form to the designated Programme Lead

APPENDIX TWO

Email to Learners

Dear Learner

The confirmation of good health and good character is a regulatory body (NMC, HCPC, GMC etc.) requirement. Clearance of both enables you to progress throughout the programme and attend practice experiences.

When you received your offer to enter the programme, you will have received an email with instructions to undertake an occupational health (OH) screening and apply for DBS clearance. Please review this email and ensure that you have completed the applications as requested. If you have any issues with either of these applications, please refer to your personal tutor who will be able to advise you. It is very important that you receive your occupational health and DBS clearance.

If you have not received occupational health and DBS in line with university agreed timelines, your progress on the programme may need to be reviewed. You must not attend any practice learning until the OH and DBS process is completed fully.

Key actions

- Complete the occupational health screening via the link in your offer email from admissions.
- Ensure full completion of the DBS application and collect all required ID*
- Ensure all documentation is submitted as per the process.
- Upon receipt of the DBS certificate bring this to Student Services to be recorded and await your allocation to be published once this has been verified by the placement office.

*Please submit your on-line DBS application on eSafeguarding via the link emailed before /at the beginning of the course and follow all instructions for submitting your ID Documents. Please contact DBS Office at: DBShealth@bolton.ac.uk if you have any queries.

APPENDIX THREE

Communication to learners suspended due to incompleteness of DBS/OH

If non-compliance beyond the 6th week of start of programme, personal tutors should meet with the learner to explain the situation. The meeting should be recorded on pulse and the programme lead fully appraised.

The discussion should include:

- Explanation of the process and the requirements as detailed in this policy
- Explanation of the actions which have already taken place, i.e. the initial email from admissions, 2 weekly then weekly emails from placement office, discussion in personal tutorials.
- Explanation of the reason the learner will be suspended after week 8 of start of programme, i.e. lack of engagement due to not completing a particular part of the process
- Explanation of the suspension process, form, finance, date of return and continued engagement in completing the required checks etc.
- Follow up with email to confirm the discussion, see below.

Email follow up:

Dear Learner,

The confirmation of good health and good character is a regulatory body (NMC, HCPC, GDC etc.) requirement. Clearance of both enables you to progress throughout the programme and attend practice experiences. Unfortunately, you have not completed all required checks and are outstanding the following:

- Detail of outstanding check and the reason this is not complete is: *add detail...*

The actions to support you to complete this have been as follows:

- Detail of how to complete checks from admissions when offered the place on the programme.
- An email from placement office every 2 weeks from the start of your programme, reminding you of the requirements and actions for completion.
- Regular reminders from your personal tutor.

Therefore, your place on the programme will be suspended and deferred until and is conditional on completion of all checks as detailed above.

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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