# Change of locality and placement information

Your practice placements are planned carefully to ensure that you have “*the opportunity to learn and provide care across a range of different learning environments that will enable them to meet their learning outcomes and experience the variety of care situations for a diverse population*” ([NMC 2019](https://www.nmc.org.uk/supporting-information-on-standards-for-student-supervision-and-assessment/learning-environments-and-experiences/types-of-learning-experiences/different-types-of-learning-environments/)).

Your BU Offer letter advised you of your geographical practice placement area (locality). Your acceptance of a place on the programme means that you also accepted that this would be your locality for the duration of your programme. Students cannot normally change locality unless there are exceptional circumstances.

Before formally requesting a change of placement or locality, it is important to consider the following support that is available for you to remain in your current placement or locality. Home and eligible students may be able to reclaim travel and/or accommodation costs up to a certain amount. Please see the NHS Learning Support Fund [Travel and Dual Accommodation Expenses](https://www.nhsbsa.nhs.uk/nhs-learning-support-fund-lsf/travel-and-dual-accommodation-expenses) website for further information. This can support you to pay for travel and/or temporary accommodation (e.g. Premier Inns, Airbnb) whilst on placement. You can also consider applying to BU’s [Financial Support Fund](https://www.bournemouth.ac.uk/students/help-advice/financial-support/bu-financial-support-fund); please contact [AskBU](https://www.bournemouth.ac.uk/students/askbu-contact-us) for advice.

If you decide to apply for a change of locality or placement because you feel that you have exceptional circumstances, please complete the form below, attach evidence and send to the Placements Team ([hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk)). Any successful request to change locality and placement will need to be discussed and agreed with the incoming Trust.

## Exceptional Circumstances may include:

* Change of where you live outside of your control, for example, a move required by a national organisation (e.g. the Army) or where an employer has moved a spouse’s work location.
* Your social situation has changed (e.g. divorce) and a move of accommodation has been required which is outside of your locality, and/or working in the practice placement or associated geographical area leads to personal risk.
* Your health (physical and/or mental) has changed since starting the programme and you need to move to accommodate this based on occupational recommendations and/or medical advice that has been given to avoid working in specific practice areas.
* A relative or significant other is working (or is a current patient/service user) in the practice placement or you are, or have been, a patient/service user or received treatment in the practice placement.
* Any other change to your home address or situation which is exceptional or unforeseen and outside of your control. These circumstances should be directly relevant to the request to change practice placement or locality.

Exceptionally, the university may be able to offer a temporary placement change, subject to the placement providers agreement, to respond to immediate challenges or crises affecting the student. This will be considered on a case-by-case basis.

## Exceptional circumstances do not include:

* When you have chosen to live in a location, or moved living accommodation, but not considered the information given in your BU offer letter.
* When you have chosen to move your living accommodation, and this has located you at a distance from your locality.
* When you have changed your mode of transport (e.g. sold your car).
* When you choose not to undertake a placement allocation.
* When you want to change your practice placement to accommodate paid employment.
* Practical or cost issues relating to travel, unless these have changed unexpectedly and dramatically since you accepted the placement (for cost issues there should be associated evidence of exceptional, genuine and severe financial hardship and no financial support is available).

## Evidence to support your claim of exceptional circumstances

All requests must be supported by appropriate evidence. Your request may be rejected if this is not supplied. It is your responsibility to identify and submit evidence of exceptional circumstances. Evidence can include any of the following:

* A medical certificate or letter
* A solicitor’s letter
* A police crime number with a brief explanation
* Independent evidence of a change of address and of the circumstances involved
* Other independent, verifiable evidence that justifies the request

## Any request to change practice placement or locality must be:

* Discussed with your Personal Tutor prior to submission of the request.
* Accompanied by evidence to support your claim of exceptional circumstances.
* Discussed with your employer’s practice education team / student support team before your request is submitted (applies to apprentices only).

## How you will be notified of the decision

Your request will be carefully considered by your Programme Leader, and you will be notified of the outcome by email to your University email account. If your circumstances are considered exceptional, the University will work with the placement provider(s) to try to change your placement or locality. As placements and locality places are often at capacity, this may require you to be placed on a waiting list or offered a placement different to the one you may have requested.

## Appealing Against the Decision

Your Programme Leader will have considered the complex requirements of practice allocation and whether your situation is considered exceptional based on the information supplied in your form and evidence submitted. If you do not feel the guidance outlined above has been followed, you can request a review by the Head of Practice Education. Please contact the Placements Team: [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk)

# Change of locality and placement information form

Please submit your request to HSS Placements within 5 working days of the publication of your practice placement to [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk).

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| --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | Student number | |  |
| Programme | Choose an item. | | | Group | |  |
| Name of current practice placement or locality |  | | | | | |
| Change requested | Choose an item. | | | | | |
| Reason for request |  | | | | | |
| Details of supporting evidence (please submit copies with this form) |  | | | | | |
| **Apprentices only:** Please provide the name and contact details of the practice educator / student support practitioner in your employing organisation who has agreed your request |  | | | | | |
| Signature |  | | | | | |
| Date | Click or tap to enter a date. | | | | | |
| |  | | --- | |  |   FOR HSS PLACEMENTS OFFICE USE ONLY | | | | | | |
| Date request received | | Click or tap to enter a date. | | | | |
| Review date | | Click or tap to enter a date. | | | | |
| BU decision | | Choose an item. | | | | |
| Comments | | | | | | |
| New placement or locality (if appropriate) | |  | | | | |
| Outcome of request sent to | | Student  Choose an item. | Programme Leader  Choose an item. | | Placement/locality (if applicable)  Choose an item. | |
| Placement Support Officer Signature | |  | | | | |
| Date | | Click or tap to enter a date. | | | | |