

POLICY ON THE MANAGEMENT OF PLACEMENT AND WORK-BASED LEARNING

Management of Placement and Work-based Learning

Contact Officer

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Purpose

1. This policy, associated documentation and guidance sets out the formal requirements for the quality management of placement and work-based learning (WBL). It is an essential reference point for all staff in Institutes, course and professional service teams and collaborative partners that are involved in or responsible for **placement and/or work-based learning (WBL) which is integral to a programme of study (courses or modules) at undergraduate or postgraduate level.**
2. It aims to promote good practice and ensure that the University meets its responsibilities with regard to managing the quality of the student learning experience as well as their safety and wellbeing in the context of placement or work-based learning as part of a programme of study. This includes all placement and work-based learning opportunities provided by third parties as part of a University of Worcester award, wherever it is delivered and regardless of duration, including those that are integral to a course delivered by collaborative partners of the University.
3. The policy aims to:
 - 3.1. provide a comprehensive statement of the University's principles, processes and procedures that govern the quality management of Placement and Work-Based Learning (WBL);
 - 3.2. provide a framework for the identification and assessment of the risks associated with placement and WBL provision, and the proportionate processes and procedures to effectively manage that risk;
 - 3.3. ensure that Institutes, course and related professional service teams, and departments have appropriate procedures in place to plan, secure, approve and/or allocate and manage Placement and/or WBL opportunities in ways which comply with health and safety and legal requirements;
 - 3.4. provide threshold expectations for the management of different kinds of Placement and/or Work-based Learning opportunities;
 - 3.5. clarify the relative roles and responsibilities of various parties involved in Placement and/or Work-based Learning, including the Institutes, course teams, students and placement providers
4. The policy is supplemented by additional documentation for the assessment of risk, health and safety arrangements and to check that national and institutional expectations have been taken into account in the planning and management of placement and work-based learning:

- Appendix 1: University Risk Assessment Form for Placements
- Appendix 2: Placement Provider Health and Safety Questionnaire
- Appendix 3: Student Placement Conduct and Health and Safety Agreement
- Appendix 4: Managing Placements and Work-Based Learning Course Audit Record

Throughout this policy/guidance, the word ‘placement’ is used universally to identify any work experience that falls within the remit of this policy/guidance unless otherwise stated.

Wherever reference is made to ‘the University’ the expectations and responsibilities outlined also apply to the University’s collaborative educational partners in their delivery of University awards unless otherwise stated.

Contextual Overview

1. Contextual Overview

- 1.1. In line with its Strategy, the University is strongly committed to developing student employability and many programmes are shaped in partnership with employers, creating graduates who have the academic knowledge, professional values, practice development and experience needed for successful employment. Placements and/or WBL experiences as planned and integral components of courses contribute to the development of students’ professionalism and employability.
- 1.2. This policy and associated documentation sets out the University’s approach to assuring that the management of placement learning and/or work-based learning (WBL) experiences takes account of relevant institutional and external reference points and guidance, particularly relating to risk management (including health and safety) and academic considerations, **where placements and/or WBL forms an integral part of a programme of study.**
- 1.3. Other activities which might contribute towards students’ employability development, such as forms of community engagement, short visits, insight days and experiences play an important and valuable part in the enrichment and enhancement of the student experience but are purposefully excluded from this policy where they do not form an integral part of a programme of study.
- 1.4. It takes as a key reference point the UK Quality Code for Higher Education, including relevant Indicators in Chapter B3: Learning and Teaching (QAA, September 2012), and specifically Chapter B10: Managing Higher Education Provision with Others (QAA, December 2012).
- 1.5. Chapter B10 (QAA, Dec 2012) sets out expectations and indicators of sound practice where **the achievement of the learning outcomes for the module or programme are dependent on the arrangement made with the other delivery or support organisation(s) including those providing work-based and placement learning that is integral to the programme.**
- 1.6. The policy relates specifically to the Expectation of Chapter B10, which states:

‘...Degree-awarding bodies take ultimate responsibility for academic standards and the quality of learning opportunities, irrespective of where these are delivered or who provides them. Arrangements for delivering learning opportunities with organisations other than the degree-awarding body are implemented securely and managed effectively...’
- 1.7. Where a University programme incorporating placement and/or WBL is approved for delivery by a **collaborative educational partner**, the University must be assured that the partner organisation has the appropriate resources and systems in place to manage placements and/or WBL in accordance with this policy.

- 1.8. This policy is underpinned by a **risk-management approach**. It seeks to ensure quality of provision by providing procedural guidance and setting out expectations that are proportionate to the nature, purpose and extent of the arrangements envisaged.
- 1.9. **Additional external reference points:**
[UCEA Health and Safety Guidance for the Placement of HE Students \(August 2009\)](#)
[ASET Good Practice Guide for Work-Based and Placement Learning in Higher Education \(2013\)](#)
[ASET Good Practice Guide for Health and Safety for Student Placements \(2014\)](#)

Scope

The Policy is relevant to all staff (at the University and its collaborative partner organisations) who are responsible for or involved with the management of placements or work-based learning that form an integral part of a University approved programme of study/course. It is also relevant to those involved in the design, approval and review of courses. The policy is also available to students. The content list below provides a quick reference to the full scope of the policy.

Contents:

1. **Definitions**
2. **General principles for the design and approval of placement and work-based learning**
3. **Risk-based Approach**
4. **Health and Safety Requirements**
5. **Safeguarding and Disclosure and Barring Service (DBS)**
6. **Lone Working**
7. **Types/Categories of Placement and WBL and relative requirements**
8. **Managing the placement or work-based learning opportunity**
9. **Approving and allocating placement and work-based learning opportunities**
10. **Termination of a Placement or WBL Arrangement**
11. **Information for Students and their responsibilities**
12. **Information for Providers of placement and work-based learning opportunities**
13. **Assessment of placement and work-based learning**
14. **Disabled Students and Reasonable Adjustments**
15. **Dealing with Complaints**
16. **Quality Management (includes staffing, record keeping, review and evaluation)**
17. **Overseas Placement Learning Experiences**

Annex 1: Categories of Placement and Minimum Requirements

Annex 2: University Of Worcester Guidance on Insurance Requirements

Separate Appendices: Appendix 1: University Risk Assessment Form for Placements/WBL
Appendix 2: Placement Provider Health and Safety Questionnaire
Appendix 3: Student Placement Conduct and Health and Safety Agreement
Appendix 4: Managing Placements and Work-Based Learning Audit Record

The Policy

1. Definitions

- 1.1. **Placement and Work-based Learning (WBL)** refer to any planned period of activity during which a student, registered on a University of Worcester programme, engages with a third-party workplace as an integral part of their programme of study and where there is transfer of direct supervision of the student to the third-party.
- 1.2. **Placement learning (PL)** and **Work-based learning (WBL)** can take many different forms, ranging from a single visit to supplement part of a module through to a whole module(s) within a course to an entire course that is work-based. Arrangements to provide work-based and placement learning can involve a number of partners, both formal collaborative educational partnerships and employer partners, and the nature of the relationship with partners in different arrangements will vary significantly. This makes it difficult to provide a precise definition of work-based and placement learning.
- 1.3. For the purposes of this document, the following definitions are used:
 - **Placement learning** is a planned specific experience or period of learning, normally outside of the University either in a workplace or at another institution, where the learning outcomes are an intended and integral part of the programme of study. Placements may include work-based learning, but they may also include periods of study, e.g. through an exchange, or a period of more general work experience.
 - **Work-based learning** is learning that is integral to a higher education programme, which is based in the workplace and assessed and credited as part of the University programme. It is achieved and demonstrated through engagement with a workplace environment (which may be the student's own), and normally includes the assessment of reflective practice and/or professional competencies and skills associated with employability.
- 1.4. **Work-based learning (WBL)** includes learning by a student that requires engagement with a work environment as either an employee, volunteer or in a self-employed capacity (where Visas allow this). It includes students on Foundation Degrees and Professional Doctorates, students undertaking work experience and students whose projects or assessments involve engagement in work-based activity. It does not include learning activities which involve visits and/or collection of information from organisations, or activity that takes place on campus but is sponsored by an employer or work-place, e.g. design briefs and investigative reports or similar.
- 1.5. Given the many different forms that work-based learning can take, particularly in relation to the employment status of the student, and the purpose of the learning in the workplace, it is the responsibility of course teams to consider the extent to which the different parts of this policy apply and to ensure that their interpretation aligns with its general principles. The Placement/WBL Course Audit tool is designed to assist with this and provides a record of the ways in which national and institutional expectations have been taken into account.
- 1.6. **Placement learning** includes short and extended placements or periods of experience and practice within the workplace (or elsewhere), normally with support of a placement provider. Placements may include paid and unpaid work, exchanges or placements abroad, including where students arrange their own placement/work-based learning opportunity with a placement provider with the approval of the University (or collaborative partner). Placements can take place within the University or formal educational partner if they meet the requirements for the module or course, for example, a student could undertake a placement in one of the service departments of the University or partner.

1.7. **Different categories/types of placement** included in the policy and their threshold requirements for process, documentation and supervision are identified and defined in **Annex 1**. **These are:**

- **Visits to a Workplace/Organisation (where these form a required element of course)**
- **Work Shadowing**
- **Projects/Data Collection**
- **Placements (including placements abroad)**
- **Sandwich (UK) and Year Abroad**
- **Work-based Awards, e.g. Foundation Degrees, Professional Doctorates**

1.8. The policy **does not apply** to:

- Work experiences which **are not an integral and planned** part of a programme of study, such as vacation or weekend work;
- Students who take a **'year out' to work or volunteer** in an area relevant to their studies but where there is no recognition within the programme structure of the learning derived from the experience nor has University support been offered;
- **Fieldwork**, as defined by the UCEA (2011, p.7) is, '...Any work carried out by staff or students for the purposes of teaching, research, or other activities while representing the institution off-site'. **A fieldwork relationship is one that does not normally transfer supervision to a third party.** This includes group workplace day visits to organisations and sites. Fieldwork has its own guidance. See University Human Resources website ['Field Trips and International Travel'](#) and [UCEA \(2011\) 'Guidance on Health and Safety in Fieldwork Including offsite visits and travel in the UK and overseas'](#).

1.9. **The Placement/Work-based Learning Co-ordinator** is a member of University (or collaborative partner) staff who oversees arrangements for students' placements and/or WBL. This is a generic title for a role that is normally fulfilled by an Academic Placement Co-ordinator who may be the Programme, Subject or Module Leader, placement or project supervisor. Professional Service and Administrative Placement Support Staff may fulfil aspects of the role.

1.10. **The Placement or Work-based Learning Provider** is the employer or organisation who accepts a student for placement or work-based experience as part of a programme of study and in so doing, takes on responsibility for the student whilst in the work environment and will have in place a member of staff who is responsible for supervising the student during their Placement or WBL experience.

1.11. **Other terminology:**

Academic Placement/WBL Supervisor: Member of University (or collaborative partner organisation) Academic Staff who will act as the key contact for the student and the placement whilst the student is on placement/WBL. This may be the course or module leader, a member of the course team or a specific placement/WBL supervisory role who has the appropriate level of understanding of the placement/WBL and course requirements

'Accompanied': With an appropriate member of University (or collaborative partner) staff attending in a supervisory capacity

'Unaccompanied': Without a member of the University (or collaborative partner) staff

Administration Office: The Academic Support Unit/Administrative office contact/s who will support placement processes and record keeping

Workplace Supervisor/Mentor: an identified individual in the workplace/placement that the student will report to at the Placement/WBL Provider, who will oversee their time in placement and act as a key contact for the Academic Placement Supervisor/module leader/Placement/WBL Co-ordinator. Workplace supervisors/mentors may support students in their achievement of placement/WBL or module learning outcomes and in their development of skills through work-based activities. Where mentors provide an assessment of student achievement in practice they must be prepared for the role.

2. General principles for the design and approval of placement and work-based learning

- 2.1. **Learning associated with placements and periods in the workplace must be designed to take account of the usual external reference points** (UK Quality Code for Higher Education, PSRB expectations and guidelines, etc) and **University policies**. This includes chapters of the QAA Quality Code relating to standards, public information, learning and teaching, collaboration, assessment and disability as appropriate.
- 2.2. Courses must have in place arrangements for the quality assurance of placement and WBL opportunities which include the **management of risks** relating to health and safety, quality and other risks associated with the specific proposals for a given course.
- 2.3. **Students must be registered** as a student of the University (or of an approved collaborative partner organisation) for the duration of the Placement or Work-based Learning experience.
- 2.4. **Placement or WBL must have appropriate learning outcomes** that contribute to the overall aims and learning outcomes of the course and/or module(s). These learning outcomes will be clearly defined within programme and/or module specifications.
- 2.5. All Placement and Work-based Learning opportunities must be of **sufficient length and quality** to ensure that the identified learning outcomes can be achieved.
- 2.6. For some courses, **professional considerations and Professional, Statutory and Regulatory Body (PSRB) expectations** may involve an additional set of requirements and/or procedures to those outlined in this Policy/Guidance.
- 2.7. **Programme Specifications, Course Handbooks and Module Guides, the Prospectus and web-based course pages** made available to prospective and current students must make it clear when periods of placement learning or work based experience are an integral part of the programme of study. Documentation must be clear to all parties, including any reasonable adjustments to accommodate needs of disabled students.
- 2.8. The arrangements for Placement or Work-based Learning within courses **must be approved through the normal course planning and approval processes**. Approval must include consideration of draft guides/handbooks or equivalent for students and for placement providers and, where applicable, for work-place supervisors/mentors, together with the completed 'Managing Placement and WBL Audit tools' (Appendix 4).
- 2.9. The **responsibilities of students, academic staff and providers of placement and WBL** opportunities must be clearly defined and communicated to all parties concerned, and there must be evidence that all parties accept their responsibilities. This can be achieved through the use of placement agreements, letters, handbooks (or equivalent) for students, staff, and employers and other correspondence as

outlined in the processes for different categories of placements and the associated appendices (see Annex 1).

- 2.10. Any **assessment of placement or WBL** experience must form part of a coherent learning strategy for the programme as a whole, and be subject to the normal processes of assessment and moderation and the standards of student achievement overseen by appropriately qualified external examiners.
- 2.11. Where employers or placement supervisors/mentors are involved in the monitoring of student progress and/or the assessment of student work, **relevant briefing for their role must be provided** and a record kept. In some cases a formal partnership may need to be initiated.
- 2.12. The **'Managing Placement and WBL Audit tools' (Appendix 4)** are intended to assist course teams in planning and managing placement and work-based learning and approving and reviewing courses with placements/WBL. This should be an annexe to the course handbook and reviewed and updated regularly.

3. Risk-based Approach

- 3.1. National guidance on student placements/work-based learning and health and safety emphasises a **risk based approach to the appropriate management of the health, safety and welfare of students and the risks arising from the associated liabilities**. This allows a lighter touch on placements with relatively low risks and more rigorous control measures where the risks are higher. The University endorses a risk management approach to placements and work-based learning in relation to health, safety and well-being and academic standards and quality.
- 3.2. It should be noted that specific contractual or legislative requirements apply to some placements, e.g. nursing students and students on teacher training.
- 3.3. The following **risk management principles** are integral to sensible risk management of student placements/WBL experiences and ensuring the health, safety and well-being of students whilst on placement/WBL:
 - Processes for review and approval of prospective placements
 - Placement/WBL Providers accepting the University's health and safety expectations whilst students are on placement
 - Clarity of understanding by each party of their roles and responsibilities
 - Preparation of the student/s ahead of going into placement such that they are in a position to understand the risks and make informed judgements
 - Processes for enabling problems, including any health and safety issues, to be raised and resolved prior to, during, and at the conclusion of the placement
 - Contingency plans in case there are exceptional circumstances
 - Briefing of University (and collaborative partner) staff and, where appropriate, placement/WBL providers, on the policies and the arrangements that they must follow
 - Clear processes for the monitoring and evaluation of student placements and WBL.
- 3.4. A risk-based approach should be applied with regard to the nature of the placement/WBL experience and in assessing the needs of disabled students in order that reasonable adjustments can be made. Particular considerations relate to the risks associated with working with clients who may be vulnerable.

4. Health and Safety Requirements

- 4.1. The University has a **statutory duty of care to protect, so far as is reasonably practicable, the health, safety and welfare of its students during Placement and/or WBL activities**. Collaborative partner organisations that deliver University of Worcester awards have a similar duty of care. Thus, the University (and collaborative partner organisations) must take reasonable steps to ensure that all placement and work-based learning environments are compliant with statutory health and safety requirements.
- 4.2. Students undertaking Placement or WBL experiences have, in effect, the status of being an employee of the Placement or WBL Provider (unless already an employee) for the duration of the activity, and as such are owed an identical duty of care by the employer, i.e. the **Placement or Work-based Learning Provider**¹.
- 4.3. **Students also have responsibilities** to take reasonable care for their own health and safety and that of others who may be affected by their actions.
- 4.4. The **Placement or Work-based Learning Co-ordinator** (or equivalent) must ensure that all Placement and/or Work-based Learning activities are **covered by a suitable and sufficient risk assessment** and that appropriate control measures have been adopted.
- 4.5. The **University Risk Assessment Form for Placements (Appendix 1) must be used for initial evaluation of risk and as a record of risk assessment**. It includes guidance for making a judgement on the level of risk and the associated control measures. This is normally completed by a member of University (or collaborative partner) staff. The risk assessment includes the six health and safety risk factors (as identified in the [UCEA Health and Safety Guidance for the Placement of Higher Education Students](#), August 2009). These relate to the Nature of the Work, Travel and Transportation, Location and/or Regional Factors, Environmental Health Factors, Individual Student Factors and Insurance Limitations.
- 4.6. The **University Risk Assessment Form (Appendix 1)** also takes into account additional factors associated with the nature of the placement provider, e.g. contractual status, relationship with the University (or collaborative partner), their experience in providing placements, and activities to be undertaken whilst on placement.
- 4.7. In providing Placement and WBL opportunities, **Placement or WBL Providers must confirm that they take proper account of health and safety considerations** and must ensure that students who undertake Placement and WBL experiences receive appropriate briefing on health and safety matters related to their organisation. This confirmation forms part of the risk assessment and is provided through a completed **Placement Provider Health and Safety Questionnaire (Appendix 2)** which must be received by the Placement/WBL Coordinator **prior to commencement of the student on placement**.
- 4.8. The **planning, procedures, and information requirements** associated with the placement will vary according to the level of risk identified ('Low Risk', 'Medium Risk', and 'High Risk') with a 'lighter touch' for 'Low Risk' placements, and more rigorous processes for 'High Risk' placements.
- 4.9. Actions required are dependent upon the issue, the country/region and the level of risk involved. Where the provider does not initially meet the required standard, additional information from the provider will be required and **reasonable control measures may need to be put in place (see guidance provided with the University Risk Assessment Form (Appendix 1))**.

¹ The Health and Safety (Training for Employment) Regulations (1990)

- 4.10. **Placements deemed to be ‘High Risk’** by the Placement/WBL Coordinator upon completion of the University Risk Assessment **must** be referred to the Head of Institute or named Institute senior management nominee for a decision as to whether the placement can proceed and what control measures are required.
- 4.11. **Different types of insurance apply to student placement/WBL activity (see Annex 2: University of Worcester Guidance on Insurance Requirements)**. Each of the insurances apply to student placement/WBL activity, whether it has been arranged by the student or the University (or a collaborative partner). The University’s insurance cannot cover anything that is the legal liability or responsibility of someone else. As the placement provider has control of the student while they are on placement, many responsibilities are their legal liability.
- 4.12. **Where a placement is overseas, a Travel Risk Assessment Form must be completed** and returned to the University Insurance Officer (in Finance) who maintains a central insurance record for all overseas visits (see Annex 2: University of Worcester Guidance on Insurance Requirements).
- 4.13. **All accidents/ incidents** involving students during their Placement or WBL experience **must** be reported to both the Placement/WBL Provider and the Placement/WBL Co-ordinator.
- 4.14. Whilst the University cannot accept responsibility for matters over which it has no control, in those circumstances where matters of health and safety arise, the University must undertake prompt investigations and give due consideration to the implications for any other student(s) who may be engaged in the same or a similar placement.
- 4.15. The Placement/WBL provider/host organisation and students **must be informed of who and how to contact the University in case of an accident or emergency** involving a student whilst on placement/WBL.
- 4.16. **Details of where and when students are in placement/WBL experiences should be held centrally within the relevant Institute (or collaborative partner)**. Student’s personal details are held centrally by Registry Student Records and students must be reminded to keep these up-to-date to enable contact with themselves and/or next of kin as necessary.
- 4.17. **In the case of an emergency involving a student on placement/WBL activity or major incident** (for example, a natural disaster in the vicinity of the student placement), the University process for dealing with emergencies and major incidents **must** be followed. At the University, all emergency situations/issues should be directed through the Security Control Room via the University’s Main Switchboard, St Johns Campus (+44 (0)1905 855000) in the first instance. Security will inform the Incident Management Team, who will make the decision to invoke the University’s Incident Management Plan and escalate to the Duty Manager as necessary.

5. Safeguarding and Disclosure and Barring Service (DBS)

- 5.1 Safeguarding is a term which is broader than ‘child protection’ and relates to the action taken to promote the welfare of children and adults in vulnerable situations in order to protect them from harm. Legislative requirements are encompassed in relevant sections of a variety of Acts, including:
- Local Authority Social Services Act 1970
 - Children Act 2004
 - Education Act 2002
 - Safeguarding Vulnerable Groups Act 2006

These should be read in conjunction with [Working Together to Safeguard Children](#) (2015)

The Protection of Freedoms Act 2012 clarifies a number of issues related to Safeguarding, including that all adults are potentially vulnerable in certain circumstances, typically when receiving healthcare.

- 5.2 Everyone who works with children and adults in vulnerable situations, including students on placement/WBL experiences, have a responsibility for keeping them safe. **Safeguarding is everyone's responsibility.**
- 5.3 The University has **clear policies related to safeguarding**, including processes for checking where DBS is required (see [Policy for Safeguarding Children and Vulnerable Adults](#) and, in more detail, the University's **Policy for Students with Criminal Records & Procedure for the Management of Disclosure and Barring Service (DBS) Checks**).
- 5.4 Placements or WBL experiences which involve engagement in **regular and unsupervised 'regulated activity'** (as defined by the Protection of Freedoms Act 2012) with children or in certain adult settings may require students to undergo **an enhanced DBS check** and gain a satisfactory DBS before they start their placement/WBL. For some PSRB courses an enhanced DBS will be required prior to the student commencing their course.
- 5.5 **Where a satisfactory DBS is a prerequisite for a course (or a placement/WBL experience that is a required element of the course)**, this **must be clearly communicated** to applicants in advance of entry to the course, and/or to students prior to selection of modules that include a mandatory placement/WBL through published materials, including the programme specification, prospectus and course web-pages and any other relevant information and guidance.
- 5.6 **DBS checks are normally arranged through the University** and should be initiated in sufficient time to ensure that the student's course, placement or WBL experience can go ahead. Occasionally they may need to take place through a placement provider.
- 5.7 The University, **through Registry Services and firstpoint**, has trained staff in place to countersign DBS checks and record that a satisfactory DBS has been seen. The University's policy '**Students with Criminal Records & Procedure for the Management of Disclosure and Barring Service (DBS) Checks**' sets out the principles of its approach, including carrying out appropriate risk assessments of those who have a criminal record. The policy is accompanied by a procedure that sets out the necessary steps to be completed and where support and advice can be found.
- 5.8 **Students must be fully briefed** about the University's safeguarding policies and procedures prior to the commencement of their placement or work-based learning activity.

6. Lone Working

- 6.1. In circumstances where a situation of lone working may be required this should be identified in the Health and Safety Questionnaire (Appendix 2) and taken into consideration in the risk assessment and approval of the placement. The placement/WBL provider/host organisation is normally responsible for risk assessment if sending a student into a situation of lone working and may have procedures that apply. For further information see the [University Policy for Safeguarding Children and Vulnerable Adults](#) and the Health and Safety Executive guidance '[Working alone. Health and safety guidance on the risks of lone working](#)'.

7. Types/Categories of Placement and WBL and relative requirements

- 7.1. **The 'Categories of Placement' table (in Annex 1)** identifies a number of different 'placement types'. It uses the term 'placement' as a generic term for any planned specific experience or period of learning, including WBL and regardless of length or type, normally outside of the University (or collaborative

partner) either in a workplace or at another institution, where the placement/WBL learning outcomes are an intended and integral part of the programme of study. The Categories of Placement included in the policy are:

- Visits to a Workplace/Organisation (where these form a required element of course)
- Work Shadowing
- Projects/Data Collection
- Placements (including placements abroad)
- Sandwich (UK) and Year Abroad
- Work-based Awards, e.g. Foundation Degrees, Professional Doctorates

7.2. **Each category of placement is defined together with an outline of the threshold expectations** for the management of the placement/WBL activities for each type of placement, including:

- the necessary paperwork and process for managing the placement/WBL, including the risk assessment, health and safety documentation and learning experience requirements
- the supervision/number of significant contacts that should be made with a student during a placement

7.3. Placements (in any category) may occur as a required element of programmes where the qualification leads to a licence to practice and will be arranged in accordance with the requirements of the relevant **Professional, Statutory or Regulatory Body (PSRB)**.

8. Managing the placement or work-based learning opportunity

8.1. **The University of Worcester retains overall responsibility for the quality management and oversight of Placement and WBL activities that form an integral part of any award delivered in its name.**

8.2. Placement and WBL opportunities may be arranged in different ways and by different people depending on the length and breadth of the experience required by the programme. Opportunities may be secured either by the student or by a member of University or collaborative partner organisation staff, depending on the arrangements for the programme. **In all cases, a designated member of University or collaborative partner organisation staff must oversee the management of all Placement and Work-based Learning experiences.**

8.3. **The management and organisation of Placement/WBL activities involves a range of processes and procedures** that are encompassed within this policy and identified for each category of placement in Annex 1.

8.4. The Placement/WBL Coordinator (or equivalent) plays a significant role in the oversight and management of placement and WBL experiences. **The responsibilities of the Placement/Work-based Learning Co-ordinator normally include:**

- Ensuring risk assessment of placement/WBL opportunities is conducted;
- Arranging and/or approving placement and WBL opportunities;
- Supporting students in identifying relevant placement/WBL opportunities;
- Providing preparation for students on placement/WBL orientation and responsibilities;
- Ensuring a record/database of students in placement is maintained;
- In the case of Tier 4 (International) students, monitoring and reporting to Registry any changes in students' circumstances whilst on placement, e.g. attendance;

- Providing advice and guidance to staff, students, placement/WBL providers and mentors in relation to placement/WBL;
- Supporting students during the Placement and/or WBL period;
- Arranging and/or making visits to students during their Placement or WBL experience for assessment and/or other purposes.
- Updating placement/WBL course audit form and reporting to IQC

8.5. Key elements of the processes and responsibilities associated with the quality management of placement and WBL experiences are summarised in a flow chart (see separate Appendix 5)

9. Approving and allocating placement and work-based learning opportunities

9.1. **Each Institute has a duty to ensure, so far as is reasonably practical, that students undertaking a placement with the specified Placement/WBL Provider, are not exposed to avoidable risk**, for example appropriate health and safety measures are in place, **and that the placement meets any learning requirements**. All individual placements/WBL opportunities must be approved by the Head of Institute or their nominee, normally the Placement/WBL Coordinator, depending on the level of risk.

9.2. **Placement/WBL activities will require careful management and organisation** which includes the use of the following documentation as appropriate:

Appendix 1: University Risk Assessment Form for Placements/WBL

Appendix 2: Placement Provider Health and Safety Questionnaire

Appendix 3: Student Placement Conduct and Health and Safety Agreement

Appendix 4: Managing Placements and Work-Based Learning Audit Record

9.3. The overall content of these documents should not be changed however they can be adapted to reflect:

- Local nomenclature relevant to particular programmes
- Formatting of the document can be changed to suit local needs

9.4. Completed documents must be retained for 6 years to comply with legislative requirements related to potential civil claims against the University and/or its collaborative partners.

9.5. **All student placements/WBL activities must be approved in line with the level of risk established through the University Risk Assessment (Appendix 1)**. The Placement/WBL Coordinator or person approving the placement/WBL activity must be assured **that the placement will:**

- Provide the opportunities and resources for the student to achieve the intended learning outcomes at the required standard and level as per the module specification;
- Provide support for the student from a designated member of staff in the placement setting;
- Fulfil their responsibilities under health and safety legislation;
- Provide an experience that complies with the requirements of any relevant statutory, regulatory, professional or funding bodies, as appropriate;
- Make reasonable adjustments as identified through a needs assessment for students with disabilities.

9.6. **Every placement must have prior approval before the student commences the placement**. In the case of delays in documents being returned to the University (or collaborative partner) for approval, the student should be informed that the placement cannot go ahead. An auditable trail should be kept of all requests to obtain information from both the placement provider and student.

- 9.7. **Students who commence placements without University (or collaborative partner) agreement will not be insured; this must be made explicit in guidance to students and placement providers.**
- 9.8. **The Placement/WBL Coordinator must be assured before the commencement of the placement that placement providers** are willing and able to provide the student with a safe, legal (legislation in respect of the host country) and appropriate working environment and that they are aware that it is their legal responsibility to provide this. Communication and agreement with these responsibilities is supported through the use of the **Placement Provider Health and Safety Questionnaire (Appendix 2)**
- 9.9. **Placement/WBL Coordinators must ensure that placement learning providers are:**
- a. aware that they have responsibilities to ensure that the student placed with them receives adequate support and guidance pertaining to their role and/or activities within the placement/WBL organization;
 - b. aware of and willing to undertake any role they may have in the assessment of students in a fair and appropriate manner;
 - c. aware that they are expected to provide the University with feedback about the progress of the placement/WBL as requested.
- 9.10. **Where the student is responsible for selecting, organising and securing a placement, they must be given sufficient notice of this responsibility as per course/module requirements and must be given adequate guidance from the Placement/WBL Coordinator. This guidance may include:**
- the expectations for the type of placement/WBL activities to fulfil module/course requirements and the appropriateness for level of study;
 - considerations of the specific needs of the student with respect to their achievement of the learning outcomes and those arising from any student entitlements, e.g. in relation to disabilities
 - considerations of equal opportunities and inclusivity
 - the extent to which the student's preference for type and/or geographical location of placement can be facilitated and supported.
- 9.11. The student must not commence a placement or WBL experience prior to the approval of the Placement/WBL Provider. Where students organise their own placements, the student must understand that any change made to the originally approved placement provider will require a new placement approval process.

10. Termination of a Placement or WBL Arrangement

- 10.1. As part of their briefing, **students must be made aware of any consequences for their course/programme of failure to successfully complete any required Placement or WBL activity.**
- 10.2. Placement Learning/WBL Coordinators/Course Teams should ensure that **procedures are in place to enable the identification at an early stage of potential problems which may prevent the progress of the student or the satisfactory completion of the learning outcomes.** Students should be informed of the procedures which they should follow and the University or collaborative partner organisation member of staff with whom they should make contact if problems do occur.
- 10.3. Courses must have in place an appropriate process for **considering and supporting students who have failed placement,** including opportunities to retrieve the failure, in line with University Regulations.

- 10.4. If it is necessary for the University to withdraw a student in situations where s/he has consistently demonstrated an unacceptable level of engagement with his or her placement or WBL experience, or in the event of a student wishing to leave the Placement or WBL activity and temporarily withdraw from studies, the University's regulations and procedures for student withdrawal or temporary withdrawal from the programme will apply.
- 10.5. The **University's Fitness to Practice procedure** may also be applied for the suspension and exclusion of students from programmes on grounds of professional unsuitability, where a student who is registered on a programme leading to a professional qualification or conferring practitioner status is deemed to have become professionally unsuitable for that qualification or status.
- 10.6. The Placement or WBL Provider must have clear information about the action to be taken if they are no longer able to offer the learning opportunity or if they have any problem or complaint concerning the conduct of the student.

11. Information for Students and their responsibilities

11.1. **Students must be fully informed about their responsibilities and entitlements relating to placement or work-based learning**, and be provided with timely and appropriate written information, guidance and support in preparation for, throughout, and following, their placement or WBL experience. This will normally be in the form of a **placement/WBL briefing** (either individually or in a group) and through a **Student WBL/placement handbook or equivalent**.

11.2. **As well as the relevant learning outcomes and assessment requirements, the Handbook or equivalent should also include information about:**

- contact details for the Placement/WBL Coordinator/tutor/supervisor and a named contact at the Placement/WBL organisation
- the process of sourcing a placement and the student's role in that process
- processes and procedures for the approval of a placement or WBL experience, and the consequences of not securing (or of losing) a placement
- their rights to a safe environment and to be treated in accordance with applicable legislation
- legal issues, e.g. visa requirements, applicability of Disclosure & Barring Service (DBS) checks
- consideration of safety issues, e.g. lone working, some overseas travel
- nature of insurance provided by the University and whether personal insurance is required
- student responsibilities whilst on placement/in the workplace:
 - professional and responsible behaviour as representatives of the University/partner institution and towards the placement/WBL provider and its customers/clients/patients and employees
 - for appropriate understanding and awareness of ethical and health and safety issues, including issues of confidentiality, data protection and intellectual property
 - for health and safety and related risks, including in relation to themselves
 - for managing their learning and professional relationships
 - for recording their progress and achievements
 - for alerting the placement/WBL provider and University to problems with the placement/WBL that might prevent the progress or satisfactory completion of the placement/WBL
- student entitlements whilst on placement/in the workplace with respect to the nature and scope of support they can expect from the placement/WBL provider and from the academic and placement/WBL staff at the University (or collaborative partner);
- opportunities to provide feedback on their Placement or WBL experience

- information on whistleblowing and/or raising concerns about specific matters whilst in the placement or WBL experience
- complaints procedures
- cultural awareness and adapting to differences in culture (if applicable)
- practical considerations, e.g. travel arrangements, finding accommodation (if applicable)

11.3. All communication and published materials for students in respect of placements/WBL experiences **must be transparent about costs additional to the course fee** that will be incurred by students, for example travel and insurance appropriate to the placement/WBL.

11.4. Students must **complete and sign a Placement/WBL conduct agreement** or equivalent (**see Appendix 3 - Student Placement Conduct and Health and Safety Agreement**). Placement/WBL Coordinators must arrange for students to sign this conduct agreement before commencement of their placement(s). Students attending multiple placements may complete one copy for the duration of the course as long as they inform their Placement/WBL Coordinator of any changes in their circumstances. This agreement should contribute to the University Risk Assessment for Placement Learning (Appendix 1) as will the Placement Health and Safety Questionnaire (Appendix 2) and thereby forms a tripartite agreement between the student, the University and the placement/WBL provider.

11.5. The **student has a responsibility to notify the Placement/WBL Coordinator of any individual factors or circumstances that may affect their performance** while on placement/WBL experience, both prior to the placement and any changes occurring whilst on placement. Placement/WBL Coordinators may need to seek guidance on referral of cases to Occupational Health if necessary.

11.6. In some circumstances the University or collaborative partner may need to share student information with Placement/WBL Providers. If this is necessary, students must be made aware of this and what information will be shared.

12. Information for Providers of placement and work-based learning opportunities

12.1. **Providers of placement and work-based learning must be fully informed of their responsibilities, and be given appropriate and timely information, support and guidance in preparation for, during, and after students' placement/WBL experience.** This will normally be in the form of a Placement/WBL Provider's Handbook or equivalent.

12.2. Placement/WBL Providers must confirm their agreement in writing; this is normally achieved through their completion and return of the **Placement Provider Health and Safety Questionnaire (Appendix 2) (or a Consent/Supervised Visit Letter see Appendix 7 for exemplar).**

12.3. **The information made available to Placement/WBL Providers should include:**

- an outline of the course, its aims, learning outcomes etc (the amount of detail is likely to vary according to the purpose of the placement or WBL and the role of staff from the workplace in delivering and/or assessing learning)
- the objectives of the placement or WBL activity
- the specific roles and responsibilities of the placement provider/employer and, where applicable, workplace mentor, including any supervisory role that they undertake
- their involvement in monitoring student progress and reporting it to the University (or collaborative partner)
- their role, where appropriate, in the assessment of students
- contact for advice in making reasonable adjustments for students with disabilities and to meet equality and diversity legislation requirements where appropriate;
- Information about quality assurance of the placement/WBL and feedback/evaluation

- University complaints procedures
- University policies, procedures and support structures that may apply where issues arise that relate to student performance and/or to discipline or conduct;
- arrangements and procedures for visits to the Placement or WBL Provider by University or collaborative partner staff;
- contact details for the University (or collaborative partner) Placement or WBL Coordinator or tutor;
- contact information in case of incidents or emergencies involving the student

12.4. Where Placement/WBL providers have a specific role in the teaching, learning or assessment of students, appropriate briefing relevant to the respective role/s must be provided.

13. Assessment of placement and work-based learning

13.1. All Placement and WBL activity integral to a course/programme is subject to the University's Academic Regulations. **Any course-specific regulations relating to Placement and WBL activities must be approved.**

13.2. Course teams should ensure that the assessment of any period of Placement or WBL experience is appropriate to the activity and enables students to demonstrate their ability to meet relevant module and/or or course learning outcomes.

13.3. Course teams should ensure that assessment procedures for Placement or WBL experiences in courses comply with the University's Assessment Policy and with the University's requirements for External Examining.

13.4. In cases where **Placement/WBL Providers, employers or mentors have a designated role in the formal summative assessment of students**, briefing **must** be provided to ensure that the placement/WBL providers/employers are competent to fulfil their roles and understand their responsibilities. A record of placement/WBL provider staff involved in the summative assessment of students should be maintained.

13.5. In cases where a student is unable to complete the Placement or WBL experience as a result of the Placement or WBL Provider withdrawing from the arrangement or other circumstances beyond the control of the student, the course team **must** provide an alternative opportunity to demonstrate achievement of the relevant learning outcomes.

14. Disabled Students and Reasonable Adjustments

14.1. **Disabled students have a general entitlement to the provision of educational opportunities in a manner that meets their individual requirements, including placements and WBL experiences.** The University (including its collaborative partners) and the Placement Provider both have responsibilities and some overlapping duties to disabled students on placement regardless of whether the placement is arranged by the University or by the student. The legal responsibility to ensure students are not disadvantaged in finding a placement, or whilst on a placement, lies with the University. However, responsibility to make reasonable adjustments for disabled students on placements resides with the placement providers.

14.2. Course teams should ensure that students are given an early opportunity to disclose a disability in order for any appropriate reasonable adjustments to be put in place to support their placement or WBL experience. The disclosure of such information to a Placement/WBL provider will normally be subject to obtaining the informed consent of the student.

- 14.3. In conjunction with the Placement/WBL Provider, the University has a duty in relation to the proposed placement or WBL experience to, as far as is reasonably practicable, make an assessment of the student's fitness or suitability for the work involved and their general capabilities prior to the commencement of their placement or WBL experience.
- 14.4. Individual needs assessment is crucial to ensure that the student has the skills and general capabilities for the particular Placement or WBL experience, that any pre-existing health conditions are not worsened by a particular activity and that they do not pose a risk to others. Similar arrangements must be put in place by collaborative partner organisations delivering University of Worcester awards.
- 14.5. Good practice guidance on reasonable adjustments for placement and WBL can be found in the University's ['Guidance for staff in managing work placements for disabled students. Accessible high quality placements and work based learning for all students'](#) (2011)

15. Dealing with Complaints

- 15.1. Before the commencement of the placement, both students and placement/WBL providers must be given information about whom to contact if they have concerns or wish to make a complaint about any aspect of the placement/WBL experience. Often concerns and complaints can be quickly resolved if they are raised promptly with the relevant staff member.
- 15.2. Complaints must be dealt with promptly and appropriately and in an impartial manner.
- 15.3. Records must be kept of all complaints and the follow up action taken. These must be reviewed as part of the monitoring and evaluation processes to ensure that complaints are being handled effectively.
- 15.4. Unresolved concerns on the part of a student about the provision of education or other service made by the University in relation to placement or WBL, fall within the scope of the University's Student Complaints Procedure (or those of the collaborative partner where appropriate).
- 15.5. Complaints involving a placement/WBL provider will be considered under the University's Student Complaints Procedure in the first instance (or that of the Collaborative Partner Organisation as laid out in the Partnership Agreement).

16. Quality Management (includes staffing, record keeping, review and evaluation)

- 16.1. **Heads of Institute must ensure there are named individuals with responsibility for the management, approval, support and monitoring of placements/WBL, and that these staff are appropriately qualified, competent and resourced to fulfil their roles.**
- 16.2. Similarly, **the University must be assured that collaborative partners delivering UW awards have the requisite staff** to manage, approve, support and monitor placement/WBL and that these roles are appropriately resourced. This should form part of the course approval process and be monitored by Institutes on an on-going basis.
- 16.3. **Staff development needs** may include:
 - legislative requirements (e.g. in relation to duty of care, Disclosure and Barring Services (DBS) checks, equal opportunities and health and safety, data protection,)
 - risk assessment and risk management
 - Health and Safety requirements;
 - University insurance limitations and visa issues;
 - reasonable adjustments and good practice in relation to inclusion and disabled students

- Professional conduct and cultural communication;
- PSRB requirements;
- whistleblowing and fitness to practice.
- expectations of student support;
- expectations of the roles and responsibilities of placement providers;
- placement/WBL learning, teaching and assessment pedagogy

16.4. **Placement/WBL staff should seek expert advice when necessary**, e.g. from the University Health and Safety Coordinator, Insurance Officer, International Experience Team.

16.5. Record Keeping

16.5.1 **Record keeping is an essential element of the management of student placement and WBL experiences** and accurate and up-to-date records of student participation and progress in placement and WBL should be maintained. These should include as a minimum:

For the Placement/WBL Provider:

- names and contact details of the Placement and/or WBL Providers;
- the nature of the Placement or WBL experience provided e.g. location(s), types of activities, special requirements, etc;
- University Risk Assessment of Placement and the Health and Safety Questionnaire;
- copies of any formal agreements with the Placement or Work-based Learning Provider;
- record of any placement/WBL provider staff involved specifically in summative assessment of students.

For the Student in placement/WBL:

- student name and level of study in placement/WBL;
- details of the Placement or Work-based Learning Provider;
- details of the Placement or Work-based Learning arrangements;
- the period and duration of the Placement or Work-based Learning activity;
- the signed Student Placement Conduct and Health and Safety Agreement
- any specific additional requirements for completion of the Award, e.g. hours in placement, practice assessment, competency or skills achievement

16.5.2 Where there are requirements in addition to module assessment that must be achieved as part of the award, e.g. practice hours, then a record of the student achievement of these should be kept e.g. in the Student's Record maintained by the University's Registry.

16.5.3 Accurate and up-to-date records of placement and WBL will inform the re-approval process of Placement or WBL Providers as well as assisting the University (or Collaborative Partner) in any cause for concern or complaint raised by the student or the placement provider. Additionally, records can be used in defending any possible future civil claim or criminal prosecution.

16.5.4 Appropriate documents must be kept on file for the duration of the Placement or WBL activity and for the time specified in the University's Document Retention Guidelines, after completion of the placement, normally 6 years. Please refer to the University's Document Management Policy for further information.

16.6. Monitoring, Evaluation and Review

16.6.1 **Students undertaking a Placement or WBL experience must be supported and monitored by the Placement/WBL Coordinator and/or the Placement/WBL Supervisor.** A risk-based approach is used to determine whether visits and/or direct contacts are required during the Placement or WBL experience and the frequency of such visits. **Minimum expectations for support for students in**

different types of placement/WBL activity are provided in Annex 1. Factors such as the nature of the work, experience of the student, any special needs or vulnerabilities of the student, the duration of the activity, and the experience of the Placement or WBL Provider should also be taken into account. Feedback received from previous students or other sources should also be considered.

16.6.2 There **must be processes in place to evaluate and review placement and work-based learning experiences alongside all other learning, teaching and assessment.** Feedback should normally be elicited from students as part of module evaluation and from placement/WBL providers in order to identify areas for improvement and enhancement. This should normally feed into the annual evaluation process and responses/actions arising be communicated back to all parties. Areas for evaluation should include:

- Student feedback following placement/WBL
- How successful placement/WBL experience is at enabling students to meet their intended learning outcomes
- The standard of support and guidance provided for students
- How effectively complaints are dealt with

17. Overseas Placement Learning Experiences

17.1. Placement/WBL Coordinators and/or course teams must consult with the International Experience Team for all overseas placements or placements involving non-EU students.

17.2. Overseas placements must be logged with the University Insurance Team through completion of the form [Overseas Travel Safety and Security Risk Assessment](#) found on the [Insurance tab](#) of the University Finance web page and submission to the University Insurance Officer. This is required even if the student is arranging his/her own insurance.

17.3. The resulting record/database provides information in the case of an emergency/major incident and is accessible by University key personnel (see Section 4).

17.4. Students studying in the UK with a Tier 4 Visa (International Students)

Students studying with the University on a Tier 4 Visa can undertake a placement (including a placement abroad) providing UK Border Agency (UKVI) requirements are met. The University Placement/WBL Coordinator must consult with the Assistant Registrars (Recruitment and Admissions and Student Records) in Registry Services and the International Experience team, with regard to arrangements for students undertaking a placement or WBL experience whilst studying with the University on a Tier 4 Visa. This must be done in adequate time of the proposed commencement of the placement to ensure that appropriate processes are in place prior to the start of the placement. The UKVI regularly updates its guidance in respect of sponsors' responsibilities; it is therefore essential that advice is sought from the University's Registry Services and International Student Advisor at the earliest opportunity.

Date Approved	06/07/2016
Approval Authority	Academic Board
Date of Commencement	06/07/2016
Amendment Dates	N/A
Date for Next Review	July 2019
Related Policies, Procedures, Guidance, Forms or Templates	<ol style="list-style-type: none"> 1. University Risk Assessment Form for Placement Learning (Appendix 1) 2. Placement Providers' Health and Safety Questionnaire (Appendix 2) 3. Student Placement Conduct and Health and Safety Agreement (Appendix 3)

	<ol style="list-style-type: none"> 4. Placement and Work-based Learning - Audit Record (Appendix 4a) 5. Placement and Work-based Learning - Audit Record - Version for courses where a requirement of entry to the course is for students to be in work, and their workplace is the setting for work-based learning (Appendix 4b) 6. Guidance for staff in managing Work placements for disabled students
Policy/Policies Superseded by this document	Policy on management of Work-based and Placement Learning Work based and Placement learning - Risk assessment guidance and tool

Annex 1 – Management of Placement and WBL Policy: CATEGORIES OF PLACEMENT AND MINIMUM REQUIREMENTS

Red Text indicates additional requirements/considerations for international placements

Placement Type	Purpose and Description	Placement paperwork and process	On-placement Supervision and Monitoring
<p>1. BRIEF VISITS TO A WORKPLACE/ORGANISATION Identified as a required part of a course to provide additional context for students’ subject-based vocational studies, as well as contribute to students’ general organisational and professional awareness.</p>	<ul style="list-style-type: none"> • Unaccompanied by University staff • Observational/not working or engaging in workplace activity • Individual or group of students • Supervised by organisation/provider • Normally not exceeding 1 day 	<p>These requirements only apply where unaccompanied visits of this kind are formal required course elements.</p> <p>Normally covered by a ‘Consent/Supervised Visit Letter’ (or equivalent) prepared by the Placement/WBL Coordinator and completed and signed off by a representative of the organisation (see sample letter on AQU Placement website) which is returned to the University/Partner prior to placement.</p> <ul style="list-style-type: none"> • Confirmation of Employers Liability and Public Liability insurance through Consent/Supervised Visit Letter • Briefing/Preparation for visit in an appropriate format for the activity • Student Placement Conduct and Health and Safety Agreement (Appendix 3) • Institute approval 	<p>A workplace supervisor will need to be identified to allow telephone or email contact by student/module leader/academic tutor.</p>

<p>2. WORK SHADOWING</p> <p>Learning experiences where a student will spend time in an organisation for the purpose of observing particular pre-determined practices with no expectation that they will contribute to the work of the organisation i.e. there will be no prescribed tasks or responsibilities.</p>	<ul style="list-style-type: none"> • Unaccompanied by University staff • Observational/not working or engaging in workplace activity • Supervised by organisation/provider • Normally single days, a few days or up to 2 weeks 	<ul style="list-style-type: none"> • Agreement UW/student/provider • Risk Assessment (Appendix 1) should be proportionate to the risk while students are under supervision • Health and Safety Questionnaire (Appendix 2) • Evidence of Employers Liability and Public Liability insurance • Briefing/Preparation for visit in an appropriate format for the activity • Student Placement Conduct and Health and Safety Agreement (Appendix 3) • Institute approval • Workplace Induction • Student Feedback, including learning experience and health and safety arrangements, through Module Evaluation 	<p>A workplace supervisor will need to be identified to allow telephone or email contact by supervising academic tutor.</p> <p>Where a student is returning to campus in between placement visits, telephone/email contact can be supplemented with face to face confirmation that the placement is satisfactory/going well</p>
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<p>3. PROJECTS/DATA COLLECTION Negotiated pieces of work, undertaken by an individual student or groups of students, that require the student(s) to spend periods of time located within the workplace/organisation for the purposes of undertaking aspects of a project e.g. data collection, observation.</p> <p>Students who wish to undertake projects/data collection abroad (see 3a for additional requirements)</p>	<ul style="list-style-type: none"> • Unaccompanied by University staff • Supervised by organisation/provider • Interaction with work environment <p>To a greater or lesser extent, projects will be negotiated between the student, the academic tutor and the organisation and will enable the student to address module learning outcomes and, where relevant, any objectives of the host organisation i.e. as part of an independent study or dissertation</p> <p>Learning outcomes should be part of an agreed learning project i.e. a project brief, an Independent Study or dissertation</p>	<ul style="list-style-type: none"> • Agreement UW/student /provider • Project Approval which may require referral for Ethical Approval (University process) • Normally covered by a ‘consent letter’ prepared by the University and completed and signed off by a representative of the organisation which is returned to the University prior to entry to placement/data collection. • Risk assessment (Appendix 1) • Evidence of Employers Liability and Public Liability insurance • Health and Safety Questionnaire (Appendix 2) • Briefing/Preparation for visit • Student Placement Conduct and Health and Safety Agreement (Appendix 3) • Institute approval • Student Feedback, including learning experience and health and safety arrangements, through Module Evaluation 	<p>Workplace supervisor/contact should be identified.</p> <p>Named project supervisor/supervising academic tutor</p> <p>Supervising Tutor should telephone/email student and follow up with face to face review with the student when they are back on campus.</p>
<p>3a PROJECTS/DATA COLLECTION (additional requirements for international context) Students who wish to undertake projects/data collection abroad will follow the usual process but should be made aware by the Institutes or the Research School that there will need to be additional documentation and safeguards in place</p>	<p>As 3 above</p>	<p>For International Projects (as 3 above and to include):</p> <ul style="list-style-type: none"> • Extended Risk assessment (Appendix 1 and <u>Overseas Travel Safety and Security Risk Assessment</u>) • Consultation and registration with the University Insurance Team. • Evidence of public liability insurance (or completed University insurance disclaimer if PLI not evidenced) and travel/medical insurance • Registration with the International Student Advisor if student travelling to a country where a visa is required or if a Tier 4 international student (i.e. those in the UK on a student visa from outside the EU) 	

<p>4. PLACEMENTS</p> <p>A full placement where the student will be participating in the work of the organisation but will also be required to use the experience to fulfil modular learning and assessment requirements. Normally no longer than one academic year, undertaken by the student during the semester(s) (may include the vacation period where this has been pre-arranged, approved and fulfils all requirements).</p> <p>Students may be given the option of a placement abroad, provided it is an integral part of the course and the student remains registered with the University throughout (see 4b for additional requirements).</p>	<ul style="list-style-type: none"> • Supervised by organisation/provider • Working (normally unpaid but may include paid work which fulfils modular requirements) • Contributes to module learning outcomes and assessment requirements <p>Placements are normally linked to 15 or 30 credit modules depending on length and purpose of placement. Length of placement period may vary.</p> <p>Placements may occur as a block or as x day(s) per week over x weeks of a semester</p> <p>There may be a placement 'hours requirement' for engagement in the placement/WBL identified within the module specification/programme specification in order to fulfil the learning outcomes and requirements of the specific module(s)/course</p> <p>Additional requirements for the award to be met through placement may include, specific practice hours, competences, skills assessment</p>	<ul style="list-style-type: none"> • Agreement UW/student/provider • Agreed roles and responsibilities • Risk assessment (Appendix 1) • Health and Safety Questionnaire (Appendix 2) • Evidence of Employers Liability and Public Liability Insurance • Briefing/Preparation for placement • Student Placement Conduct and Health and Safety Agreement (Appendix 3) • Institute approval • Workplace Induction programme • Student Feedback, including learning experience and health and safety arrangements, through Module Evaluation 	<p>Workplace supervisor identified</p> <p>Supervising academic tutor allocated</p> <p>Placements lasting up to 6 weeks – as a minimum student should be contacted by email/telephone/Skype.</p> <p>Placements in excess of 6 weeks undertaken full-time - normally a visit to the student on placement by an academic tutor will be required (or full contact via Skype).</p> <p>If the placement exceeds 14 weeks, then as a minimum, the tutor must visit the student and have two detailed conversations with the student in their placement or by telephone/email/skype contact.</p>
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<p>4b INTERNATIONAL PLACEMENTS (additional requirements for international context)</p> <p>International placements will require similar baseline documentation and process as UK placements but Institutes will need to have additional safeguards in place.</p>	<p>As 4 above</p>	<p>For International Placements (as 4 above and to include):</p> <ul style="list-style-type: none"> • Extended Risk assessment (Appendix 1 and Overseas Travel Safety and Security Risk Assessment). • Consultation and registration with the University Insurance Team. • Evidence of public liability insurance (or completed University insurance disclaimer if PLI not evidenced²) and travel/medical insurance • Registration with the International Student Advisor if student travelling to a country where a visa is required or if a Tier 4 international student (i.e. those in the UK on a student visa from outside the EU) • Extended Briefing/Preparation for visit • Workplace Induction in country <p>Erasmus Traineeships/Placement Learning should be referred to the Exchange and Study Abroad Coordinator who will advise on documentation.</p>	<p>For International Placements Contact with students on placement outside the UK will be rigorous.</p> <p>As a minimum, the tutor must have at least monthly email exchange/report and have two detailed conversations with the student in their placement by telephone/email/Skype etc.</p> <p>Where virtual technologies e.g. Skype are to be used, access to appropriate technology must be confirmed prior to travel.</p> <p>Student (and employer) should inform the University if the student is either absent from placement/work due to illness or ceases working for the employer.</p> <p>Attendance of Tier 4 students on placement abroad must be closely monitored.</p>
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² This must be approved by the University Insurance Team who can advise on current requirements and any recent changes as a result of PAS 3000

<p>5. SANDWICH (UK) A placement equivalent to at least a year's academic study (36 weeks or FTE) and up to 52 weeks, usually undertaken by students in an additional/penultimate year of study. Placement is not credit-bearing but is a required element of a degree bearing the title of a 'sandwich degree'. Students undertake a pre-defined role within an organisation and should be salaried accordingly.</p>	<p>Supervised by organisation/provider Working (normally Paid) Extended period</p> <p>In addition to 'work experience', students may use the opportunity to gather data/undertake research required for modules in a subsequent level.</p> <p>Students may also be required to complete a piece of academic/project work to satisfy pass/fail completion requirements of sandwich element of degree, e.g. presentation and personal reflection.</p>	<ul style="list-style-type: none"> • Agreement UW/student/employer provider • Project Approval which may require referral for Ethical Approval (University process) if also undertaking research/gathering data • Employers Contract • Agreed roles and responsibilities • Risk assessment (Appendix 1) • Health and Safety Questionnaire (Appendix 2) • Evidence of Employers Liability and Public Liability insurance • Briefing/Preparation for placement • Student Placement Conduct and Health and Safety Agreement (Appendix 3) • Workplace Induction programme • Institute approval • Student Feedback, including learning experience and health and safety arrangements, through Module Evaluation • Employer appraisal of student performance 	<p>Workplace supervisor/mentor to be identified</p> <p>Supervising academic tutor allocated</p> <p>The supervising academic tutor should make contact with the student and their workplace supervisor in the first week of placement to check arrangements in place and settling in.</p> <p>The tutor should visit the student at least once during the year and must also have two detailed conversations with the student in their placement, or by telephone/email/Skype contact. UK based students would normally be invited to return to university for a mid-placement workshop.</p> <p>Students should be supported to reintegrate into University following the placement</p>
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<p>5b YEAR ABROAD (including Sandwich programmes)</p> <p>Students may opt to transfer to a four year programme where the third year is spent abroad either studying at a partner institution, on a work placement or doing a combination of both. Students will remain registered with UW throughout and will only progress to their final year if they have successfully completed their 'sandwich' year.</p>	<p>Includes 5 above</p> <p>See 'Policy for the management of student international mobility' (2016) for specific guidance on Year Abroad</p>	<p>See 'Policy for the management of student international mobility' (2016) for specific guidance on Year Abroad</p> <p>Staff and students should consult the Exchange and Study Abroad Coordinator if all or part of their sandwich year will be in the EU</p>	<p>Contact with students on placement outside the UK must be rigorous.</p> <p>As a minimum, the supervising academic tutor must have at least monthly email exchange with the student and conduct at least three detailed conversations/virtual meetings with the student and their placement supervisor in their placement by telephone/email/Skype etc.</p> <p>Where virtual technologies e.g. Skype are to be used, access to appropriate technology must be confirmed prior to travel.</p> <p>Student (and employer) should inform the University if the student is either absent from placement/work due to illness or ceases working for the employer.</p> <p>Attendance of Tier 4 students on placement abroad must be monitored.</p>
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<p>6. Work Based Awards, e.g. Foundation Degrees, Professional Doctorates</p> <p>Full programmes of study where the student's normal workplace setting (or a sustained placement for the duration of the course) is used as a focus for their learning.</p> <p>Elements of the student's programme of study may be negotiated on the basis of work-based and work-related objectives and outcomes</p>	<p>Working and normally subject to employment contract</p> <p>Specific work-based learning outcomes, including negotiated learning agreements between the University, the student and their employer</p> <p>Contributes to modular/course assessment requirements</p>	<ul style="list-style-type: none"> • Agreement UW/student/employer • Evidence of employment contract • Project Approval if undertaking work-based project(s) which may require referral for Ethical Approval (University process) if also undertaking research/gathering data • Risk Assessment as appropriate (Appendix 1) • Health and Safety Questionnaire (Appendix 2) • Institute approval • Student Feedback, including learning experience and health and safety arrangements, through Module Evaluation <p>NB Where WBL is achieved through a sustained placement rather than employment, additional requirements as for placements apply. This may include practice hours requirements and their duration and distribution across the programme to meet course and module learning outcomes and assessment requirements (see Category 5)</p>	<p>Workplace supervisor/mentor to be identified as appropriate</p> <p>Supervising academic tutor allocated</p> <p>Visits to student (which may include virtual meetings with the student by Skype etc) and telephone/email contact to check progress and verify that course related learning opportunities are in place.</p> <p>Where a student attends modules face to face confirmation that the working environment is a safe and suitable learning environment</p>
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ANNEX 2: UNIVERSITY OF WORCESTER GUIDANCE ON INSURANCE REQUIREMENTS

- 1. Different types of insurance apply to student placement/WBL activity. They are set out below. Each of these insurances will apply to student placement/WBL activity whether it has been arranged by the student or the University.** (Please note that student experiences, like those arranged by organisations such as “Work the World” are not covered by the University’s insurance policies.)
2. The University’s insurance cannot cover anything that is the legal liability or responsibility of someone else. As the placement provider has control of the student while they are on placement, many responsibilities are their legal liability.
3. Therefore any injury, loss or damage that the student may cause whilst they are under the supervision of the placement provider is the responsibility of the placement provider.
4. Similarly any injury, loss or damage suffered by the student while they are under the supervision of the placement provider is also the responsibility of the placement provider.
5. Criminal acts committed by the student are not covered under any insurance arrangements.
- 6. Public Liability**
 - 6.1. The University holds Public Liability insurance cover up to the value of £25m. This insurance covers the University in the event of a claim arising out of our own negligence. A claim could be brought by the student against the University.
 - 6.2. It also covers the University, and the relevant student, for any claim made as a result of a negligent act carried out by our student whilst they are on placement. A claim could be brought by the placement provider against either the student or the University.
 - 6.3. Should placement providers require evidence that the University has Public Liability insurance in place for its students, a “To Whom it May Concern” letter can be downloaded from [the University’s Insurance tab](#) of the Finance page of the University’s Website (<http://www.worc.ac.uk/finance/758.htm>)
- 7. Employer’s Liability**
 - 7.1. Host organisations providing student placements are asked by the University to accept liability for the student for the duration of the placement/WBL activity as the student is directly under the control and supervision of the Host. This is evidenced by obtaining a copy of the Employer’s Liability Certificate of Insurance, so that we are aware of the policy number, limit of liability, date of expiry and insurance company.
 - 7.2. Within the UK a reciprocal arrangement is in place within the Insurance sector and most Employer’s Liability insurance policies accept the student as a ‘temporary employee’ within the Host Organisation.
 - 7.3. From time to time the University may be asked to sign a contract with the placement provider that asks for the University to indemnify the placement provider against ‘all loss or damage’ arising from the placement. No-one from the University should sign such a term as our insurance cannot meet this requirement. There is an ABI agreement that confirms this is the responsibility of the placement provider’s insurer to provide an appropriate Duty of Care and be responsible for the health and safety of the student
- 8. Travel and Personal Accident Cover in relation to Overseas Travel**
 - 8.1. The University offers Comprehensive Travel and Personal Accident Cover (Travel & PA) to students on overseas placements. Please ensure that the student has reviewed the British Foreign Commonwealth

Office ([FCO travel advice](#)) before they incur any costs associated with the trip (<https://www.gov.uk/foreign-travel-advice>). If the FCO advise against travel to a country or region, the student should liaise with the [University's Insurance Officer](#), in order to establish if the trip can proceed.

- 8.2. The student should complete the [Overseas Travel Risk Assessment Form](#) at least one month before they are due to travel and forward it to the University's insurance team (contact details are on the risk assessment form). The form will be reviewed and if the trip can proceed, insurance documentation issued. The University will not provide insurance cover unless this form is completed (http://www.worc.ac.uk/finance/documents/Overseas_Travel_Risk_Assessment_Form.docx)
- 8.3. Issues can arise when the host organisation either has inadequate liability insurance (Employer's Liability or equivalent) or no liability insurance in place, leaving the student and/or the University exposed in the event of negligence. It is important that the student has been made aware of the insurance cover that is in place (in writing) ahead of travel, has acknowledged this fact and confirmed that they still want to proceed with the placement.
- 8.4. In the event that the student is unexpectedly taken ill, injured or killed whilst on an overseas placement then the University's Travel & Personal Accident insurance cover will apply.
- 8.5. In the event that the student is involved in an accident in the workplace arising from the host organisation's negligence, the University's Travel & Personal Accident insurance will still apply. However, there may not be any possibility of the student obtaining additional financial compensation for the injury from the host if they have no, or inadequate, insurance to cover this. In these circumstances the student may seek to obtain additional financial compensation from the University but the claim would only be successful should the University be proved to have been negligent in approving the placement. This is because the University cannot be liable for the acts of the host organisation, but is liable for its own acts. The risk assessment process outlined in this policy and guidance will provide evidence that the University has undertaken due diligence.
- 8.6. It is acceptable for the University to inform the student that they should not go on a particular placement for a variety of reasons including insurance, cultural, governmental advice, reputational or ethical reasons. It is also acceptable for the University to permit a placement to take place in a country where the insurance arrangements are not comparable to the UK. This may be a low risk placement or a high risk placement. In any event, the decision to allow the placement to proceed, rests with the Head of Institute. Some high risk travel for placement may require the notification to, and approval of, the Pro-Vice Chancellor (Students). The University's Insurance Officer will advise where this is necessary.
- 8.7. Placement providers overseas should be asked by the Placement Coordinator if their liability insurance includes cover for the student for any damage arising from their duties within the organisation and injuries to third parties, including clinical errors. If the provider answers "No" to these questions, the placement must not go ahead without permission from the Head of Institute.
- 8.8. Further advice regarding overseas placements can be found in the [Overseas Flowchart](#) (http://www.worc.ac.uk/finance/documents/Overseas_flowchart.docx)

9. Medical Malpractice/Clinical Negligence/Professional Indemnity Insurance

- 9.1. Students working within NHS hospitals in the UK are covered for professional risks under the Clinical Negligence Scheme for Trusts. If the placement is in a GP's surgery, independent practice (such as a physiotherapy practice), private hospital, hospice or nursing home, the Placement Coordinator needs to ask the provider if their insurance covers the liability of the student for injuries to third parties, including clinical errors, or property damage arising from their duties within the organisation. If such cover is not provided please liaise with the University's Insurance Officer for further advice. It may be necessary for the student to be a member of their professional body in order for Clinical Negligence cover to be in place. For further

advice please contact the advice please contact the Work-Based Learning Support Office in the Institute of Health and Society (wblso@worc.ac.uk) or email the [University's Insurance Officer](#)

10. Motor Insurance

- 10.1. Students asked to use their private car whilst on placement for business purposes, other than driving to and from the placement, must check with their motor insurers to ensure that they have 'business use' on their policy, not just 'social, domestic and pleasure' use.
 - 10.2. In limited circumstances the University may agree to hire a car for a student and recharge the cost. In this instance the student would be covered by the University's motor insurance policy provided that the student has completed the Motor Driving Form, holds a driving license that enables them to drive the vehicle concerned and has not been disqualified from driving. For further information see the [Work Related Drivers Questionnaire](#) (http://www.worc.ac.uk/finance/documents/Work_Related_Driving_Drivers_Questionnaire.docx)
11. For further information related to insurances, contact the **University Insurance Officer** (Andrea Marshall on 01905 542634 or a.marshall@worc.ac.uk).