

Student Work Experience Procedure

Controlled Document – refer to Intranet for latest version

Category: Academic	Date Created: 1997
Responsibility: Executive Director Education & Applied Research	Date Last Reviewed: August 2016
Approval: Chief Executive	Version: 16.2

Scope

This policy applies to all UCOL programmes which include practical work-based learning, work experience or clinical components as part of the curriculum.

Responsibility

Academic Board (AB) through its delegation to Academic Approvals Committee (AAC) is responsible for ensuring that practical work-based learning, work experience or clinical components are adequately detailed in curriculum documents.

The implementation of the procedure is the responsibility of Heads of Schools, Programme Leaders¹ and the relevant teaching staff.

Contracts, Student Placement Agreements or Memoranda of Understanding

Contracts, Student Placement Agreements or MOU are to be drafted following approved procedures and will be signed by the Chief Executive or their delegate.

Such agreements or contracts should specify:

- the terms and conditions for any student placements;
- the responsibilities of all parties to the placement - UCOL, the students and the off-site/work-based/clinical provider;
- all requirements for the assessment of student performance and reporting on student progress;
- procedures for resolving complaints and disputes;
- all expectations in respect to student attendance, dress and personal behaviour.

Staff Responsibilities

UCOL staff are to inform students (preferably in writing) of:

- their responsibilities to employers/providers (including the Privacy Act);
- health and safety requirements;
- procedures for resolving complaints and disputes;

¹ Programme Leader is used here as a generic term to describe all those staff with responsibility for the delivery of a specific programme

- expectations in respect to student attendance, dress and personal behaviour.

When selecting a placement for students staff must:

- Ensure safety checks of students who are deemed core workers under the Children's Act 2014 have been completed;
- Ensure students who are under the age of 17 years (therefore deemed vulnerable children) are not placed alone/in a situation which involves regular or overnight contact without another person being present, unless the relevant safety checks have been conducted on the provider of the experience.

Student Responsibilities

Students are required to:

- cease work if they consider the placement environment is injurious to their health and safety. The UCOL staff member supervising the placement must be informed immediately in such circumstances;
- comply with the employer/provider's requirements to ensure a safe work environment, including complying with the provider's drug and alcohol policy;
- use all safety equipment provided;
- report any dispute, incident or problem to the UCOL staff member supervising the work experience placement or appropriate UCOL staff;
- meet the standards specified for student attendance, dress and general personal behaviour;
- report immediately, in accordance with the protocols of both UCOL and the provider, any incident involving a client of the provider.

Provider Responsibilities

Providers are expected to:

- comply with all relevant legislation;
- provide a safe work environment;
- complete all reports/assessments of student's performance requested by UCOL staff;
- comply with the terms and conditions of any written agreement or contract;
- complete an evaluation form for each student's placement as applicable.

Procedure

1. All Curricula which include practical work-based learning, work experience or clinical components will contain the following information:
 - the nature and duration of the experience;
 - assessment methods.
2. Workplace or clinical off-site areas are selected and monitored according to clear criteria on the basis of providing diverse and optimum student learning experiences, and on meeting health and safety criteria.
3. Records are maintained to demonstrate that the responsibilities of all parties have been fulfilled.
4. Access to practical work-based or clinical areas may be restricted, or even denied, if assessment findings indicate the student is unsafe due to lack of knowledge or skills.

5. The need for students to travel is to be kept to a minimum. The number of 'out-of-town' practical work-based or clinical placements will vary with the type of programme. As a general rule students will be placed in, or close to, the UCOL campus from which their course is being taught whenever possible.
6. The cost of travel and accommodation associated with practical work-based or clinical placements is to be met by the student. Where a student encounters exceptional circumstances or financial difficulty the student should discuss this with their Lecturer or Programme Leader.
7. Students may be withdrawn from any off-site placement (if the safety of any parties is compromised and/or if the student believes that their Health and Safety has been compromised):
 - at the request of the host organisation
 - if student behaviour is inappropriate
 - at the direction of UCOL teaching staff

Relevant Legislation and/or Web Sites

- Health and Safety at Work Act (2015)
- Children's Act (2014)

Related Documentation

- [Student Work Experience and Off-Campus Learning Policy](#)
- [Student Complaints Policy](#)
- [Student Concerns and Complaints Procedure](#)
- [Health and Safety Policy](#)
- [Risk Assessment Management System \(RAMS\) Template](#)
- [Children's Act \(Staff and Contractors\) Policy](#)
- [Children's Act \(Student Placements\) Policy](#)
- [Children's Act \(Student Placements\) Procedure](#)