

Florence Nightingale
Faculty of Nursing,
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Care

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Change of Summer Placement Wave policy

The Change of Summer Placement Wave policy (hereafter the Policy) applies to all pre-registration BSc Nursing students within the Faculty undertaking practice learning in placement with King's Health Partners, National Health Service (NHS) Trusts, and other host organisations.

In line with the *Mitigating Circumstances* section within the College's Academic Regulations, this Policy empowers the Change of Summer Placement Wave Panel (hereafter the Panel) to consider circumstances relating to a student's summer placement wave allocation that could be recognisably disruptive, and/or, may relate to unexpected events, beyond the student's control, which could have a significant or adverse impact on the student's ability to meet the required standards of attainment and/or engagement.

The availability of placements within host-organisations is intricate and dynamic, as services outside of the Faculty's control may change significantly with little notice. Summer placement wave allocations are mapped following advanced planning and negotiation by the Faculty, considering the capacity of the host-organisation, specific pathways which host-organisations can support, and variations in cohort numbers each year. As such, the Faculty is only able to consider requests from students to change summer placement wave in line with the criteria detailed herein.

Change requests will be considered by a Panel which will normally include the Associate Dean (Practice Learning), the Senior Programme Manager, the Associate Director (Education), and the Programmes Manager (Placements). The Panel may delegate representation on the panel to appropriate nominees as required. In certain instances, other appropriate members of academic or professional services staff may deputise for members of the panel.

All requests must be accompanied by suitable documentary evidence (e.g. domestic disruption – a letter from King's support services who have been actively supporting you, KCL accommodation or a letter from an independent authority such as a social worker or counsellor).

For students who need to make up placement hours, they are strongly encouraged to raise these issues with a member of staff responsible for managing their programme as early as possible. If as a result of needing to compensate on missed hours they need to submit a Change Request, written confirmation from the cohort lead (or their nominee) verifying this must also be submitted as evidence.

The Change request will initially be considered by 2 members of the Panel, if there is agreement that the request and evidence aligns to the 'reasonable grounds to consider a transfer' this request will be considered approved. All other change requests will go to the full Panel for consideration.



Every change request will be considered on an individual basis. Where the Panel approves one request, this will not form a precedent or create the right for another or the same student to be granted a similar request. The panel may review a limited number of applications outside of the scheduled panel meetings where there are exceptional grounds to do so. For example, in cases where a decision is needed to avoid a resulting detrimental impact on a student's practice-learning. Such cases will be considered at the discretion of the Associate Dean (Practice Learning).

Please be aware, the Panel may approve your change request, however, the change may not be possible due to constraints with the availability and capacity in placement providers in which case you will remain on the original allocation.

Mitigating Circumstances for Change of Summer Placement Wave

Students are required to undertake a varied practice experience in locations across an extensive geographical area, encompassing all host-organisations (including independent and third-sector organisations) which partner with the Faculty. A change to summer placement wave allocation can have a significant impact on the host-organisation involved, who invest in substantial advanced scheduling to assign resource to support the student. Changes such as this are treated as irregular and exceptional occurrences, so will be avoided unless there are compelling mitigating circumstances. The decision to approve a change of summer placement wave will rest solely with the Panel.

Each change request will be considered on a case-by-case basis, with the principle of fairness guiding complex decisions. Where the Panel approves one request, this shall not be deemed to form a precedent or create the right for another student to be granted a similar request.

It is essential for students to be aware that the Panel will only be able to reach a decision based upon the documentation provided with the request. All requests must be accompanied by suitable documentary evidence, and the omission by the student of any detail or evidence as part of the request will not be considered as acceptable grounds for the request to be revisited.

The following (while not exhaustive) provides some guidance on what the Panel will and will not generally consider as suitable and sufficient mitigating circumstances for a change of summer placement wave allocation.

Section 1 - The Panel will normally consider the following as reasonable grounds to consider a transfer request:

- A 48-week contract for KCL residences which is completed at the end of July.
- Sole childcare responsibilities during the summer holiday
- Religious commitments made sufficiently in advance
- Exceptional circumstances of an unforeseeable or unavoidable nature relating to personal health and wellbeing

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Section 2 - The Panel will not normally consider requests for transfer based on the following circumstances as satisfactory:

- Factors which relate to personal preference.
- Circumstances relating to routine childcare.
- Foreseeable and/or preventable circumstances which may reasonably be deemed to be within the student's control.

The decision of the Panel will be final. There will be no right of appeal in relation to the decision, as the Panel will have considered the complex requirements of summer placement wave allocation and the student's circumstances.

Following the outcome of transfer requests, students are encouraged to seek further advice and support from the Placements Team in the Nightingale Student Hub or from their Personal Tutors where signposting or additional advice may be needed.

Students should submit their requests to change their summer placement wave allocation via the [online form](#).

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