



Placement Learning Policy

FE Supplement

Approved by: Academic Quality Committee

Date approved: February 2019

Review period: Annually

Date reviewed:

Owner:

LE&SM (Careers & Employability)

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PLACEMENT LEARNING POLICY – Further Education Placement Supplement

1. Introduction

This policy supplement focuses on placement learning opportunities that are a planned and integrated part of student's programme of study at the University for the Creative Arts relating to Further Education provision.

The Further Education Placement Supplement maps directly onto the UCA Placement Policy (2018) to ensure a whole institutional approach to placement management and to the sharing and use of best education sector practice.

Further Education Placement learning provides:

- collaborative opportunities for students to engage with industry, the public sector and other organisations enhancing employability
- employers/opportunity providers with the benefits of engaging in the students' learning, helping to develop skills that will be useful to those stakeholders.
- experience for students to consolidate their academic learning, knowledge, and skills

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 FE stakeholders including, academic staff, and the external employer/placement providers to ensure the placement/opportunity is a successful and rewarding experience

2. Definitions

Placement Learning for FE

The university recognises placement learning can take place in a range of environments and forms. These include but are not limited to:

- 'Live' Brief on campus
- 'Live' Brief off campus (local – UK)
- 'Live' Brief off campus (outside UK)
- Creative enterprise. Pop up shops, external markets
- External paid relevant employment. (e.g. Saturday job)
- School Visit to promote UCA
- FE students shadowing HE students. Mentors

- External work placements
- Volunteering

Placements may be:

- 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/employment
- 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

3. Aims

The aims of the FE Placement Policy Supplement are to:

- provide a clear framework to ensure that arrangements for placement learning are in full accordance with UCA Policies and Procedures and FE Sector requirements
- 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 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

Assessments for FE students will be formative and logged on the 'Student Work Experience Tracking Sheet' attached as 'Appendix 1'. This will record:

- Category of placement learning
- Learning outcomes of placement learning

- Hours undertaken on placement learning

The assessment arrangements for placement learning will be clearly communicated to students and applied consistently.

5. Roles and Responsibilities

These are as outlined in the main University Policy.

Where a placement is formal or brokered then the University, Student and Placement Provider 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

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.

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 the University Placement Policy

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

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

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. UCA 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
- 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.

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”)¹ 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

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.

¹ Effective in law from 25 May 2018

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 FE Placement Policy Supplement will be reviewed annually by the Director of FE and/or when relevant employment legislation and/or UKVI legislation dictates that a change must be implemented.

The following will be consulted:

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

University for the Creative Arts
 School of Further Education
 Canterbury, Epsom, Farnham and Rochester



Work Experience. 2018/19

Work experience needs to be external, relevant and valuable. Hours by programme and year need to be identified on Study Programmes. Work Experience needs to be tracked by student against the expectations of the Study Programme and Health and Safety requirements. Students are required to record their activities and learning in their Work Experience Log Book. Students in year one of an Extended Diploma will be involved predominantly in university arranged activities to develop work skills. Students in year two of an Extended Diploma or Post A Level Foundation Diploma will be involved in a range of internal and external activities focused on further development of work skills.

| Category: | Programme: | Year: | Age: | Date: | Hours: | Health and Safety: |
|--|---|--------|----------------------|-------|--------|--|
| 'Live' Brief on campus | All | All | 16 – 24+ | | | <ul style="list-style-type: none"> • Student Work (Production) Risk Assessment. Authorised CL |
| 'Live' Brief off campus (local – UK) | All | All | 16 – 24+ | | | <ul style="list-style-type: none"> • Student Work (Production) Risk Assessment. Authorised CL & HoS • DBS records • Safeguarding • Health & safety • Public and Employers liability cover |
| 'Live' Brief off campus (outside UK) | All | All | 16 – 24+ | | | <ul style="list-style-type: none"> • Risk Assessment (including Study Visit RA where included as part of visit). Authorised HoS & DVC • DBS records • Safeguarding • Health & safety |
| External paid relevant employment. (e.g. Saturday job) | All | All | 16 – 24+ | | | <ul style="list-style-type: none"> • Responsibilities with Employer. • Recorded in Learning Log. |
| FE students shadowing HE students. Mentors | All | All | 16 – 24+ | | | <ul style="list-style-type: none"> • Generic Shadowing Risk Assessment developed for School • Health & safety |
| School Visit to promote UCA | All | All | 16 – 24+ | | | <ul style="list-style-type: none"> • Generic Risk Assessment for School Visits • Briefed by CL • Health & safety |
| Creative enterprise. Pop up shops, external markets. | All | All | 16 – 24+ | | | <ul style="list-style-type: none"> • Student Work (Production) Risk Assessment. Authorised CL & HoS • Health & safety • Public and Employers liability cover |
| External work placements | Extended Diploma year two Foundation Diploma | 2 1 | 17 – 24+ 17 – 24+ | | | <ul style="list-style-type: none"> • Placement Policy Risk Assessment. Authorised CL & HoS • DBS records • Safeguarding • Health & safety • Public and Employers liability cover |

Programme Tracking Sheet

| Campus: | Programme: | | | Year group: | Academic Year: |
|-----------|-------------------|------|-------|-------------|--------------------|
| Category: | Learning outcomes | Age: | Date: | Hours: | Health and Safety: |
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EMPLOYMENT LAW: INSURANCE**APPENDIX 2**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.

GOOD PRACTICE GUIDES & USEFUL RESOURCES

APPENDIX 3

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

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