

## University for the Creative Arts **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 to prepare students for employment, further study and a 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 and confidence for future employment including self-employment.

The University mission demonstrates a commitment to develop our future graduates to be highly creative and committed to lifelong learning; that they will demonstrate intellectual and practical skills that make them highly employable and 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

The University has adopted a strategic approach to delivering learning opportunities with others and aims to ensure appropriate levels of 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 students are able to make the most of the placement learning opportunity
- employment legislation to be upheld
- relevant UK Visa and Immigration legislation that governs Tier 4 student's ability to undertake work placements.

- 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

## **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

## **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 so far as reasonably practicable

- minimise, as far as is 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 requirements of the University Sponsor Licence for Tier 4 students is adhered to
- ensure adequate planning is undertaken to ensure the placement fulfils the academic requirement of the course
- ensure students are supported and have access to relevant documentation prior to the commencement of placement
- 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

## **2. Assessment**

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

## **3. Roles & Responsibilities**

The three parties to a placement are the University, Placement Provider and the 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 ([http://webdocs.ucreative.ac.uk/Placement\\_Learning\\_Agreement-1471443960234.docx](http://webdocs.ucreative.ac.uk/Placement_Learning_Agreement-1471443960234.docx)) prior to the commencement of the placement.

### **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.

### **Placement Organiser**

The designated Placement Organiser has responsibilities towards students on work placement and also to Placement Providers. 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
- telling 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 Data Protection Act; and holds the relevant employer liability insurance and/or where appropriate public liability cover for the placement to take place
- ensuring where applicable the Placement Provider has confirmed their ability to make reasonable adjustments for those students with disabilities or specific learning difficulties (SpLD)
- confirming with the Placement Provider how costs associated with reasonable adjustments will be met e.g. for non-medical help
- carrying out visits to Placement Providers where Risk Assessments show this to be necessary, or in the other circumstances listed in this Policy, pages 8/9

- informing the Immigration Compliance Coordinator once the placement has been authorised to ensure full compliance with the University's Tier 4 licence<sup>1</sup>
- monitoring and evaluating Placement Providers and maintaining records for five years after the placement ends
- 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

### **Placement Provider**

In the UK 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.

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 Placement Organiser 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<sup>2</sup>
- 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

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<sup>1</sup> Contact the ICC directly via [visaadvice@uca.ac.uk](mailto:visaadvice@uca.ac.uk)

<sup>2</sup> Sole traders or self-employed persons are not legally required to have employer's liability insurance, but as soon as they take on a placement student the requirement to hold employers' liability insurance applies. Refer to Appendices on Employment Law: Insurance page 14.

- 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
- protect the rights of disabled students; for example by providing accessible application forms, interview arrangements and aptitude or proficiency tests; and by making 'reasonable adjustments' in the workplace as appropriate.
- comply with the current UK government policy on employing foreign migrants (where applicable)
- keep personal data confidential and secure and ensure that the organisation meets its obligations to students under the Data Protection Act
- 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 is not possible, then as soon as possible thereafter

## **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**

([http://webdocs.ucreative.ac.uk/placement\\_learning\\_risk\\_assessment\\_form-1471444200577.docx](http://webdocs.ucreative.ac.uk/placement_learning_risk_assessment_form-1471444200577.docx)) 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.

**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 the placement**

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

**General, environmental, health, safety & 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 (for example 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

Overseas students will additionally be 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 or extends the length of time on the placement
- reporting directly to the Immigration Compliance Coordinator in the event of any changes to the authorised placement ensuring full compliance with immigration conditions<sup>3</sup>

#### **4. 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 measures

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<sup>3</sup> [visaadvice@uca.ac.uk](mailto:visaadvice@uca.ac.uk)



- health and safety in relation to high risk environments for example involving heights, high temperatures in confined workshop spaces, using machinery or driving a vehicle
- clear guidance and procedures for students communicating with the Placement Organiser
- clear guidance on action should a student encounter any difficulties, accidents or incidents on placement
- support provided through the Careers & Employability team within Library & Student Services including developing strategies in researching, finding and applying for placements
- available support for students with disabilities or specific learning difficulties (SpLD) from the Learning Support Services within Library & Student Services including matters relating to reasonable adjustments, Disability Support Allowance (DSA) and disclosure of a disability
- available support for international students including Tier 4 students from the Immigration Compliance Coordinator on issues relating to immigration compliance such as absence /attendance on work placements, work permits and immigration approval

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.

#### 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 and the guidance of the University Safeguarding Policy applies
- Placements for students with personal factors 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 particular 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.

### **Exceptional circumstances**

There are circumstances associated with placements which may present Placement Organisers with particular 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.

## **5 Data Protection**

The provisions of the Data Protection Act of 1998 are required to be upheld that makes it an offence to divulge personal information except in accordance with certain prescribed conditions.

The University Data Protection Policy may be accessed here

[http://webdocs.ucreative.ac.uk/Data\\_Protection\\_Policy\\_and\\_Procedures-1471444080140.pdf](http://webdocs.ucreative.ac.uk/Data_Protection_Policy_and_Procedures-1471444080140.pdf)

## **6. Overseas Placements**

Where the learning experience will take place overseas, the Placement Organiser is required to take particular 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 information is provided by the Placement Provider the Placement Organiser must refer the matter to the University Insurance Coordinator providing details of the placement<sup>4</sup>.
- 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 to.
- 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.

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<sup>4</sup> UCA Insurance Coordinator, Finance Department [dbuxcey@uca.ac.uk](mailto:dbuxcey@uca.ac.uk) 01252 892655

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.

## **7. Feedback and Review**

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

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 pertinent information about Placement Providers should be shared within the University.

## **8. 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.

## **9. Policy Review & Stakeholders**

The Placement Learning Policy will be reviewed annually and signed off by AQC 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 stakeholders will be consulted:

- Academic Registrar
- Director of Library & Student Services
- Executive Deans
- Health & Safety Committee
- Learning & Teaching Committee

## Appendix 1

### 1. Definitions

#### **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.

#### **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 the University would be the Placement Provider.

### **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.

## **2. Employment Law: Insurance**

### **Insurance Guidance Notes**

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

### **Employer's Liability Insurance**

<http://www.hse.gov.uk/pubns/hse40.pdf>

Students on work experience should be treated as employees for the purposes of insurance and covered by the Employer's Liability Policy for injury and disease. There are very few exceptions where the legal requirement for EL Insurance does not apply. A sole trader requires EL Insurance for providing a work experience placement opportunity and/or voluntary unpaid 'helpers'.

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

Students must check they are covered by the provider's EL 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.

### **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 Insurance:**

Personal Insurance that covers injury at work is advised for overseas placements.

### **Public Liability:**

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 PL 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.

### **Workers Compensation**

[http://en.wikipedia.org/wiki/Workers'\\_compensation](http://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.

## **3. Employment Law: Employment Status**

### **Equality Act 2010: Guidance**

<https://www.gov.uk/equality-act-2010-guidance>

### **Student Internships & the Minimum Wage**

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

Students required undertaking an internship as part of their course for less than 1 year as part of a UK-based further or higher education course aren't entitled to the National Minimum Wage.

### **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.

### **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 fund raising body or a statutory body
- they don't get paid, except for limited benefits (e.g. reasonable travel or lunch expenses)

## **4. Employment Law: Immigration Compliance**

### **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 UKVI. 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.

### **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
- 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

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 Office<sup>5</sup>.

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<sup>5</sup> [visaadvice@uca.ac.uk](mailto:visaadvice@uca.ac.uk)

- 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 as this information is required by the Home Office.

### **Convention de Stage (France)**

Placement students are subject to a Convention de Stage agreement under which they are regarded as employees and the Placement Provider generally accepts *responsabilite 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 University Insurance Coordinator.

Appendix 2

**Useful Resources & Weblinks**

**ABI Insurance & Work Experience**

<https://www.abi.org.uk/Insurance-and-savings/Products/~~/media/5DEF246629014F0D890E18602A3DAFOC.ashx>

**ASET The Work Based and Placement Learning Association**

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

**ASET**

Good Practice Guide for Work Based and Placement Learning Opportunities in Higher Education

<http://www.asetonline.org/wp-content/uploads/2014/11/ASET-Good-Practice-Guide-2014.pdf>

**ASET**

Good Practice Guide for Health & Safety for Student Placements

<http://www.asetonline.org/wp-content/uploads/2014/11/ASET-Good-Practice-Guide-Health-Safety-2014.pdf>

**Arts Council England Internships in the Arts**

[http://www.artscouncil.org.uk/media/uploads/internships\\_in\\_the\\_arts\\_final.pdf](http://www.artscouncil.org.uk/media/uploads/internships_in_the_arts_final.pdf)

**Countries in the EU & EEA**

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

### **Creative Skillset**

[http://creativeskillset.org/assets/0000/6234/Guidelines\\_for\\_employers\\_offering\\_work\\_placements\\_in\\_the\\_Creative\\_Industries.pdf](http://creativeskillset.org/assets/0000/6234/Guidelines_for_employers_offering_work_placements_in_the_Creative_Industries.pdf)

### **DES Providing Work Placements for Disabled Students**

<http://www.lifelonglearning.co.uk/placements/>

### **Education Act 1996**

Placements must confirm to the requirements of the Education Act 1996

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

### **Equality Challenge Unit:**

Work Placements in the Arts and Cultural Sector: Diversity, equality and access

<http://www.ecu.ac.uk/publications/work-placements-report/>

### **ECU Student Toolkit**

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

### **EmployAbility**

Opportunities for disabled students and graduates

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

### **Employment Status**

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

Foreign & Commonwealth Office (FCO)

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

Foreign Office Travel Advice

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

Health & Safety at Work

[www.hse.gov.uk](http://www.hse.gov.uk)

**Health & Safety at Work 1974**

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

**Home Office Register of Sponsors (Tier 4)**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/523126/2016-05-13\\_Tier\\_4\\_Register\\_of\\_Sponsors.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/523126/2016-05-13_Tier_4_Register_of_Sponsors.pdf)

**Guidance for all Tier4 applications made or after 6 April 2016**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514308/T4\\_Migrant\\_Guidance\\_Apr\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514308/T4_Migrant_Guidance_Apr_2016.pdf)

**Pay and Work Rights ACAS Helpline**

[www.gov.uk/pay-and-work-rights](http://www.gov.uk/pay-and-work-rights)

The helpline has a free translation service for over 100 languages  
**0300 123 1100** Monday – Friday 8am - 8pm and Saturday 9am – 1pm Call charges apply

**Placement UK Blog & News**

[www.placement-uk.com](http://www.placement-uk.com)

**Prospects Work Experience and Internships**

[www.prospects.ac.uk](http://www.prospects.ac.uk)

**Right to Work checks: an employer's guide (Refer to Work Placements p 26)**

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

**Tier 4 (General) Student Visa**

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

**UCA Careers & Employability Resource**

[www.uca.ac.uk/careers](http://www.uca.ac.uk/careers)

**UCEA** Health and Safety Guidance for the Placement of Higher Education Students  
<http://www.ucea.ac.uk/en/publications/index.cfm/HSplace>

**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

[http://www.ukcisa.org.uk/Information--Advice/Working/How-many-hours-can-you-work#RL?rl\\_playlist=playlist3756&rl\\_id=0](http://www.ukcisa.org.uk/Information--Advice/Working/How-many-hours-can-you-work#RL?rl_playlist=playlist3756&rl_id=0)

**QAA** UK Quality Code

[www.qaa.ac.uk/assuring-standards-and-quality](http://www.qaa.ac.uk/assuring-standards-and-quality)