

YOUR ELECTIVE PLACEMENT

Student Guidance — What You Need to Do and When

Allied Health Professions & Nursing/Midwifery University of Cumbria 2026–2027

What is an elective placement?

Your elective placement is a chance to gain clinical or professional experience in an area of your own choosing, outside of your core allocated placements. It may be in the UK or overseas (depending on your programme), and it may be in an area you have not worked in before.

This guidance explains what you need to do, by when, and who to speak to. Read it carefully and keep it somewhere you can find it again.

Key Deadlines at a Glance

Placement type	Your submission deadline	What happens if you miss it
UK-based elective (NHS, PIVO, or other)	12 weeks before your placement starts	The Placements team will allocate you a UK-based placement
International / overseas elective	16 weeks before your placement starts	You will be allocated a UK-based placement by the Placements team

⚠ Important: if you do not submit by the deadline, you will not be left without a placement. The Placements Team will allocate a UK-based placement for you. However, you will lose the opportunity to choose where you go. Submit on time to keep your options open.

UK-Based Elective Placements

This section is for students choosing a placement within the UK. If you are thinking about going overseas, read Section 3 as well.

Step by Step

1

Start thinking early

Research placement areas that interest you and that will help fill gaps in your experience so far. Think about what skills you want to develop before you qualify.

2

Talk to your Academic Assessor (Nursing & Midwifery students), personal tutor or placement lead (AHP students)

Before you commit to anything, have a conversation about whether your idea is suitable. Some areas may need additional checks — it is better to know early.

3

Contact your proposed placement area

Reach out to the organisation and confirm they have capacity for you and can provide a named suitably qualified practice supervisor or educator.

4

Submit your details by the 12-week deadline

Complete the InPlace self-placement form and submit it. You will need to include: (1) the placement location, (2) your named practice supervisor or educator, and (3) confirmation that you have spoken to your academic assessor (for nursing & midwifery students) or personal tutor or placement lead (for AHP students)

5

The Placements team checks your paperwork

Between your submission and 6 weeks before your start date, the team will check everything is in order. They may contact you if something is outstanding. If your placement is at an NHS trust or PIVO, this is usually straightforward. If it is elsewhere, you may need to provide evidence of your professional body student membership (e.g. CSP, RCOT, RCR).

6

Receive your confirmation

You will be confirmed in your placement no later than 6 weeks before your start date (minimum 4 weeks). If paperwork cannot be completed, the Placements Team will allocate you a placement.

Choosing Your Placement Area

Most standard NHS and PIVO placements will be straightforward to approve. However, some situations need a bit more thought:

- Role-emerging placements (e.g. a charity, school, or non-health setting): speak to your Academic Assessor (nursing & midwifery students) or personal tutor or placement lead (AHP students) early, as additional support and paperwork will be needed.
- Out-of-area placements (e.g. a trust in London or another region): these are fine, but the Placements team will need to check whether an audit and agreement are already in place and if not, these will need completing and confirming prior to commencing the placement.
- Private clinics: (in addition to the above) you may need to show evidence of your professional body student membership and whether this includes indemnity/liability insurance.
- If you are unsure whether your idea is appropriate: just ask. It is always better to check early.

International Elective Placements

⚠ Nursing and Midwifery students: overseas placements are not permitted on your programme. This section does not apply to you.

Going overseas takes more planning and has a longer lead time. You need to start thinking about it well before your elective placement year. If the process cannot be completed in time, you will be allocated a UK-based placement — so start early.

Step by Step

1

Attend the international elective briefing session (summer before your elective placement year)

The university will run a joint briefing session for all programmes. This covers insurance, paperwork, timelines, and student experiences. It will be recorded. If you are thinking about an overseas placement, you must attend or watch the recording.

2

Talk to your personal tutor or placement lead

Discuss your plans before you commit. Your tutor can help you think about whether the placement fits your experience profile and whether it is realistic given your programme timeline.

3

Identify a placement and a named contact

Research the organisation, ensure you have a named contact within the placement. Share the “International Placement Provider Information” document with them (available from your Placement Lead). If they agree to host you, then, at this point you need to share the Employer Declaration Form with them (available on [Health | MyCumbria](#) – via the ‘Electives’ tab).

4

Complete the Employer Declaration Form

You need to share it with your placement provider and ask them to complete it fully. This step must be completed before anything else can progress. The insurance question is the most common reason placements cannot go ahead — do not leave this until last.

5

Submit your details by the 16-week deadline

Complete the international elective placement form and submit it. You will need to include: (1) the country and placement organisation, (2) a named contact at the provider, and (3) confirmation that you have spoken to your personal tutor or placement lead.

6

Complete the International Travel Risk Assessment Document

Once insurance is approved, you will need to complete a detailed Risk Assessment covering your travel arrangements, placement details, health and safety, and emergency contacts. This form will require approval prior to your placement being agreed.

7

Receive your confirmation

Once all checks are complete, your placement will be confirmed, and the university will arrange travel insurance through the Ordering team.

What if insurance is not approved?

If the insurance requirements cannot be met, you will not be able to proceed with an overseas placement. The Placements team will allocate you a UK-based placement instead. This is why it is important to start early — if there is a problem with insurance, you will still have time to arrange something in the UK.

You will not be left without a placement. If you have not submitted your details by the deadline — or if your placement cannot be approved — the Placements team will allocate you a UK-based placement from the university's pool of approved providers.

You will still go on placement. You will still gain valuable experience. You will just not have had the opportunity to choose where.

Submit on time and start early to keep your options open.

Who to Speak To

Query	Contact
Is my placement idea suitable?	Your Academic Assessor (for nursing and midwifery programmes) and for AHP programmes your personal tutor or programme placement lead
Paperwork, forms, and submission	Placements Team – contact early
International placements and insurance	Check guidance on MyCumbria. If your query is still unanswered, please contact the Placements team — contact early
General questions about your programme's elective	Your Academic Assessor, programme placement lead or personal tutor

💡 Tip: if you are not sure who to contact, start with your Academic Assessor (for nursing & midwifery programmes) and for AHP programmes – your personal tutor. They will point you in the right direction.

Quick Checklist

Before you submit, make sure you have:

- Attended (or watched) the elective placement briefing for your programme
- Spoken to your Academic Assessor/personal tutor/placement lead about your idea
- Contacted the placement organisation and confirmed they can take you
- Got a named placement supervisor or educator confirmed
- Noted your submission deadline (12 weeks for UK / 16 weeks for international)

- For international placements: shared the Employer Declaration Form with your placement contact
- Checked your professional body student membership is active (if going to a non-NHS setting) and whether it includes indemnity insurance.

☒ When you are ready, complete and submit the InPlace self-placement form. You will receive confirmation of your placement no later than 6 weeks before you are due to start.