

Placement roles and responsibilities

Responsibility for the different aspects of a placement work rest variously with the University (as a whole), individual academic departments, the student, and placement provider (host organisation). This document provides an abridged overview for placement providers. 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:

- Provide and promote opportunities to students that support employability
- Provide a platform for students to reflect on their placement experience

Academic department

Academic departments have to observe good practice relating to:

- How to run placements safely and effectively
 - Consider whether placement providers meet institutional expectations in terms of quality of experience
 - Request documentation from the Placement Provider in respect of health, safety and insurance arrangements
 - Discuss and agree arrangements for monitoring engagement with the Placement Provider, acting as a first point of contact for queries, guidance and assistance with any issues during the placement
 - Ensure all parties are aware of their responsibilities (department, student and Placement Provider) via a formal written agreement
 - Establish and communicate procedures to all parties for instances where responsibilities are not met
- Optimising student learning
 - Support students with application processes, signposting relevant information and University services when applying for advertised placement opportunities
 - Maintain contact with students during their placement, including a placement visit if the placement is longer than a month
- In the case of Student Visa Holders, record monthly “contact points”
- Coordinate and evaluate feedback from all parties (department, student and Placement Provider) to inform the review, monitoring and development of future placement activities
- Summarise and share anonymised findings with Placement Providers, students and the University as appropriate
- Agree follow up arrangements with the Placement Provider, for example, placement opportunities for the next cohort or employer talks

Student

This section identifies students' responsibilities:

Pre-placement

- Understand the requirements and assessment of the work placement in relation to their 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
- Inform the Placement Provider of any conditions that may pose a substantial risk to themselves or others in the workplace and acknowledge the placement may not be approved if the risk assessment score is too high as a result
- Agree to expectations and responsibilities of all parties through a formal written agreement, as provided by the University
- Attend any briefing sessions prior to the placement
- For international placements:
 - ensure appropriate documentation is in place such as visas, work permits and insurance
 - Make travel arrangements and find suitable accommodation for the placement
 - Arrange to have any vaccinations which may be appropriate for the host country
- Inform their line manager and academic department contact in a timely manner of any difficulties that arise before or during a placement that may affect their personal ability to complete the placement

On placement

- 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 they are involved, and any Health & Safety concerns that are not addressed by the Placement Provider, to their academic department
- 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 their academic department contact, and attend that visit

Placement Provider (Host organisation)

This section identifies responsibilities for the organisation hosting the placement.

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

End of placement

- 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