

## Year 2 and 3 Placement Panel Process 2024

### Principles

The Placement panel process will operate with the following principles in mind:

- To give a full three-year package to TEPs thus reducing uncertainty
- For PEPs to take the lead in managing the Panel
- To provide clear time-frames by which placement providers are required to commit to the scheme
- To provide clear time-frames by which trainees know where they will undertake their Year 2 and 3 placements
- To provide clear criteria for placement allocation across the region
- To endeavor to allocate placements on the basis that each year local authorities will have at least one of their pledges filled, with priority given to those that may have missed out in the previous year.

The aim is to find the best fit of placements across the SEEL region, taking account of trainee preferences, their home to work distance and placement availability.

### Panel members

As this panel places trainees in local authorities, potentially for two years, it is of key importance that PEPs manage the panel. To achieve this aim, the panel is comprised of six PEPs (one of whom is a SCEC PEP representative and Chairs the process). There are two additional panel members: the Bursary Bank lead who will act in an advisory capacity and a SEEL Year 3 trainee observer. The role of panel members is to ensure the fairness of the process, not to advocate for a particular area or LA.

### Process

Placements will be allocated to SEEL TEPs in accordance with the criteria (see next section). If the number of placements is greater than the number of trainees, the panel will follow the process outlined below:

- Where a preference occurs in the trainee's top 5 selections for a less popular geographical area, or the panel consider that the distance is commutable from their home postcode, the bursary will be allocated to an area which otherwise would be unrepresented.

If after allocation by the panel in June there are remaining bursaries, these will be offered to trainees outside the SEEL consortium, who will submit their preferences on the Trainee Placement Preference form in advance of the panel.

### Criteria for placement

There will be no criteria based on performance, as this is for the universities to ensure, nor will PEPs be able to 'choose'. However, taking up a placement will be contingent on the successful completion of Year 1 of the course, as verified by programme directors.

Criteria for the allocation of placements are as follows:

- On the Placement Panel Allocation list of trainees approved by the SCEC as having been selected via the AEP application process with full involvement of SEEL PEPs
- Place of residence/distance from placement base/estimated travel time
- Impact of TEP medical needs
- Impact of family circumstances e.g. as parents of dependent children (e.g. pre-school or with SEND), with sole child care responsibilities, or as registered carers.
- No other personal information may be entered on the form.

TEPs express preferences for placements by selecting and rank ordering five from those placements that have been made available and complete a short form (see Appendix 1) indicating distance from placement/estimated travel time and any other personal circumstances relating to the criteria. While every effort will be made by the panel to place TEPs in one of their preferred placements, this cannot be guaranteed. The panel reserves the right to make the final decision in the interests of all TEPs.

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 an LA bursary is still unallocated, PEPs will be asked to select one of these options:

1. To request a refund from Southampton and receive your contribution back in full
2. To leave the money in the bursary pot for use the next academic year.
3. To act as a reserve placement, to be made available in the event that a trainee needs a change of placement. This could be for a range of reasons (e.g. change of circumstances such as moving house, withdrawal of existing placement). If this was not taken up, you would be considered for a placement at the next panel in the usual way.

At the time of placement the University/TEP will provide the placement provider with information on the TEP's development needs and concerns about any aspect of training. Communication will be with the PEP and nominated supervisor.

## **Roles and Responsibilities**

- 1) The *Chair of the SCEC Placement Panel* will liaise with the SEEL administrative lead in advance of the annual meeting in June to access the paperwork and check any details of the administrative requirements of which they are unclear. They will assume responsibility for the final decisions about placements. In the event of a substantive or clerical error notified after the placement panel has met, they will liaise with the SEEL Consortium Chair to identify a solution on a case by case basis.
- 2) The *SEEL Bursary Banker Lead* will act in an advisory capacity, due to their expertise in managing the bursary system.
- 3) The *Year 3 trainee observer* will be nominated from SEEL universities in rotation, as follows: Southampton (2022), UCL (2023), UEL (2024), Tavistock (2025), IoE (2026). The trainee observer will be briefed by their programme director prior to the placement panel meeting about key aspects of the role :
  1. Observing the placement allocations and checking for trainee anonymity and lack of bias of PEPs in the decision-making process.
  2. Any participation will be at the invitation of the Chair of the placement panel.
  3. Provision of a report, summarising the process and the outcomes.

**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 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		1st	2nd
		3rd	4th
		5th	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:**