



## Professional Practice Allocation Form

Thank you for completing this form. It will help us to allocate our trainees to a suitable placement. This form should be used by students who have an established connection with a school who are willing to offer them a professional practice placement.

Guidance can be found about how to complete this form overleaf

### TO BE COMPLETED BY STUDENT:

Student Forename(s):	
Student Surname:	
Student ID:	
Programme Title:	
Year Group:	
Placement Start Date:	
Placement End Date:	
Which Key Stage/Subject do you require?	
<i>*Please note that the Part Time Programmes will require a full-time placement, 5 days per week.</i>	

### TO BE COMPLETED BY SCHOOL:

School Name:	
School Address (Inc. Postcode):	
Telephone Number:	
Nature of Connection (with the student):	
School Contact Name:	
School Contact Email Address:	
School Ofsted Grade:	
Placement Key Stage (Inc. year group for Primary and Early Years):	
Mentor Name:	
Mentor E-mail Address:	

*\*Please note that if this is a Northern Irish School, a P4 class is equivalent to KS2 in England. P2 and P3 classes are equivalent to KS1 and P1 is equivalent to Reception*

I confirm that we are able to accommodate the above-named trainee for their Professional Practice placement in the key stage and for the dates detailed above.

School Approval (Approval is only valid from a member of the Senior Leadership Team)					
Name:		Position:		Date:	

This individual offer is subject to quality assurance from Edge Hill University to ensure compliance and only written confirmation from the Faculty of Education Partnership Development Team will constitute as confirmation that this placement will proceed.

Please return this form to [educationpartnership@edgehill.ac.uk](mailto:educationpartnership@edgehill.ac.uk)

## Guidance – Filling in the Professional Practice Allocation Form (PPAF)

You may have a *strong personal or professional link* within a school where you would like to undertake a Professional Practice Placement.

If so, our Professional Practice Allocation Form (PPAF) needs to be completed. All submissions will be subject to Course Leader approval and quality assurance checks by the Partnership Team.

***Please do not use the PPAF for schools in which you do not have a prior connection.***

It is important that you have a strong personal or professional connection to a school before you approach.

Examples of valid connections include;

- Past pupil
- Previous teaching assistant or voluntary work at that school.
- A personal connection with a member of staff (though bear in mind the university will consider if a conflict of interest could occur).

Please open the document using Adobe PDF. This form can be used in electronic format by opening the document in Adobe: Save file to documents – right click, open with: - Adobe If you do not have access to Adobe, or are having difficulty completing this form electronically, please print and complete a paper copy instead. Paper copies should be scanned and sent via email to the Faculty of Education Partnership Development Team. All sections on the PPAF **must** be completed to be considered valid. This includes the school's approval, validated by a member of the Senior Leadership Team (ie the Head or Deputy Head Teacher), their contact information and signature at the bottom of the document. Please then ask the school to send the completed form to [educationpartnership@edgehill.ac.uk](mailto:educationpartnership@edgehill.ac.uk).

**If you are going to send the completed form to us yourself, please ensure to copy your school contact in the email as confirmation.**

If approved, this form will be uploaded to InPlace and a confirmation email will be sent to the Head Teacher to confirm. **Please be advised that we cannot guarantee that your PPAF will be approved once submitted and the Partnership team may in some circumstances be required to source you an alternative placement.**

**When contacting your school, please remember that this will be a professional discussion and there may be many reasons why a school is unable to support you (e.g. they may only work with another provider or may not be taking trainee students at present). Any decision made by the school should be respected.**