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**Department of  
Health Sciences**

# **Travel to Placement Guide**

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## What to do first?



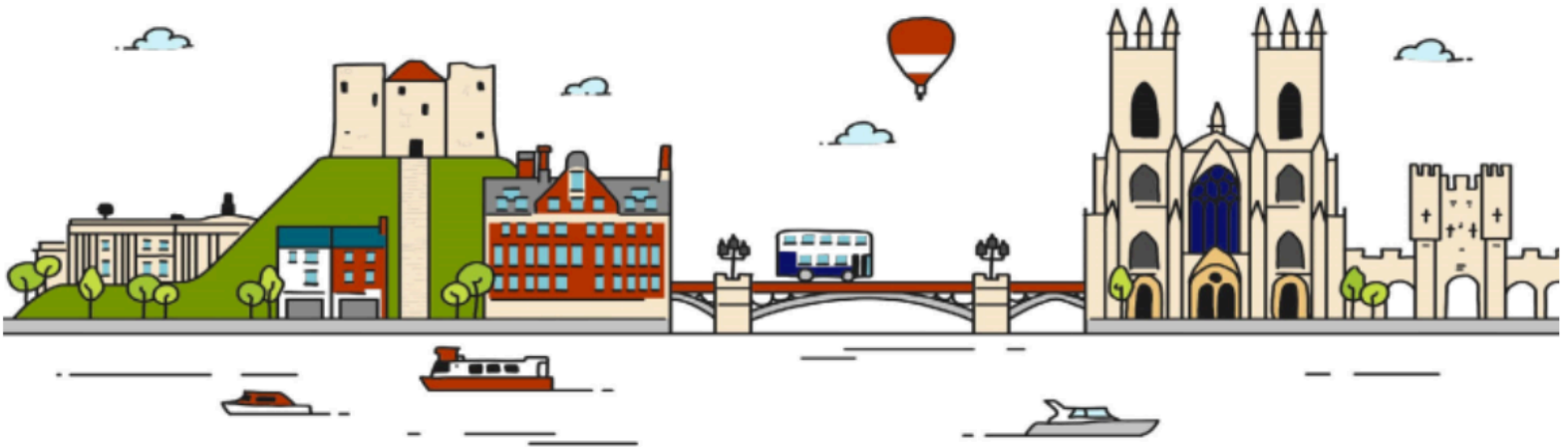
## You've received your placement allocation, now what?

**Find out as much as you can about your placement.**

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

**Locate your placement**

- Find out where your placement is.
- Plan your journey. Consider the times of day (or night) you might need to travel to and from your placement i.e. you may be asked to do some night shifts.



## Travel in and around York

Are you new to York? You may find iTravel York useful when it comes to getting around the city. [i Travel York](#) is a City of York Council website brimming with information regardless of how you plan to get around the city, whether it be on foot, cycle, public transport or by car. University Travel Options provides information about the student-specific public transport options available to you.

### Public Transport

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

Bear in mind that there are often a number of different options and routes, and planning ahead makes sure that you are well-prepared for any potential problems such as being able to get to placement on time. Traveline is very useful for planning your door to door journey.

[Seat61](#) can also be useful.

### Helpful links for Travelling in the Placement Circuit Region

<https://www.scarborough.gov.uk/home/roads-highways-and-pavements/public-transport>

<https://www.northyorks.gov.uk/public-transport>

<http://www.harrogatebus.co.uk/>

<http://www.yorkbus.co.uk/times>

# 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 cut down on travel costs.

The [Train Line](#), and [First Buses](#) are just some of the options out there, 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 TDAE scheme. However students are reminded that their personal safety comes first.

## Train timetables

- [National Rail](#)
- [The Train Line](#)

## Travel by Taxi

*“We will not normally reimburse any costs you incur if you choose to travel to placement by taxi unless there were unexpected, mitigating circumstances and a one-off or very occasional taxi journey was the only way for you to travel to placement. This needs to be agreed by your University.” - Learner Support Fund.*

# Difficulties with Public Transport

Needless to say, not 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 for getting to your placement, you discover that there is a problem either getting there on time or getting home afterwards, please consider the following:

1. Our practice partners are well-aware of the difficulties some students will encounter using public transport when it comes to early start times and late finish times. Students are advised to discuss their difficulties with practice staff and negotiate their start/finish times.
2. Sometimes it may make more sense to take temporary accommodation closer to your placement. For instance, there are some affordable accommodation options in both Harrogate and Scarborough but please bear in mind that when claiming for reimbursement for temporary accommodation, you must supply proper receipts. Please see the practice placements noticeboard in Sebohm Rowntree Building student communal area for recommendations of places to stay. Currently £82.50 is the maximum you can be reimbursed for one night's stay in commercial accommodation, £37.50 per night for non-commercial accommodation.
3. If you opt to stay in temporary accommodation, try to make sure that it is close enough to your placement so as to rule out any service issues with public transport.
4. If you are working an early shift, it may make sense to stay overnight in your temporary accommodation the night before.

## Driving and Parking

Using your own vehicle to travel to your placement? [Google Maps](#) and [The AA](#) can be used for both planning your route and to check on travel times, roadworks and the latest traffic news regarding your route. 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](mailto: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 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](mailto: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

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

- \*NEW\* Training Grant - a non means tested allowance of £5,000 per student per year.
- \*NEW\* Specialist Subject Payment - a non means tested allowance of £1,000 per student per year.
- \*NEW\* 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. Please copy the below URL and paste it into your browser to read the latest guidance notes:

<https://www.nhsbsa.nhs.uk/nhs-learning-support-fund>

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

You can download the current TDAE claim form from your NHS LSF account. Once you have completed this, please send it to us by e-mail [dohs-practice-travelclaim@york.ac.uk](mailto:dohs-practice-travelclaim@york.ac.uk), we will check the form and authorise it, and send it to the NHS BSA for reimbursement.

Please copy the below URL and paste it into your browser to view the guidance notes  
<https://www.nhsbsa.nhs.uk/nhs-learning-support-fund/travel-and-dual-accommodation-expenses>

## **Important!**

Remember when claiming TDAE you may only claim the difference between the cost of travel from your term-time address to practice minus the cost of travel to theory from your term-time address, regardless of whether you are accessing theory at this time.

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](mailto:dohs-student-experience@york.ac.uk).

