**FAQ sheet for hours progress**

Q. How are my Practice/Theory hours calculated?

A. There is a Programme minimum requirement to be completed each year. If your

completed Practice and Theory hours fall below the minimum, you are required

to recoup the hours so you do not fall behind on the course.

Q. Which system are my completed Practice hours taken from?

A. The Placement Unit identify the hours completed and approved by the Practice

Supervisor/Assessor from the PARE system and append them into your placement record in InPlace.

Q. What if my Practice hours have not been signed off?

A. It is extremely important that you ensure that your Practice hours are signed off at

the end of each shift. Hours that remain unsigned will not count towards your NMC registration.

If you are having any issues acquiring a signature, please raise this with your course team or alternatively email plustudents@cumbria.ac.uk.

Q. My Practice Supervisor/Assessor is unable to sign off the hours because my

timesheet is locked.

1. A separate guide is provided to assist you with granting permission.

Q. My timesheet has now been signed off. Who do I email to let them know?

A. Please email plustudents@cumbria.ac.uk and a team member will look at this to

validate.

Q. My timesheet has been unlocked but I need to update my Practice hours?

A. You need to email plustudents@cumbria.ac.uk that you have updated your Practice hours to ensure that we are looking at the appropriate changes applied to your timesheets.

Q. What happens next when my unsigned Practice hours are signed off?

A. Further calculations are run to identify actual Practice hours completed but you must ensure that you email plustudents@cumbria.ac.uk to make them aware that sign off is completed and whether updated changes to timesheet Practice hours have been applied. This is important so we know what has changed.

Q. What happens if I can’t take a break. How do I record this on PARE?

A. Update your PARE to reflect the lack of break and add a note in the comments box to explain the alteration. If this is something that is happening regularly contact your course team to discuss the situation.

Q. How many hours can I recoup whilst on placement?

A. You must not exceed 48 hours, per week, as per the European Working Time Directive. Any hours over this limit will not be counted on your NMC Training Transcript.

 For example, you have completed 10.5 hours of additional theory hours in a week and therefore you would not be accredited with any recoup hours in that same week.

Q. If I have a break, is this figure included in the recoup calculations?

A. No, breaks do not form any part of the calculations.

Q. Is my Flexi Annual Leave counted as part of the recoup calculations?

A. No, Flexi Annual Leave is already embedded into the validated programme

 calculations.

Q. Why do I have shortfall with Theory?

A. Where you are absent from theory and you have not made this time up, you are required to recoup these hours.

Q. I’ve been told I have Theory hours to recoup but I haven’t been absent. Who do

I contact?

1. Please email plustudents@cumbria.ac.uk who will investigate and confirm the

outcome and the next steps.

End.