



**Department of
Health Sciences**

Travel to Placement Guide

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What to do first?



You have received your practice placement allocation, now what should you do?

1. Find out as much as you can about your practice placement.

- Search the internet for the practice placement.
- Access the Healthcare placements website where you will find information about placements on our placement circuit.

2. Locate your placement.

- Find out where your practice placement is.
- Plan your journey - consider the times of the day (or night) where you might need to travel to and from your practice placement (i.e. you may be asked to complete some night shifts).
- If you are unable to travel to your practice placement for the shift times that have been arranged, you may be able to arrange alternative shifts with your practice placement. These should be arranged directly with their team.

Travel in and around York



Are you new to York and the surrounding areas? You may find [iTravel York](#) a useful tool when travelling around the city.

iTravel York is a City of York Council website which includes lots of useful travel information, regardless of how you usually plan your travel. For example, on foot, cycle, public transport or by car.

University Travel Options provides information about the student specific public transport options available to you.

Travelling in the Placement Circuit Region

[North Yorkshire Council - Roads, parking and travel information](#)

[Travelling to and from Harrogate \(by bus\)](#)

[Travelling to and from York \(by bus\)](#)

[Travelling to and from Scarborough \(by train\)](#)

[Travelling to and from Scarborough \(by bus\)](#)

Public Transport

You may need to use public transport (or a combination) in order to travel to your practice placement.

We would advise you to keep in mind that there are often a number of different options and routes available to you. Planning ahead ensures that you are well prepared for any potential problems. For example, any travel time changes that may mean that you are unable to arrive at your practice placement on time.

[Traveline](#) is very useful for planning your door to door journey.



Train Timetables:

[National Rail](#)

[The Train Line](#)

Tickets, Season Tickets and Passes

Student finances have never been tighter, and it is worth noting that season tickets and travel passes may be an easy way to reduce travel costs.

[The Train Line](#), and [First Buses](#) are several of the options available, as well as a [Rail card](#).

Remember, you should always try to access the cheapest form of transport if you are hoping to be reimbursed through the [Travel & Dual Accommodation Expenses \(TDAE\) scheme](#).

Students are reminded that personal safety comes first.

Use of Taxis

The use of taxis (including Ubers) as a form of transport to your practice placement will not be reimbursed as a general rule. The use of taxis in unexpected, exceptional circumstances where a one-off or very occasional taxi journey was the only way for you to get to and from the practice placement may be considered.

If you find yourself in this situation, we would advise you to liaise with our team if the use can be considered as eligible under the TDAE scheme.

If it can be considered, a supporting statement from the department will need to be submitted with your TDAE claim form.

Difficulties with Public Transport

Needless to say, we are aware that every journey goes according to plan, especially when it comes to public transport. Unforeseen issues such as cancellations to services can be particularly problematic.

However, if when researching public transport options when travelling to your practice placement, you discover that there is a problem with arriving to your practice placement on time, or with getting home afterwards, please consider the following:

- Our practice partners are also well aware of the difficulties some students will encounter when using public transport, particularly when taking into account early start times or late finish times.
Students are advised to discuss their difficulties with practice placement staff and negotiate their start/ finish times accordingly.
- Sometimes it may be cheaper or more convenient to book temporary dual accommodation closer to the practice placement.
For example, there are several affordable accommodation options in Harrogate and Scarborough, which may be cheaper than travelling to and from your term time address for each shift.
Please keep in mind that when claiming for dual accommodation, you must supply proper and authentic receipts of the bookings.
Currently the rates that can be reimbursed under the TDAE scheme are as follows:
 - Commercial accommodation: £82.50 per night.
 - Non-commercial accommodation: £37.50 per night.
- If you choose to book dual accommodation, try to ensure that it is close enough to your practice placement to reduce any additional costs or issues with public transport.
For example, if you have an early shift, it may make sense to stay overnight beforehand in dual accommodation.

Driving and Parking

Using your own vehicle to travel to your practice placement?

In order to plan your route, the NHSBSA advises to use [Google Maps](#) to plan your route. Alternative services and tools can be used, such as [Waze](#) and [The AA](#), however the NHSBSA recommends to use [Google Maps](#).

[Google Maps](#) can be used to plan your route, check on travel times, roadworks and the latest traffic news.

Parking may be available for students at the main teaching hospitals in our circuit.

York Teaching Hospitals

A parking permit can be obtained for use at Scarborough and Bridlington hospitals. This reduces the cost of parking but does not render it free of charge.

Please ask Student Services or email dohs-student-experience@york.ac.uk to obtain the form which is accompanied by instructions on how you can get the permit.

Harrogate District Hospital

Students may purchase a parking permit that reduces the cost of parking at Harrogate District Hospital. Again, this reduces the cost of parking but does not render it free of charge.

Remember to keep all parking related receipts, parking tickets etc. in order to be eligible for reimbursement for these charges.

If you pay by card, phone or via the Internet, you may also have proof of purchase through your bank statement or similar.

Temporary Dual Accommodation

Student Services collect information from accommodation providers in Harrogate and Scarborough. Although the information supplied should not be construed as the Department's recommendation.

Please see the practice placements noticeboard in Seebohm Rowntree Building student communal area for recommendations of places to stay.

Email: dohs-student-experience@york.ac.uk for the latest information.

AirBnB can be a cheap way of finding accommodation close to your placement.

The Learning Support Fund (LSF)

Students starting a new Nursing, Midwifery or Allied Health Professional course on or after 1 August 2017 may be eligible to apply for financial support from the [Learning Support Fund \(LSF\)](#). The NHS LSF offers support for:

- Training Grant - a non means tested allowance of £5,000 per student per year.
- Specialist Subject Payment - a non means tested allowance of £1,000 per student per year.
- Regional Incentive – further information will be available in due course.
- Parental Support – (previously known as Child Dependents Allowance) a non means tested allowance of £2,000 per student per year.
- Travel and Dual Accommodation Expenses (TDAE) - Help with excess travel and temporary accommodation costs for students attending practice placements.
- Exceptional Support Fund (ESF) - Non-repayable grant of up to £3,000 per year for students in genuine and unforeseen financial difficulty.

To claim, you will need to meet the eligibility criteria.

If you have applied for and received student finance through Student Finance England (Student Loans Company) (or equivalent), you may be eligible to claim for reimbursement for some or all of the excess costs incurred whilst travelling to practice through the Travel and Dual Accommodation Expenses scheme (TDAE), along with other financial support.

How to submit the TDAE claim form

You need to receive the NHS LSF Training Grant before you can claim TDAE.

You can submit a TDAE claim from your NHS LSF account at any time.

You should complete the online form (accessible via your LSF account) as soon as possible with any relevant evidence during a practice placement. For example, with any parking receipts or dual accommodation receipts.

You have a maximum of 6 months from the last date of the practice placement period for which you are claiming for you to submit your claim.

Once received via the online portal, Student Services process the form and this is sent for authorisation to the NHSBSA. Once the NHSBSA receives the claim, they aim to process it within 20 working days.

You can find out more about completing the form in the [NHSBSA guidance booklet](#).

Remember when claiming for TDAE you may only claim the difference between the cost of usual travel from your term-time address to your practice placement, minus the cost of travel to theory from your term-time address, regardless of whether you are accessing theory at this time. This means that you are only able to claim for the excess costs of travelling to your practice placement.

There are no exceptions to this.

Financial Difficulties

If you are experiencing financial difficulties in relation to the costs involved with travel to practice, you may be eligible for additional financial support via an emergency loan.

Please contact Student Services for more information. Email:

dohs-student-experience@york.ac.uk.

Scholarship for International Nursing & Midwifery Students

The Department of Health Sciences will provide eligible 'International' Midwifery & Nursing students with a £1,000 annual scholarship to help with associated travel costs as they are not eligible for assistance through the NHS Learning Support Fund. As this is a non-competitive scholarship (i.e. do not need to apply), eligible students will be notified during the new semester of their award. Students will be contacted by the Student Services Team directly.

Financial Difficulties

If you are experiencing financial difficulties in relation to the costs involved with travel to practice, you may be eligible for additional financial support via an emergency loan.

Please contact Student Services for more information. Email: dohs-student-experience@york.ac.uk.

