Form 002: Mentor Transfer Request Form

This form is completed by the student and sent to the PPC who will discuss the request with the relevant educational provider. **If the request can be accommodated, the form will be completed by the PPC, in conjunction with the University and returned to the Student once the request has been agreed.** From experience these requests are most frequent at the beginning of the academic year. Other requests generally come from students who are experiencing difficulties within their practice placement development and in this case it is advisable to discuss with the mentor and/or the HEI personal tutor before agreement.

**Mentor Transfer Request**

This form should be completed by the student & countersigned by the University Tutor before referral to SWASFT PPC.

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| --- | --- |
| **Learner Name:** | **Development Programme and Year:** |
|  |  |
| **Contact Detail (phone or email):** | **Name of Mentor:** |
|  |  |
| **Placement Area:** | **Date:** |
|  |  |

**Further Information**

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| **Please give further details and reason why you are requesting this change to your placement to support the decision making process** |
| **Is the current Mentor aware of application?** |

**We support / do not support \* the students application for change of mentor**

**(\* delete as applicable)**

**Programme Tutor Signature…………………………… Date…………………………………**

**PPC Signature…………………………… Date…………………………………**

|  |  |  |
| --- | --- | --- |
| **Transfer Approved: Yes / No** | **Date** | **PPC Signature** |
| **Rationale:** |  |  |