

Placement and Work-Based Learning Policy

1.0 Introduction and background

- 1.1 This policy focusses on the University's management of Placement & Work based Learning opportunities.
- 1.3 The University has a strong professional and vocational bias that results in a large number of programmes that incorporate one or more elements of Placement or have a focus on Work-based Learning. These activities are normally undertaken outside the University and incorporate formal assessment; they help students to develop and enhance their employability skills and provide them with a range of opportunities relevant to employability.

2.0 Purpose and scope

- 2.1 The purpose of the policy is to:
- Ensure programme and administrative teams have appropriate procedures in place to secure, approve and/or allocate placement and work-based learning opportunities in order to provide high quality experiences for students that comply with health and safety and legal requirements
 - Detail threshold standards for placement and work-based learning
 - Clarify the responsibilities and rights of various parties involved
 - Outline best practice in supporting students on placement and work-based learning (for example through Case Studies, or documentation)
- 2.2 This policy is a general policy which sets out the minimum requirements prior to the commencement of a placement or period of work-based learning, but the method by which this is done can be adapted to suit the needs of different Subject Areas.
- 2.3 This policy should be referred to in all PSR and validation events and panel members at such events should expect to see evidence of these references in programme documentation and collaborative partnership agreements where placement and work-based learning features.
- 2.4 This document will be supported by other University policies for example, Health and Safety, Assessment and Feedback, Fitness to Practice and is informed by external requirements and regulations such as those prescribed by PSRBs. The University will ensure that those requirements are adhered to in relation to the arrangements for placements and work-based Learning; legislation and requirements such as DBS checks for students working with young children and vulnerable adults, and the Equality Act etc will also be accounted for.

3.0 Definitions

- 3.1 **Placement and Work-based Learning** - Refers to any period of planned activity whereby students engage with a third-party work-place as an integral part of their programme of study, and where there is transfer of direct supervision of the student to the third-party. As part of their Placement or Work-based Learning experience, students will develop skills and knowledge that will help them to meet the Learning Outcomes of their programme or module of study. These Learning Outcomes will be clearly identified within programme or module specifications, either as part or all of an academic module or separately within practice credits. All Placement and Work-based Learning opportunities will be of sufficient length and quality to ensure that the identified set of learning outcomes can be met. Students must be enrolled at the University for the duration of the Placement or Work-based Learning experience.
- 3.2 **Placement** - Activities undertaken by students in a particular setting whereby the experience they have prepares them for working within that setting and activities are assessed as part of an award-bearing programme.
- 3.3 **Work-based Learning** - Activities undertaken by students in a workplace environment or in collaboration with industry or business, whereby the experience they have results in the enhancement of their skills and/or academic knowledge with regards to the work setting, as part of an award-bearing programme. Work-based Learning also refers to activities undertaken by students where they are required to undertake and reflect upon an employer-based experience in order to complete assessment(s) that contribute towards their final award. These assessments may or may not be undertaken within the workplace.
- 3.4 **Work-informed learning** - Teaching and learning activities within programmes and modules that are informed by the workplace but not does require engagement or presence in a workplace, for example simulations, employer-led briefs, research projects, case-studies, video analysis. Such activities directly support the development and assessment of learning outcomes on credit bearing awards.
- 3.5 **Work-related learning** - Un-assessed activities that are not related to learning outcomes or credit. It is an enrichment activity such as voluntary work, paid internships or shadowing therefore is not covered by this policy.
- 3.6 **The Placement and Work-based Learning Co-ordinator** - Placement and Work-based Learning opportunities are arranged in different ways and by different people (eg module leader, year tutor) depending on the length and breadth of the experience required by the programme. Placement and Work-based Learning opportunities may be secured either by a member of the University or support provider/delivery organisation/partner staff, or by the student. In all cases, a designated member of the University or support provider/delivery

organisation/partner staff will oversee all Placement and Work-based Learning experiences. The Placement and Work-Based Learning Co-ordinator may be a Programme Leader, Subject Leader or any other suitable member of academic or administrative staff who is involved in placement and work-based learning.

- 3.7 ***The Placement or Work-based Learning Provider*** - The Placement or Work-based Learning Provider will have in place a member of staff who is the nominated contact or responsible for supervising the student during their Placement or Work-based learning experience.

4.0 Key principles

- 4.1 The University will take reasonable steps to ensure that all Placement and Work-based Learning environments are compliant with statutory health and safety requirements. These arrangements are set out in the University's Risk Assessment Policy. There are additional requirements informed by the requirements of professional, regulatory and statutory bodies that placements and work based learning environments are compliant with.
- 4.2 The University will ensure that the responsibilities of students, staff and providers of Placement and Work-based Learning opportunities are clearly defined and communicated to all parties concerned, and that all parties accept their responsibilities. This can be achieved through the use of placement agreements, letters, handbooks for students, staff, and employers or other correspondence.
- 4.3 Programmes containing work based and/or placement learning should have a clear rationale for doing so. Programme teams will ensure that explicit reference is made in all programme and module specifications to the intended learning outcomes of any Placement or Work-based Learning experience. Intended learning outcomes should identify the knowledge and skills that students will achieve. There should be an opportunity for personal development planning and reflective practice. Placement and work-based learning should be assessed according to the appropriate regulations and processes and must form part of a coherent learning strategy for the programme as a whole. Students should also be adequately prepared for such learning and the particular nature of different professional contexts.
- 4.4 The programme team will ensure that the aims and intended learning outcomes are clearly defined and understood by all parties.
- 4.5 The programme team will ensure that a Placement or Work-based Learning experience provides adequate opportunities for the intended learning outcomes of the programme and/or Module of study to be achieved. Learning outcomes can include the acquisition of skills and competencies specific to a discipline or profession, general work related skills and changed personal attitudes and behaviours.

- 4.6 Information relating to the contribution that Placement or Work-based Learning makes to the overall aims and outcomes of each programme will be communicated to, and understood by all applicants, students and Placement or Work-based Learning Providers.
- 4.7 Information must make clear whether students' travel costs will or not be reimbursed, or partially reimbursed for Placement or Work-based Learning undertaken as part of the programme. Information on how to claim for travel expenses must also be provided for students and associated processes straightforward and timely. Where costs will not be reimbursed students should be informed of any other potential sources of funding.
- 4.8 Assessment of placement and work-based learning is subject to the same marking and moderation processes as other assessments. (NB: UKVI students can only undertake placements/WBL that are assessed)
- 4.9 In some circumstances, e.g. in nursing, and initial teacher education there is a requirement that students are supported in their practice learning by supervisors/mentors who are appropriately qualified. Programme teams will ensure that these requirements are satisfied before the student commences Placement or Work-based Learning through a suitable process of staff development and training (either by the University or the Placement and Workbased Learning provider) . Such support will be evaluated and adapted regularly in the light of changes to professional requirements, or other external inspection bodies requirements such as Ofsted and the NMC.
- 4.10 Academic Standards & Quality
- 4.10.1 In developing programmes that include an element of Placement and/or Work-based Learning, programme teams should reflect on the opportunities that they intend to provide and ensure that the programme aims and learning outcomes appropriately reflect the contribution that the Placement and/or Work-based Learning opportunity makes.
- 4.10.2 Programme teams should take into consideration any relevant QAA Subject Benchmark Statements and, where appropriate, the requirements of Professional, Statutory and Regulatory Bodies.
- 4.10.3 In drawing up programme specifications, a statement on opportunities for students to undertake Placement and/or Work-based Learning activities should be provided.
- 4.10.4 Each programme must have agreed procedures for securing, approving, allocating, monitoring and curtailing Placement and Work-based Learning experiences. These will be defined in the programme specification at Programme Approval and Review.
- 4.10.5 An alternative default option to the Placement and/or Work-based Learning experience should be put in place for students who fail to secure or undertake a Placement or Work-based Learning activity due to

disability, sickness or other exceptional factors agreed by the Programme Leader.

4.10.6 If the University of Northampton or its collaborative partners offering University of Northampton awards determine to enrol a student on a programme of study that incorporates a mandatory Placement or Work-based Learning experience, they have an obligation to provide support for securing that Placement or Work-based Learning experience. The nature and extent of the allocation of Placements or Work-based Learning opportunities and the support provided should be clearly set out in the relevant programme specification.

4.10.7 In approving programmes with Placement and Work-based Learning experiences, the University will have regard to the ability of the provider to:

- provide opportunities for the intended learning outcomes to be achieved;
- support students undertaking Placement and Work-based Learning experiences;
- monitor and assure the proficiency of staff who are involved in supporting Placement and Work-based Learning;
- fulfil their responsibilities under health and safety legislation
- provide adequate and appropriate resources to enable students to achieve the agreed learning outcomes.

This will be carried out having regard to the subject specialist skills and expertise of the programme team, the level of skill and experience of the students and the academic level that the students are expected to achieve.

4.10.8 The ways in which programme teams will ensure that appropriate learning opportunities are provided will vary according to the nature of the Placement or Work-based Learning experience. In all cases, including student-negotiated Placements, learning opportunities should be clear and well documented for students, programme teams and placement providers.

4.11 Legislative Requirements

4.11.1 The respective responsibilities of the University/collaborative partnership organisation, and Placement and/or Work-based learning Providers should be set out in documentation (as described in section 3.2) between the University and the Placement and/or Work-based learning Provider. A standard template for Placement and Work-based Learning arrangements is provided in the Appendix of this policy.

4.11.2. The University maintains insurance cover for its legal liability for students undertaking Placement or Work-based Learning activities within the UK. Students on work placement are covered under our Employers Liability Policy. However, there would be no claim on the University unless it was found that the University was negligent in their treatment of individual students. The prime insurance liability will rest with the

Placement or Work-based Learning Provider under the requirements of the Employers Liability (Compulsory Insurance) Act 1969. It is also expected that support provider/delivery organisation/partners will ensure that adequate insurance cover is arranged for University of Northampton students who undertake Placement or Work-based Learning experiences.

4.11.3 Certain Placement and Work-based Learning liabilities may not be covered by standard insurance policies of the University or the Placement or Work-based Learning Provider, so subject to the individual Placement or Work-based Learning proposal, additional insurance may need to be arranged. An additional insurance cover requirement is predicted, but not limited to, Placements or Work-based Learning experiences overseas; involving the administering of drugs/medicines; work with radioactive materials or extreme/dangerous sports.

4.11.4 With placement and work-based learning for International Students studying at the University, all arrangements must comply with current UKVI requirements and regulations to ensure students are not working in breach of their visa conditions :

- P/WBL activity noted on the student's Confirmation of Acceptance of Studies (CAS) letter or through an adjustment to that letter
- Assessed and integral part of the course (as outlined above)
- Be no more than 33% of the total length of the course if the course is below degree level (NQF6) or;
- Be no more than 50% of the total length of the course if the course leads to a degree level (NQF6) or higher qualification
- Monitoring processes to include weekly attendance reports
- Details of P/WBL provider to be reported to the UKVI before students begins attending

4.12 Safeguarding

4.12.1 If a student Placement or Work-based Learning activity involves work with children or vulnerable adults, then the Placement or Work-based Learning Provider will require the student to undergo a Disclosure and Barring Service (DBS) check before they start work. This should be arranged through the Faculty's or Subject Area's usual processes and in sufficient time to ensure that the student's Placement or Work-based Learning experience can commence. Students must be fully briefed on the Placement or Work-based Learning Provider's safeguarding policies and procedures, at the commencement of the Placement or Work-based Learning activity.

4.12.2 Support provider/delivery organisation/partners that deliver University of Northampton awards are required to arrange DBS checks for students that undertake Placement or Work-based Learning activity that involves children or vulnerable adults.

4.13 Health And Safety Requirements

4.13.1 All sections of this policy are operated in accordance with the University's Health and Safety requirements.

- 4.13.2 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 Work-based Learning activities. Support provider/delivery organisation/partners that deliver University of Northampton awards have a similar duty of care.
- 4.13.3 The Placement or Work-based Learning Co-ordinator(PWLC) 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, by the provider. In other words, the PWLC should be assessing whether the provider has the appropriate H&S arrangements in place.
- 4.13.4 The Health and Safety (Training for Employment) Regulations (1990) in effect lend to students undertaking Placement or Work-based Learning activities the status of being an employee of the Placement or Work-based Learning Provider for the duration of the activity, and as such are therefore owed an identical duty of care by the employer, i.e. the Placement or Work-based Learning Provider.
- 4.13.5 In providing opportunities for Placement and Work-Based Learning, Placement or Work-based Learning Co-ordinators/Mentors must take proper account of health and safety considerations and ensure that students who undertake Placement and Work-based Learning experiences receive appropriate briefing on health and safety matters.
- 4.13.6 All accidents/ incidents of any kind which happen during the Placement or Work-based Learning period should be reported to both the Placement or Work-based Learning Provider and the Placement or Work-based Learning Co-ordinator. Students should complete the University's Accident/Incident Report Form for onward reporting to the University's Health and Safety Office. It is required that similar arrangements will be in place in support provider/delivery organisation/partners.
- 4.13.7 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 will 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.
- 4.14 Approving And Allocating Placement And Work Based Learning Opportunities
- 4.14.1 Procedures for Placement and Work-based Learning experiences must comply with the Principles outlined in this policy.
- 4.14.2 Programme Documentation should include clear information on whose responsibility it is to find a suitable placement or work-based learning opportunity (ie: the student's, or programme team).

- 4.14.3 Programme teams should ensure that Placement and/or Work-based Learning Providers have timely information on:
- the objectives of the Placement or Work-based Learning opportunity
 - their involvement in monitoring student progress and reporting it to the University;
 - the responsibilities that attach to any mentoring or supervisory role that they undertake;
 - their role, where appropriate in the assessment of students;
 - making reasonable adjustments to meet equality and diversity legislation requirements where appropriate;
 - University policies, procedures and support structures that may apply when action is required where issues arise that relate to student performance and/or to discipline or conduct, or Fitness to practice (in the case of professional programmes)
 - the arrangements and procedures for visits to the Placement or Work-based Learning Provider by University or support provider/delivery organisation/partner staff;
 - University policies, procedures and processes that may apply where students complain about aspects of their Placement or Work-based Learning experience;
 - Student progression onto Placement or Work-based Learning activities and anything that may prevent a student from such progression
 - the programme specification and module specifications will detail any particular pre-requisites for students undertaking a Placement or Work-based Learning experience which may include students being unable to progress to the Placement or Work-based Learning activity if they are carrying failure in assessed work.

4.14.4 In some circumstances the University may need to share student information with Placement or Work-based Learning Providers. If this is necessary, students will always be made aware of this and what information will be shared.

4.14.5 Under no circumstance should a student commence a Placement or Work-based Learning experience prior to the approval of the Placement or Work-based Learning Provider by the University of Northampton or by the support provider/delivery organisation/partner delivering the University's programme.

4.15 Responsibilities and rights of students

The University expects all students undertaking Placement and Work-based Learning activities to adhere to the Student Code of Conduct. Prior to the commencement of a Placement or Work-based Learning activity, programme teams should ensure that students are aware of their responsibilities:

- as representatives of the University for maintaining goodwill within the host organisation, fulfilling contracted obligations (including agreed periods of Placement or Work-based Learning experience

that exceed the University's normal term dates) and demonstrating commitment and appropriate attitudes and behaviours towards the Placement or Work-based Learning Provider and its customers/ clients/ patients/ employees/ students/pupils;

- for managing their learning and professional relationships, and for conforming to expected standards of ethical behaviour;
- for recording their progress and achievements;
- for alerting the Placement or Work-based Learning Provider and the University or support provider/delivery organisation/partner to problems that might prevent the progress or satisfactory completion of the Placement or Work-based Learning opportunity or student exchange, including any health and safety or ethical matters;
- for undertaking any assessments during the Placement or Work-based Learning experience or student exchange which may be required in fulfilment of the programme regulations.
- Students will also be informed by the appropriate programme team(s) of their rights:
 - to a safe environment;
 - to be treated in accordance with applicable legislation;
 - to provide feedback on their Placement or Work-based Learning experience;
 - to be aware of the nature and scope of the learning support they can expect from academic and Placement or Work-based staff;
 - to be fully informed of their responsibilities during the Placement or Work-based Learning experience.

4.16 Managing The Placement Or Work-Based Learning Opportunity

4.16.1 The management and organisation of Placement or Work-based Learning relies on the involvement of, and activity from, academic and administrative staff at the University. It also relies on the involvement of, and activity from, staff at the Placement/Work-Based Learning provider. The University of Northampton retains overall responsibility for the management and organisation of all Placement and Work-based Learning activities that form an integral part of an award delivered in its name.

4.16.2 The University requires programme teams to provide students with appropriate guidance and support in preparation for, during and after Placement and Work-based Learning experiences. Wherever it is practicable, Placement or Work-based Learning Providers should be involved in the development of guidance to students. The University provides an Institutional Code of Practice for Placement and Work-based Learning Checklist for use by programme teams to ensure that appropriate procedures are in place to provide Placement or Work-based Learning opportunities of high quality, which comply with health and safety requirements, detail the threshold standards for learning and clarify the responsibilities and rights of the various parties involved.

4.16.3 Programme teams must review their guidance documentation annually to take cognisance of any other relevant guidance that may be issued from time to time by the University.

4.16.4 Termination of a Placement or Work-based Learning arrangement

- As part of their briefing, students should be made aware of the consequences for their study (and, in the case of some professionally accredited programmes, their subsequent career) of failure to successfully complete the Placement or Work-based Learning activity.
- Programme teams should ensure that procedures are in place to enable the identification of potential problems at an early stage, 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 of Northampton or support provider/delivery organisation/partner member of staff with whom they should make contact if problems do occur. 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 programme, or in the event of a student wishing to leave the Placement or Work-based Learning activity and suspend studies, University procedures for student withdrawal, study break and mitigating circumstances will apply.
- The University has procedures within its Student Disciplinary; Health, Wellbeing and Fitness to Study; and Fitness to Practise Policies for the suspension of students who may have demonstrated unsuitability for placement/work-based learning activity, either immediately and pending an investigation, or following an investigation. The grounds for use of these policies and the details of how suspensions, and potential exclusions, work can be found at <http://www.northampton.ac.uk/about-us/governance-and-management/university-policies-procedures-and-regulations>.
- The Placement or Work-based Learning 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.

4.17 Assessment Of Placement Or Work-Based Learning

4.17.1 All P/WBL activity is subject to the University's Student and Academic regulations and its Assessment and Feedback Policy. Where necessary, Supplementary Regulations can be considered.

4.17.2 Programme teams should ensure that the assessment of any period of Placement or Work-based Learning activity is appropriate to that activity and allows students to demonstrate their ability to meet relevant module or programme learning outcomes.

4.17.3 Programme teams should ensure that assessment procedures for programmes which include a Placement or Work-based Learning element comply with the University's Assessment and Feedback Policy and External Examiner Handbook.

4.17.4 In cases where employers have a designated role in the formal assessment, training must be provided by programme teams to ensure that they are competent to fulfil their roles and understand their responsibilities. Faculties must maintain oversight of all those who are involved in such assessment, including the moderation of assessment and the participation of assessors in decisions about credit and awards.

4.17.5 In cases where a student is unable to complete the Placement or Work-based Learning activity as a result of the Placement or Work-based Learning Provider withdrawing from the arrangement, the programme team must provide an alternative opportunity to demonstrate achievement of the relevant learning outcomes.

4.17.6 In cases involving a claim for exceptional factors, where the Placement or Work-based Learning experience cannot be completed, students should be given alternative options. In other cases, where for exceptional reasons the student has been unable to complete the P/WBL experience, the student must discuss the situation with University staff so that options and next steps can be considered. The exact options will depend on the reasons why the student was unable to complete.

4.18 Students With Disabilities

4.18.1 Under the Equality Act 2010, it is unlawful for an education provider to treat a disabled student unfavourably and this also applies to student Placement and Work-based Learning opportunities. Such treatment could amount to direct or indirect discrimination, discrimination arising from a disability or harassment.

4.18.2 Programme 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 Work-based Learning activity. The disclosure of such information will normally be subject to obtaining the informed consent of the student.

- where possible and where the student has consented to disclosure a meeting be held between the University, student and placement provider to discuss reasonable adjustments
- the responsibilities of the student in developing strategies to cope within the P/WBL experience will also be discussed and confirmed
- reasonable adjustments within a P/WBL context may differ from those within an academic context and students need to be aware of this

4.18.3 Where a student has a disability or additional needs, the University will work with the Placement/Work-Based Learning Provider and the student to determine what reasonable adjustments can be put in place to enable the student to have the opportunity to succeed within the placement/work-based learning environment. Where the nature of the student's disability or additional needs is such that reasonable adjustments are not sufficient to enable a student to have the opportunity to succeed within the placement/work-based learning environment, the University will either:

- Where the placement/work-based learning is a required component of the degree, the student may be considered under the Fitness to Practice Policy;
- Where the placement/work-based learning is not a required component of the degree, the student will normally be offered a taught alternative.

4.19 Complaints

4.19.1 The University's Student Complaints Policy applies to all Placement and Work-based Learning activity. The University will ensure that procedures are in place for dealing with complaints from students relating to Placement and Work-based Learning activities and that programme teams are aware of and can make use of them.

4.19.2 The programme team will ensure that procedures are in place for dealing with complaints from Placement and Work-based Learning Providers about students.

4.19.3 Students and Placement and Work-based Learning Providers should be made aware of who, in the first instance, is responsible for investigating and responding to reasonable causes of complaint.

4.20 Record-Keeping

4.20.1 Record keeping is an essential element of the management of student Placement and Work-based Opportunities. Accurate, appropriate and comprehensive records will assist the University in defending any possible future criminal prosecution or civil claim, as well as helping to inform the re-approval process of Placement or Work-based Learning Providers. Appropriate documents must be kept on file for the duration of the Placement or Work-based Learning activity and for the time specified in the University's Records Retention Schedule after completion of the placement.

4.20.2 When paper records have reached the end of their required retention they should be disposed of by a confidential papers disposal process, usually shredding. Handling of personal information should comply with the Data Protection Act 2018 and all requirements of GDPR.

4.20.3 Please refer to the University's Records Management Unit for further information.

4.20.4 Accurate and up-to-date records of Placement and Work-based Learning opportunities should be maintained, preferably in an electronic format where possible, and should include as a minimum:

- names and contact details of the Placement and/or Work-based Learning Providers and key contacts (e.g.: mentors);
- the nature of the Placement or Work-based Learning experience e.g. location(s), types of activities etc.;
- copies of any formal agreements with the Placement or Work-based Learning Provider.

- 4.20.5 Accurate and up-to-date records of student engagement in Placement and/or Work-based Learning activities should be maintained and should include as a minimum:
- student name and level of study;
 - details of the Placement or Work-based Learning activity;
 - the period and duration of the Placement or Work-based Learning activity;
 - details of the Placement or Work-based Learning Provider.

4.20.6 As expressed by the terms of the Data Protection Act there is a requirement for all comments to remain objective and honest. Please note that almost all University records, with a few exemptions, are potentially open to greater scrutiny by the public via either Data Protection Subject Access requests or via Freedom of Information Act 2000 requests. The University will ensure that it processes personal information in line with the requirements of the Data Protection Act 1998.

4.21 Monitoring And Evaluation Of Placement And Work-Based Learning

4.21.1 Students undertaking a Placement or Work-based learning activity will be supported and monitored by the Placement or Work-based Learning Co-Ordinator. A risk-based approach will be used to determine whether visits are required during the Placement or Work-based Learning experience and the frequency of such visits. Factors such as the nature of the work, experience of the student, any special vulnerabilities of the student, the duration of the activity, and the experience of the Placement or Work-based Learning Provider will be taken into account. Feedback received from previous students or other sources will also be considered.

4.21.2 The Placement or Work-based Learning Co-Ordinator will ensure that regular and constructive feedback is received from students and Placement or Work-based Learning Providers and this will be included in the appropriate monitoring reports (see below for further details). In the case of student evaluations, an alternative to the standard module evaluation form should be in place and used. The principles and expectations that are set out within the Module Evaluation Policy apply equally to placement/work-based learning modules and taught modules. In the case of feedback from placement/work-based learning providers, mechanisms designed to capture feedback in the most appropriate fashion will be used.

4.21.3 All Placement and Work-based Learning activities will be monitored on an ongoing basis in accordance with the University quality assurance framework. Periodic Subject Reviews will also consider the ongoing appropriateness of processes in place in relation to P/WBL and their effectiveness in assuring the student experience.

4.22 Staff Development

Those who are involved in Placement and Work-based Learning will be appropriately qualified, competent and resourced in order to fulfil their roles. Training needs are likely to include:

- Professional conduct and cultural communication;
- PSRB requirements;
- Approved requirements and ways of assessing risk;
- Legislative requirements: accessing information about areas such as duty of care, implications of Equal Opportunities such as requirements for reasonable adjustment under the Disability Discrimination Act, UN insurance limitations, data protection, Disclosure and Barring Services checks, visa issues;
- Health and Safety requirements;
- Expectations of student support.

5.0 Key responsibilities

5.1 Placement and Work-Based Learning Coordinator:

The responsibilities of the Placement and Work-based Learning Co-ordinator may include:

- ensuring appropriate documentation is in place to support the placement, in advance of the placement commencing
- arranging and/or approving Placement and Work-based Learning opportunities;
- supporting students during the Placement and/or Work-based Learning period;
- making visits to students during their Placement or Work-based Learning experience for assessment and/or other purposes.
- communicating information related to Placement or Work-Based learning to colleagues in their Faculty or Subject.

5.2 Head of Placements and Work-Based Learning: to oversee the institutional placements and work-based learning function and to work to ensure that all placements and work-based learning opportunities follow the policy

5.3 Students: to take responsibility for the items listed under 4.15 above

5.4 External Mentors: to undertake support and training of students according to programme and module aims, learning outcomes and professional body requirements.

6.0 Links to related UN Policies/Guidance/Regulations

6.1 Fitness to Practise

6.2 Assessment and Feedback

6.3 Health and Safety

7.0 Links to related external documents (e.g. QAA)

7.1 QAA Quality Code: Advice and Guidance (Work-Based Learning)

7.2 UKVI Regulations for International Students

7.3 PSRB requirements for the relevant professions

7.4 Equality Act 2010

8.0 Appendices

8.1 Summary Sheet

8.2 Health and Safety Checklist

8.3 Suggested Template for Placement and Work-based learning arrangements

8.1 Summary Sheet

Policy Title:	
Placements and Work-Based Learning	
Purpose of Policy and to whom it applies (please specify cohorts):	
<p>The purpose of the policy is to:</p> <ul style="list-style-type: none"> • Ensure programme and administrative teams have appropriate procedures in place to secure, approve and/or allocate placement and work-based learning opportunities in order to provide high quality experiences for students that comply with health and safety and legal requirements • Detail threshold standards for placement and work-based learning • Clarify the responsibilities and rights of various parties involved • Outline best practice in supporting students on placement and work-based learning (for example through Case Studies, or documentation) <p>This policy applies to all placement and work-based learning activity within the University</p>	
Owner and Department:	
Head of Placements and Work-Based Learning	
Principal contact:	
Head of Placements and Work-Based Learning	
Dissemination and implementation plan:	
Via SEC and SSECs Via web	
Date of initial committee approval (state committee name):	SEC – February 2015
Date of Senate approval:	Senate – April 2015
Date for implementation and cohorts to which it applies:	September 2015 for all programmes and cohorts
Proposed date of annual update:	June 2022
Date of last annual update:	June 2023
Proposed date of full review:	June 2024
Date of last full review:	n/a
Version number and date:	1.0 February 2015

8.2 Health and Safety Checklist

THE UNIVERSITY OF NORTHAMPTON

Health and Safety Checklist

Name of student:

Name of employer:

Address:

Telephone:

Fax:

Email:

DOES YOUR COMPANY COMPLY WITH THE FOLLOWING:		Yes	No
1	Have a written Health and Safety Policy?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have a policy regarding health and safety training for people working in your undertaking, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for The University of Northampton student?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the organisation registered with:		
	▪ the Health and Safety Executive or	<input type="checkbox"/>	<input type="checkbox"/>
	▪ the Local Authority Environmental Health Department?	<input type="checkbox"/>	<input type="checkbox"/>
4	Insurance:		
	▪ Is Employer and Public Liability Insurance held?	<input type="checkbox"/>	<input type="checkbox"/>
	• Will insurance cover any liability incurred by The University of Northampton student as a result of his/her duties as an employee?	<input type="checkbox"/>	<input type="checkbox"/>
5	Risk Assessment:		
	• Carried out a risk assessment of work practices and premises to identify possible risks whether to employees or to others within your undertaking	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Are risk assessments kept under regular review?	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Are the results of risk assessments implemented?	<input type="checkbox"/>	<input type="checkbox"/>
6	Accidents and Incidents:		
	▪ Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR?	<input type="checkbox"/>	<input type="checkbox"/>
	• Procedures to be followed in the event of serious and imminent danger to people at work in your undertaking?	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Report to the University all recorded accidents involving The University of Northampton students?	<input type="checkbox"/>	<input type="checkbox"/>
	• Report to the University any sickness involving The University of Northampton students which may be attributable to the work*.	<input type="checkbox"/>	<input type="checkbox"/>

- There are additional reporting requirements to comply with UKVI regulations.

Contact Personnel:

Who is your nominated contact for compliance with the requirements of health and safety legislation?

Name and position:

Telephone:

Email:

The above statements are true to the best of my knowledge and belief.

Signed:.....

.....

Position:

Date:

8.3 Suggested Template for Placement and Work-based learning arrangements

Suggested template for P/WBL arrangements

Name of student: Contact details: Term-Time Address: E-mail: Home Telephone: Mobile Telephone:	
Name of the university tutor or work placement administrator who will monitor the work placement: E-mail: Work Telephone:	
Name of the mentor at the host institution who is assigned to monitor and guide the work placement: E-mail: Work Telephone:	
Aims and objectives of the work placement	
Statement of the role and responsibilities of the student during the work placement	
Statement of the responsibilities of the host organisation during the work placement	
Types of training and induction to be provided to the student by the host organisation to ensure skill development.	
Statement of the methods to be used to monitor and evaluate the student's progress and effectiveness of work placement by both the higher education institution and the host organisation	
Terms of liaison between the university tutor / placement administrator and host organisation mentor with regards to work placement	
Duration and dates of work placement	
Terms of remuneration for the student's living/ travel expenses and any wages (you	

need to check legal requirements in the sector)	
Statement of clarification on adherence to relevant employment legislation, health and safety regulations	