

Placement Protocols & Procedures

This document provides an overview of how school placements are organised as part of our teacher training programmes. If you are considering applying for a teacher training course, it is important to understand the expectations, responsibilities, and procedures involved in completing a successful placement.

Placement Coordination

All school placements are organised and managed by the Placement & Employability Team. The team oversees the logistics and administration of each placement. This process requires careful planning and attention to detail to ensure that each trainee is allocated a suitable placement that meets course requirements.

Placement Notification

If you are accepted onto the course, you can expect to receive your placement details approximately 10 working days before the placement is due to start, wherever possible. Placement information is sent via university email, and you will be expected to check it regularly in order to prepare appropriately.

Travel Expectations

When assigning placements, wherever possible, the Placement Team takes geographic proximity. While we aim to keep travel times ordinarily around 90 minutes or less each way from your term time address which you provide to the placement team via the Welcome Survey, this may vary depending on placement availability and course requirements. There may be occasions where your placement exceeds this timeframe. If this occurs, it will be discussed with you in advance.

This estimated travel time applies whether you are driving or using public transport, and it is based on standard travel times and not traffic conditions. Trainees are expected to manage their own travel arrangements and should factor in additional time where necessary, particularly during peak hours.

Placement Allocation

Placements are a mandatory component of the course and are assigned based on a range of factors to ensure they meet professional and course standards. Please note:

- Placement allocations are based on course requirements and available opportunities. While we recognise students may have personal commitments such as childcare, employment or transport arrangements, we are generally unable to take these into account.
- Placements are typically allocated within the University of Huddersfield partnership area, including Kirklees and Calderdale. While we aim to take individual circumstances into account, we cannot guarantee placements outside of this region. Trainees who live beyond this area may still be allocated a placement within Kirklees or Calderdale.
- Please ensure that any changes to your address (including your term-time address) or transport arrangements are communicated promptly to the Placement Team. Late notification may limit our ability to make alternative placement arrangements.

- Refusal to attend a placement, or cancellation without exceptional circumstances, may result in delays to course progression. In some cases, this may require deferral to the following academic year due to insufficient time to meet course requirements.

Placement Change Process

Placement changes will only be considered under exceptional circumstances. Examples of this include health or medical issues (with supporting evidence) or safeguarding concerns. However, we know that sometimes unexpected things can happen during your course. If you feel you may need a change to your placement, please follow the process below:

- a) Contact to your University Personal Academic Tutor first about your situation.
- b) If appropriate, your Course Leader will then discuss the matter with you and may ask you to complete a 'Change of Circumstances' form.
- c) In rare cases, if the issue cannot be resolved at Course Leader level, it will be passed to the Director of Partnerships for a final decision.

Please note, placement swaps between trainees are not permitted.

Contacting Placements

Once placement details have been provided, you will receive the relevant school contact information.

- You will be expected to follow guidance from your Course Leaders and Personal Academic Tutor regarding any initial contact with your placement school.
- Trainees are not permitted to terminate or alter a prearranged placement directly with the school. Breaching this may result in formal action under University Regulations & Procedures.

Personal Learning and Support Plans (PLSP)

If you have a disability or health condition that may affect any part of your studies, including your placement, we strongly recommend that you [register with Disability Services](#). They can arrange an appointment to discuss the support and reasonable adjustments you may be entitled to. One of the ways they can support you is by producing a Personal Learning Support Plan (PLSP), which outlines any adjustments you may need.

It will be your responsibility to share any relevant adjustments identified on your PLSP that may impact your placement allocation, such as travel, transport, or accessibility requirements with the placement team. Your disability or health condition is not automatically shared with placement providers. If you wish for them to be aware, you will need to disclose this directly.

[Disability Services](#) offer a wide range of support, so please get in touch with them for further advice and guidance using the links below.

We hope this overview has helped you to understand the placement process and what to expect if you choose to join our teacher training programme. School placements are a rewarding and essential part of becoming a teacher, and we are committed to supporting you throughout this journey.

We wish you all the very best as you take the next steps toward a career in education.

Sarah Ahmed

Director of Partnerships