

Year 2 to Year 3 Placement Process 2024

Where a trainee will be changing placements between Year 2 and Year 3 (either by prior arrangement, for example if they are a Southampton trainee, or because of a change in the circumstances of either the trainee or the service) the trainee should send their Programme Director an e-mail, cc to their PEP, to notify that they will need to complete a Trainee Preference Form and be placed by the SEEL Panel.

Where a PEP and a Year 2 trainee agree that the bursary placement should be extended to Year 3 (September 2024 - August 2025) the following needs to happen between 13.11.2023 and 19.04.2024.

The trainee should send their Programme Director an e-mail confirming this, cc to their PEP.

The PEP should send an e-mail to edadmin@ucl.ac.uk with a copy to **Sarah Wright** s.f.wright@soton.ac.uk - of the format:

- I confirm that we wish to retain **[Name(s) of Trainee(s)] in [Name of LA] for 2024/25**
- **The total amount of money for which you wish to be invoiced.** Please note that the sum is £19,960 per trainee for 2024-25
- **The name and the address of the person to whom the invoice is to be sent for payment** and essentially, an official purchase order form (please note the PO number alone is not sufficient).

What happens next?

Receipt of an official purchase order form is required on or before the deadline for pledging bursary placements. When this is received, confirmation of the placement will be added to the SEEL Bursary Placements website hosted by UCL. An invoice headed **“Contribution to the SEEL Consortium Placement Arrangement”** will be sent to you after the panel meeting on 6th June 2024.

Once Southampton University have received payment, the funds will be transferred to the HEI/s where your trainee/s is enrolled. The HEI will be responsible for paying the trainee bursaries.

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 31st 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 6th June 2024 for the first instalment and 15th 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.