



Faculty of Health & Life Sciences  
Student Placement Team

## PRACTICE PLACEMENTS TRAVEL INFORMATION FOR STUDENTS OF SOCIAL WORK PROGRAMMES

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### 1. Travelling to your Practice Placement: Our Expectations and Your Responsibilities

All Students will be allocated to suitable placements throughout their programme.

The University works with social work and social care agencies that cover a wide geographical area north to the borders of Scotland and south to County Durham, Teesside and Darlington. While it is accepted that practice learning opportunities need to be reasonably accessible, travel is an implicit part of the programme. Students may also have further travel in the course of your work after arriving at your placement. Unless a student can provide evidence of any personal extenuating circumstances, our expectation is that ALL students will make every effort to attend the practice placement they have been allocated.

### 2. Using Public Transport and Planning Your Journey

Attending your practice placement may require the use of various modes of public transport, eg, The Metro, Buses and/or Trains. Nexus, the organisation responsible for the Metro Subway system of Newcastle and Sunderland have a website at <http://www.nexus.org.uk/>. This site provides an excellent journey planner facility that links metro, bus, train and ferry timetables. It is our expectation that ALL students will make every effort to plan their journey in advance, so to avoid delays in arriving at their placement on time.

### 3. Use of Personal Vehicles

Students are not insured by the University to use their own cars. To undertake visits whilst on placement students will need to have **Business cover** which includes the statement that you are empowered to carry people whilst on business as part of your car insurance. Some Insurance Companies make a charge for this but others do not charge. You will be asked to let the programme know whether or not you have the use of a car before practice learning opportunities are allocated as there are some placements which will only be available to students who are able to have the use of a car. Some placements will require sight of your insurance documents.

#### **4. Mileage Expense Claims**

For Students in receipt of an NHS social work bursary an amount per year is included in the bursary payment and is a contribution towards their travelling costs to and from their placement agency. Please refer to the Guidance notes within the Application forms via the NHS BSA webpages <http://www.nhsbsa.nhs.uk/Students/986.aspx> . Some students not in receipt of a bursary may still be able to seek help for placement travel expenses from the NHSBA and are encouraged to clarify this with the NHSBA. Those unable to access any financial support for placement should discuss options with their Personal Tutor.

It is expected that students should not be financially disadvantaged whilst undertaking placement duties. It is anticipated that the placement providing agency will contribute to costs for any travel expenses incurred as part of undertaking any necessary work whilst on placement.

We strongly advise that any student struggling to meet placement travel expenses, make contact as early as possible, with Student Support and Wellbeing Support Centre. They will be able to support you with budgeting and coping with financial shortfalls and will also be able to provide information and advice on the Access to Learning Fund (a means tested hardship fund available to assist with costs relevant to your programme). Further information and contact details are available via their web pages at [http://northumbria.ac.uk/sd/central/stud\\_serv/sws/](http://northumbria.ac.uk/sd/central/stud_serv/sws/).

#### **5. Seconded Students**

For students who are supported on the Programme by an employer (and therefore not in receipt of an NHS social work bursary) they should receive financial support from their employers in relation **to travelling expenses to and from their placements.**