

## Financial Arrangement for the SEEL consortium Placement Panel 2024

Please find details of how to deposit a bursary for September 2024 below.

All placements requested are initially for ONE year. However, with trainee and local authority agreement, and assuming funding is available for a bursary, the placement may continue into year 3. This arrangement does not apply to trainees from the University of Southampton which operates a two placement model with trainees having one placement in Year 2 and a contrasting one in Year 3. In the event that a Local Authority is unable to fund a full bursary, the Chair of the SEEL Placement Panel will consider applications for joint bursaries funded by two Local Authorities.

Please note that placement services, training providers and trainees are all subject to the requirements of the DfE Practice Placement Partnership Framework (PPPF) and we ask you to confirm that you are able to meet all the requirements (click on the link for the full document) [PPPF Spring 2023.pdf](#).

In particular:

- We can meet the minimum level of formal supervision of 1.5 hours a week
- We can facilitate the Placement Supervisor in observing the TEP working at least once a month covering a range of workplace activities
- We can ensure that a range of experiences are made available to the TEP that allows them to gather evidence that demonstrates the achievement of the relevant competencies

In order to ensure consistency of placement experience, SEEL Principal Educational Psychologists were consulted on methods for allocating workload to trainees. [Click on this link](#) to read about the background and rationale for the following agreed SEEL position:

*If trainee educational psychologists are to be considered part of the workforce, the recommended placement workload allocation should be between 0.3 and 0.4 for a Year 2 trainee, and between 0.4 and 0.5 for a Year 3 trainee.*

We would also like to draw your attention to the BPS requirement for training providers to ensure that the supervisors providing supervision to trainees are competent and also receiving their own supervision.

### What do I need to do to deposit funding for a SEEL bursary for September 2024?

Please could you send an e-mail to [edadmin@ucl.ac.uk](mailto:edadmin@ucl.ac.uk) - with a copy to **Sarah Wright** - [s.f.wright@soton.ac.uk](mailto:s.f.wright@soton.ac.uk) - saying that you would like to contribute to the bursary scheme and confirming that you can meet the requirements laid out above. In addition, please ensure you include the following information:

- **How many placements are you able to offer**
- **Where the main office base is and full address**

- **Whether a car is ESSENTIAL; DESIRABLE or NOT NEEDED** for a trainee EP on placement with you.
- **Please state whether you:**
  - would consider a trainee for one year (could be a Year 2 or a Year 3)
  - would only consider a trainee if there was the option of retaining that trainee for an additional year.
- **The total amount of money for which you wish to be invoiced.**
  - This will be £19,960 for each trainee. No additional travel, thesis or other costs will be claimable from the LA by the trainee. **We will invoice you in full.**
- The **name and the address** of the person to whom the invoice is to be sent for payment, and the **purchase order form** – please note that **the PO number alone is not sufficient.**
- Please confirm that you have **read the Placement Practice Checklist** (*Appendix 1*).
- The name and email address of the person who should be **notified of the placement outcome** after the panel.

For **LAs that have not set Southampton up as a supplier before**, the banking details in order to raise a purchase order are:

VAT reg no.: GB 568 6304 14

Bank account name: University of Southampton

Bank account number: 20953199

Sort code: 207941

Please send POs and refer any queries to [edadmin@ucl.ac.uk](mailto:edadmin@ucl.ac.uk) and [s.f.wright@soton.ac.uk](mailto:s.f.wright@soton.ac.uk)

### **What happens next?**

The process for payments is slightly different this year. Receipt of an official purchase order form is required on or before the deadline for pledging bursary placements. Invoices will be sent to you after placements have been allocated at the panel meeting on 6<sup>th</sup> June 2024.

Once invoices have been paid Southampton will transfer the money to the HEI/S where your trainee/s is enrolled. The HEI will be responsible for paying the trainee bursaries. Please see the timeline on the website for further details

**Please note:** Chasing financial contributions takes a considerable amount of time and if payments are not made by the **31st July 2024** it means that Universities will not be able to invoice Southampton for their share of the bursary monies. This impacts on trainees, and on the Southampton team, in terms of the smooth running of the bursary system. With that in mind we need to insist that the money is with the University of Southampton by the **31<sup>st</sup> July 2024** at the latest, except where an arrangement has been made for 7/12 of the amount to be paid by 31st July 2024 and 5/12 by 28th February 2025. Southampton should receive the Purchase Order by the 6<sup>th</sup> June 2024 for the first instalment and 14<sup>th</sup> January 2025 for second Instalment.

This year we had a significant number of Local Authorities who missed the July payment date and therefore to help accommodate LA services we have moved this to the end of July. Whilst we appreciate there are inevitable hold-ups, failure to meet this deadline causes considerable extra work and may mean that the trainee gets receives no payment at the start of term. This year if we do not receive a PO by the end of August we will raise an invoice without a PO which will mean that non-payment passes to our credit control.

### **What happens if a trainee interrupts or withdraws from placement?**

In the first instance please contact the training provider. The training provider will than need to contact Raj Birring, the SEEL financial contact at Southampton, as there may be implications in terms of liaison in terms of any refund due.

### **What are my options should I not be allocated a trainee?**

In the event that we have more bursaries than SEEL trainees requiring placements, any remaining bursaries will be offered to trainees from NOREMIDSW where there is an expressed preference and a good match (see section on website regarding NOREMIDSW placements for further information regarding this process).

Following this stage of the placement allocation process, if your bursary is still unallocated, you will be asked to select one of these options:

1. If your bursary is still unallocated you can contact the person who has raised the PO and cancel this as the money has not been released. **This is the option we could recommend.**
2. If the PS does not name a specific trainee instead of cancelling you can request that the invoiced money is paid into the bursary pot in the event that a reserve placement becomes available. This could be due to a current trainee needing a change of placement, for a range of reasons” or retained for the next academic year.

## **Training of Educational Psychologists in England**

### **Practice placement checklist for placement providers**

Below is a summary of the key points from “The Initial Training of Educational Psychologists in England: Practice Placement Partnership Framework (2023).” This sets out the requirements on trainees, placement providers and universities. This should be used as a quality assurance checklist by potential placement providers before they offer a Trainee bursary.

#### **Practice Placement Arrangements**

At the end of Year 1, the university will ensure that the TEP is able to provide clear and accurate information to the placement provider about the competencies that they have demonstrated in Year 1 and any development needs which have been identified. Competencies should be defined in relation to the HCPC Standards of Proficiency for Practitioner Psychologists and the BPS required learning outcomes for educational psychology.

Prior to the start of Year 2, the university will nominate a University Tutor who is responsible for monitoring all aspects of the TEP’s learning in relation to the HCPC Standards of Proficiency and BPS required learning outcomes for educational psychology.

#### **The placement provider must fulfil the following requirements:**

Prior to the start of Year 2, they will nominate a **Placement Supervisor** who is: registered as an educational psychologist with the HCPC; eligible for Chartered Educational Psychologist status with the BPS; and has at least two years’ experience.

The placement provider will:

Provide the TEP with information on requirements and expectations in relation to policies, procedures and practices with which they are to comply in their work. This will include the induction information and experiences such as Guidance on LA and Educational Psychology services policies and office procedures, making clear what is appropriate to TEPs (e.g. Safeguarding Processes, Lone Working, Health and Safety).

Provide the TEP with a safe working environment.

Ensure that trainees have the resources necessary for their work and development (e.g. office equipment, assessment and intervention materials, local induction, and facilities) and that these are effectively utilised where appropriate with reasonable adjustments made for disabled trainees.

Provide the TEP with more advanced child protection training specific to the work context.

Ensure that supervision adheres to the BPS accreditation criteria which stipulate a minimum level of formal supervision of one half hour per day on placement.

Ensure that a range of experiences are made available to the TEP that allows them to gather evidence that demonstrates the achievement of the relevant competencies.

**The placement supervisors must fulfil the following requirements:**

Attend all required supervisors' training and contribute to the evaluation of these training events. Notification of these events will normally be given at least 3 months in advance.

Observe the TEP working at least once a month covering a range of workplace activities, as well as carrying out a joint activity with the TEP.

Provide clear and specific feedback in relation to the observation as well as more general on-going formative feedback.

Ensure that the range of placement experiences should be balanced with regard to:

- work allocated (proportionate to time on placement)
- complexity (considering the level of experience of a TEP)
- levels of responsibility and autonomy and
- breadth (variety of work)

If there is any area in which they are unable to offer appropriate experience, the Placement Supervisor will advise the University Tutor who will make arrangements for a short period of the placement to be spent elsewhere.

Co-ordinate of all aspects of the TEP's practice in conjunction with the University Tutor to ensure that an appropriate range of learning opportunities is provided. Illustrative placement based activities are listed in Appendix.