LEEDS BECKETT UNIVERSITY
SCHOOL OF HEALTH

Allocation Process for
BSc (Hons) and MSc (Pre-Registration) Occupational Therapy

Details of required placements sent out to trusts in OT trawl

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Trusts to return placement offers to the Practice Learning Team

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Practice Learning Team to send details of the offers to the Placement Coordinator to allocate students

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Practice Learning Team advises trusts whether they have been allocated a student and generates allocation reports for each trust. They are also sent an electronic copy of the handbook.

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Student contacts the Practice Placement Coordinator and Educator via email for further details of their placement. It is for the students to reach out and make initial contact!

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Trust/Placements must let students know of any training that is needed for any IT set up and any any smart card activation instructions

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Student commence placement and come with the Placement logbook