



Placement Learning  
Procedure  
Guidance and Appendices  
Version 5

**Review period:** Annually

**Date reviewed:** June 2020

**Interim Owner:**

QM, Quality Assurance and Enhancement

**Appendices..... 1-16**

Appendix 1 Definitions.....3

Appendix 2 Employment Law: Insurance .....5

Appendix 3 Employment Law: Employment Status ..... 7

Appendix 4 Employment Law: Immigration Compliance ..... 8

Appendix 5 Employment Law: Employment Rights.....12

Appendix 6 Good Practice Guides & Useful Resources .....13

Appendix 7 University Contacts..... 15

Placement Learning Flowchart .....16

[Placement Learning Agreement](#)

[Placement Learning Risk Assessment Document](#)

[Placement Learning thank you letter](#)

[Placement Learning Feedback Form](#)

**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](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 Office<sup>12</sup>.
- 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 Coordinator<sup>13</sup>.

## 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>

<sup>12</sup> [visaadvice@uca.ac.uk](mailto:visaadvice@uca.ac.uk)

<sup>13</sup> UCA Insurance Coordinator, Finance Department [dbuxcey@uca.ac.uk](mailto: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](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 Team<sup>14</sup> 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](http://www.fitfortravel.nhs.uk/destinations)

<sup>14</sup> exchange@uca.ac.uk

ACAS Helpline Online

[www.acas.org.uk/index.aspx?articleid=4489](http://www.acas.org.uk/index.aspx?articleid=4489)

Education Act 1996

Placements must conform 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](http://dera.ioe.ac.uk/10158/1/Providing_work_placements_for_disabled_students.pdf)

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>

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](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 - 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

<http://www.uca.ac.uk/careers-and-employability>

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](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/>

### Data Protection Regulation ("GDPR")

<https://gdpr.eu/>

### 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

[www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships](http://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](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](http://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

<https://www.qaa.ac.uk/quality-code/advice-and-guidance>

**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

# Placement Learning: Process chart

