



## Westwood Training and Consultancy

### Placement Request to Reduce or Freeze Placement Hours

Name of Student:			
Student Number:		Cohort:	e.g. Sept 21
Name & email of Placement Tutor:			
Name & email of Placement Mentor:			
Placement School:			
Placement start date:		Hours completed:	

<b>Nature of Concern - Reason for reduction or freezing of placement hours:</b> (to be completed by Placement Tutor, Placement Mentor must be consulted and advised on plans)

<b>Reduction of Hours</b>		
Agreed reduction of hours	from:	to:
Effective from:	date:	
To be reviewed:	date:	
Placement setting informed:	date:	confirmed:

<b>Freezing of Hours</b>		
Agreed period of suspension of hours	from:	to:
To be reviewed:	date:	
Placement setting informed:	date:	confirmed:

*Please note, any request for suspension of hours of 6 months or over must be submitted through the deferral procedure. The maximum possible deferral is 12 months. You can only request one deferral during the course of your study, including the professional placement. Please follow the procedure in your Learner Handbook.*

<b>I understand that by reducing or freezing my placement hours I am still required to complete the course within the two-year timeframe.</b>	
<b>SIGNATURE OF STUDENT:</b>	<b>DATE:</b>