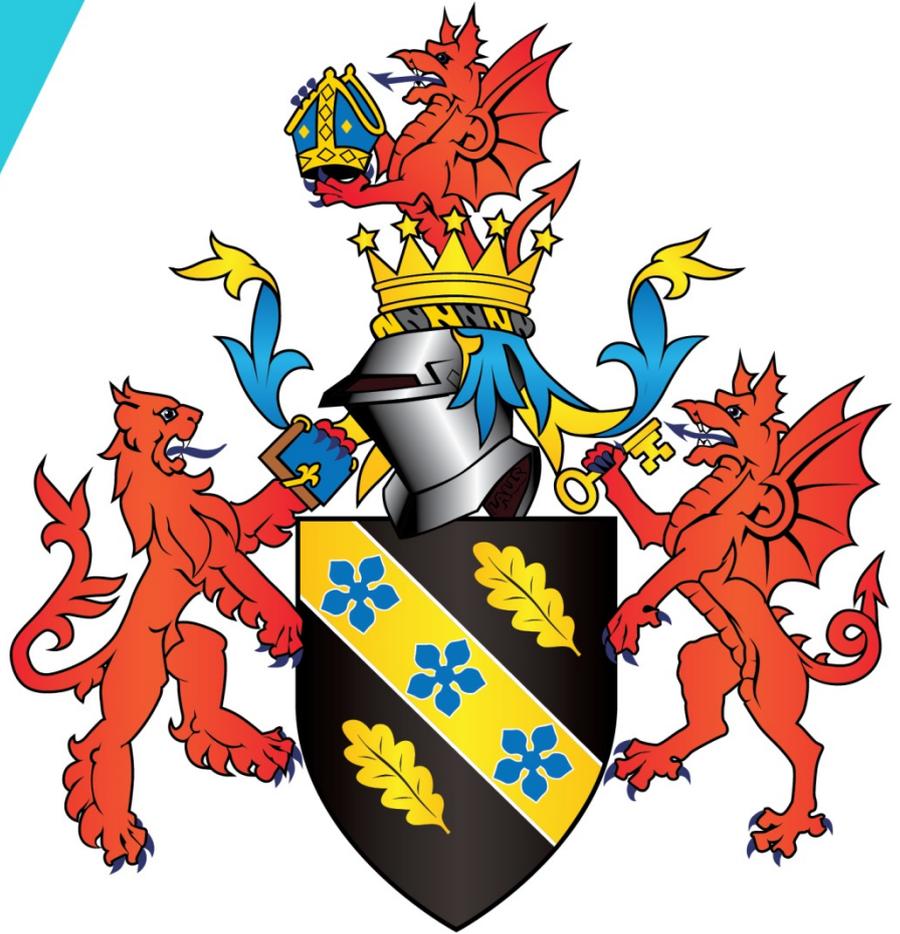




Prifysgol Cymru  
Y Drindod Dewi Sant  
**University of Wales**  
Trinity Saint David



# Student Placements Protocol 2021/22

## Contents

<b>1</b>	<b>STUDENT PLACEMENTS PROTOCOL</b> .....	<b>2</b>
1.1	Introduction and Background.....	2
1.2	Learning in the Workplace, Internship and Placement Learning .....	2
1.2.1	Placement Protocol .....	2
1.2.2	Complaints Procedure .....	6
1.2.3	Fitness to Practise Policy .....	6
1.2.4	Leaving a placement before the agreed end date of the placement .....	6
1.3	Document version control .....	7

# 1 STUDENT PLACEMENTS PROTOCOL

## 1.1 Introduction and Background

This document is concerned with Placement Learning, also known as Learning in the Workplace or Internship

Placement and work-based learning may include international or domestic internships or placements and is defined as a planned period of learning, normally outside the University, on a full or part-time basis where the learning outcomes are an intended part of a Programme of Study. Placement, work-based learning and internship modules are an integral part of many of the University's programmes and when credit is earned, because the activity is part of a Programme of Study, the guidelines set out in this section shall normally inform the development and delivery of such module(s). International placements must comply with the International Travel Policy.

The University will ensure that the work that students undertake in such contexts reflects the precepts of the UK Quality Code. This will be linked to the guidelines and benchmarks set by QAA and the Association of Sandwich Education and Training (ASET).

The scope of the placement, work-based and internship learning guidelines extends only to such learning that forms a credit-earning element of a Programme of Study or is a non-credit-earning year in industry (sandwich) that is compulsory and integral to the programme. Placements that are not an integral part of the programme do not fall within the scope of these guidelines (e.g. voluntary placements that are not linked to modules). Where the placement learning leads to professional accreditation on successful completion of the award additional policies and procedures relating to such programmes are available from the relevant Institute offices and in programme handbooks.

## 1.2 Learning in the Workplace, Internship and Placement Learning

### 1.2.1 Placement Protocol

A student placement is a period of work experience or internship:

- undertaken as an integral part of a programme, where the achievement of the learning outcomes for the placement is dependent on the arrangements made with the Placement Provider;
- where the student is enrolled at the University during this period; and
- where there is a transfer of direct supervision of the student to the Placement Provider.

Placements that are not an integral part of the programme do not fall within the scope of this Protocol (e.g. voluntary placements that are not linked to modules). Separate or additional procedures and protocols may govern placements that are conducted as part of professionally accredited programmes of study.

This Placement Protocol has been developed with reference to:

- the UK Quality Code for Higher Education including the QAA Advice and Guidance on Work-based Learning, 2018;

- Association of Sandwich Education and Training (ASET), Good Practice Guide for Work Based and Placement Learning in Higher Education, 2013;
- ASET Good Practice Guide for Health and Safety for Student Placements, 2016.

Student placements are a partnership between the student, the University and the Placement Provider in which each has specific responsibilities.

## (1) **Student Responsibilities**

### **Prior to placement**

Students cannot commence a placement until they have completed all the necessary preparatory work detailed below, and received authorisation from the Placement Coordinator.

Prior to the commencement of the placement, students are required to:

- a) Identify a suitable placement (with the exception of students following a professionally accredited programme).
- b) Familiarise themselves with all University and partnership/placement requirements, including health and safety requirements, codes of conduct and, where relevant, employment contracts. This includes the roles and responsibilities of all parties detailed in the PL1c, PL1j Guidance for Student Personal Health Risk Assessment, the PL1h Student Placement Checklist and the PL1i Student Placement Flowchart
- c) Attend placement preparation briefings, including health and safety. Complete assessment Form (PL1l for students with the Athrofa: Institute of Education and Humanities or PL1k for all other students)
- d) Complete a Disclosure and Barring Service (DBS) check, if required. The student will retain the original and submit a copy to the University. The student must make the Placement Provider aware of any issues arising from the DBS check and discuss any convictions with the Placement Coordinator.
- e) Complete the ethics approval processes, where relevant.
- f) Have a dialogue with the Placement Coordinator or Placement Tutor to clarify placement requirements, expected learning outcomes and assessment requirements.
- g) Inform the Placement Coordinator and Placement Provider of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk, may require adjustments or may affect their ability to study or practice.
- h) Complete the defined placement registration and approval process in full. See Appendix PL1c Student Placement Agreement.
- i) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1c Student Placement Agreement.

### **During the placement**

During the placement the student is required to:

- a) Comply with all placement organisation policies and procedures.
- b) Report to the University any accidents or incidents in which they are involved or any health and safety concerns they have that are not addressed by the Placement Provider, e.g. an appropriate induction and health and safety training is not provided.
- c) Carry out the work programme specified by the Placement Provider under the supervision of the Workplace Supervisor.

- d) Keep a log of hours worked.
- e) Monitor their progress in achieving the identified learning outcomes and discuss these regularly with the Workplace Supervisor and Placement Tutor, as appropriate.
- f) Conduct self in an appropriate manner within the relevant ethical framework, ensuring confidentiality and treating others with respect and dignity.
- g) Act in a professional manner, including notifying the Placement Provider in a timely fashion in the event that they are unable to attend their placement due to illness etc.
- h) Respect any other requirements of the workplace such as dress codes.
- i) Notify their Placement Coordinator or Tutor should any issues of concern arise.
- j) Consult with the Placement Coordinator or Tutor prior to seeking any changes in the terms and duration of the placement.
- k) Complete all relevant academic assessment relating to the placement experience.

## (2) **Placement Provider Responsibilities**

A Placement Provider is a third party (usually an employer), who, during the placement, has responsibility for the direct supervision of the student. Placement providers are required to:

- a) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1a Placement Provider Agreement.
- b) Provide a safe working environment by meeting all relevant obligations under the Health and Safety at Work Act 1974 or other relevant country specific safety legislation. See Appendix PL1b Placement Provider Health and Safety Questionnaire.
- c) Work within the student-facing policy framework for the University especially in relation to the Non-Academic Misconduct Policy, the Support for Study Policy, the Fitness to Practise Policy and the Safeguarding Policy).
- d) Provide a designated Workplace Supervisor who will:
  - i. act as the first point of contact for communication and collaboration with the University, including the organisation of University visits to the Provider (where relevant), any problems or queries during a student's placement, and who will contact the University immediately in cases of serious accidents, incidents or breaches of discipline involving the student;;
  - ii. conduct or make arrangements for the day-to-day supervision of the student including periodic progress checks and instruction regarding hazards and health and safety precautions;
  - iii. provide the University with student attendance data, where required.
- e) Provide the student with a full and clear induction to the organisation and its working practices, procedures and requirements, including layout of the work environment, different areas of work activity, health and safety/safeguarding issues, introductions to supervisors, expectations for interactions with clients of the Placement Provider, for example, the need for client confidentiality, intellectual property rights and data protection. Post-induction, provide the University with the completed PL1f Induction Checklist
- f) Ensure that the student is fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.
- g) Provide the student with appropriate instruction and training in working practices to enable him/her to carry out his/her duties efficiently and safely.
- h) Work with the student to identify appropriate learning outcomes for the placement

(these must be agreed by the student, the Workplace Supervisor and the University).

- i) Facilitate access to the student for visits by the Placement Tutor, where appropriate.
- j) Ensure that the student is treated with respect.
- k) During and on completion of the placement, provide feedback to the University on the student's performance and confirmation of the hours in practice, where required.

### (3) **University Responsibilities**

The University has a responsibility to:

- a) Commit appropriate levels of staff and other resources to placement governance activity to ensure strategic oversight for the learning to be delivered and managed by the Placement Provider. This may include the identification of (i) a Placement Coordinator, whose duties would normally include the authorisation of placements and organising/managing the placement arrangements, in liaison with the Placement Provider and student, and (ii) a Placement Tutor, who will act as the first point of contact, visit the student on placement, where appropriate, and/or assess the student.
- b) Ensure that any placement learning that forms part of a programme of study has associated learning outcomes which:
  - are clearly defined;
  - contribute appropriately to the overall aims of the programme;
  - are appropriately assessed. In cases where it is considered appropriate for the assessment be jointly conducted by the University and the Placement Provider, the Placement Tutor will provide training for the Workplace Supervisor and will establish and document the procedure by which this shall be achieved.
- c) Assess the suitability of a proposed placement through appropriate and proportionate placement due diligence procedures, using a risk-based assessment process. The approval process will require the Placement Coordinator to undertake a Risk Profile for each placement using the PL1d Placement Risk Assessment Guidance, and record the outcomes in Appendix PL1e Placement Risk Assessment Template. This risk assessment activity will include consideration of the information supplied in Appendix PL1a Placement Provider Agreement, Appendix PL1b Placement Provider Health and Safety Questionnaire, Appendix PL1c Student Placement Agreement, PL1j Guidance for Student Personal Health Risk Assessment, PL1k Student Personal Health Risk Assessment Form, and PL1l Student Personal Health Risk Assessment Form (online form).
- d) Ensure that Disclosure and Barring Service checks are conducted, where relevant.
- e) Where there are unique learner needs, negotiate reasonable adjustments with the Placement Provider in the case of a student assessed under the Equality Act, 2010.
- f) Provide specialist advice and guidance for students with additional support needs.
- g) Clearly define appropriate points of contact and lines of communication between the University, the Placement Provider and the student. These should include:
  - i. Mechanisms for the Placement Provider to raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct.

- ii. University emergency contact details.
- h) Retain a full and detailed record of each placement.
- i) Ensure that any concerns, complaints, incidents or breaches of codes of conduct or discipline are dealt with in line with its student-facing policy framework.
- j) Provide students with appropriate briefing, including health and safety, prior to commencement of any placement.
- k) Monitor all placement activity, ensuring that milestones are established, maintained and records, and identifying and addressing issues of concern and sharing good practice.
- l) Ensure that all parties are clear about the arrangements that will be made in the event that a placement terminates prematurely.
- m) Arrange appropriate opportunities for gathering feedback from students, Placement Providers and Placement Tutors, including suggestions for improvement (see Appendix PL1g Post-placement Review and Feedback).

### 1.2.2 **Complaints Procedure**

In the event that a student has a complaint about a placement, he or she should seek to discuss the matter, in the first instance, informally with the Placement Tutor, Placement Coordinator or Academic Director. In the event that the student is dissatisfied with the response, s/he shall follow the formal Student Complaint Policy associated with Chapter 12 of the Academic Quality Handbook.

### 1.2.3 **Fitness to Practise Policy**

The University, in conjunction with the placement provider, has a responsibility to ensure that the student exhibits principles, values and behaviours during the course of their studies that demonstrate that they are 'fit to practise' and are adequately prepared to function at a professional standard upon successful completion of the Programme of Study.

Where there are serious concerns in relation to the fitness to practise of a student, Fitness to Practise Policy and/or Support for Study Policy will be instigated.

### 1.2.4 **Leaving a placement before the agreed end date of the placement**

Should a Placement student need to leave the Placement earlier than the agreed date, they must seek approval from the Placement Coordinator. Approval should usually be sought in advance of the departure but in urgent circumstances may be as soon as possible afterwards. Placement Coordinator approval will be granted only in cases where there are valid or exceptional circumstances and any further Placement opportunities will be undertaken without penalty.

Should a Placement student leave the Placement early, either (i) without valid reason and approval by the Placement Coordinator or (ii) as a result of dismissal by the Placement Provider arising from poor performance or inappropriate behaviour, the student will receive a mark of zero for the Placement module or specific component(s) thereof. At the discretion of the Examining Board, the student may be eligible for a resit opportunity, which may be with an alternative Placement Provider, at a time determined by the Examining Board. In such instances, all resit Placement related paperwork must be submitted by the student and approved by the Placement Coordinator before the commencement of the resit Placement.

### 1.3 Document version control

Version No:	Reason for change:	Author:	Date of change:
0.1	Draft Protocol to Chair of ASC	KJ	29.06.2021
0.2	Approved Protocol	KJ	29.06.2021



**Prifysgol Cymru**  
Y Drindod Dewi Sant  
**University of Wales**  
Trinity Saint David