

Placement Allocation Form 2022-2023

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

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.

TO BE COMPLETED BY STUDENT:

Student Forename(s):	
Student Surname:	
Student ID:	
Programme Title:	
Year of Study (1, 2 or 3):	
Placement Start Date:	
Placement End Date:	

TO BE COMPLETED BY PLACEMENT SETTING:

Nature of Setting (e.g. school):	
Setting Name:	
Setting Address (Inc. Postcode):	
Telephone Number:	
Nature of Connection (with the student):	
Setting Contact Name:	
Setting Contact Email Address:	

I confirm that we are able to accommodate the above-named trainee for their placement for the dates detailed above.

Setting Approval (Approval is only valid from the person accountable for placements)					
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

Guidance – Filling in the Work Based Learning Placement Allocation Form

You may have a strong personal or professional link within a setting where you would like to undertake a Work Based Learning Placement.

If so, our Work Based Learning Placement Allocation Form needs to be completed. All submission will be subject to course leader approval and quality assurance checks by the Partnership Team. You can access the form in the Placements and Partnership Organisation on Learning Edge.

Please do not use the form 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 setting before you approach. Examples of valid connections include;

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

All sections on the form must be completed to be considered valid. This includes the settings approval, validated by a specific member of staff's 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. If you are going to send the completed form to us yourself, please ensure to copy your setting contact in the email as confirmation.

If your contact is not in a position to confirm a placement on behalf of the school, then please make sure a senior member of staff who is able to make this decision, such as the Head teacher/ manager, signs the document.

If approved, this form will be uploaded to InPlace and a confirmation email will be sent to the setting approver to confirm.

When contacting your setting please remember that this will be a professional discussion and there may be many reasons why a setting 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 setting should be respected.