

Work Placement Guidelines

Controlled Document – refer to Intranet for latest version

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Principles

Academic Quality Management System (AQMS) and policy requirements

Relevant Policies/Procedures are:

- Section 8 (Off-site practical/work-based components) of the AQMS (Refer Intranet/official documents)
- UCOL’s current procedure for off-site practical work-based components (Refer Intranet/policies and procedures)
- UCOL’s current policy for establishing a contract or memorandum of understanding (Refer Intranet/policies and procedures)

To comply with these, all programmes which include off-site practical/work-based components should have some form of documentation in place. What is appropriate depends on the nature of the off-site experience.

These guidelines accommodate the requirements of the AQMS and related policy and procedure, but please refer to the above source documents for the detail.

Guidelines

1. General Considerations

Before deciding on the level of documentation required, the following should be considered:

- What is the nature and extent of the work placement component in the programme?
- How does UCOL determine the suitability of work placements for the programme?
- Is the work placement voluntary, or is it part of the student’s normal paid employment?
- Is the work placement arranged through lecturers, or do the students find their own placements?
- Is the work placement just for industry experience, or is it integrated with the programme’s assessment? If the former, is the experience justified in relation to fees paid/EFTS claimed?

- Is payment to the employer involved?
- What level of risk (to students/employers/property/clients of the employer) is involved?
- What level of consultation with industry about the appropriateness of work place documents is needed? (Suggested minimum: consultation with Stakeholder Engagement Group and/or ITO)
- Please note that when another entity is providing education services or resources for work placement (for example, as in nursing and medical imaging) a formal Contract/Memorandum of Understanding is needed. This must be approved by the Chief Executive or delegate.

2. Documentation Requirements

For most programmes including work placement, the following minimum arrangements are suggested:

2.1 Initial contact with employer/agency (personal or telephone)

This may be through the student (with introductory letter from course leader) or the lecturer/ programme leader. Minimum criteria for suitable work placements should have been worked out – if appropriate, lecturers could provide students with a list of suitable placements.

2.2 Work placement encouraged but not essential to programme

After initial contact by the student, all that should be required from UCOL is a follow up thank you letter which:

- outlines the purpose and nature of the work placement
- outlines the responsibilities of the student and (if any) of UCOL
- provides contact details
- includes a reminder of the need for a health and safety briefing

2.3 Work placement essential to programme

After the student or UCOL has made initial contact, and the employer has agreed to the work placement informally, follow-up documentation should be sent to the employer as well as given to students.

MUST Haves:

- Thank you letter as above
- Work placement details (times, dates, attendance requirements, etc)
- Programme information (fact sheet)
- OSH and ACC statement
- Work placement agreement, which details responsibilities of student, UCOL lecturer (or work placement co-ordinator) and employer/supervisor
- Contact details of UCOL staff for employer/workplace supervisor (routine/emergency)

MAY Haves:

- Detailed student protocol
- Confidentiality form
- Permission to make written observations form

- Evaluation forms for employer to fill in, and/or checklists of tasks/skills which relate to programme assessment
- Copy of assignments/exercises relating to work placement
- Dates/times when a UCOL lecturer will visit
- Any additional UCOL marketing material that may be of interest to employers (eg, short courses, open days, exhibitions, new programmes under development, etc)

Related Documents

- Off-Site, Practical/Work-Based Components Policy
- Off-Site Practical/Work-Based or Clinical Components Procedure
- Activity Planning and Risk Assessment Management System (RAMS) Guidelines and Forms
- Health and Safety Roles and Responsibilities Expectations
- Student Concerns and Complaints Policy
- Student Concerns and Complaints Procedure