

## Placement responsibilities

The responsibilities for each of the parties involved with placement work (University, academic departments, placement practitioners, student, placement provider) are incorporated within this document. They are based on principles and good practice provided by ASET, the Work Based and Placement Learning Association.

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## University

The University's responsibilities are to:

- Commit to providing the necessary resources to plan and manage placement opportunities
- Ensure clear reporting lines within the institution and mechanisms for providing institutional responses to issues raised, via Employability & Skills Working Group
- Support the professional development of placement practitioners by recognising training needs identified through PDR process
- Recognise placement activity on student transcripts of study or Higher Education Achievement Record
- Actively encourage participation in placement opportunities through institutional marketing materials
- Support the creation of a centralised system for recording work placement data and central data for departments to benchmark against
- Champion the placement agenda through formal and informal networks, stay current with sector good practice and seek at all times to support Warwick's continued progress towards sector-leading placement provision
- Establish a central point of expertise and best practice to guide and support University staff in managing placement opportunities: share institutional processes in relation to health and safety, due diligence, quality, student complaints and code of conduct, equality and diversity, legal and additional areas of compliance
- Understand institutional responsibilities in relation to the Equality Act and National Minimum Wage
- Provide a clear link between placements and University strategy
- Provide and promote opportunities to students that support employability
- Provide a framework for planning, managing and monitoring placement work
- Provide guidance on the design and development of placement activity
- Coordinate activity across the University to support placement practitioners including the evaluation of placement practice
- Undertake periodic sampling of risk assessments previously processed by placement practitioners
- Establish a framework for effective record keeping
- Provide clear role descriptions for staff who support placement activities
- Provide a platform for students to reflect on their placement experience
- Facilitate learning and sharing of good practice across the institution and the sector

## Academic departments

The role of academic departments is to observe institutional good practice guidance in each of the following areas:

- Allocate responsibility for placement practitioner tasks clearly within one or more roles (see next section)
- Follow course approval guidelines for implementing new placement activity
- Ensure duration and content meets placement requirements, complies, where relevant, with PSRB requirements and delivers designed final degree learning outcomes for the activity
- Make decisions about how to run placements safely and effectively, and to optimise student learning
- Make decisions about how to resource placement work appropriately
- Decide on appropriate methods of assessment for the placement including marking, moderation and external examination
- In the case of Student Visa Holders, record expected contact points monthly through the appropriate system (Tabula or MyWBS)
- Enable students to integrate learning from their placement into future studies
- Determine departmental approaches to reviewing feedback and monitoring placement activities
- Periodically review repeat sources of placement opportunities and evaluate against:
  - course requirements
  - student need and interest
  - whether the department feels they do not meet the University's expectations and look for additional opportunities that enable the promotion of equality and diversity
- Periodically review placement duration and format (e.g. part-time, full-time, split, blocks, multiple) against learning objectives, assessing suitability of offer against other potential formats
- Share placement evaluation data with relevant professional services, for example Education Policy and Quality and Student Opportunity
- Support staff participation in a community of institutional placement practice by supporting them to share insights and successful new practices with colleagues across the University, and facilitating their contribution to Warwick's Placement Practitioner Toolkit where appropriate
- Consider appropriate due diligence in the context of ensuring placement providers meet institutional expectations in terms of quality of experience

## Placement practitioner

This section details the responsibilities of placement practitioners at each stage of the placement cycle. Following feedback from academic departments, each responsibility is identified as essential or good practice to help practitioners differentiate between aspects of the role.

It is understood that practice and the level of resource for placement work differs between departments and that placement responsibilities may be shared between different members of the department. The duties of a “placement practitioner” could sit fully within a Placement Officer role or be actioned as part of academic or administrative colleagues’ portfolios of responsibilities – it is up to the individual department to allocate responsibilities accordingly. The responsibilities below, therefore, reflect general tasks that a practitioner can be expected to carry out, allowing for variances in practice.

The placement practitioner’s responsibilities are to:

Pre-placement	Essential or Good Practice?
<p>Explain availability and accessibility of placement opportunities to students in a timely fashion</p> <p>Source <i>and/or</i> signpost to sources of placement opportunities for students.</p> <ul style="list-style-type: none"> <li>Refer to the student resource: <a href="#">‘Finding a Placement’ on the toolkit</a></li> <li>Liaise with Senior Careers Consultant to understand current Student Opportunity services relating to finding a placement</li> </ul>	Essential
<p>Engage with potential Placement Providers to highlight placement provision opportunities, advising on, for example:</p> <ul style="list-style-type: none"> <li>timescales</li> <li>benefits of placement learning to the Placement Provider</li> <li>appropriate job roles, academic requirements, including assessment, and learning outcomes</li> <li>general expectations</li> <li>support for students as employees before, during and after placement</li> <li>university processes</li> <li>information relating to health and safety, insurance, equality and diversity and due diligence</li> </ul>	Good practice <i>Essential for practitioners whose department is committed to <u>sourcing opportunities for students</u></i>
<p>Ensure all advertised placement opportunities meet legal requirements and Student Opportunity advertising policy – see <a href="#">guidance on working/shift hours, pay, and equality and diversity</a></p>	Essential
<p>Provide support to students through the applications and recruitment process, signposting relevant contacts and services such as the</p>	Essential

departmental Senior Careers Consultant and relevant Student Opportunity services	
Be satisfied that the placement is appropriate and meets module and/or course requirements	Essential
Compile and distribute all relevant supporting information to students	Essential
Review risk assessments provided by placement providers and brief students on risks associated with their placement	Essential
Establish and communicate procedures to all parties for instances where responsibilities are not met	Essential
Discuss and agree the arrangements for monitoring engagement with the Placement Provider	Essential
Be familiar with and follow institutional processes to authorise work placements, including written agreements, wellbeing, student record processes and health and safety policies	Essential
Be familiar with access points for, and liaise with, appropriate services where students have additional requirements, such as Wellbeing Support Services for health conditions and disabilities and the Immigration team for individual student circumstances (change of course, visa extension)	Essential
Provide a named contact and appropriate contact point within the department, for the duration of the placement	Essential
Ensure all parties are aware of their responsibilities (department, student and Placement Provider) via a formal written agreement	Essential
Authorise work placements that are part of a programme of study	Essential
Maintain accurate and up-to-date records of student placements, including contact details for all parties, following data protection regulations	Essential
Engage in professional development through available channels such as the <a href="#">University's Placements Practice Group</a> and ASET membership	Good practice

<b>On placement</b>	<b>Essential or Good Practice</b>
Establish check-in points and maintain contact with students during their placement.	Essential
In the case of non-Student Visa holders, organise and log at least:	

<ul style="list-style-type: none"> <li>• One email check-in (all placements)</li> <li>• One placement visit (in person or via phone/video call) if the placement is more than a month in duration and preferably a second check-in via email if continuing over more than one term</li> </ul> <p>Please refer to the 'departments' responsibilities' and 'work placements' section of the <a href="#">monitoring attendance and progress: good practice guide</a> for further information on recording monitoring points and acting on concerns.</p>	
Ensure student wellbeing is monitored through contact points, and signpost to relevant services wherever necessary.	Essential
Act as a first point of contact for queries, guidance and assistance in managing any issues with placements as they may arise, referencing established reporting procedures, support services and escalating issues where necessary <ul style="list-style-type: none"> <li>• See <a href="#">reporting lines document</a> on the toolkit</li> </ul>	Essential
Inform the Placement Provider if there are new factors that will affect completion of the placement or change the planned end date	Essential
Support students as and when required with; the transition to the workplace; queries; and issues	Essential
Provide activities or materials for students, to reflect on, and capture learnings from, their experience	Essential
Prepare students for returning to study with relevant supporting information, which may include: changes in the department, module information, information about accommodation for the following year	Essential
Organise and advertise opportunities for current placement students to share learnings and experiences with other cohorts	Good Practice
Engage in professional development where possible through available channels such as the University's <a href="#">Placements Practice Group</a> and ASET membership	Good Practice

<b>Post placement</b>	<b>Essential or Good Practice</b>
Coordinate and evaluate feedback from all parties (department, student and Placement Provider) to inform the review, monitoring and development of future placement activities at a departmental and institutional level	Essential

Summarise and share anonymised findings with Placement Providers, students and the University as appropriate	Good Practice
Agree follow up arrangements with the Placement Provider, which may include placement opportunities for the next cohort, or employer talks	Good Practice
Regularly review content of supporting information for students and Placement Providers	Essential
Facilitate student learning across and between the cohorts, for example, through peer-led events or peer mentoring	Good practice
Engage in professional development where possible through available channels such as the University's <a href="#">Placements Practice Group</a> and ASET membership	Good Practice
Share learnings and ideas within the institution and the sector to support good practice and the review and monitoring of work placements	Good Practice

## Student

This section identifies students' responsibilities during the placement cycle and can be shared with students when considering and preparing for a placement.

### Pre-placement

- Understand the requirements and assessment of the work placement in relation to your course, including upholding the values and policies of both the University of Warwick and the Placement Provider's team, for the duration of the placement
- Consider any access or support needs that require reasonable adjustments and consider advising the Placement Provider of these needs
- Inform the Placement Provider of any conditions that may pose a substantial risk to yourself or others in the workplace and acknowledge the placement may not be approved if the risk assessment score is too high as a result
- Confirm when a placement is secured and provide details to the relevant member of academic department staff
- Agree to expectations and responsibilities of all parties through a formal written agreement, as provided by the University, seeking independent legal advice where necessary. The Students' Union Advice Centre may be able to signpost you to relevant contacts and have dedicated resource for employment matters. Please note that the University is unable to review Non-Disclosure Agreements or provide you with legal advice.
- Read and be familiar with information and processes provided by the department and Placement Provider
- Complete and return all necessary paperwork in the given timeframe
- Attend any briefing sessions prior to the placement
- Obtain any appropriate visa and work permits in a timely manner, taking responsibility for knowledge of relevant lead times. It is your responsibility to check likely lead times for these processes, as they may be subject to change.
- Make travel arrangements and find suitable accommodation for the placement
- Arrange to have any vaccinations which may be appropriate for the host country
- If travelling abroad for your placement, obtain adequate travel and medical insurance, including cover for;
  - personal money and property risks;
  - any emergency medical expenses; and
  - repatriation in case of a medical emergency or death
- Inform your line manager and academic department contact in a timely manner of any difficulties that arise before or during a placement that may affect your personal ability to complete the placement

### On placement

- Provide work-place contact details to the relevant member of academic department staff
- Behave professionally and courteously at all times, in line with Dignity at Warwick, upholding at all times the University of Warwick's institutional values



- Abide by all the rules regarding Health & Safety requirements and other practices and procedures of the Placement Provider
- Abide by all the rules regarding GDPR and Privacy legislation requirements and other practices and procedures of the Placement Provider
- Carry out the work specified by the Placement Provider in a professional manner under the supervision of the specified supervisor
- Report any concerns about Health & Safety to the Placement Provider
- Report any incidents in which you are involved, and any Health & Safety concerns that are not addressed by the Placement Provider, to your academic department
- Respond to any communications or requests for information from the academic department in good time. Requests relating to monitoring points must be replied to as soon as possible and within five working days
- Consult with the academic department prior to seeking significant changes in the terms or duration of the placement.
- Agree the timing for a placement visit(s) with the Placement Provider and your academic department contact, and attend that visit
- Make use of University support services if and when required, for example, Wellbeing Support Services
- Participate in review and feedback opportunities with the Placement Provider and academic department

## Placement Provider

This section identifies responsibilities for the organisation hosting the placement.

The information below can be shared with the Placement Provider.

### Pre-placement

- Provide a clear job description setting out the role and responsibilities, skills and experience required, working hours, salary, and working arrangements
  - Remuneration should be stated at the outset, either as a set figure, an appropriate range or expressed comparatively to the National Minimum Wage or National Living Wage
- Recruit and select students using the same methods and standards that apply to regular recruitment
- Understand and fulfil legal responsibility as an employer with regards to recruitment and equality legislation, including Right to Work checks
- Provide an employment contract to the successful candidate(s)
- Seek to become familiar with any relevant university processes, as advised within placement communication
- Provide required information in relation to health and safety, insurance, and due diligence
- Prompt and monitor the completion of risk assessments
- Ensure that sufficient insurance cover is in place (held by the Placement Provider and the student, if appropriate) for the activities of the placement student and to others who could be affected by the placement student's actions or inactions
- Be familiar with and agree to the responsibilities and expectations for all parties through a formal signed agreement
- Arrange an induction programme and appoint a named line manager or supervisor who will act as the first point of contact throughout the placement, supervise the student, and liaise with the practitioner

### On placement

- Provide a sufficiently safe, professional working environment where appropriate, including the provision of guidelines for home working if necessary
- Accept liability and responsibility for students on placement in the same way as for all other employees
- Provide a structured induction and induction materials including information regarding equality and diversity and health and safety
- Provide suitable supervision, training and support throughout the placement
- Agree learning objectives with the placement student and include regular opportunities for two-way discussion, feedback and review sessions
- Allow time, where possible, for the student to reflect on learning, or undertake any other tasks relevant to the academic assessment of their placement.
- Support the student to manage their own learning, by ensuring sufficient access to resources, support, and materials

- Comply with health and safety legislation and the General Data Protection Regulation (GDPR)
- Treat the placement student as a regular employee, excepting the additional needs of the placement
- Maintain good communication with the academic department by responding promptly to emails and other requests for information
- Report any issues or concerns that arise during the placement to the student (in all cases) and to the academic department (issues that threaten the continuance of the placement, unexplained absences) following agreed reporting procedures
- Facilitate at least one placement visit by the practitioner or their representative, and ideally at least one further check-in by email if longer than one term
- Complete a final review with the placement student that includes an objective evaluation of their performance, effectiveness in consolidating the knowledge and skills to the workplace, and the learning that they have gained from the placement
- Complete any evaluation forms provided by the academic department