# Using this document

This document can be used by any organisation wishing to implement student flexible working.

Formatting and wording may be amended to suit organisational processes and logos may be added, however:

* The principles of student flexible working must not be changed
* NHSE London region must be credited and their logo must remain

**Student Flexible Working - Guidelines for non-24 hour placement areas**

**Context**

These guidelines are supplementary to the Guidelines for Student Flexible Working. We recognise that some placement areas do not offer 24 hour shift patterns and that this can limit flexibility. However, there may be some scope for offering additional flexibility to meet student needs in these areas. The following guidelines are intended to support non-24 hour placement areas in making decisions regarding student flexible working

**Guidelines**

* The underpinning principles of student flexible working should be adhered to when making decisions about flexibility in non-24 hour placement areas, particularly:
  + learning must not be impeded
  + placement hours should be completed
  + arrangement should mirror staff working practices.
* Where placements run beyond 9-5, e.g. offer twilight services, or run a 7am-7pm service, it may be possible to offer extended hours/9 day fortnights etc
* Where a placement area is 9-5 but is linked to services that work beyond these times, a “hub and spoke” model may be used to offer extended hours
* Where the placement area work from home as part of their normal working practice, and where the IT is available to support this, student may be offered home working. This would be contingent upon the student engaging in locally negotiated “touchpoint” meetings throughout the day. The student would need to demonstrate that they are able to meet their learning outcomes and progress through the placement satisfactorily for the working from home arrangement to continue.

There may be other creative solutions to enabling student flexible working in non-24 hour services, but these must remain consistent with the principles of flexible working.