



Placement Learning Policy

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PLACEMENT LEARNING POLICY

1. Introduction

This Policy focuses on placement learning opportunities that are a planned and integrated part of a student's programme of study at the University for the Creative Arts. The Policy supports the mission of the University for the Creative Arts focussing on fostering creative talent and preparing graduates for highly skilled graduate level employment, further study, and a rewarding creative life. The University recognises placement learning can make a valuable contribution to an individual's learning and career development, enabling them to develop enterprise and employability skills, to be business ready and confident for future graduate employment including self-employment and establishing their own creative business.

The University mission demonstrates a commitment to develop our future creative graduates to be highly committed to lifelong learning; that they will demonstrate intellectual and high-level skills that will make them adaptable, creative future employees able to make a powerful contribution to culture, society, and the world economy.

Placement learning provides:

- collaborative opportunities for students to engage with industry, the public sector and other organisations enhancing employability
- employers with the benefits of engaging in the students' learning, helping to develop graduates who can add value to an enterprise as soon as they start work
- experience for students to consolidate their academic learning, knowledge, and skills
- experience for students to undertake their placement as an independent or freelance consultant to promote the development of enterprise skills subject to their employment and visa status

The University has adopted a strategic approach to delivering learning opportunities with others and aims to ensure appropriate resources (including staff) are committed to the activities and that the necessary oversight is sustained.

The Policy advocates the importance of:

- placements that are inclusive, safe, and supported
- effective preparation, organisation and management of the placements ensuring that students can make the most of the placement learning opportunity
- full compliance with legal requirements and employment legislation to be upheld including legislation on employment rights, health & safety and insurance regulations
- full compliance with the relevant UK Visa and Immigration legislation that governs Tier 4 student's ability to undertake work placements and the internal processes that support this
- guidance for all stakeholders including undergraduate and postgraduate students, academic staff, and the external employer/placement providers to ensure the placement is a successful and rewarding experience

2. Definitions

Placement Learning

The university recognises placement learning can take place in the UK or Overseas and defines placement learning as:

- a period of work experience, paid or unpaid, undertaken as a planned and integrated part of the student's programme of study
- where the student is enrolled at the university during the period of the placement
- where there is a transfer of direct supervision of the student to a third party

Placement Organiser

- A person to whom authority is devolved for authorising the placement of a student

Placement Provider

- A third party (usually an employer) who, during the placement, has responsibility for the direct supervision of the student. If the Placement Provider is the University, the University is the third party

This Policy does not include:

- non-assessed periods of work placements
- work students undertake outside the programme of study even if encouraged to do so to gain experience
- academic exchange or study abroad e.g. Erasmus

3. Aims

The aims of the Policy for placement learning are to:

- provide a clear framework to ensure that arrangements for placement learning are in full accordance with the University's Academic Regulations, Policies and Procedures
- encourage and facilitate engagement with placement opportunities
- ensure a safe working environment for our students as far as reasonably practicable
- minimise, as far as practicable, exposure to risks during placements in accordance with the University Health and Safety Policy and legislative requirements
- ensure all legal requirements of students undertaking work placements are upheld
- ensure the Home Office requirements of the University Sponsor Licence for Tier 4 students is adhered to and all the internal processes that support this
- ensure adequate planning is undertaken to ensure the placement fulfils the academic requirements of the course
- clarify the roles and responsibilities of the University, individual members of staff, the Placement Provider, and the student for the duration of placement activity including in the event of an emergency

4. Assessment

All assessments involving placement learning shall comply with the University's Common Credit Framework Regulations. The assessment arrangements for placement learning should be clearly communicated to students prior to starting the relevant unit of study and applied consistently.

5. Roles and Responsibilities

The three main parties to a placement are the:

- I. The University
- II. Placement Provider (usually the Employer)
- III. Student

Each must have a clear understanding of their roles and responsibilities and should have agreed to them by completing and signing the Placement Learning Agreement prior to the commencement of the placement.

http://webdocs.ucreative.ac.uk/Placement_Learning_Agreement-1542964920015.pdf

I. The University

The University has a responsibility to ensure, as far as is reasonably practicable, that work placements comply with legislation and provide an inclusive safe environment for students.

Appropriate guidance and training should be provided by the University for University staff who play a part in organising, approving, or supporting a placement. Support should also be provided through the University line management structures, and the Health & Safety Manager as appropriate.

During the Placement the Provider has primary responsibility for health and safety however if issues cannot be resolved satisfactorily it must be possible for issues to be raised by the student with the Placement Organiser at the University.

University Placement Organisers

The designated Placement Organiser has responsibilities towards students on work placement and to Placement Providers. University Placement Organisers are responsible for:

- ensuring that the responsibilities of Placement Providers are clearly and explicitly defined and agreed
- the learning opportunities the Placement Provider is expected to provide
- the Placement Provider supporting and/or assessing the student's learning and progress ensuring that adequate induction and training will be provided for students
- provision of suitable preparation for students prior to placement
- advising students on how to conduct a Risk Assessment
- reviewing and approving the Risk Assessment conducted by the student
- authorising the placement
- informing students how they will be assessed on the work placement

- informing students of the University’s relevant insurance arrangements and emergency contact details
- ensuring the Placement provider is aware of their obligations under Health & Safety legislation, equalities legislation and the General Data Protection Regulation (“GDPR”)¹ together with the Privacy in Electronic Communications (EC Directive) Regulations 2003 (“PECR”).
- ensuring the Placement provider holds the relevant Employer Liability Compulsory Insurance (ELCI) and appropriate Public Liability cover for the placement to take place²
- informing the Immigration Compliance Coordinator as soon as the placement is authorised for an international student as a matter of priority to ensure full compliance with the Home Office and the University’s Tier 4 licence³
- anticipate placement support needs for students with disabilities or specific learning difficulties (SpLD) in consultation with the Disability Services, Library & Student Services ensuring Placement Providers understand their responsibilities for reasonable adjustments where applicable⁴
- carrying out visits to Placement Providers where Risk Assessments show this to be necessary or in the other circumstances listed in this Policy, refer to page 8
- monitoring and evaluating Placement Providers and maintaining records in compliance with the University Data Protection Policy and Procedures and the Information Security Policy and Records Management Policy
- in exceptional circumstances including when a placement is not available or terminated providing access to alternatives to work-based learning opportunities that meet assessment requirements

II. The Placement Provider (usually the employer)

In the UK the primary responsibility for the management of the health and safety of the student when they are on work placement lies with the Placement Provider. A student will be treated as equivalent to one of the Placement Provider’s own employees in relation to health & safety matters. Legal liabilities however do vary from country to country and risk assessments of any placements being undertaken outside of the UK should identify specific liabilities that may affect the parties’ ability to fulfil their roles and responsibilities as set out in this Policy.

¹ GDPR replaced the Data Protection Act 1998 on 25 May 2018 <https://www.eugdpr.org/>

² Refer to Appendices: Appendix 2 Employment Law Insurance

For enquiries contact UCA Insurance Coordinator, Finance Department dbuxcey@uca.ac.uk 01252 892655

³ Contact the ICC directly via visaadvice@uca.ac.uk

⁴ Refer to LSS Disability Services Guidance on Reasonable Adjustments for Placement Providers

The Placement Provider has a responsibility to:

- ensure a safe working environment in accordance with legislation and provide a copy of the organisation's Health and Safety policy (where over 5 employees)
- provide confirmation to the University that appropriate workplace insurance policies are in place prior to the commencement of the placement. If adequate insurance cover cannot be arranged, then the placement will not be approved.
- nominate an individual member of staff who will conduct or make arrangements for day-to-day supervision of the student and to act as first point of contact for the Placement Organiser
- provide a full and clear induction to the organisation and its working practices, conventions etc.
- provide training or any other action necessary to mitigate any risks associated with the work placement
- ensure the organisation meets its obligations under the Equality Act 2010 and does not disadvantage placement students on the grounds of race, nationality, ethnic or national origin, gender, sexual orientation, marital status, disability status, religion or belief, socio-economic background or membership or non-membership of a trade union
- provide an inclusive environment protecting the rights of disabled students; for example, by providing accessible application forms, interview arrangements and aptitude or proficiency tests; and understand their responsibilities for making 'reasonable adjustments' in the workplace as appropriate⁵
- comply with the current UK government policy on Tier 4 visa regulations for international students (where applicable)⁶
- keep personal data confidential and secure and ensure that the organisation meets its obligations to students under the General Data Protection Regulation ("GDPR") together with the Privacy in Electronic Communications (EC Directive) Regulations 2003 ("PECR")
- facilitate visits by the University's Placement Organiser if required
- provide feedback on the student's performance and in accordance with the agreed feedback strategy for the placement
- inform the Placement Organiser if the student has any unauthorised absence
- where appropriate, agree any remuneration and/or expenses in advance of the work placement with the student and Placement Organiser that would facilitate access to opportunity
- notify the University and the student of any changes to the placement before any such changes take effect, but if this not possible, then as soon as possible thereafter

⁵ Refer to UCA LSS Disability Services Guidance on Reasonable Adjustments for Placement Providers

⁶ Refer to Appendices: Appendix 4 Employment Law Immigration Compliance

The Placement Provider: Micro-businesses, Self-employed, Sole traders

- Micro-businesses with less than five employees are not legally required to have a Health & Safety Policy although the risk assessment process for the placement still applies
- A sole trader or self-employed person is legally required to have Employer's Liability Insurance for injury and disease for providing a work placement opportunity and/or voluntary unpaid 'helper'. Failure to do so can lead to substantial fines and sometimes imprisonment.
- Students who themselves undertake their placement as an independent or freelance consultant will have greater responsibility of their own health & safety and they need to understand the extent of this responsibility and that the risk assessment process still applies
- Consideration on personal/professional indemnity and other insurance requirements relating to the self-employed person needs to be given where this applies
- International students studying on a Tier 4 visa cannot be self-employed during their work placement or work for a company as a contractor /freelance worker

III. Students

Students have responsibilities to follow instructions and protect their own safety and that of others whilst on placement.

STUDENTS ARE RESPONSIBLE FOR COMPLETING THE PLACEMENT LEARNING RISK ASSESSMENT PRIOR TO OR AT THE COMMENCEMENT OF THE PLACEMENT. A PLACEMENT WILL NOT BE APPROVED UNLESS THE RISK ASSESSMENT HAS BEEN COMPLETED IN GOOD TIME.

http://webdocs.ucreative.ac.uk/Placement_Learning_Risk_Assessment_Form-1542964560014.pdf

The RISK ASSESSMENT covers the following HEALTH & SAFETY FACTORS namely:

Work Factors that include the nature of the work based on hazards to which the student may be exposed.

Transportation and travel factors such as travelling to and from placement

Location and regional factors particularly those that can have considerable impact on risk

General, environmental, health, safety, and welfare issues

Specific personal factors such as disability, health, knowledge, skills, language, and experience that can have a considerable impact on risk

Insurance

As representatives of the University students are also responsible for:

- acting responsibly towards the placement provider and its' customers/clients and employees
- abiding by all rules regarding health & safety requirements, and other practices and procedures of the Placement Provider
- continuing to abide by the University's Rules for Student Conduct whilst on placement

- informing the Placement Provider and the Placement Organiser of any health, support issues or other concerns which may impact on the placement e.g. health, disability, language or cultural, or which may require adjustments
- accessing the support available and co-operating in the process of finding a placement, including attending any briefings, familiarising themselves with all information provided, and sourcing information such as Foreign Office guidance on any risks associated with a placement in a country overseas
- obtaining any appropriate and adequate personal accident, travel, and health insurance if the work placement is overseas
- carrying out the work programme specified by the Placement Provider
- attending the induction and training provided by the Placement Provider
- managing their learning and professional relationships
- understanding and awareness of health and safety issues
- recording their progress towards meeting assessment requirements
- providing constructive feedback on their perception of the quality of their placement learning opportunity
- informing the Placement Provider and University's Placement Organiser of any problems with the placement that might prevent its progress or satisfactory completion
- update their CV and digital footprint including blog, website, or LinkedIn profile to include the placement learning opportunity
- capitalise on future opportunities such as potential future project work or graduate employment with the same employer

International Tier 4 Undergraduate and postgraduate students.

The University has a responsibility to report all Tier 4 sponsored students who are eligible and wish to begin a work placement, to the Home Office. Details of the work placement MUST be reported to the UCA Immigration Compliance Coordinator (ICC) as soon as they are authorised to allow them to be reported to the UK Visas and Immigration (UKVI), part of the Home Office⁷.

International Tier 4 students are additionally responsible for:

- completing the Tier 4 student section of the Placement Learning Risk Assessment PRIOR to undertaking a placement
- ensuring the placement is authorised, approved, and signed off PRIOR to the commencement of the placement adhering to the compliance regulations and Tier 4 student visa conditions
- informing the Placement Organiser and the Campus Registry if the student changes from one work placement to another, ends the placement early, extends the length of time on the placement or has a period of absence from the placement
- reporting directly to the Immigration Compliance Coordinator in the event of any changes to the authorised placement ensuring full compliance with immigration conditions⁸

⁷ <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

⁸ Contact ICC directly visaadvice@uca.ac.uk

International students studying on a course below degree level are unable to undertake a work placement in the UK. Refer to Appendix 4: Employment Law: Immigration Compliance pages 19-22 for additional information and regulations.

6. Preparing Students for Placement

The student must be well prepared for their placement, with guidance that includes how to research and approach potential placement providers. Direct support for placements will principally reside with the Placement Organiser to ensure alignment with course aims, objectives and assessment criteria.

Students with disabilities and international students may need additional support in making applications or approaching employers.

Placements can be used to develop the student's ability to undertake their own risk assessments. The Placement Organiser will enable students to make informed judgements by providing students with information or directing them to sources of information that relate to:

- health and safety risk factors and control measure
- health and safety in relation to high risk environments for example involving heights, high temperatures in confined spaces, using machinery or driving a vehicle
- clear guidance and procedures for students communicating with the Placement Organiser
- clear guidance and procedures on how a student should raise concerns if the student encounters any difficulties, accidents, or incidents on placement
- support in assisting to resolve an issue if the student has concerns on the employers' arrangements and understands the type of issues that should be reported
- support provided through the Careers & Employability team, Library & Student Services including developing strategies in researching, finding, and applying for placements
- available support for students with disabilities including diagnosed mental health or specific learning difficulties (SpLD) from the Disability Services, Library & Student Services including matters relating to reasonable adjustments and disclosure of a disability
- available support for international students including Tier 4 students from the Immigration Compliance Coordinator on issue relating to immigration compliance such as absence/attendance on work placements, work permits and immigration approval
- available support for students who are placed overseas and ensuring compliance of the Health & Safety at Work Act 1974

For high risk placements, particularly those with high risk factors because of location, travel or transportation, general and environmental health, additional measures, and support to be provided by the Placement Organiser on a case by case basis as appropriate.

7. Pre-Placement Visits

The University does not routinely carry out pre-placement health and safety visits and most placements do not require a pre-placement visit.

The exceptions include, but are not limited to:

- placements that are high risk and have potential issues which could be resolved with a visit
- where the student is under 18 where a more rigorous risk assessment is required under the Management of Health & Safety at Work Regulations and the guidance of the University Safeguarding Policy applies
- placements for students with personal factors including disability that will require some adjustment or additional support

Visits are only necessary when there are issues to be resolved or a high risk and, as such, should be carried out in good time to allow actions to be agreed and taken.

The Visiting Tutor carrying out the visit must be a University member of staff and have a good understanding of health and safety for the industry and the standards that should be in place. The Visiting Tutor must know how to raise concerns and be able to judge whether this should be done during a visit or subsequently.

8. Exceptional Circumstances

There are circumstances associated with placements which may present Placement Organisers with problems such as when a placement is not available or a placement that may have to be terminated due to personal or performance problems.

When a work placement is not available or terminated it is important that alternative assignments are provided by the Placement Organiser, that are commensurate with the learning outcomes stated in the unit and that the revised assessment requirements are also made explicit.

9. General Data Protection Regulations

The provisions of the General Data Protection Regulation (“GDPR”)⁹ are required to be upheld ensuring any personal data must be processed fairly, lawfully, and transparently.

The University Data Protection Policy and Procedures may be accessed here:

http://webdocs.ucreative.ac.uk/Data_Protection_Policy_and_Procedures-1471444080140.pdf

10. Overseas Placements

Where the learning experience will take place overseas, the Placement Organiser is required to take note of the potential additional risk factors associated with overseas placement on a case by case basis including:

- Checks by the Placement Organiser that the Placement Provider insurance covers liability for injuries or sickness suffered by placement students and attributable to their duties within the organisation.
- If no insurance information is provided by the Placement Provider, the Placement Organiser must refer the matter to the University Insurance Coordinator providing details of the placement¹⁰.
- Students must hold appropriate insurance to cover the duration of stay including cover for medical expenses, personal injury and accident benefit, personal belongings, cancellation and curtailment expenses, personal liability and legal expenses and the like.
- Where applicable insurance for personal car travel to and from placements or for the activity of the placement must be in place either offered by the student’s personal motor insurance or by the Placement Provider.
- Country-specific guidance on cultural, health and safety, medical issues, visas, and work permits with access to useful reference sources such as the UKCISA and Foreign & Commonwealth Office websites and UCA International Office.
- Guidance provided by the Foreign Office must be checked and stringently adhered to¹¹.
- Ensuring the placement is fully compliant with the Health & Safety at Work Act 1974
- Emergency contact details in the placement country including emergency contact at the University and Placement Provider, accommodation provider, and local police, British Embassy or High Commission.
- Guidance on Immigration Compliance provided by the Immigration Compliance Coordinator including aspects around absence /attendance on work placements, work permits and immigration approval.

An overseas student who is returning to their home country is assumed to be at a lesser risk than a student who is taking up a placement in a country that is not their own.

⁹ Effective in law from 25 May 2018

¹⁰ UCA Insurance Coordinator, Finance Department dbuxcey@uca.ac.uk 01252 892655

¹¹ <https://www.gov.uk/foreign-travel-advice>

11. Post-Placement Feedback and Review

All placements and Placement Providers must be reviewed by the Placement Organiser when the placement has been completed.

Acknowledgement and recognition given to employers in the development of the employability of students through the placement learning experience as appropriate.

The review procedure should be impartial to ensure accurate information is provided and students particularly have no reason to believe that identifying concerns may reflect badly on them.

The conclusions of the review process must be used to determine if a Placement Provider should continue to be used and if any additional information or control measures should be identified for the placement provider or similar placements in the future.

Feedback that has a bearing on health and safety must be acted on. The University or its staff may be held liable for an accident that could have been prevented or have been less serious if information gathered about a Placement Provider was not acted on. As far as reasonably practicable and in compliance with General Data Protection Regulations relevant information about Placement Providers should be shared within the University.

12. Staff Training

The University is responsible for ensuring staff involved in organising and supporting student placements will be provided with access to guidance and training on the Universities policies, and the arrangements for risk assessments and reviews that they must follow.

13. Policy Review & Stakeholders

The Placement Learning Policy will be reviewed annually and signed off every year and/or when relevant employment legislation and/or UKVI legislation dictates that a change must be implemented to ensure the University remains fully compliant with the Tier 4 Sponsor Licence.

The following will be consulted:

- Policy and Procedures Group (PPG)
- Academic Registrar
- Director of Library & Student Services
- Health & Safety Committee

DEFINITIONS

APPENDIX 1

Approval of Placement

A judgement by the Placement Organiser that the Placement Provider understands and accepts their role and responsibilities and that there are no unresolved concerns. Approval should be formally communicated to the student and Placement Provider.

Hazard

The potential to cause harm.

Risk

The combination of the probability of an event and its consequences ranging from an event that has a low probability of occurrence; through to one that has a medium or high probability of occurrence. High risk does not mean the placement should not proceed but that extra preparation is needed and/or measures taken to make the risk acceptable.

Placement

- a period of work experience, paid or unpaid, undertaken as a planned and integrated part of the student's programme of study
- where the student is enrolled at the University during the period of the placement
- where there is a transfer of direct supervision of the student to a third party

Placement Organiser

A person to whom authority is devolved for authorising the placement of a student and in some cases responsible for visiting students on placement.

Placement Provider

A third party, usually an employer, who, during the placement, has responsibility for the direct supervision of the student. If the University provides the placement as an employer on their premises the University would be the Placement Provider.

Risk Assessment

A risk assessment is a systematic examination of a task, job or process that is carried out for the purpose of identifying the significant hazards, the risk of someone being harmed and deciding what further control measures you must take to reduce the risk to an acceptable level.

Self-employed

A person is self-employed if they run their own business and take responsibility for its' success or failure. If a person is self-employed they still have responsibility for their health & safety.

Staff

Anyone involved in teaching or facilitating student learning. It includes, but is not limited to academic staff, specialist learning support staff, library staff and technicians employed by the University.

Visiting Tutor

Any individual authorised by the University to visit a student on placement.

Workplace Supervisor

A person designated by the Placement Provider to supervise, from time to time, the student during the Placement.

Insurance Guidance Notes

In the UK employers are primarily responsible for the health and safety of the student whilst on placement.

Employer's Liability Compulsory Insurance (ELCI):

The University cannot provide insurance to cover the legal liability of the placement company. Students on work experience should be treated as employees for the purposes of insurance and covered by the Employer's Liability Compulsory Insurance Policy for injury and disease.

There are very few exceptions where the legal requirement for ELCI Insurance does not apply.

A sole trader requires Employer's Liability Compulsory Insurance for providing a work experience placement opportunity and/or voluntary unpaid 'helpers'.

If a family business takes on an employee who is not closely related to the family then it is a requirement to have ELCI.

Failure to obtain ELCI Insurance can lead to substantial fines and sometimes imprisonment.

Students must check they are covered by the provider's ELCI Insurance Policy with cover of at least 5 million as there are some exemptions to the law requiring employers to have this type of insurance.

Download a Brief ELCI Guide for employers <http://www.hse.gov.uk/pubns/hse40.htm>

Public Liability (PL):

PL is the most common type of insurance for small including home-based businesses and essential if members of the public use the business. In the UK it is expected the Placement Provider will have Public Liability cover.

Outside the UK there are likely to be different arrangements for PL cover, in the event of an accident students may find themselves personally responsible for any losses suffered.

As the insurance situation is so variable overseas, Public Liability Insurance cover and exclusions for students during University authorised overseas placements need to be checked in advance.

However, such insurance will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part.

The European Health Insurance Card (EHIS)

<https://www.gov.uk/european-health-insurance-card>

EHIS is free and provides health care for residents of UK, European Economic Area (EEA) and Switzerland. The EHIS provides limited cover to students on work placements although gives access to reduced or free medical treatment from state healthcare providers.

Personal Accident and Travel Insurance:

Personal Insurance that covers injury at work is advised for those students who undertake a placement overseas.

Workers Compensation

https://en.wikipedia.org/wiki/Workers'_compensation

A few countries may require EL type insurance (also known as Workers' Compensation Insurance) to be placed locally. A notable example is Australia. This is likely to be cost prohibitive; so, unless the placement provider can offer the necessary cover, or the Workers' Compensation bought/funded, the placement cannot go ahead.

Health & Safety Executive Young People at Work – Work Experience (under 18)

<http://www.hse.gov.uk/youngpeople/workexperience/>

ABI Insurance & Work Experience

<https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/business-insurance/liability-insurance/employers-liability-insurance/work-experience-students/>

Interns and promise of work

If an intern is classed as a worker, then employers are required to pay the National Minimum Wage including if they have promised a contract or future work.

Employers can't avoid paying the National Minimum Wage if it's due by saying or stating that it doesn't apply or making a written agreement saying someone isn't a worker or that they're a volunteer.

National Minimum Wage

<https://www.gov.uk/national-minimum-wage>

Student Internships & the Minimum Wage

<https://www.gov.uk/employment-rights-for-interns>

When Interns aren't due the National Minimum Wage

Student Internships

Students required to do an internship for less than one year as part of a UK-based further or higher education course aren't entitled to the National Minimum Wage.

Work Shadowing

The employer doesn't have to pay the minimum wage if an internship only involves shadowing an employee, i.e. no work is carried out by the intern and they are only observing.

Voluntary workers

Workers aren't entitled to the minimum wage if both of the following apply:

- they're working for a charity, voluntary organisation, associated fundraising body or a statutory body
- they don't get paid, except for limited benefits (e.g. reasonable travel or lunch expenses)

International Students non-UK/EU

Details of the work placement MUST be reported to the UCA Immigration Compliance Coordinator (ICC) as soon as they are authorised to allow them to be reported to the UK Visas and Immigration (UKVI), part of the Home Office.

The University has a responsibility to report all Tier 4 sponsored students who wish to begin a work placement, to the Home Office.

- International students studying on a Tier 4 visa are only allowed to work full-time (beyond 20 hours a week) if they are on an authorised work placement and it is an integral part of their course.
- To ensure full compliance with Tier 4 regulations the placement MUST be authorised by the University as being appropriate for the course prior to the international student commencing the work placement.
- The University must also confirm that the work placement is assessed. A failure to comply may result in a student breaking their Visa conditions.
- Students cannot be self-employed during their work placement or work for a company as a contractor/freelance worker.
- Students can undertake paid-work up to the maximum hours stipulated on their visa (10 or 20), at the same time as being on their work placement. The two sets of working hours are separate. Students can work outside of the UK, but the work placement must still be authorised before it begins, and students must check they have the legal right to work in the country they are planning to work in. This is a usual procedure and does not cause any problems for the student.
- Students studying on a course below degree level (e.g. Further Education students) hold a different Tier 4 status and are not permitted to undertake a work placement

UK Visas & Immigration (Home Office) Immigration Law

Work Placements for students studying on Tier 4 visas requirements:

- Maximum of 50% of the length of the course Compliance with all sponsor duties during the placement M
- Must be an integral and assessed part of the course of study
- May occur at any stage of the course and can take place throughout the course
- Work Placements can be for more than 10/20 hours
- The period of work placement as required by the course is not included within the period of term-time employment permitted by immigration conditions

As a Tier 4 Sponsor, the University has the following responsibilities:

- Engagement monitoring – before the student begins the work placement they must complete the Tier 4 student section of the Placement Learning Risk Assessment form which must be signed by both the student and course tutor.

- The form should be returned to Campus Registry, and a scanned copy must be sent to the Immigration Compliance Coordinator **BEFORE** the start date of the work placement. This will be treated as evidence in case of a visit from the Home Office¹².
- As a Tier 4 Sponsor the University **MUST** report the work placement to the Home Office within 10 days of it beginning. The ICC must provide detailed information about their work placement (address, duration, contact details) in the report. In such case, prompt confirmation of student's work placement details from Campus Registry or work placement coordinator is required.
- The University **MUST** be informed if the student changes from one work placement to another providing the new placement information as this information is a legal requirement required by the Home Office.

Placements in Europe and Overseas

Convention de Stage (France)

If you are doing an internship in France, by law you are required to write and sign a document known as a "Convention de Stage". A Convention de Stage is basically a work contract for an internship position outlining the details of your employment and how it fits with your course of study with a clearly defined educational objective.

- Placement students subject to a Convention de Stage agreement are regarded as employees and the Placement Provider generally accepts '*responsibilite civile*' for them under French law.
- Some non-French organisations providing placement opportunities in France may however not accept this responsibility and attempt to transfer the risk to the HEI.
- In this case if there are no clear details of the insurance cover provided by the Placement Provider the matter will need to be referred to the UCA University Insurance Coordinator¹³.

Useful Resources

Countries in the EU & EEA

<https://www.gov.uk/eu-eea>

Foreign & Commonwealth Office (FCO)

<https://www.gov.uk/government/organisations/foreign-commonwealth-office>

Foreign Office Travel Advice

<https://www.gov.uk/foreign-travel-advice>

¹² visaadvice@uca.ac.uk

¹³ UCA Insurance Coordinator, Finance Department dbuxcey@uca.ac.uk 01252 892655

Home Office Register of Sponsors (Tier 4)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/689449/2018-03-13_Tier_4_Register_of_Sponsors.pdf

Guidance for all Tier 4 Applications March 2018

<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

Right to Work checks: an employer's guide August 2017 (Work placements page 30)

<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

Schengen Visas for non-EEA nationals travelling to Europe

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Travel-in-Europe#layer-5145>

Tier 4 (General) Student Visa

<https://www.gov.uk/tier-4-general-visa/overview>

UK Immigration Law and Guidance

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Immigration Rules (check updates regularly)

<https://www.gov.uk/guidance/immigration-rules>

UKCISA UK Council for International Student Affairs

<http://www.ukcisa.org.uk/>

UKCISA work placement information

<https://www.ukcisa.org.uk/Information--Advice/Working/Can-you-work>

UKCISA Travel in Europe

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Travel-in-Europe>

Work Placement in Europe: Funding

UCA Study Abroad Team

If you have arranged a work placement in Europe and wish to apply for funding contact the UCA Study Abroad Team¹⁴ providing your name, student number and year and level of study plus details of the placement (country, name, duration, dates) and reasons for selecting a placement in Europe.

Travel Grants for Students (England)

<https://www.gov.uk/travel-grants-students-england>

Vaccinations

Check the NHS fit for travel website to see whether vaccinations are required for your host country

www.fitfortravel.nhs.uk/destinations

¹⁴ exchange@uca.ac.uk

EMPLOYMENT LAW: Employment Rights

APPENDIX 5

ACAS Helpline Online

<http://www.acas.org.uk/index.aspx?articleid=4489>

Education Act 1996

Placements must confirm to the requirements of the Education Act 1996

<http://www.legislation.gov.uk/ukpga/1996/56/contents>

Employment Status

<https://www.gov.uk/employment-status>

DSE Providing Work Placements for Disabled Students

http://dera.ioe.ac.uk/10158/1/Providing_work_placements_for_disabled_students.pdf

Health & Safety at Work

www.hse.gov.uk

Health & Safety at Work 1974

<http://www.hse.gov.uk/legislation/hswa.htm>

Health & Safety in the Construction Industry

<http://www.hse.gov.uk/construction/index.htm>

UCEA Health and Safety Guidance for the Placement of Higher Education Students

<http://www.ucea.ac.uk/en/publications/index.cfm/HSplace>

Pay and Work Rights ACAS Helpline

www.gov.uk/pay-and-work-rights

The helpline has a free translation service for over 100 languages

0300 123 1100 Monday – Friday 8am - 6pm Call charges apply

Working for Yourself

<https://www.gov.uk/working-for-yourself>

ASET Good Practice Guides for Work Based and Placement Learning Opportunities in Higher Education and Toolkit

<http://www.asetonline.org/resources/aset-good-practice-guides/>

<http://www.asetonline.org/wp-content/uploads/2017/09/ASET-Good-Practice-Guide-eWBPL.pdf>

ASET Good Practice Guide for Health & Safety for Student Placements

<http://www.asetonline.org/wp-content/uploads/2016/11/e-ASET-Health-Safety-for-Student-Placements-2016.pdf>

ASET Good Practice Guide for Supporting Students with Disabilities on Placement

<http://www.asetonline.org/wp-content/uploads/2017/09/eASET-Good-Practice-Guide-for-Supporting-Students-with-Disabilities-on-Placement.pdf>

Arts Council England Internships in the Arts

<http://www.artscouncil.org.uk/advice-and-guidance-library/internships-arts>

Careers & Employability

www.uca.ac.uk/careers-and-employability

Creative Skillset

http://creativeskillset.org/who_we_help/training_educators/shaping_quality_provision/best_practice_education/work_experience

DfE Supported Internships

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/620920/Supported_Internship_Guidance_updated_with_EFA_funding_advice_May_2017_2.pdf

EmployAbility

Opportunities for disabled and dyslexic students and graduates

<http://www.employ-ability.org.uk/>

Equality Challenge Unit:

Work Placements in the Arts and Cultural Sector: Diversity, equality, and access
<http://www.ecu.ac.uk/publications/work-placements-report/>

Equality Challenge Unit Student Toolkit

<https://www.ecu.ac.uk/publications/diversity-equality-and-access-toolkits/>

Erasmus Intern

<https://erasmusintern.org/>

Erasmus + Traineeship

<https://www.uca.ac.uk/study-abroad/outbound-students/traineeships/>

General Data Protection Regulation ("GDPR")

<https://www.eugdpr.org/>

Gov. UK 16 to 19 Funding Study Programmes: Work Experience

<https://www.gov.uk/guidance/16-to-19-funding-study-programmes-work-experience>

Work placements in the Creative Industries

<http://www.ecu.ac.uk/wp-content/uploads/external/workplacements-student-toolkit.pdf>

Prospects Work Experience and Internships

<https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships>

Post-16 Work Experience as part of 16 to 19 Study Programmes & Traineeships

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/534922/Post_16_work_experience_guidance.pdf

Student Placement Opportunities in the UK

www.placement-uk.com

Study & Work Abroad

<https://www.uca.ac.uk/study-abroad/>

Work Based and Placement Learning Association

<http://www.asetonline.org/>

QAA UK Quality Code

www.qaa.ac.uk/assuring-standards-and-quality

UNIVERSITY CONTACTS**APPENDIX 7**

Immigration Compliance Coordinator	visaadvice@uca.ac.uk
UCA Insurance Coordinator, Finance	dbuxcey@uca.ac.uk
Health & Safety Manager	ebodiam@uca.ac.uk
UCA Data Protection Officer (GDPR)	mwilks@uca.ac.uk
Disability Services	disability@uca.ac.uk
Careers & Employability	careers@uca.ac.uk
Study Abroad	exchange@uca.ac.uk