

Host Practice-Learning Organisation Transfer Policy

The Host Practice-Learning Organisation Transfer Policy (hereafter the Policy) applies to all pre-registration 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 College's Academic Regulations (T43), *Mitigating Circumstances*, this Policy empowers the Host-organisation Transfer Panel (hereafter the Panel) to consider circumstances relating to a student's host-organisation allocation that could be recognisability disruptive, and/or, may relate to unexpected events, beyond the student's control, that 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. Host organisation 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 transfer host organisations in line with the criteria detailed herein.

Your request 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). 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 or a letter from an independent authority such as a social worker or counsellor).

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 necessary.

Please note, Adult Nursing students who wish to transfer from the traditional circuit to the Community Circuit or vice versa should use this process. In such cases, students should ensure that their application includes a rationale for the request along with any relevant supporting evidence. For students at Guy's St Thomas Trust (GSTT), this may not result in a Host Practice Learning Organisation transfer. However, it is important to submit a request with evidence in the same way.

Mitigating Circumstances for Host-organisation Transfers

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 host organisation allocation can have a significant impact on the host-organisation involved, who invest in substantial advanced scheduling to assign resource to support the student. Transfers 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 transfer will rest solely with the Panel. In certain cases, the Panel may agree that the mitigating circumstances merit a transfer. However, the transfer may not be possible due to insurmountable constraints with the availability and capacity in host-organisations.

Each request for transfer 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. Where a student has submitted one or more previous requests, whether successful or unsuccessful, this will be considered in the Panel's decision.

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 host organisation transfer.

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

- A journey time from your term-time address of more than 1 hour 40 minutes each way (3 hours 20 minutes in total per day). (*Students who live outside the M25 should reasonably expect to travel further to placement*)
- A recently identified or reviewed disability where reasonable adjustment is required.
- Unforeseeable and unavoidable financial hardship which may be reasonably deemed to have a significant and adverse impact on the student's ability to travel to their host-organisation.

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.
- Concerns over public transport (*beyond journey time as detailed in Section 1*).
- Disruptions or other matters relating to shared travel arrangements.

- Residing or relocating to home or term time accommodation that is outside of the M25.
- Moving to a new house (*unless this relates to journey time as detailed in Section 1*).
- 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 host-organisation 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 host placement organisation via the [online form](#).

Document title:	Host Practice Learning Organisation Transfer Policy
Maintained by:	Associate Director (Education) or nominee
Owned by	Associate Director (Education)
Approving Committee or Body:	Faculty Education Committee (FEC)
Last updated:	24-09-2021
Review date: To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by FNFM QA Team as required	 01-07-2022