

**Trainee Placement Preference Form SEEL Consortium****AEP Application Number: #****Address/area of residence during placement including post code (if known, more than one address may be given):**Are you willing to relocate (if YES, no need to complete address or distance column below)?  
YES/NO (delete one)**Delete those that do not apply:**

- (a) Request for Y2 placement
- (b) Request for Y2/Y3 placement
- (c) Request for Y3 placement

Please rank your top 5 preferences for placement provider and give distance & travel time from address/area of residence during placement (where known). Every effort will be made to match placement preferences but this cannot be guaranteed. You must select at least 1 placement based outside of London and cannot select more than 2 placements based in inner London and 2 in outer London (see [http://www.ucl.ac.uk/educational-psychology/resources/London\\_boroughs.pdf](http://www.ucl.ac.uk/educational-psychology/resources/London_boroughs.pdf) for full list). Unless you have an authenticated medical condition that prevents you from driving, you are expected to have a current driving licence and have the use of a car for your placement days. If allocated a placement where a car is designated as essential trainees will be expected to provide one, or to make whatever arrangements are necessary to allow them to undertake the full range of placement activities in a timely fashion, as if they had a car. Trainees who are parents of dependent children (e.g. pre-school or with SEND) or have sole child care responsibilities, are registered carers or who have provided their programme director with evidence of a medical issue affecting their ability to travel (a letter from their GP or disability assessment) will be able to record information on their form for validation by their programme director and special consideration by the Panel. No other personal information may be entered on the form.

Rank	Placement	Distance	Travel time
1			
2			
3			
4			
5			
<b>Allocation Criteria (In addition to distance)</b>		<b>Impact on placement</b>	
TEP Medical needs e.g. relating to restrictions to driving			

Exceptional Circumstances (for criteria see text above)	
<b>Location of year 1 EPS Placement</b> - (Please check this is not one of your 5 choices)	
<b>Year 3 only:</b> What placement choice did you get in Year 2	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> other

**To be completed by the Programme Director anonymously**

Please indicate below to confirm that you have read and validated the information your TEP has put in the special considerations box. In addition, please indicate whether:

- Supporting documentation relating to medical needs and exceptional circumstances has been viewed by Programme Director
- This trainee is in line to pass all Year 1 course requirements by September 2024
- There are concerns that this trainee may not fully meet all the Year 1 requirements by Sept 2024. The receiving Local Authority should be notified so that additional support can be provided. You will need to alert the TEP that s/he is responsible for providing the LA with details about their needs.
- There are ongoing University procedures in relation to course progression (fitness to practice or academic progress) which are likely to impact on the trainee's ability to take up, or work on, placement in September 2024. If you tick this box, please email the SEEL Consortium Executive Committee Chair (Vivian Hill – [v.hill@ucl.ac.uk](mailto:v.hill@ucl.ac.uk)). The circumstances and best course of action will then be discussed at a pre-panel meeting on the 6<sup>th</sup> June 2024.

**Approved by Programme Director (click box to confirm)**   

**Date:**

*There might be small changes to this form before the next placement panel based on recommendations from the Task & Finish Placement Panel Working Group.*