



University of Greater Manchester

School of Health, Science & Society

Management of Placement Allocation /

Request for Change of Placement Procedure

Issued by the School of Health and Social Sciences
Approved by Senate: October 2026

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.

Date: 4/05/2026
Version Number: 1
Author: Samantha Bulpitt / Anna Ziemer
NAME: Job title Professional Placement Operational Leads

Contents

1. 1.INTRODUCTION	3
2. 2.SCOPE	3
3. 3.BACKGROUND INFORMATIONS	3
4. 4.REQUESTING A REVIEW OF A PRACTICE PLACEMENT ALLOCATION	4
4.1 Quality or equity of experience.	4
4.2 A swap of placement with another student	4
4.3 Exceptional circumstances that may result in a change of placement	5
5. 5.COMMONLY ACCEPTED GROUNDS INCLUDE:	5
6. 6. COMMONLY REJECTED GROUNDS:	5
7. 7.COMMONLY ACCEPTED EVIDENCE:	6
8. 8. THE REVIEW OF ALLOCATED PLACMENT PROCESS	6
9. 9. REVIEW OF ALLOCATED PLACEMENT PANEL	7
10. APPENDIX 2	11
11. APPENDIX 3	13
Summary – Professional Behaviour and values Policy	14

1. INTRODUCTION

The allocation of practice placements is a challenging and complex process due to the changeable and uncertain nature of partners' service provision, which is influenced by factors external to the University of Greater Manchester (UoGM), fixed capacity between other regional Higher Education Institutions (HEIs) as well as the need to meet the curriculum requirements of a programme. Therefore, any changes to placements will be kept to a minimum, and only actioned in extenuating circumstances.

2. SCOPE

The policy outlines rational for the change or refusal of change and explains the process how a student request for a review of their placement allocation will be managed across all programmes within the School of Health, Science and Society.

All requests should be carefully considered and managed in the first instance by the programme team before bringing to a panel. Programme's staff and learner should also note the time required for panel to consider the request and possible delays in placement commencement.

3. BACKGROUND INFORMATIONS

In order to manage the process of placement allocation it is important that we hold information about each student, which may have a bearing on the planning of their placement allocation. Ensuring the accuracy of this information will allow for better planning and fewer changes being required to planned allocations close to the commencement of the placement. All students need to be aware at the start of programme travel requirements and the expectation they are expected to travel 90 minutes as standard. Some programmes due to the nature of the requirements may need to travel further.

In order to provide this information each student is required to complete a Practice Placement Student Information Form (Appendix 1), at the start of their programme and at the beginning of each subsequent academic year. The information will be used by the Placement Team, to inform practice placement allocation. Please also note that if the student's circumstances change (such as a change of address) at any point during the programme it is important to update this information with the placement team placementoffice@bolton.ac.uk

The questions on this form have been carefully selected to provide information that may be used to allocate placements. Examples include:

- Your term time address
- Do you hold a FULL and CLEAN driving licence? Healthcare is increasingly being delivered to people in their own homes, which means that services are no longer concentrated around cities and towns. Public transport in rural settings is decreasing due to financial constraints, which means that practitioners may need to be able to drive and have access to a car to carry out their duties. As a result, students increasingly need cars to be able to access these placements.
- Are you the main carer of a child under 16 or for a dependent relative/significant other. Students are placed across the Greater Manchester region and may require reasonable adjustments

4. REQUESTING A REVIEW OF A PRACTICE PLACEMENT ALLOCATION

The submission of the Practice Placement Student Information Form should provide all the necessary information required to plan placement allocation. It is however, recognised that students may occasionally wish to request a review of a change in their placement due to extenuating circumstances.

A student request for a review of their placement may be made for one of the following reasons:

4.1 Quality or equity of experience.

Placement allocations are planned in order to ensure that students get an appropriate range of experiences, and in order to balance the demands of travel placed on students. Students may wish to alert us if they feel that this has not been achieved in their placement. Examples may include being allocated a disproportionate number of long distance placements compared to other students, or that they feel a placement offers very similar learning opportunities to one that they have already undertaken. Requests for a review under these grounds do not require any independent evidence. The panel will review your placement to ensure the quality and equity of the experience and may suggest a change to placement if the reasons are justified.

4.2 A swap of placement with another student

On occasion, students might identify another student who has been allocated a placement in another area which they believe offers equivalent learning opportunities. If both students agree that a 'swap' of placements would be beneficial to them (for example to minimise the burden of travel on both), then they may use the Review of Allocated Placements process in order to request a swap. A swap will only be agreed if: Both students are at the same stage of the same programme and undertaking the equivalent placement experience

A review of allocated placement form is received from each student in order to confirm that both parties are requesting the swap

The panel decision will look to see if the placements offer equivalent learning opportunities and will not have a negative impact on the practice learning of either student across their programme.

4.3 Exceptional circumstances that may result in a change of placement

A student may request a Review of their Placement on the grounds of exceptional personal circumstances. Any request made on these grounds will need to be supported by appropriate evidence. Decisions relating to such claims are made based on many factors and although it might be considered desirable to change a placement to meet a student request this may not be possible due to resources and programme requirements.

5. Commonly accepted grounds include:

1. Bereavement of close relative or significant other where there is an association with the placement where the student is placed (e.g. type of placement or location)
2. Reasonable adjustments have not been put in place either as a result of process issues or not previously being aware of a disability or the impact it might have in practice
3. Serious short-term illness that has resulted in short-term impaired functioning but where the student has been declared fit to practice
4. Worsening of a long-term health condition where previously agreed reasonable adjustments are no longer sufficient but where the student has been declared fit to practice
5. Conflict of interest arises
 - Relative taken into care in placement area/location/type
 - Personal relationship with practice educator/Team Members
6. Significant adverse personal or family circumstances:
 - **Outside normal** childcare arrangement or needs
 - **Outside normal** carer duties

6. Commonly rejected grounds:

- Claiming not to know that placements can be across a wide geographical area.
- A failure to anticipate the need for childcare arrangements or routine childcare concerns. O
- Citing placement allocation as not what is desired
- Not prepared to use modes of transport available to access placement
- Cannot get to placement on time using preferred mode of transport
- Reasonable case that circumstances relied on were foreseeable or preventable

- Late disclosure of circumstances on the basis that the student 'felt unable' or 'did not feel comfortable' confiding in a staff member about extenuating circumstances that require special consideration
- Long-term health condition for which student is already receiving reasonable adjustments which are still appropriate
- Minor illness or ailment which would be unlikely to lead to an absence from work
- Financial issues o Holidays
- Paid work commitments
- Moving House – unless moving out of cited geographical area. (need to notify placement office of updated postcode at earliest opportunity, prior to moving)
- Disabilities for which reasonable adjustments have been made or where you have experience or time to manage the situation.

7. Commonly accepted evidence:

- Death certificate of a close relative or significant other.
- Occupational Health report
- Report from a Health Professional in charge of your care
- A letter from:
 - Personal Academic Tutor
 - Student Support Services
 - A Counsellor/Therapist
 - Details from childcare provider
 - Travel details for placement for which request for special consideration is being made

8. THE REVIEW OF ALLOCATED PLACEMENT PROCESS

It is recognised that placement details are released at different times depending on the programme of study and some are released a long way in advance but are not confirmed until much closer to the commencement date.

Students are therefore requested to complete and submit an **Application to Request Review of Allocated Placement Form** (Appendix 2) within 1 week of placement published date and submitted to their personal tutor & programme lead.

A Review of Allocated Placement Panel (see below for panel membership) will meet within 5 working days where possible of the submission date. Students will be notified of the outcome of their request within 1 week of the panel making a decision.

9. REVIEW of ALLOCATED PLACEMENT PANEL

The Review of Allocated Placement Panel will comprise the following:

- Personal Tutor and / or programme lead
- Operational lead – Practice quality & learning.
- Member of Placement office.

10. OUTCOMES of the REVIEW of ALLOCATED PLACEMENT PANEL

The outcome of the Review of Allocated Placement Panel will generally be one of the following:

1. The exceptional circumstances advanced are SUFFICIENT, on the basis of the evidence presented, to support a change in placement.
2. The exceptional circumstances advanced are NOT ACCEPTED as justification for special consideration.
3. The exceptional circumstances advanced are NOT ACCEPTED as justification for special consideration, as no evidence has been presented in support of this particular case, or the evidence submitted is insufficient.
4. The exceptional circumstances advanced require that you meet with your Programme Lead to discuss your situation further before a decision can be made. Your Programme Lead will be in touch shortly. At present NO DECISION has been made.
5. The exceptional circumstances advanced require that you are reviewed by Occupational Health before a decision can be made. Occupational Health will be in touch shortly. At present NO DECISION has been made.
6. The exceptional circumstances advanced have been taken into account.
7. The exceptional circumstances advanced require that you are reviewed by the Faculty Lead for Inclusivity before a decision can be made. Contact will be made with you shortly. At present NO DECISION has been made.
8. The exceptional circumstances advanced are NOT ACCEPTED as justification for special consideration. However, your placement has been reviewed and changed in order to meet with curriculum requirements.
9. Thank you for highlighting your concern relating to the quality or equity of your placement line.

This has been considered and a CHANGE has been made to your placement.

10. Thank you for highlighting your concern relating to the quality or equity of your placement line. This has been considered and the panel are satisfied that the placement is appropriate. NO CHANGE has been made to your placement.

11. A change has been made to your placement, but your Programme Lead will be contacting you shortly for further discussion.
12. The exceptional circumstances advanced are NOT SUFFICIENT as justification for special consideration and your Programme Lead will be contacting you shortly for further discussion.
13. Your request to swap a placement with another student has been ACCEPTED.
14. Your request to swap a placement with another student was NOT ACCEPTED.

Students will be notified by the personal tutor via email of the decision that has been made.

11. REQUESTING a CHANGE DURING a PLACEMENT

It is extremely rare for a student to need to change placement once the placement has already started. However, in certain unusual situations a change may be requested during a placement. The process for requesting that a change be considered

- Issue discussed with student
- Need identified for student to change placement allocation DURING placement.
- Programme Lead/ Personal tutor to liaise with relevant PEF to discuss whether a change of placement is required or not.
- If decided new placement required Programme lead / Personal tutor to liaise with PEF & placement office to decide on an appropriate change of placement.
- Placement Team to notify learning Environment Lead/Practice Co-ordinator.
- Personal tutor to liaise directly with learner and consider if any action plan is required.

12. APPENDICES

APPENDIX 1

Practice Placement Student Information Form

This information will be used to assist in the construction of your practice learning experience. Please note that the school delivers a range of programmes with different requirements.

Your Name		DOB	D	M	Y
Programme		Student Number			
Home Address & Postcode					

Are you a car Driver / have access to a car? Yes ☐ No ☐

Will you be living at home during your programme? Yes ☐ No ☐

Are you able to stay at your home address for placement purposes? Yes ☐ No ☐

Do you have access to any other accommodation in Greater Manchester? Yes ☐ No ☐

Do you have a declared disability or health issue that may impact on practice? Yes ☐ No ☐

Have you previously/currently worked in a health/social care setting? If yes, please provide name of setting and organisation with address. Yes ☐ No ☐

Enter Details

Are you or a significant other utilising services where you might be placed? Yes ☐ No ☐

Enter Details

Do you have a personal relationship with any Practice Educator / staff members who may contribute to your assessment on your programme? Yes ☐ No ☐

Enter Details

Have you been on a previous health related pre-registration programme? Yes ☐ No ☐

Enter Details of placements

Are you the main carer of a child with a disability? Yes ☐ No ☐

Are you the main carer of a child under the age of 16? Yes ☐ No ☐

Are you the main carer for a dependent relative/significant other? If yes, what involvement do you have? Yes ☐ No ☐

Enter details

IMPORTANT, Please ensure you read the information below regarding Practice Placements and sign as indicated to confirm you understand.

- Travel Distance to placement varies largely between each organisation and also between professions. The University has an accepted travel distance up to 90 minutes
- The University will always endeavour to plan placements as close to their term time address as possible; however, the vast majority of placements available to us will be in the **Greater Manchester** region only and cover a wide geographical area.
- Student placements are pre-planned for the duration of the programme based on the information provided on this form, programme requirements and professional body regulations.
- All allocated placements will meet the Professional, Statutory and Regulatory Bodies and the University requirements to complete the programme.
- If your circumstances change during the programme you must complete another Practice Placement Student Information Form, and your personal tutor should submit to the placement office.
- In the event of the exceptional circumstances arising during the programme which may affect your placement you will have the opportunity to submit an Application to Review Allocated Placement form.

I can confirm that I have read and understood the information above.

Signature:

Date:

- You will be required to complete a 'Practice Placement Student Information Form' annually.
- If your circumstances change in between, it is your responsibility to complete another form in a timely manner.

Appendix 2

Request for exceptional circumstances to be presented to the Review of Allocated Placement Panel

Instructions

This application form (and continuation sheet, if necessary) should be submitted accompanied by the appropriate evidence, to your personal Tutor & Programme lead for consideration (Do not send directly to placement office) within 5 days of published allocation deadline specified for the placement under consideration.

Your details

Name:

Student Number:

Email:

Your programme

Programme:

Programme Lead:

Personal Tutor.....

Year of Study:

Placement Name: From: To.....

Grounds for requesting a review

1. Quality of equity of experience

☐

2. Request to swap placement with another student

☐

3. Exceptional personal circumstances

☐

SECTION 1: Complete ONLY if submitting a claim on the basis of equity or quality of your experience.

Please outline the reasons for your concern.

SECTION 2: Complete only if you wish to request a placement swap

Please state the practice area to which you have currently been allocated The name of the student with whom you wish to swap

The placement area to which this student has been allocated and to which you are requesting allocation

Please note that a swap will only be considered if BOTH students submit matching requests are from the same COHORT, and align to programme requirements

SECTION 3: Complete ONLY if there are Exceptional Circumstances which may impact on your practice learning.

Please state any documentary evidence enclosed / being submitted to support your case

--	--

Your signature

Signed:

Date:

Personal Tutor Signature

Signed:

Date:

Programme Lead Approval

Signed:

Date:

Appendix 3

Decision made by the Review of Allocated Placement Panel (please ring one, 1-14)

(This section to be completed at the Review of Allocated Placement Panel)

1	The exceptional circumstances advanced are SUFFICIENT, on the basis of the evidence presented to support a change in placement.
2	The exceptional circumstances advanced are NOT ACCEPTED as justification for special consideration.
3	The exceptional circumstances advanced are NOT ACCEPTED as justification for special consideration, as no evidence has been presented in support of this particular case, or the evidence submitted is insufficient.
4	The exceptional circumstances advanced require that you meet with your Programme Lead to discuss your situation further before a decision can be made. Your Programme Lead will be in touch shortly. At present NO DECISION has been made.
5	The exceptional circumstances advanced require that you are reviewed by Occupational Health before a decision can be made. Occupational Health will be in touch shortly. At present NO DECISION has been made.
6	The exceptional circumstances advanced have been taken into account.
7	The exceptional circumstances advanced require that you are reviewed by the Faculty Lead for Inclusivity before a decision can be made. Contact will be made with you shortly. At present NO DECISION has been made.
8	The exceptional circumstances advanced are NOT ACCEPTED as justification for special consideration. However, your placement has been reviewed and changed in order to meet with curriculum requirements.

9	Thank you for highlighting your concern relating to the quality or equity of your placement line. This has been considered and a CHANGE has been made to your placement
10	Thank you for highlighting your concern relating to the quality or equity of your placement line. This has been considered and the panel are satisfied that the placement is appropriate. NO CHANGE has been made to your placement
11	A change has been made to your placement, but your Programme Lead will be contacting you shortly for further discussion.
12	The exceptional circumstances advanced are NOT SUFFICIENT as justification for special consideration and your Programme Lead will be contacting you shortly for further discussion.
13	Your request to swap a placement with another student has been ACCEPTED
14	Your request to swap a placement with another student was NOT ACCEPTED.

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.”

Summary – Professional Behaviour and values Policy	
Reference Number: QTU /	
Version number	1
Version Date	May 2026
Author	Professional practice operational leads Professional compliance leads
Owner	School of health Science & Society
Responsible person	
Approving Committee	Senate
Date Approved	October 2026
Effective From	September 2026
Dissemination Method	Website
Review Frequency	Three yearly
Consultation History	
Document History	