

Institute of Education (IoE) Student Placement Travel Policy 2024-25 (v.1.0)

Subject to review in August 2025

Context

As part of the Initial Teacher Education (ITE) and specific Early Years programmes offered by the Institute of Education, students are required to spend specified periods in placement settings to gain experience of teaching as stipulated by the Department for Education (DfE).

In recognition of the rural nature of the area in which our placement settings are located, the University of Worcester has taken the decision to continue to make a contribution to support students travelling to these placements, even though government funding does not cover or require this action, and it is not common practice among other providers. This support comprises:

- Administrative support to provide advice, assist with travel arrangements where appropriate, and process eligible students' claims.
- A financial contribution, for eligible students and journeys, towards the cost of travel.
- Exceptionally, provision of partially subsidised transport (i.e. a hire car, taxi or minibus) where this is the only or most cost-effective alternative.

Whilst we will provide as much assistance as we can, responsibility for arranging travel to and from the placement setting remains with the student. There is no entitlement to reimbursement or assistance with travel arrangements; any financial contribution is at the discretion of the University and is not intended to cover actual costs in full. Our ability to contribute in this way may also be affected by any changes in the funding model provided by government in the future.

Financial advice and information on the [Access to Learning Fund](#) for students is available from [Student Services](#) at [Firstpoint](#) (see link in [Appendix A](#)) in the event a student has financial difficulties and cannot pay for their travel to placement.

Eligibility

Students

This policy applies to eligible IoE students based at the University and **not receiving a bursary from the DfE or scholarship.**

Students **receiving a DfE bursary or scholarship** will be expected to pay for their travel costs from their DfE bursary and if using University arranged transport will be expected to contribute to the cost of the transport, such as taxis or minibuses for student groups.

Regional Training Hub (RTH) based students are not eligible for any reimbursement of travel costs as their placements are managed by the RTH.

Journeys

The policy covers one daily return journey to placement settings on mandatory placement days only (i.e. not for optional attendance). The journey used, to calculate any reimbursement, will be the shorter journey, whether that is from a term time address to placement setting or home address to placement setting. If students choose to attend for additional days, undertake optional journeys during the day, or select a different form of transport in order to arrive earlier, the extra cost will not be taken into account.

Students' responsibility

While the IoE will provide information, advice and support, it is the responsibility of each student to ensure their own travel arrangements are in place. If information or documentation is requested by the IoE this must be provided promptly and in the required format.

Claims

Claims should be completed fully and accurately and should be submitted on a regular basis throughout the academic year, for example monthly or after each period of practice (within one month of the placement ending). All claims must be received by **18th July 2025** and any claims received after this date may not be paid.

Supporting documentation should be attached to the claim. It is the responsibility of students driving to placements to ensure that up to date driving documents have been provided (see below).

Transport options

Walking/cycling

IoE would encourage this option where it is practical. The University offers a range of initiatives to support sustainable travel, such as on-site secure bicycle parking and the opportunity to buy reconditioned bicycles during term-time. The Transport and Travel page on the website provides further information (see links in [Appendix A](#) for further information).

Public transport

This is the preferred option for the majority of placements as it supports the IoE's commitment to reducing the environmental impact of our activities. Students will be expected to investigate local public transport options and choose the most economical and practical route. There is a variety of ticket options and students are advised to consider which type of ticket will provide the most cost-effective solution in their circumstances (see links in [Appendix A](#) for further information).

Public Transport costs within a 5-mile radius of the student's term time or home address (whichever is the shorter journey to the placement setting) will be the responsibility of the student.

Public transport to placement settings located outside a 5-mile radius of the student's term time or home address (whichever is the shorter journey to the placement setting) will be reimbursed at the rate shown in [Appendix A](#). Tickets or receipts will be required for every journey to be claimed.

Use of students' own cars

Students may use their own car to travel to and from a placement setting but should be aware that for insurance purposes the University is considered to be their place of work, and any travel to a placement setting is considered to be 'business use'.

Expenses claims can only be paid on production of:

- A valid photocard Driving Licence and Driving Licence details (as per Appendix B)
- An insurance certificate (including Business Cover)
- An MOT certificate (if car is over 3 years old)

and if any of these documents expires, a copy of the renewal must be provided before further claims can be paid.

IoE will pay mileage at the current rate, if the journey is over 10 miles (see [Appendix A](#)) for the most direct route from home to a placement setting. Mileage is calculated using Google maps.

You may be expected to take students travelling to the same or nearby placement settings as passengers. If any additional mileage is required, reimbursement will be available as shown in [Appendix A](#).

Passengers are expected to split the cost of fuel (after any reimbursement) equally with the driver on a weekly basis.

Hire cars

In exceptional circumstances, IoE may hire a car for the journey to and from a placement setting for students who have provided Driving Licence details and a signed hire car agreement. A daily charge will be made for the use of a hire car, which will be invoiced regularly (see [Appendix A](#) for the current rate).

Hire cars will be available for collection from UW and must be returned on a daily basis due to restrictions imposed as part of the hire agreement. The student is required to fill the tank at the end of each week and at the end of the hire period. Failure to fill the tank will result in an administration charge, together with the cost of the fuel, being added to the next invoice to the driver (see [Appendix A](#)). If this happens more than once the student may no longer be offered a hire car.

It is the responsibility of the driver to inform the administrator if the hire car is no longer needed. Failure to cancel a journey that is not required will result in the student(s) being invoiced for the full cost.

It is also the responsibility of the driver to inform the administrator if they need the car for any additional days in a placement setting. If these additional days are not arranged separately then the car will not be available.

You may be expected to take students travelling to the same or nearby placement settings as passengers. Any passengers are expected to split the cost of fuel and the hire charge equally with the driver on a weekly basis. Refusal to take passengers may result in the offer of a hire car being withdrawn.

In the unlikely event of an insurance claim being required because the hire car has been damaged or stolen, the driver will be liable for paying a contribution towards the University's excess liability, as set out in [Appendix A](#).

Any student driving a hire car and committing a road traffic offence leading to a fine, such as speeding, will be responsible for the fine and liable for an additional administration fee (see [Appendix A](#)). If this happens more than once, the student may no longer be offered a hire car.

Passengers

If you are a passenger, you are expected to make a contribution towards the cost of the petrol to the driver, on a weekly basis. The driver may be able to claim reimbursement for part of the petrol costs, according to the mileage rates shown in [Appendix A](#). Any difference between the ACTUAL cost of petrol for the journey and the reimbursement received should be shared between the occupants of the car, together with the car hire charge where applicable.

Failure to reimburse the driver for an equal share of the cost of the journey may result in the offer of transport being withdrawn.

Example:

- *Driver takes 1 passenger (a fellow student on the same course) to a placement setting in their own car for 5 days. The placement setting is 10 miles away from the driver's address. However, the journey requires taking a short detour of 2 miles to collect the passenger, so they do 24 miles return journey per day.*
- *Actual cost of petrol for the week is approximately £21.00.*
- *Mileage reimbursed per day is nothing for the driver's own journey to a placement setting, but 4 miles @15p, per day in respect of the passenger (£3.00 per week).*
- *The balance of £18.00 is split with the driver and passenger paying £9 each.*

Taxis & Minibuses

In exceptional circumstances, it may be necessary for students to travel by taxi or minibus. Such cases will be assessed on an individual basis, but students will be expected to contribute to the costs incurred of up to £10 per return journey.

Appendix A – Current IoE rates and charges for placement setting travel

Public Transport	IoE contribution per single journey
Placement settings within a five-mile radius of the student's term time address	No reimbursement
Placement settings outside a five-mile radius of the student's term time address – journeys solely by bus	£3 per return journey
Placement settings outside a five-mile radius of the student's term time address – journeys solely by train, or by train and bus	£5 per return journey

Mileage for driving your own car	Rate per mile reimbursed by IoE
First 10 miles	0p
Eligible IoE students not receiving a bursary; mileage over 10 miles per single journey	15p
Additional mileage required because of picking up or dropping off a passenger (10 mile minimum does not apply to any additional passenger miles)	15p

Hire car charges	Charge to student
Daily car hire	£10 per student
Failure to fill fuel tank weekly or at end of hire	£10 + cost of fuel
Insurance excess in case of accident/claim	£250

Links

Google maps	https://www.google.co.uk/maps
First Bus Tickets	Worcestershire First Bus
National Rail season ticket calculator	http://ojp.nationalrail.co.uk/service/seasonticket/search
Student Services (Firstpoint)	Firstpoint - University Of Worcester
Trainline	https://www.thetrainline.com/
Transport Direct Journey Planner	http://www.traveline.info/
UW Transport information	http://www.worcester.ac.uk/discover/transport-and-travel.html

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