

A Guide to Submitting a Request to Change Trust Allocation

BMidwif / MMidwif Programme

**Practice Learning Unit
Division of Nursing, Midwifery and Social Work
The University of Manchester**

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Glossary of Roles and Terms used within this Guide

Title	Role / Remit
Academic Advisor	The student's first point of contact in the Division for pastoral, general academic and professional development support. Monitors performance and offers guidance to the student to assist progress towards professional practice.
Academic Lead for Midwifery Practice	University member of staff who is the strategic lead for midwifery practice learning.
Academic Lead for Student Experience	University member of staff who is the strategic lead for the student experience.
Trust Change Request Panel	Consists of relevant academic and administrative staff to aid facilitation of requests to change trust, ensuring parity across the student group.
Practice Learning Unit (PLU)	Division's unit responsible for the co-ordination of student placement allocations and the administration of policies and frameworks for the monitoring and enhancement of the student practice learning experience.
Programme Director	University member of staff who co-ordinates all activity relating to the students' programme of study across the years. Provides additional support to the student should they have particular difficulties or requests for support.
Student Support Officer	University member of staff providing general and academic support to the student. The Division's administrative link with the Disability Support Office.

Introduction

Throughout the BMidwif / MMidwif programme you will have the opportunity for exposure to midwifery placements within 2 trusts. This entails allocations to a given trust within year 1, followed by allocation to a second trust for years 2 and 3.

Although the Division is not obliged by any University regulations to consider trust change requests, a process has been put in place to ensure that we are appropriately supportive in instances where there is a genuine issue or problem, as judged against clear criteria.

The allocation of placements is a Division based decision which takes account of educational appropriateness and placement availability. As a result, a request to change trust must only be submitted in **exceptional circumstances**.

The Trust Change Request Criteria

A request to change trust may be submitted for one of the following reasons:

- You live in the Greater Manchester area and your travel time exceeds the Divisions agreed 1 hour 30 minutes travel time (one way).

If you live outside of the Manchester area, your travel to placement may be significant but every effort will be made to ensure that you have been placed in a trust nearest to your postcode.

NB: As outlined via course information provided to you both prior to commencing your course and during your course, you are required to travel to placements across Greater Manchester and, at times, the wider North West.

- You have a recognised Disability Support Office / Occupational Health recommendation which requires a placement change.

The Trust Change Request Process

It is important to ensure that the process outlined on page 6 is followed in order to enable your trust change request to be considered.

Trust change requests must be submitted within the following timeframes for each years trust allocation:

- Year 1 trust allocation: Within 5 working days of your allocation release date.
- Years 2 & 3 trust allocation: Within 5 working days of your allocation release date (allocations to be release early Semester 2).

If you require support throughout the process, please contact your Academic Advisor. All trust change requests are considered by the Trust Change Request Panel. The panel consists of the following Division personnel:

- The Academic Lead for Midwifery Practice Learning
- The Allocation Officer
- The Programme Director (or representative)

Each trust change request is considered in accordance with the following:

1. Your placement journey to date
2. A GMPTE route planner (where travel is cited as the reason)
3. Whether current placement capacity / availability will facilitate a change

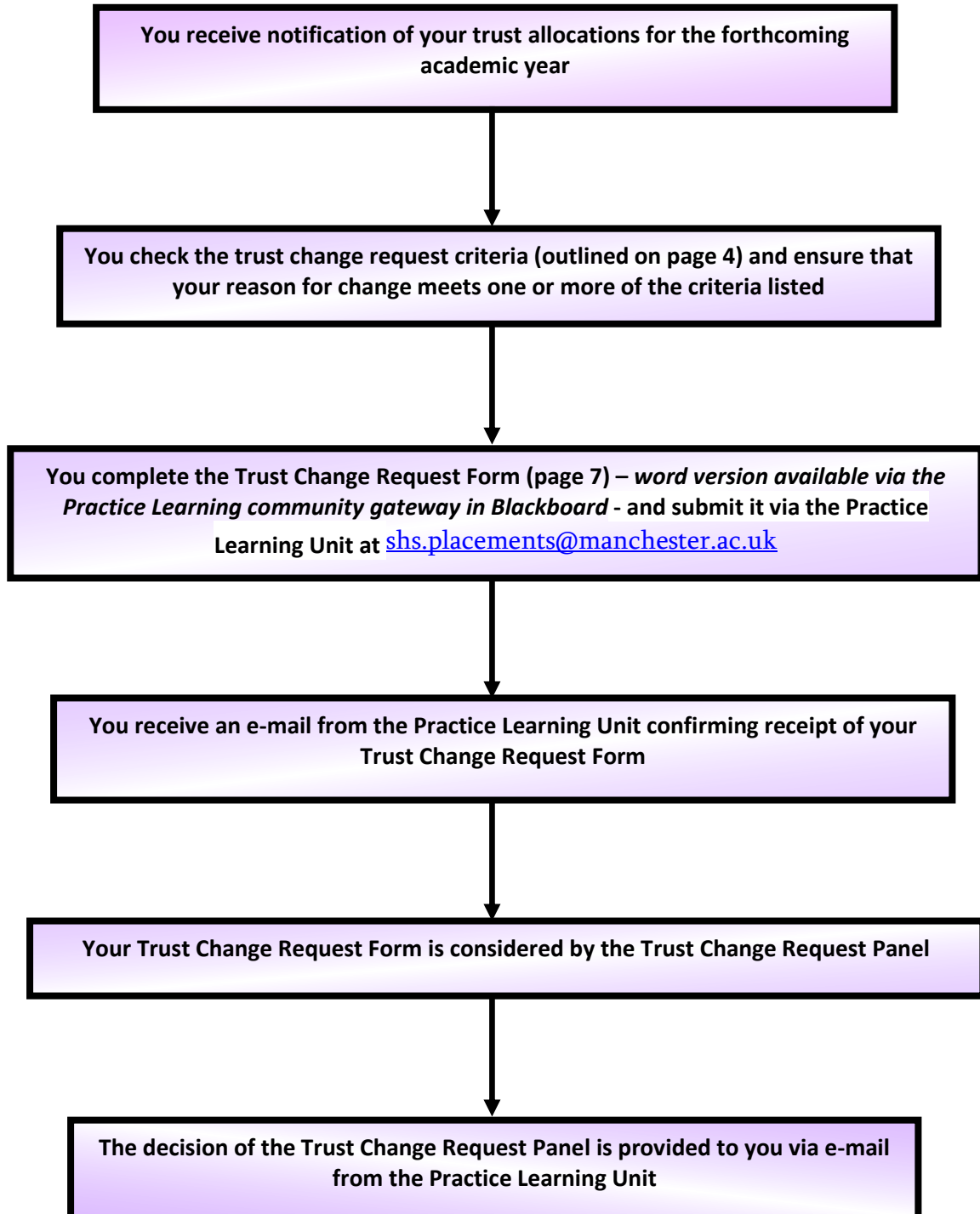
The Decision of the Trust Change Request Panel

If your request to change trust is approved, an alternative trust - as deemed appropriate by the panel - will be allocated to you. Please be mindful that the alternative trust identified will stand as your allocation and no further changes facilitated.

NB: The Trust Change Request process is the process for appealing a trust allocation. The decision of the panel is the final point of the process.

Process for Submitting a Trust Change Request

BMidwif / MMidwif Programme



Trust Change Request Form

Division of Nursing, Midwifery and Social Work

BMidwif / MMidwif Trust Change Request Form

To be completed by **midwifery students only**. Nursing Placement Change Requests are to be submitted online via Blackboard (Practice Learning gateway).

To be completed in **exceptional circumstances only**. Please refer to the Guide to Submitting a Request to Change Trust Allocation available with the Practice Learning gateway in Blackboard.

Please complete and return to shs.placements@manchester.ac.uk

Student Name:	Date:
Student Email Address:	Telephone Number:
Term Post Code:	Date of Birth:
Programme of Study:	Cohort / Year of Entry:
Allocated Trust:	Date I accessed my placement allocation:
<i>A trust change will only be considered in exceptional circumstances. A GMPTE Travel Planner must be included where travel is the issue.</i>	
Reason for requesting this change: <i>Please highlight reason</i> PERSONAL / TRAVEL* / OTHER <i>*Travel will only be considered if travel time exceeds 1 hour 30 minutes or if travel route appears highly problematic.</i>	
Rationale: <i>Please provide brief details only</i>	

FOR OFFICE USE ONLY		
Date PCTRF Received:		
Date Receipt Acknowledged by PLU:		
Date of Panel Meeting:		
Placement / Trust Changed? (Y/N)		
Signature:	Title:	Date:
<i>If No:</i>		
Date Student Informed of Outcome:		
Date Academic Advisor / Unit Lead Informed of Outcome:		
<i>If Yes:</i>		
Date Student Informed of Outcome:		
Date Academic Advisor / Unit Lead Informed of Outcome:		
Date Relevant PEF Informed:		
Further Comments:		
Date PCTRF referred for Archiving:		