

Placement Offer – Information for UK Educational Partners

PGCE Further Education and Skills – full time placement 26/27

Placement dates: Monday 14 September 2026 to Wednesday 21 July 2027 (4 days a week Monday – Thursday)

The placement experience is a key component of the initial teacher education (ITE) course. It is where trainee teachers learn most about the day-to-day practices and roles of a FES practitioner. This includes developing practical teaching skills, working productively and effectively with colleagues and learners, developing subject specialist knowledge, and managing the administrative aspects of a teaching role.

Teaching timetable

In order to satisfy the Further Education & Skills course requirements, the trainee needs 150 teaching hours as outlined below:

- 30 hours of teaching-related activity, such as observing and supporting colleagues, team-teaching, attending staff meetings, open evenings etc.
- 150 hours of planning and delivering sessions as lead teacher

Teaching should begin on a date in September which is mutually convenient, subject to the trainee enrolling on the course. Planning information such as documentation, course books etc. should be given to the trainee as soon as possible after teaching has been confirmed to help them prepare for their placement with you. Please note all trainees need to attend sessions at SHU on Fridays.

Supervision details: mentor role

The trainee will need to be allocated a subject specialist mentor who has a full teaching qualification at level 5 or above. Mentors are also required to undertake mentor training with Sheffield Hallam University (SHU). This involves face-to-face training at SHU, 10:00-11:30am on Wednesday 2nd September 2026 with the Further Education and Skills team to help mentors support their trainee to successfully complete their PGCE programme. Mentors unable to attend the face to face mentor training will be asked to complete an online training session. Each mentor will have access to a mentor handbook to support them in their role. Please make sure you read this and contact the placement lead or Education Placements Team if you have any questions (contact details in handbook). The mentor is expected to:

- attend mentor training events at SHU
- conduct the initial meeting
- organise the provision of teaching hours (minimum 150 lead teaching hours at 2 different levels, or year groups)
- supervise on a day-to-day basis
- hold a weekly one-to-one meeting with their trainee to set and review targets

- observe lessons and complete 8 observation reports (4 jointly with SHU tutor), which are sent to the trainee within 5 working days of the observation
- complete a final end point review against the professional standards with the trainee
- sign a copy of the teaching hours log to confirm minimum requirements have been met
- complete the summative report at the end of the placement

Payment of £1000 is paid to the provider once the placement has finished.

Upon offering for a full-time placement SHU would forward the provider with a potential trainee's CV and if happy to proceed, SHU would ask the trainee to get in touch to arrange an interview/meeting. The provider would then confirm if a placement with them would be a good fit for the trainee.

If you have any questions or if you can help support a full time placement in any subject (including SEND and ESOL), please get in touch educationplacements@shu.ac.uk or call 0114 225 5990.