



Higher Education (HE) Work Placement Policy 2020

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. SCOPE AND PURPOSE

1.1 University Centre Askham Bryan is committed to developing the employability skills of all students. Employer related activities are a key component in the developing the skills, qualifications and placement necessary to succeed at work.

1.2 The purpose of this policy is to ensure that work placement:

- is available to all students where appropriate, as defined by higher education programme specifications, and aligned to the QAA Quality Code;
- is vocationally relevant to students' programmes of study or intended destination and meaningful;
- is assessed as safe from both a Health and Safety and Safeguarding perspective
- monitored and supported by appropriate staff;
- is subject to appropriate student preparation and induction;
- contributes to a culture of enterprise and economic activity for students.

1.3 This policy and its associated procedures extend to all full and part-time higher education students¹ enrolled at University Centre Askham Bryan, where work placement is defined as a core requirement within the programme of study.

1.4 This policy must be read in conjunction with Higher Education (HE) Work Placement Procedure² and the Veterinary Nursing Work Placement Procedure

¹ Students who are under 18 must refer to SCA25 and SCA25a which considers work placement for young workers

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2. POLICY

- 2.1 This policy provides a framework to ensure that students who take part in work placement as part of their education at the University Centre, access placements that are carefully managed, monitored and which are vocationally relevant to the students' programme of study. This includes the organisation of the placement as well as health, safety and safeguarding requirements of all work placement programmes.
- 2.2 The length and pattern of placement will be dependent upon the programme of study and the requirements of validating university partners and/or professional and statutory regulatory bodies (PSRBs).
- 2.3 University Centre Askham Bryan recognises it has a legal responsibility to ensure a good standard of health and safety on employers' premises where students participate in work placements. **On no account** should any learner be engaging in a work placement before this procedure is adhered to, particularly noting the requirements for a Health & Safety check up to be carried out first. (See HE Work Placement Procedure)
- 2.4 This policy does not encompass placements that a student may participate in where they have been arranged by the students or their family outside of normal University Centre arrangements, and have not been fully vetted or authorised by the University Centre.

3. AIMS

- 3.1 To give all students the opportunity to:
- Appreciate the relevance of their University learning by applying it to the work environment, thereby increasing motivation and achievement.
 - Prepare for transition from education to working life by sampling different career paths, investigating the rewards and demands of those careers and relationships within the work environment.
 - Increase their vocational awareness, visualise themselves in new roles, and broaden career vision and planning.
 - Develop knowledge and understanding of the structure and function of employment or community organisations and an awareness of the role of different organisations in society.
 - Develop personal attitudes and key skills necessary for success in working life: social confidence, good communication, reliability, and responsibility, working effectively with others, enhancing overall employability.
 - Develop awareness of individual strengths and areas for development and improve self-assessment skills.
 - Meet the vocational needs of their qualifications.

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4. RESPONSIBILITIES

4.1 **The Dean of HE** will be responsible for overall management of higher education work placement organisation and resourcing of staff to support delivery of HE work placements.

4.2 **The Academic Leaders/Heads of Department** will be responsible for:

- identifying the timetable within which they will incorporate work placement activities for their students
- liaising with curriculum staff and relevant support staff (e.g. Health & Safety) to ensure operational management of HE work placements.

4.3 **Course Managers/ Module tutors** (work-based learning modules) will:

- identify external placement opportunities which are suitable for student aptitudes, skills and abilities
- act as a point of contact to those students who require help in finding a placement as well as those who have sourced their own
- ensure that all external placements have been vetted for Health and Safety and Safeguarding compliance, using standardised paperwork.
- undertake a specific risk assessment with employers on individual students where the student has identified learning difficulties or disabilities that need consideration.
- ensure, so far as is reasonably practical, that the employer does not allocate any tasks to students which are prohibited by law.
- act as a point of contact for students.
- take action where they find a student has commenced a work placement without the necessary checks in place.
- at agreed intervals, make contact with the student and employer during work placement to review progress, by phone, email or on a visit as appropriate.
- check student handbook is used and completed and hours are logged by the student and signed off by employer.

4.4 **Staff undertaking work placement checks/health and safety checks** will:

- Undertake placement visits, including health and safety assessment
 - Undertake specific risk assessments where the placement involves:
 - Regular lone working
 - Placements located in isolated environments with 1:1 working
 - Placements involving a high degree of travelling on a 1:1 basis
 - Placements which include a residential element
 - complete and sign the work placement 'Employer Agreement' with the employer

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- brief students on work placement protocols and processes
- take action where they find a student has commenced a work placement without the necessary checks in place
- ensure that all necessary and appropriate documentation is completed and logged with the administrator
- undertake pregnancy risk assessments where appropriate
- ensure that any reasonable adjustments required as a result of risk assessment processes are put in place
- act as a point of contact for employers
- act as a point of contact for students

4.5 All curriculum managers, course managers and their teams will:

- ensure they are familiar with this Policy and related Work Placement procedures (contained in HE Work Placement Procedure)
- identify the preferred timings, patterns and content of work placement as part of curriculum planning and assessment, including provision of Industry Placements.
- identify with students the type of placement sought (where applicable) to ensure that the placement will offer appropriate and relevant experience
- complete the request forms with the student and countersign them to say that all information needed has been provided.
- ensure that students are aware that they may not attend a placement that has not been through the relevant Health and Safety checks.
- ensure that students are made aware of the possible risks in the specific work environment and explain the risk assessment process.
- record information gathered as part of the review of progress on work placement of individual students in their Individual Learning Plan.

4.6 Students will:

- either request or find their own placement in a timely fashion
- organise an interview with the placement provider
- behave appropriately whilst on placement and act in accordance with the ABC Code of Conduct
- notify the placement contact and their course manager in the event of absence for any reason on the first day of absence and on subsequent days.
- notify the course manager of any accident sustained whilst on placement.
- NOT move placements without prior agreement and involvement of their course manager and/or work placement module tutor.
- take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.
- co-operate with the Employer by listening carefully, following instructions, using any safety equipment that has been provided and taking part in relevant training.

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- behave in a manner befitting their placement, as representatives of the University Centre.
- If a student is dismissed from a placement because of behaviour or non-attendance issues (other than certified sickness), the course manager reserves the right, depending on the circumstances, to ask the student to find their own 'replacement' placement. This may result in a delay if the premises have not been 'vetted' previously

4.7 Work Placement Providers will:

- provide a safe and appropriate environment in which the student can work
- ensure risk assessments and risk management arrangements for volunteers are upto-date and in force
- ensure risk assessments and risk management arrangements for the work place are up to date and in force.
- ensure the work is necessary for the students training.
- ensure the work is properly supervised and the students are adequately instructed on health and safety matters by a competent person.
- ensure the students know relevant emergency procedures, contact names and locations within the placement.
- ensure the risks are reduced to the lowest level, so far as reasonably practical.
- provide induction, supervision, site familiarisation and provision of any protective equipment needed.
- provide and demonstrate the use of specialised safety clothing, equipment, materials and tools the student will use.
- check students have understood the instruction and training which will include, for example: the hazards and risks in the workplace and the health and safety precautions that are in place.
- inform the College immediately if the student is involved in a work related accident or absent from work
- co-operate with the college in putting in place and subscribing to
- appropriate safeguards and commit to safeguarding students' welfare record the student's progress and attendance whilst on placement.
- provide feedback to the college about the standard of service offered by University Centre Askham Bryan and about the student
- report to the Higher Education Department any accident where a student has been injured whilst undertaking the period of Work Placement.

5. SAFEGUARDING

5.1 The College must utilise robust checks from the Employer in instances of:

- Students identified by the College as vulnerable for educational, medical, behavioural or home circumstance reasons.

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- Young workers (aged 16-17) on placements lasting more than 15 days over an extended time- frame, especially where these involve:
- Regular lone working with an employer over long periods (i.e. anything over half a day at a time)
- Placements located in particularly isolated environments
- Placements involving a high degree of travelling
- Placements which include a residential element.

5.2 Those checks will include an assessment of the overall potential risks posed to students, and will take into account any systems in place to minimise these risks. In the event of insufficient safeguarding measures against vulnerable students, under no circumstances should the College authorise placements to take place.

6. REVIEW AND MONITORING

6.1 This policy will be reviewed by the Dean of Higher Education and the HE Academic Leader on an annual basis

7. RELATED POLICIES OR PROCEDURES

7.1 This Policy should be read in conjunction with Higher Education (HE) Work Placement Procedure and Veterinary Nursing Work Placement Procedure

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