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| 3D colour_72dpi | MANAGING PLACEMENT/WBL EXPERIENCE: CHECKLIST OF KEY STEPS IN THE PLACEMENT APPROVAL PROCESS |

This checklist is intended to be an aide memoire to the key steps/aspects of approving and managing placements in all their forms. It should be used in conjunction with, and does not replace, the [Policy on the Management of Placement Work-Based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) (PLWBL Policy) and associated documentation.

For the purpose of the Policy, Placement and Work-based Learning (PLWBL) refers 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.

A range of different types of ‘placement/WBL experience’ are defined in the [Policy at Annex 1 – Categories of Placement](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) [PLWBL Policy pp.21-28]. The specific requirements for each category of placement should be checked before approving the placement.

The Policy refers to a ‘Placement Learning Coordinator’ to oversee the arrangements for PL/WBL (see [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy, s.8.4 and s.9.5). The various responsibilities associated with this role may be fulfilled by a range of people, including specific placement staff, academic PLWBL supervisors, course teams, module leaders and professional and administrative support staff and others. Those involved in risk assessment of placement experiences should be suitably prepared to undertake the role. It is for Institutes (and academic partners) to decide who will fulfil key roles in the setting up, approval and support of placements relative to the nature of the course/module and placement requirements.

Relevant Policy and Documentation:

* [Policy on the Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) - new July 2016

* [University Risk Assessment Form for Placement Learning](http://www.worc.ac.uk/aqu/documents/Appendix_1_-_University_Risk_Assessment_Form_for_Placement_Learning.docx) (Appendix 1) - added July 2016
* [Placement Providers' Health and Safety Questionnaire](http://www.worc.ac.uk/aqu/documents/Appendix_2-_Placement_Providers_Health_and_Safety_Questionnaire.docx) (Appendix 2) - added July 2016
* [Student Placement Conduct and Health and Safety Agreement](http://www.worc.ac.uk/aqu/documents/Appendix_3_-_Student_Placement_Conduct_and_Health_and_Safety_Agreement.docx) (Appendix 3) - added July 2016
* [Placement and Work-based Learning - Audit Record](http://www.worc.ac.uk/aqu/documents/WBPLAuditRecord.docx) (Appendix 4a)
* [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](http://www.worc.ac.uk/aqu/documents/WBPL_Audit_Record_WBL_students_already_working_in_their_placement_situation_2013_11_06.docx) (Appendix 4b)
* [Guidance for UW staff in managing work placements for disabled students](http://www.worc.ac.uk/edu/documents/Accessible_high_quality_placements_and_wbl_brochure_final_Sept_2011.pdf)

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| **KEY STEPS IN PLACEMENT APPROVAL AND MANAGING PLACEMENT/WBL EXPERIENCE**  |
| **Key Roles in Managing Placement/WBL Experience** | **Actions to be completed** | **Relevant Sections of Policy and Documentation** | **Institute specific roles responsible for key activities** |
| **STEP 1: PRE-PLACEMENT - Placement/WBL Experience integral to module/course**  |
| **Placement/WBL Coordinator (or equivalent)** | Check principles for design and approval of placement/WBL (PLWBL Policy, s.2)Check type of ‘placement’ proposed against ‘Categories of Placement’ definitions, requirements for placement paperwork and process, and on-placement supervision and monitoring (PLWBL Policy Annex 1)Identify who will undertake key roles in the management of PLWBL. | See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy [see s.2]See [PLWBL Policy - Annex 1 'Categories of Placement'](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf)See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy [s.8 and s.9 for PLWBL coordinator responsibilities] |  |
| **STEP 2: PRE-PLACEMENT - Sourcing Placement and Suitability: Identify whether University or Student is responsible for sourcing potential placement** |
| **2a If University sources placement**Note: Students must not commence placement prior to the University’s (or collaborative partner’s) full approval of the Placement | Agree who fulfils this role for the course. Establish contact with potential placement provider and provide information setting out expectations, relative roles and responsibilities and placement processes. Ensure proposed placement meets module/course learning outcomes/expectations. | [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy [see s.9][Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy [s.12] |  |
| **2b If student is responsible for finding and securing the placement**Note: Students must not commence placement prior to the University’s (or collaborative partner’s) full approval of the Placement | Brief and support students for their role in sourcing placements and understanding of the approval process.Receive information from student to assess suitability of proposed placement to meet module/course learning outcomes.Institute completes risk assessment and approval of placement (see Step 3) Ensure students understand that any change made to the originally approved placement provider will require a new placement approval process. | [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy [see s.9.10] |  |
| **STEP 3: PRE-PLACEMENT - Risk Management in Placement Approval** |
| **3a University Risk Assessment [see principles in Policy s.3 and s.4] Completed prior to student commencing placement** |
| The **Placement/WBL Coordinator (or equivalent)** must ensure PLWBL activities are covered by a suitable and sufficient risk assessment and appropriate control measures adopted.  | Check requirements for placement paperwork and process for type of ‘placement’ proposed. **Complete University Risk Assessment Form** – forms initial evaluation and judgment of risk, record of risk assessment and actions taken.**Establish provision of support for the student** from a designated member of staff in the placement setting.**Placements judged High Risk (and International Placements) must be referred to HoI** or Institute senior management nominee for decision as to whether placement can proceed and necessary control measures.Additional requirements exist for **International placements and students studying in the UK with a Tier 4 Visa (International Students).**  | See [PLWBL Policy - Annex 1 'Categories of Placement'](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) See [University Risk Assessment Form for Placement Learning](http://www.worc.ac.uk/aqu/documents/Appendix_1_-_University_Risk_Assessment_Form_for_Placement_Learning.docx) [Appendix 1] Risk assessment draws on information from the completed:[Placement Providers’ Health and Safety Questionnaire](http://www.worc.ac.uk/aqu/documents/Appendix_2-_Placement_Providers_Health_and_Safety_Questionnaire.docx) [Appendix 2][Student Placement Conduct and Health and Safety Agreement](http://www.worc.ac.uk/aqu/documents/Appendix_3_-_Student_Placement_Conduct_and_Health_and_Safety_Agreement.docx) [Appendix 3]See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) policy [s.17 and Annex 2: University of Worcester Guidance on Insurance Requirements] |  |
| **3b PRE-PLACEMENT - Risk Management in Placement Approval: Placement Provider Health and Safety Questionnaire and Agreement** **Received prior to student commencing placement** |
| The **Placement/WBL Provider** must confirm that they take proper account of health and safety considerations and agree to treat the student as equivalent to their employee in relation to health and safety matters | Maintain contact with placement provider and provide information setting out module/course expectations, relative roles and responsibilities and placement processes**Ensure Placement Provider completes the** [**Placement Providers’ Health and Safety Questionnaire**](http://www.worc.ac.uk/aqu/documents/Appendix_2-_Placement_Providers_Health_and_Safety_Questionnaire.docx)**.** This acts as evidence of the Placement Provider’s agreement to accept their health and safety responsibilities for the student on placement. **Maintain record of placement providers’ current Employer and Public Liability Insurance** (annual receipt of evidence)  | See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) policy [s.12][Placement Providers’ Health and Safety Questionnaire](http://www.worc.ac.uk/aqu/documents/Appendix_2-_Placement_Providers_Health_and_Safety_Questionnaire.docx) [Appendix 2][NB The signatory of the host organisation must have the necessary seniority and authority to formally commit the host organisation or entity to the terms of this agreement] |  |
| **3c PRE-PLACEMENT - Risk Management in Placement Approval: Student Placement Conduct and Health and Safety Agreement**Received prior to student commencing placement |
| **The Student must confirm** acceptance of their role and responsibility for their conduct, and to take reasonable care for their own health and safety and that of others affected by their actions on placement | **Ensure student completes and signs** [**Student Placement Conduct and Health and Safety Agreement**](http://www.worc.ac.uk/aqu/documents/Appendix_3_-_Student_Placement_Conduct_and_Health_and_Safety_Agreement.docx) prior to placement. | [Student Placement Conduct and Health and Safety Agreement](http://www.worc.ac.uk/aqu/documents/Appendix_3_-_Student_Placement_Conduct_and_Health_and_Safety_Agreement.docx) [Appendix 3] |  |
| **3d PRE-PLACEMENT - Additional requirements for placement approval may include consideration of:**  |
| **Safeguarding and Disclosure and Barring Service (DBS)** **Occupational Health Check (specific to some courses who will have necessary arrangements in place)** | For DBS see [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) policy [s.5]Tutors should consult with Registry Admissions Office for further guidance. |  |
| **Disclosure of disability and reasonable adjustments for students with disabilities/specific learning needs.** Disabled students have a general entitlement to the provision of inclusive educational opportunities in a manner that meets their individual requirements, including placements and WBL experiences.  | See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy [s.14]See [Guidance for UW staff in managing work placements for disabled students](http://www.worc.ac.uk/edu/documents/Accessible_high_quality_placements_and_wbl_brochure_final_Sept_2011.pdf) |  |
| **STEP 4: PRE-PLACEMENT PREPARATION AND INFORMATION** |
| **4a Preparation and Information for Students and raising concerns/issues** |
| **Placement Coordinator/Module Leader clarifies expectations with students** | Brief and provide specific handbook/guide or equivalent setting out relative roles and responsibilities, processes/procedures, entitlements and associated information for placement  | See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy [s.11]See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) policy [s.15] |  |
| **4b Preparation and Information for Placement Providers and raising concerns/issues** |
| **Placement Coordinator/Module Leader clarifies expectations with placement providers**  | Provide specific handbook/guide or equivalent for placement providers setting out relative roles and responsibilities, including module/course information and whom to contact to raise concerns or make a complaint.**Placement/WBL Providers, employers or mentors who have** **a designated role in the formal summative assessment of students**, **must** **be briefed and prepared for this role.** A record of placement/WBL provider staff involved in the summative assessment of students should be maintained. | See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy [s.12] See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) policy [s.15]See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) Policy [s.13] |  |
| **STEP 5 – PLACEMENT APPROVAL: Notification of student and placement provider of approval decision/conditions** |
| **Student cannot attend placement and count placement hours/experience until placement is formally approved.**  | Placement is approved on basis of assessment of suitability of placement for learning experience and all aspects of risk assessment. Specific control measures may need to be put in place. A placement agreement identifying learning objectives, relative roles, responsibilities and expectations for learning experience. | **Approved on basis of complete and satisfactory:**[University Risk Assessment Form for Placement Learning](http://www.worc.ac.uk/aqu/documents/Appendix_1_-_University_Risk_Assessment_Form_for_Placement_Learning.docx) [Appendix 1] [Placement Providers’ Health and Safety Questionnaire](http://www.worc.ac.uk/aqu/documents/Appendix_2-_Placement_Providers_Health_and_Safety_Questionnaire.docx) [Appendix 2][Student Placement Conduct and Health and Safety Agreement](http://www.worc.ac.uk/aqu/documents/Appendix_3_-_Student_Placement_Conduct_and_Health_and_Safety_Agreement.docx) [Appendix 3]and any specific requirements, e.g. DBS |  |
| **STEP 6 - DURING PLACEMENT**/**WBL EXPERIENCE: Key Contacts/Supervision**  |
| Placement/WBL Coordinator and/or the Placement/WBL Supervisor or Module Tutor must support and monitor students on placement | Check [PLWBL Policy - Annex 1 'Categories of Placement'](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) for minimum expectations for direct contact/supervision/visits and support for students in different types of placement/WBL experience. | See [PLWBL Policy - Annex 1 'Categories of Placement'](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf)  |  |
| **STEP 7 - RECORD KEEPING** |
| **Record keeping is an essential element of the management of student placement and WBL experiences**  | Maintain secure centrally held records of placement approval and details of where and when students are in placement/WBL experiences (within the relevant Institute or collaborative partner). Maintain accurate and up-to-date records of student participation and progress in placement/WBL experiences, and where relevant record achievement of placement requirements on student record (SITS). | See [Management of Placement and Work-based Learning](http://www.worc.ac.uk/aqu/documents/UW_Policy_for_Management_of_Placement_and_WBL.pdf) policy [s.16.5] |  |
| **STEP 8 - FOLLOWING PLACEMENT** |
| Processes are in place to evaluate and review placement/WBL experiences alongside other learning, teaching and assessment experience  | Evaluate student experience of placement (normally as part of module evaluation). Evaluate placement providers’ feedback in order to identify areas for improvement and enhancement | NB Placement and WBL questions are incorporated in the UW Course Experience Survey and NSS  |  |