

Regent College London

Student Work Placement Policy and Procedure

1. This document describes the College's approach to providing, monitoring and evaluating work placements for higher education students.
2. The primary audiences for this document are:
 - Students who take part in work placements
 - Staff who are responsible for identifying work placements, and supporting students on work placements
 - Placement providers

Who does this policy and procedure apply to?

If you are...	Then...
A HND student on a programme leading to an award from Pearson	All parts of this document apply to you.
On a programme leading to an award from the University of Bolton	This document does not apply to you. You should refer to the University's Code of Practice on the Policy Zone .
On a programme leading to an award from Buckinghamshire New University	This document does not apply to you. You should refer to the University's procedures.
On a programme leading to an award from St. Mary's University	This document does not apply to you. You should refer to the University's procedures.
On a programme leading to an award from Regent College	All parts of this document apply to you.

3. This document applies to all work placements as defined below, whether or not they are mandatory or formally assessed.

What is a work placement?

4. For the purposes of this document a work placement refers to a planned specific experience or period of learning, normally outside of the College, either in a workplace or at another provider, where the learning outcomes are an intended and integral part of the programme and module or unit of study.

5. Work-based learning is learning that is integral to a higher education programme, which is based in the workplace and assessed and credited as part of the programme. It is achieved and demonstrated through engagement with a workplace environment (which

may be the student's own), and normally includes the assessment of reflective practice and/or professional competencies and skills associated with employability.

6. A 'placement provider' is a host organisation offering a work placement opportunity.

Principles

7. The principles underlying this policy and procedure are that:
 - The College has responsibility for quality, academic standards and the student experience for work placement learning.
 - All work placements provided by a host organisation must be appropriately approved, recorded, monitored and reviewed to ensure the quality of the student learning experience and the continued appropriateness of the work placement.
 - Clear guidance must be available to all those involved in the work placement, including placement providers, College staff and students.

Responsibilities

What the College is responsible for

8. The College has the following responsibilities:
 - Informing students of their responsibilities and providing appropriate and timely information, support and guidance before, during and after the work placement.
 - Giving placement providers appropriate and timely information, support and guidance throughout the placement process.
 - Providing College staff with briefings, training and information about their responsibilities to enable them fully to fulfil their role.
 - Maintaining procedures for securing monitoring, administering, recording and reviewing work placements.
 - Briefing students before they go on placement on Health and Safety requirements.
 - Briefing students on the structure, timing and method of assessment learning and how the work placement is part of their programme of study.
 - Informing students of their rights under the Equality Act 2010, including student entitlement under UK law not to be discriminated against in the workplace.
 - Briefing students on the College's Equality and Diversity Policy.
 - Providing each student with a nominated member of College staff as placement supervisor and first point of contact for the student whilst they are on placement.
 - Visiting each student whilst they are on placement.
 - Checking during visits that the student does not have any concerns about their health, safety and welfare.
 - Providing academic supervision and any related assessment requirements according to the student's programme and module specification.
 - Record placement activities for each visit to the student on placement.
 - Responding promptly to communications from the student on placement and the placement provider.

- Advising the student of alternative arrangements in the event of withdrawing from the placement or the placement being terminated for reasons beyond the student's or College's control.
- Providing an annual evaluation and review of placement activities.

What the placement provider is responsible for

- Supervising the student whilst they are on placement.
- Having the primary duty of care to ensure the health and safety of the student.
- Providing Health and Safety, risk assessment and insurance information to the College.
- Nominating an appropriately trained, briefed and competent member of staff to act as the student's placement supervisor.
- Providing the student with a full and clear induction to the organisation, its working practices, regulations and policies, including Health and Safety, arrangements and how to report accidents, incidents and unsafe conditions.
- Providing the student with an appropriate working environment and necessary equipment to carry out their duties.
- Upholding duties and responsibilities of the Equality Act 2010.
- Maintaining confidentiality regarding personal and/or professional information.

The student's responsibilities include

- Abiding by the College's Student Charter.
- Conducting themselves in a responsible and professional manner at all times.
- Maintaining appropriate levels of confidentiality regarding personal and professional information, and information concerning the placement provider.
- Attending pre-placement briefings by the College and placement provider.
- Abiding by the rules and regulations regarding Health and Safety and other working practices of the placement provider.
- Reporting any concerns about Health and Safety either before or during the placement.
- Contacting the College at the earliest opportunities about any significant matters that arise during the placement.
- Contacting the College if contact details change or any other changes in circumstances related to the placement or the host organisation.

Monitoring and evaluating work placements

9. The monitoring and evaluation of work placements will form part of the annual programme monitoring process, in accordance with the relevant awarding body process.

Complaints

10. Any complaints by a student about a work placement should be made using the Student Complaints Procedure.

11. Placement providers with concerns about a student on a work placement should discuss the matter with the Programme Leader or Academic Support Officer.

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