



# **UNIVERSITY OF CUMBRIA**

## **Placement Allocation Policy**

**2026/27**

### **Academic Registry**

This Policy is available on the University of Cumbria website, and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

## Contents

1.	Introduction .....	3
2.	Purpose .....	3
3.	Scope .....	3
4.	Placement Allocation .....	4
5.	Attendance on Placement .....	4
6.	Withdrawal of Placements.....	4
7.	Elective Placements .....	4
8.	Coverage and Travel Time .....	5
9.	Roles and Responsibilities.....	5
10.	Related Policies and Procedures.....	7
11.	Document Control Information .....	7

## **1. Introduction**

- 1.1. Placements form an essential part of many University of Cumbria programmes, providing students with the practical experience required to meet academic, professional and regulatory standards. The University is committed to ensuring that all placements allocated through its internal processes are fair, transparent, and aligned with programme requirements and the expectations of Professional, Statutory and Regulatory Bodies (PSRBs).
- 1.2. This policy outlines the principles, procedures and responsibilities that govern the allocation of university sourced PSRB placements, ensuring students are supported to meet the required learning outcomes within appropriate and professionally suitable placement providers.

## **2. Purpose**

- 2.1. The purpose of this policy is to:
  - Establish a clear and consistent framework for the allocation of placements that are sourced and assigned by the University.
  - Ensure that placement allocation processes support students in meeting academic, professional, and PSRB requirements.
  - Provide guidance to students, academic teams and professional services staff on roles, responsibilities and expectations related to placement allocation, travel, accommodation and suitability of placement providers.
- 2.2. Clarify the boundaries of university involvement by distinguishing between placements allocated by the institution that are connected to PSRBs and those arranged independently by students (such as elective or enrichment placements).

## **3. Scope**

- 3.1. This policy covers programmes where placement opportunities are arranged and allocated by the University and that lead to a professional body registration or qualification, whether managed by the placement team or by academic faculties.
- 3.2. Placement activity that is arranged by the students themselves or apprenticeship placements assigned directly by employers fall outside the scope of this policy.
- 3.3. Where a programme is recognised by, and subject to, the regulations and standard of a Professional Statutory or Regulatory Body (PSRB), the specific PSRB requirements relating to placements, travel and accommodation will apply.

## **4. Placement Allocation**

- 4.1. The University will assign students to placement providers as required to fulfil the academic and professional requirements of their programme. The University retains the right to allocate placements within any of its approved placement providers. Placement allocations will be communicated to students within 6 weeks for nursing and 4 weeks for all other students.
- 4.2. The University will make reasonable adjustments to placement arrangements in line with its duties under the Equality Act 2010. Adjustments will be considered on a case-by-case basis for students with disabilities, including where the University knows, or could reasonably be expected to know, that a student may require support. Students are encouraged to engage with Student Support Services to help identify appropriate adjustments.

## **5. Attendance on Placement**

- 5.1. Students must complete the required placement assessment hours to meet programme, PSRB obligations and must also demonstrate achievement of all relevant competencies. Failure to meet the minimum attendance requirement for a single placement may result in the placement being recorded as unsuccessful, necessitating a repeat of the placement.

## **6. Withdrawal of Placements**

- 6.1. Students who withdraw from a placement without prior approval will be considered as not having met the placement requirements. In such circumstances, and in accordance with the programme's validation framework, students may be required to make up the missed placement hours or full assessment resit (based on the programme validation). This may also incur associated costs.
- 6.2. In the event that a placement is withdrawn either by the university or placement provider, students may be allocated an alternative placement that is deemed appropriate. Subject to programme, assessment board, or professional conduct process outcomes, articulating a practicable timeframe for reallocation.

## **7. Elective Placements**

- 7.1. Except for Elective Placements, students are not permitted to arrange or source their own assessed or observation placements. All such placements must be allocated by the University, to match students to

placements that meet programme requirements, quality standards, and professional expectations, while also supporting equitable access and managing capacity across placement providers.

- 7.2. Any student who independently arranges or sources an assessed or observation placement will be considered as not having met the placement requirements.

## **8. Coverage and Travel Time**

- 8.1. The University's placement providers are spread across a wide geographical area mainly in the North West of England and London, and can vary in location.
- 8.2. University partnership schools' locations include Cumbria, Lancashire, London, Scotland, the North East of England and Northern Ireland. Regulations require education students trained in England to be placed 'wholly or mainly' in England, ensuring training is appropriate, consistent, and directly relevant to the English school system.
- 8.3. The majority of the University's health and social care placement providers are allocated in Cumbria and Lancashire.
- 8.4. Students can be requested to travel for up to 90 minutes to reach their placement location. This travel time is calculated as a one-way journey from either the student's home address, term-time address or their campus base, whichever is closer to the placement. If a student chooses to relocate for any reason, it will not be possible for the University to reassign or relocate the allocated placement accordingly.
- 8.5. Travel time will be assessed using a suitable online route planner as designated by the University. In certain cases, it may not be possible to allocate a placement within the 90-minute travel limit while still meeting the academic requirements of the course. If this is the case, a member of the Placement Team will contact the student to advise.
- 8.6. Where a placement exceeds the maximum permitted travel time of 90 minutes (one way) support with accommodation and/or travel costs from the [University may be available for those who are eligible](#).

## **9. Roles and Responsibilities**

- 9.1. Student Responsibilities:
  - Complete all requirements specified by PSRBs before starting the placement.
  - Attend all allocated placements and avoid withdrawing without

- prior approval.
- Adhere to the required procedure for reporting absence from placement.
- Do not arrange assessed or observational placements independently (except elective/enrichment placements, which students must organise themselves).
- Notify the Placements Team at the earliest opportunity of any changes to circumstances.
- Travel up to 90 minutes one-way to the allocated placement location, based on the closest of home, term-time address, or campus.
- Use the University's designated route planner for travel-time assessment and liaise with the Placement Team if allocated a placement exceeding the 90-minute limit.
- Respond promptly to communication from the University and inform them of any issues affecting placement attendance or completion.
- Inform the University and placement provider of any reasonable adjustments that need to be considered, based on the initial guidance provided by the university's [Disability Team](#).
- Comply with all programme-specific and PSRB requirements related to placement conduct, travel, and participation.
- Practice ethically and professionally whilst in placement and report any incidents of poor practise.
- Escalate any issues experienced on placement to the Placement Team or Personal Tutor.

#### 9.2. Placement Team Responsibilities:

- Allocate placements in line with programme, Professional, Statutory and Regulatory Body (PSRB) requirements.
- Maintain and update the database of approved placement providers.
- Ensure all allocated placements meet academic, professional, and suitability standards through regular audits.
- Communicate placement allocation status to students within 6 weeks for nursing and 4 weeks for all other students.
- Assess travel time for placements using the University's designated online route-planning tool.
- Contact students when a placement cannot be arranged within the 90-minute travel guideline.
- Provide guidance on accommodation or travel support where placements exceed the travel-time threshold.
- Respond to student queries regarding placement allocation, travel, or suitability concerns.
- Support the reallocation of students to an alternative provider if a placement is withdrawn by the University, or action the new placement arrangement provided by the placement provider.
- Ensure compliance with PSRB rules relating to placement locations, experience, and assessment requirements.

- Collaborate with academic teams to resolve issues that may affect a student’s placement progression.
- Maintain accurate records of students’ attendance, on placement, to confirm completion of the required hours for professional registration at the end of the programme.

### 9.3. Academic Faculty Responsibilities:

- Ensure that programmes requiring placements meet academic, Professional, and Regulatory (PSRB) Standards.
- Apply PSRB-specific requirements for placement providers, travel, and accommodation where relevant.
- Signpost students to support with arranging elective and enrichment placements where these are required or permitted by the programme.
- Approve elective placements subject to risk assessments and suitability checks.
- Ensure that allocated placements contribute to students achieving the learning outcomes of the programme.
- Work collaboratively with the Placement Team to ensure allocations align with programme requirements and professional suitability expectations.
- Comply with this policy on fair and transparent placement allocation processes.

## 10. Related Policies and Procedures

- Placement Learning Policy
- Uniform Policy
- Student International Travel Policy and Procedure
- Fitness to Practice Policy
- Faculty of Health, Policy for Raising and Escalating Concerns in relation to Safeguarding Vulnerable Adults, Children and Young People

## 11. Document Control Information

<b>Document Name</b>	Placement Allocation Policy
<b>Owner</b>	Bronia Sledz, Head of Student Systems and Data
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<b>Approved By</b>	Student Success and Quality Assurance Committee (SSQAC)

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<b>Date for Next Review</b>	20/05/2029
<b>Related University Policy Documents</b>	<ul style="list-style-type: none"> <li>• Placement Learning Policy</li> <li>• Uniform Policy</li> <li>• Student International Travel Policy and Procedure</li> <li>• Fitness to Practice Policy</li> <li>• Faculty of Health, Policy for Raising and Escalating Concerns in relation to Safeguarding Vulnerable Adults, Children and Young People</li> </ul>
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