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## MANAGEMENT OF WORK BASED LEARNING IN HIGHER EDUCATION V2.0

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## Related Documentation

Title	Location	Owner
N/A		

## Change Log

Location	Change from deletion/addition	Change to
Whole Document	Convert to standardised policy template	SWC standardised template
Page 7	Head/Deputy Head of Department	Head of Faculty
Appendix 7	New form of Indemnity	
Throughout	Institute	College
Page 11	Head/Deputy Head of Department	Head of Faculty
	Move Section 8 to become Appendix 12	

## Communication

Who needs to know (for action)	Senior Management Team Heads of Faculty Heads and Deputy Heads of School Course Coordinators Quality Manager HLA Manager
Who needs to be aware	All HE staff and Students

## Communication Plan

Action	By Whom	By When
Upload to Gateway	J Lucas	On approval
Circulation to key staff	Liam Curran	On approval

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## 1. Introduction

- 1.1 The College's Work Based Learning Policy has been aligned to and meets the requirements of the revised UK Quality Code under Expectations for Standards and Quality. For further information please click on the following link:  
<https://www.qaa.ac.uk/quality-code>.
- 1.2 Work Based Learning within the confines of this policy relates to any planned period of learning experience normally outside the College (where the student is enrolled) and where the learning outcomes are an intended part of a programme of study.
- 1.3 A range of terms may be used by staff across the College to describe placement learning such as 'work based learning' or 'workplace practice'.
- 1.4 Placement learning is integral to a programme of study and is undertaken as part, and very occasionally as a whole, of the programme.
- 1.5 An effective placement learning opportunity is one in which the aims and intended learning outcomes are clearly defined and understood by all parties and where the responsibilities of the College, placement provider and student are made explicit.
- 1.6 It is the responsibility of the College to ensure that placements provide adequate opportunities for general or specific intended learning outcomes to be achieved, the latter approved by the partner University.
- 1.7 The types of placements available to students can take many forms (for example Short, extended; full-time, part-time; paid, unpaid; assessed, non-assessed; formal learning, experiential learning; studying or working abroad).
- 1.8 The College's relationship with the placement provider may vary with the nature of the placement. This may be, for example, a large scale placement with a single employer; enrolment of students on a programme of study at an overseas university; or a student-negotiated work placement. The College has significantly engaged with the Higher Level Apprenticeship framework where part-time students have full-time employment status.

- 1.9 Because of the varied nature of placement learning experiences, the College must be responsible for providing clear and well documented evidence to both students and placement providers setting out respective responsibilities of all parties concerned. In all instances the emphasis will rest upon the importance of partnership working.
- 1.10 Placement learning, wherever and however organised and delivered, should widen learning opportunities without prejudice to the academic standards of the award being sought, or the quality of the student experience.

## **2. Key Terms**

2.1 The Placement Provider includes persons, partnerships, companies, institutions and organisations providing opportunities for placement learning. Placement Providers must be made aware of their responsibilities for:

- The provision of learning opportunities.
- Providing adequate opportunities for the student so that the student can achieve the learning outcomes and assessment criteria (as agreed with the placement supervisor, prior to the student commencing the placement).
- Their role, where appropriate, in the assessment of students.
- The health and safety of students.

2.2 The Work Based Learning Supervisor/Mentor is a suitably qualified and experienced person, designated by the placement provider and responsible for supervising the student while on placement. The role of the Placement Supervisor/Mentor must be reviewed annually and in consultation with placement provider. The role of the Placement Supervisor must include the following:

- a) The provision of an effective placement learning opportunity.
- b) The provision of adequate opportunities for students to achieve the intended learning outcomes for their placement assessments.

- c) The provision of supervision on a regular basis.
- d) Student appraisal of organisational policies and procedures such as health and safety.
- e) Liaison with the Placement Coordinator in the instances of any complaints or emerging issues.
- f) Completion of relevant student report(s).
- g) Verification of the student hours placement log (the Placement Supervisor may nominate a deputy in this instance).
- h) Supporting students (where necessary) in finding opportunities to provide supplementary evidence for assessments such as placement portfolios.
- i) Where possible, the inclusion of students in learning opportunities that will broaden their experience.
- j) Assisting students to develop the necessary personal and professional skills.
- k) Attendance at relevant review/advice meetings where applicable and appropriate.
- l) Ensuring that students are responsible for adhering to the norms and expectations of the workplace and/or any professional conduct requirements.
- m) Ensuring that where required, students are managing their own learning and professional relationships, and for tracking and recording their own progress and achievements.

2.3 Placement Supervisors may also be a programme leader or module tutor and must be given the necessary hours to plan, organise and effectively administer placements and learning opportunities as defined by this policy.

- 2.4 Placement Supervisors (nominated within the workplace) must be appropriately qualified and competent to fulfil their role.
- 2.5 The Placement Coordinator is the nominated person for a programme of study within the College who is responsible for organising and ensuring the implementation of the *Policy for the 'Management of Placement Learning in Higher Education'*. The Placement Coordinator may also be a tutor or programme leader.
- 2.6 Placement Coordinators must be appropriately qualified, resourced and competent to fulfil their role. The Head of Faculty is responsible for approving the appointment of a Placement Coordinator.

### **3. General Principles of the Policy**

3.1 Where Work Based Learning is an intended part of a programme of study, the Placement Coordinator must ensure:

- The maintenance of placement administration.
- Procedures for securing, approving and allocating placements are rigorous.
- The responsibilities for placement learning are clearly defined to prospective, current students and placement providers.
- Any assessment of placement learning is part of a coherent assessment strategy.
- Any formal assessments of placement learning are covered by second marking as defined in the College's policy for Assessment of Students and external examining processes.
- The learning opportunities for students during placements are appropriate.

- In the case of professional, funding or regulatory body requirements, the student placement experience can meet standards as defined in professional standards or codes.
- That all students are covered by the College indemnity and all documentation relating to this must be completed prior to the placement commencing – see [Appendix 7](#).

3.2 The College expects that with regard to securing, approving and allocating placements, Placement Coordinators must ensure:

- In cases where organisations in the public, private and voluntary sectors specify safer recruitment decisions through the identification of candidates who may be unsuitable for certain work including placement learning, and work that involves children or vulnerable adults, that the student completes and receives a clean Access NI check (standard or enhanced as specified by the placement provider and identified as a requirement in the student's chosen programme of study), before the student is permitted to attend the placement.
- The student understands that an Access NI check that is in existence at the student's current place of work and is to be used for a placement learning experience is valid.
- Access NI checks are no longer than 3 years old - the period deemed valid and before a repeat check is necessary.
- Compliance with the policy for fair use of disclosure information ensuring actual or copies of the Access NI check are not held at the College and that information revealed must be considered only for the purpose for which it was obtained.
- Verification of the appropriateness of the Access NI check and have signed and retained an 'Access NI student check list' as evidence that the check



has been witnessed and the student deemed fit to attend placement. This student check list will be retained in the programme file or relevant module box.

*In cases where an Access NI check is not returned clear, the Placement Coordinator will liaise with the Course Co-coordinator and for further advice.*

- Occupational health checks are completed appropriately if a mandatory requirement of the programme of study (please refer to the Fitness to Practice policy).
- Students and Placement Providers know their rights and responsibilities through the provision of appropriate administrative procedures and documentation before a placement is commenced.

It is inappropriate that verbal information is considered the sole means of ensuring students' Placement Providers are provided with relevant information.

A written agreement (for example a partnership agreement) setting out the respective responsibilities of all parties is considered a suitable means of ensuring placement providers are informed of the relevant information.

Examples of appropriate documentation may include a letter of placement confirmation, a standard document that the placement provider can use to confirm that appropriate opportunities are available (that learning outcomes can be met) for the student, a signed agreement outlining that each party has understood their rights and responsibilities, documentation relating to health and safety.

- Copies of documentation provided and signed by the student and Placement Provider are filed accordingly and are 'evidence able' for internal or external review or in other circumstances such as complaints or appeals.

- Placement Supervisors are encouraged to attend programme planning or review meetings and offer guidance and support to placement supervisors i.e.) through information, advice and training days as appropriate.
- The use of attendance logs is kept up to date and reviewed, and upon completion of the programme are signed to acknowledge that the student has met the programme attendance requirements and has been deemed fit to attend placement. This student check list will be retained in the programme file or relevant module box.

3.3 Placement Coordinators must act as the first line of contact for matters relating to concerns and complaints reporting all serious issues to the Quality & Performance Manager and the Head of Faculty (See [Appendix 2](#)).

- Example employer cover letter to accompany (see [Appendix 3](#))
- The 'pre placement student learning review' (see [Appendix 4](#))
- The 'student placement experience safety review report' (see [Appendix 5](#))

3.4 Placement Coordinators must ensure that all documentation is checked for suitability and the placement provider's commitment to fulfilling their roles and responsibilities under health and safety legislation in the workplace is verified (having regard to the skill and experience of placement students), before a student formally commences their placement learning experience.

3.5 Placement Coordinators must ensure that students are aware of their rights and responsibilities prior to placements through appropriate preparation and guidance.

Students must be made aware of their responsibilities:

- To act appropriately at all times in their role as a student representative of the College, with the placement provider and its customers, clients, patients, and/or employees.
- To adhere to the requirements of work place or professional expectations.
- To manage their learning and professional relationships.
- To record their progress and achievements.
- To alert the placement provider and placement coordinator of problems with the placement that might prevent the progress or satisfactory completion of the placement.
- To complete the specified number of work based/ placement hours, days or weeks, in order for their qualification to be awarded, for example, where a foundation degree states that 60 days of placement are required as an integral component of the programme, the student must be made aware that the failure to complete the required placement may jeopardise the award of the final qualification;

Students must be aware of their rights:

- To a safe placement environment.
- To be treated in accordance with applicable legislation.

3.6 In the case of European or International placements, students must also:

- Gain approval from the Head of Faculty
- Apply and go for an interview with the relevant embassy where appropriate.
- Complete a relevant health screening form prior to travel as provided by the College and to be submitted to the relevant insurance company;

- Ensure travel insurance is in place prior to travel to European or International placement.
- Whilst on placement, not knowingly undertake any hazardous activities or hire vehicles.

#### **4. Student Support and Information**

4.1 Placement Coordinators must ensure the provision of students with appropriate guidance and support in preparation for, during, and after their placements. This must include the provision of:

- Support to students where the responsibility for securing a placement rests with the student.
- An appropriate induction to the placement environment, including health and safety information.
- Any occupational health considerations or requirements, including immunisation (for example for health service or some international placements).
- Any legal, professional or ethical considerations (for example client or patient confidentiality).
- The means of recording the achievement of specific learning outcomes and progress, for example within a portfolio, placement log or other materials deemed appropriate for the programme.
- Availability of additional language or skills preparation.
- Information on the need for personal insurance cover (where relevant).
- Cultural orientation and work expectations.

- The College support services that will remain available to students during placements.
- Appropriate re-orientation on a student's return to study (where relevant).

## **5. Monitoring and Evaluation of Placement Learning Opportunities**

5.1 South West College places significant emphasis upon the review and evaluation of the student experience. Placement Coordinators must:

- Encourage Placement Supervisors and students to provide feedback on progress and communicate any concerns in a timely way to the placement coordinator.
- Periodically review the progress of students.
- Using feedback from Placement Supervisors/Mentors, external examiners and students, establish procedures within which feedback on the quality and standards of the placement can be received and appropriate action taken where necessary; and ensure formal and informal means of gathering feedback from Placement Providers about the placement arrangement are in place.

5.2 To ensure the quality and standards of the placement learning experience is safeguarded, programme teams must annually review the student experience, ensure immediate concerns are addressed and that suitable planning for enhancement occurs.

5.3 The Quality Unit may at the discretion of the Education Committee, carry out thematic reviews on placement learning to monitor and review compliance to the precepts within this Policy.

5.4 Periodic review activities must also take into account compliance to the policy, where faculties have foundation degree provision or any other provision, where work based learning is an integral component of the programme of study.

## 6. The Management of Assessment of Work Based Learning:

6.1 The management of the Work Based Learning assessment process is important to ensure the diverse range of learning outcomes are met within a 40-credit module at level 5. This policy contains a range of sample documents which may help Work Based Learning module tutors devised assessments and how employers and students may be involved in the formative and summative stages of assessment.

Please refer to the following documents:

- **Appendix 7** A sample of a Work Based Learning assessment plan
- **Appendix 7a** A sample visiting academic tutor report template for supervised work based learning.
- **Appendix 7b** A sample industrial supervisor's work based learning template.
- **Appendix 7c** A sample of a summative student interview marking sheet.
- **Appendix 7d** A sample of a work based learning module assessment flow chart.
- **Appendix 7e** An example of potential WBL assessment opportunities in Construction.

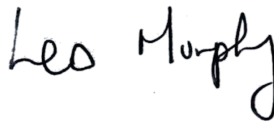
**For Higher Level Apprenticeship (HLA) Work Placement Documentation please refer to the HLA tile on Gateway**

## 7. Monitoring and Review

- 7.1 The College will establish appropriate information and monitoring systems to assist the effective implementation of this Policy.
- 7.2 The College will ensure that adequate resources are made available to promote this Policy effectively and is committed to reviewing this Policy on a regular basis, in consultation with the recognised trade unions, statutory organisations such as the Equality Commission for Northern Ireland and in line with models of good practice.

Signed Chief Executive

Date 27.04.22

Handwritten signature of Leo Murphy in black ink.

Signed Chair of Governing Body

Date 27/04/2022

Handwritten signature of Nicholas O'Leary in blue ink.

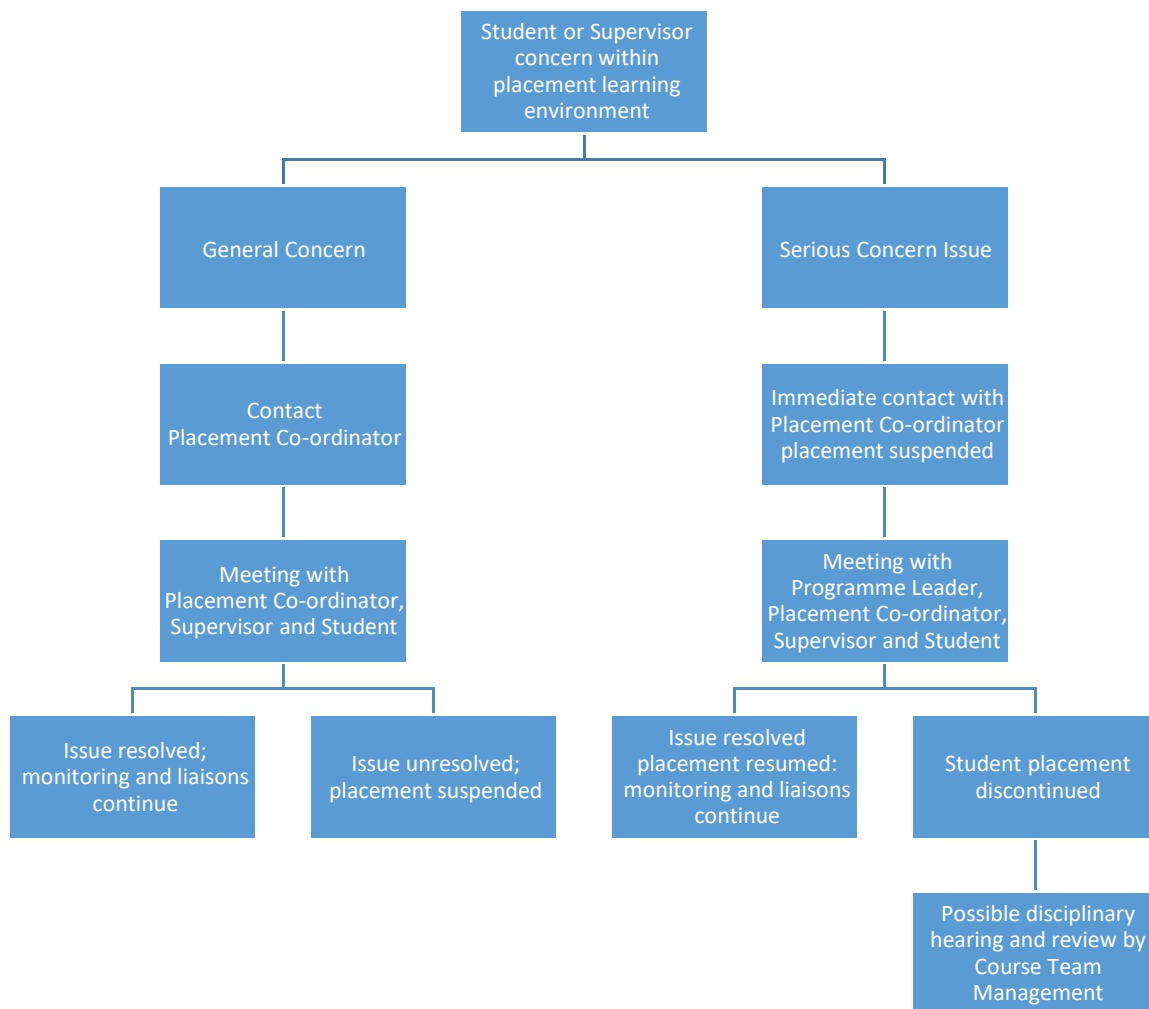
## Appendix 1: Example Attendance Log

Attendance Log Sheet for:

<b>Placement/Employment</b>	<b>Paid/Voluntary</b>	<b>Date</b>	<b>Signature</b>	<b>Number of Hours</b>
<b>Total Number of Hours</b>				



## Appendix 2: Management of Concern for Placement Learning



### Appendix 3: Example cover letter to accompany appendix 4



Dear

As part of the South West Colleges Group's compliance with Management of Health and Safety at Work Legislation (2000), we must satisfy ourselves that any placement learning student is provided with essential health and safety information whilst working for your organisation.

The enclosed documentation is intended to assure us that the essential health and safety information relating to your undertaking is being given to our work based learning student and that we are notified **in** advance of:

- Any special occupational qualifications or skills required to be held by the student if they are to carry out their work safely.
- The specific features of the jobs to be filled by the student (insofar as those features that are likely to affect their health and safety).

It would be greatly appreciated if you could complete and return this information as soon as possible.

Yours sincerely

---

Placement Coordinator

## Appendix 4: Pre-student Placement Learning Review

### Appendix 4: Pre-student Placement Learning Review (to be authenticated/signed by the Company/organisation)



Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Details: Tel: \_\_\_\_\_ email: \_\_\_\_\_

Please circle Yes or No

1	Is a documented health, safety and welfare policy in use? (Please attach a copy).	Yes	No
2	Have risk assessments been undertaken? a. To identify possible risk for your own employees or to others in you undertaking? b. Are the risk assessments kept under regular review? c. Are the risk assessments kept under regular review?	Yes Yes Yes	No No No
3	Will you provide all necessary information, instruction and training for the job including: a. Fire and other emergency training? b. Accident reporting? c. Hazards of the job? d. Location of first aid facilities? e. Safe operating procedures/methods of work? f. Equality and diversity?	Yes Yes Yes Yes Yes Yes	No No No No No No
4	Will you provide all necessary information, instruction and training for the job including: a. A first aid kit? b. A competent first aider? c. Other suitable arrangements?	Yes Yes Yes	No No No
5	Fire Safety: a. Are all fire/exits/doors/fire points clearly signed and easily accessible? b. Are fire drills carried out regularly? c. Date of the last fire drill?	Yes Yes Yes	No No No
6	Personal Protection Equipment: a. Is protective equipment and/or clothing required? b. Is the necessary personal protective equipment/clothing provided?	Yes Yes	No No
7	Insurance: a. Is your insurance current? (occupiers, employers and public liability)? b. Is a copy of the certificate displayed? c. Will your insurance cover any liability incurred by a worked based learning student as a result of her/his duties as an employee?	Yes Yes Yes	No No No
8	Enforcing Authority: a. Are the premises registered with the Health and Safety Executive or Local Authority? b. Have any prohibitions or improvement notices been issued within the previous 24 months? (if yes please supply details).	Yes Yes	No No
9	Accidents and Incidents: a. Do you have a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR? b. Will you report to the South West College all recorded accidents involving a work based learning student? c. Will you report to the South West College any sickness involving work based learning students which may be attributed to work?	Yes Yes Yes	No No No

Who is your nominated contact for compliance with the requirements of health and safety legislation?

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

To the best of my knowledge and belief, all the above answers are correct:

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix 5: Student Placement Experience Safety Review Report



**Appendix 5: Student Placement Experience Safety Review Report**  
 (to be authenticated by the student)

**Name:** \_\_\_\_\_  
**Course:** \_\_\_\_\_  
**Name of Work Placement:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_

As part of any induction process you should be given a guided tour of the setting. This ideally, should happen at the beginning of the first day. At the end of the first week, if any of the following are not completed, please inform your course tutor:

	Yes	No	Date
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>• Emergency procedures (including evacuation).</li> <li>• Fire procedures and evacuation.</li> <li>• Location of fire extinguishers.</li> <li>• First aid procedures.</li> <li>• Location of first aid box.</li> <li>• Location of named first aider(s) on duty.</li> <li>• Accident reporting and location of accident book.</li> <li>• Protective clothing arrangements and use.</li> <li>• Manual handling procedures.</li> <li>• COSHH regulations.</li> <li>• Instructions of any equipment students will be using (give a separate list of all equipment).</li> </ul>			
<b>Work Placement Related Tasks:</b> <ul style="list-style-type: none"> <li>• Introduced to key members of staff.</li> <li>• Dress code/uniform explained.</li> <li>• Places of work explained.</li> <li>• Work placement duties explained.</li> <li>• Locations of changing facilities where applicable.</li> <li>• Location of toilet facilities.</li> <li>• Location of canteen, refectory, rest/staff room, etc.</li> <li>• Hours of work, shifts, days, weeks, etc.</li> <li>• Have you been made aware of any overtime that you might be called upon to do?</li> <li>• Have you been given instruction on how to communicate with clients/parents/children – face to face, on the telephone?</li> <li>• Lunch, tea and dinner arrangements explained.</li> <li>• Have you been informed about what you can and cannot do?</li> <li>• Transport and car parking arrangements explained.</li> </ul>			

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Appendix 6: Work Experience – Application for Approval



Appendix 6

Name of Group: \_\_\_\_\_ **WORK EXPERIENCE – APPLICATION FOR APPROVAL** \_\_\_\_\_

Type of Scheme: 1 day per week  1 block week:  other (give details): \_\_\_\_\_

Dates on which scheme takes place: From: \_\_\_\_\_ To: \_\_\_\_\_

Student's Name	Date of Birth	Class	Job being experienced	Placement Provider Name and Address	Contact Person

Approval is hereby requested for the proposed Work Experience Scheme and I confirm that Indemnity Forms have been received for all pupils.

Signed: \_\_\_\_\_ (Lecturer) Date: \_\_\_\_\_

On behalf of South West College approval is granted for above Scheme.

Signed: \_\_\_\_\_ (Director) Date: \_\_\_\_\_

## Appendix 7: Form of Indemnity

[NAME OF COLLEGE]

### FORM OF INDEMNITY

In consideration of

[name of establishment / employer]

-----  
(hereinafter referred to as “the Work Placement Provider”)

agreeing to participate in the Work Experience / Placement Scheme (“the Placement”) arranged by

[name of College]

-----  
(hereinafter referred to as “the College”)

and agreeing to provide for the period set out herein, facilities, supervision and access necessary for the Placement for

[name of workplace student]

-----  
(hereinafter referred to as “the Student”)

the College will indemnify the Work Placement Provider, up to a maximum of £10,000,000 for any one event, against:

1. Legal Liability of the Work Placement Provider to pay damages, including claimants costs and expenses, in respect of death, bodily injury or disease suffered by the Student and caused by an incident occurring while the Student was participating in the Placement, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Work Placement Provider, his servants or agents or any person for whom he is responsible;

2. Legal Liability of the Work Placement Provider to pay damages, including claimants costs and expenses in respect of in respect of death, bodily injury or disease of any person caused by the Student whilst participating in the Placement, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Work Placement Provider, his servants or agents or any person for whom he is responsible;
3. Legal Liability of the Work Placement Provider to pay damages including claimant's costs and expenses in respect of loss or damage to property arising from any act or omission of the Student whilst participating in the Placement, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Work Placement Provider, his servants or agents or any person for whom he is responsible; and
4. Any claims costs or expenses arising out of death, bodily injury or disease or damage to property, where such claims, costs or expenses arise from the negligence of the College in relation to the participation of the Student in the Placement with the Work Placement Provider.

happening during the period set out herein.

**It is a condition of this indemnity that:**

The Work Placement Provider

- Must provide protective equipment and clothing as necessary to the Student attending the Placement, together with appropriate inductions and training;
- Must ensure compliance with Health and Safety Legislation relating to the Employer's workplace including but not limited to the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 and the risk assessments prescribed therein;
- Must ensure that the student attending work experience will be supervised at all times;
- Must not allow Students to drive, manage, control or move mechanically propelled vehicles of any description;
- Is not entitled to indemnity under any other policy; and
- Shall as though they were the College; observe, fulfil and be subject to the terms definitions exclusions and conditions of the College's liability Policy.

The College

- Must check that any Work Placement Provider has adequate Employers' Liability and Public/Products Liability insurance in force.

Failure to comply with the above will result in a rejection of any claim for indemnity, or reduced settlement unless the College and its Insurers considers such non-compliance to be immaterial to the loss.

## College Statement

I confirm agreement with the proposed indemnity for the Work Placement Provider, in relation to the Student named herein from [date / time] to [date / time] (inclusive).

Signed..... (on behalf of the college)

Date.....

Name (printed).....

Role.....

## Work Placement Provider's Statement

Please select as appropriate:

- I confirm that I/we have Employers (minimum GBP 10million) and Public Liability (minimum GBP 2million) and am/are satisfied with the indemnity detailed above and agree to fully cooperate with the College in defending any claim that is brought against me/us in relation to the above named Student. This insurance must include a definition of "employee" that covers students on work experience programmes such as the Placement.

OR

- I confirm that the Work Placement Provider is a self-insured public body and that it has arranged funds to cover any liabilities arising under the terms of this Agreement.

Signed..... (Work Placement Provider)

Date.....

Name (printed).....

Role.....



## Appendix 8: South West College Schedule

Appendix 8



### SOUTH WEST COLLEGE SCHEDULE

*(To be attached to student Indemnity Form)*

1. Name of Student \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Course Details \_\_\_\_\_
4. Type of Work Placement \_\_\_\_\_
5. Duration of Work Placement \_\_\_\_\_
6. Normal times of Work placement \_\_\_\_\_
7. Work Placement Provider Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Job Experience \_\_\_\_\_
9. Work Placement contact person \_\_\_\_\_
10. Signed: For South West College \_\_\_\_\_  
Date: \_\_\_\_\_
11. Signed: For the Work Placement Provider \_\_\_\_\_  
Date: \_\_\_\_\_

# Appendix 9: Work Placement Provider Insurance Questionnaire



Appendix 9

## Work Placement Provider Insurance Questionnaire

COMPANY NAME: \_\_\_\_\_

STUDENT NAME(S): \_\_\_\_\_

Company Name	
Address	
Business Description as noted on Liability Policies	
1. EMPLOYERS LIABILITY: Insurer Policy No. Expiry Date (must be entered) Limit of Indemnity	
2. PUBLIC/PRODUCTS LIABILITY: Insurer Policy No. Expiry Date (must be entered) Limits of Indemnity	
3. Number of Students	

### 1. COMMENCEMENT

This agreement shall commence on: \_\_\_\_\_

Signed for and on behalf of: \_\_\_\_\_

# Appendix 10: Work Based Learning Module Assessment

## Appendix 10



### WORK BASED LEARNING MODULE ASSESSMENT

#### 1. DIARY (5%)

Students are required to keep a day to day diary of their experiences and observations which should be made available to the visiting Tutor and the Industrial Supervisor. The completed diary should be submitted as part of the final assessment and must be detailed, informative and include a record of daily and milestone events.

#### 2. SUPERVISED WORK BASED LEARNING REPORT (20%)

The report should be approximately 3,000 words, typed and presented in a spiral bound format. It should give details of:-

- The employer's organisation;
- Location, type and nature of projects encountered;
- The roles and responsibilities of the student.

The report should be clearly structured with appropriate sections and sub-sections, contents, introduction, conclusion, and appendices, and be supported by quality photographs and illustrations. Copies of relevant gantt charts etc. can be included but must be in an appendix as **only** the student's work should appear in the 3000 word report. Obvious 'padding' will be penalised.

#### 3. INTERVIEW (20%)

Students will attend for a professional interview at the completion of Supervised Work Based Learning. The interview panel will assess the degree to which the student has met the stated objectives of the module. The panel will normally consist of an Industrialist, Senior Course Tutor, Visiting Academic Tutor and one other member of academic staff from another department / school or an academic member from another franchise centre.

#### 4. Visiting Academic Tutor Report (15%)

Completed on the standard proforma (average mark from two reports)

#### 5. Industrial Supervisor Report (20%)

Completed on the standard proforma (average mark from two reports)

#### 6. Preparation for Work Based Learning (20%)


##### **RATIONALE:**

Students are required to undertake Supervised Work Based Learning in an industrial environment which can help to meet the aims and objectives of the course.


##### **AIMS AND OBJECTIVES:**

- To **develop the students academic study** undertaken on the course during the first, second and third year.
- To **develop students' understanding of the technology and management** required in the building industry.
- To **improve the students' interpersonal and social skills** and to contribute towards personal development.
- To **gain appreciation of the constraints of time and resources;** and experience how these will be dealt with on site.
- Supervised Work Based Learning should provide some guidance for students to decide which discipline to pursue in the construction industry.

# Appendix 11a: Visiting Academic Tutor Report

	<b>SOUTH WEST COLLEGE</b> <b>Foundation Degree</b>	<b>Appendix 11</b>
<b>SUPERVISED WORK BASED LEARNING MODULE - BLD377J4</b>		
<b>VISITING ACADEMIC TUTOR REPORT - 1</b>		
Student:	<input style="width: 100%;" type="text"/>	<b>Contact Details</b>
Role:	<input style="width: 100%;" type="text"/>	Home Ph: <input style="width: 100%;" type="text"/>
Employer:	<input style="width: 100%;" type="text"/>	Mobile Ph: <input style="width: 100%;" type="text"/>
Supervisor:	<input style="width: 100%;" type="text"/>	Emp. Ph: <input style="width: 100%;" type="text"/>
Placement Address:	<input style="width: 100%;" type="text"/>	Other Ph: <input style="width: 100%;" type="text"/>
<b>SKILLS</b>		<b>Academic Tutor Rating</b>
		1 2 3 4 5 6 7 8 9 10
Problem Solving		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Decision Making		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Forward Planning		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Using Technology		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Organisation and Prioritisation		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Reliability and Timekeeping		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Communication Skills		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Self Confidence		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Interpersonal/Social Skills		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Personal Development		○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
		Total: <input style="width: 50px;" type="text"/>
Health and Safety Instruction given on - placement	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Health and Safety Instruction given off - placement	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Date	Details
Summary of Students Activities:		
Student:	<input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/>
	(signed)	
Tutor:	<input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/>
	(signed)	
Employer:	<input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/>
	(signed)	

# Appendix 11b: Industrial Supervisor Report

		SOUTH WEST COLLEGE		Appendix 11a									
Foundation Degree in													
SUPERVISED WORK BASED LEARNING MODULE													
INDUSTRIAL SUPERVISOR REPORT - 1													
Student:				<u>Contact Details</u>									
Role:				Home Ph:									
Employer:				Mobile Ph:									
Supervisor:				Emp. Ph:									
Placement Address:				Other Ph:									
<b>SKILLS</b>				<b>Industrial Supervisor Rating</b>									
				1	2	3	4	5	6	7	8	9	10
Problem Solving				0	0	0	0	0	0	0	0	0	0
Decision Making				0	0	0	0	0	0	0	0	0	0
Forward Planning				0	0	0	0	0	0	0	0	0	0
Using Technology				0	0	0	0	0	0	0	0	0	0
Organisation and Prioritisation				0	0	0	0	0	0	0	0	0	0
Reliability and Timekeeping				0	0	0	0	0	0	0	0	0	0
Communication Skills				0	0	0	0	0	0	0	0	0	0
Self Confidence				0	0	0	0	0	0	0	0	0	0
Interpersonal/Social Skills				0	0	0	0	0	0	0	0	0	0
Personal Development				0	0	0	0	0	0	0	0	0	0
Total:													0
Health and Safety Instruction given on - placement													
Health and Safety Instruction given off - placement													
		Date		Details									
Summary of Students Activities:													
Student:				Date:									
	(signed)												
Tutor:				Date:									
	(signed)												
Employer:				Date:									
	(signed)												

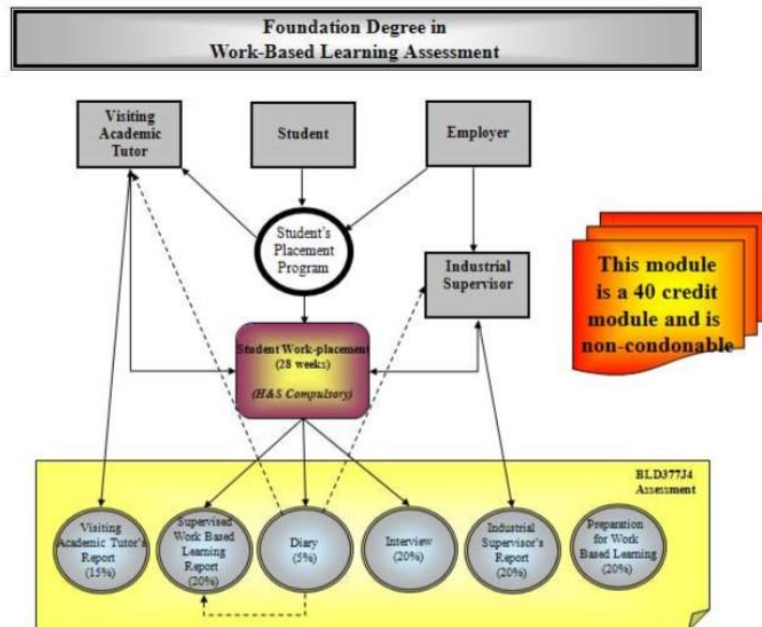
**FOUNDATION DEGREE**

Module: Supervised Work Based Learning Module



	<i>Understanding of Employers Organisation</i>	<i>Understanding of Projects Involved with</i>	<i>Understanding of Own Role and Responsibility</i>	<i>Forward Planning</i>	<i>Decision Making</i>	<i>Interpersonal Skills</i>	<i>Personal Development</i>	<i>Using Technology</i>	<i>Appreciation of Time and Resource Constraints</i>	<i>TOTAL</i>
<i>Possible Mark</i>	10	10	10	10	10	10	10	10	10	###
<i>Student</i>										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
Panel Member: _____										
Date: _____										

# Appendix 11c: Supervised Work Based Learning Module and Assessment



## **Appendix 12: Partnership Agreement Document**

### **The Roles and Responsibilities for Placement Learning:**

#### **The Placement Coordinator**

The Placement Coordinator at the College will take a central role in working with the placement provider and will act as a central point of contact for all issues regarding students. All placement organisations can expect to be informed of the name and contact details of the College's nominated placement coordinator for the student's programme of study.

The Placement Coordinator from the College will visit (or contact) the student in placement and maintain regular contact throughout the placement with both the student and a nominated work placement mentor.

#### **The Work Placement Mentor**

The Work Placement Mentor (nominated by the placement provider) will be expected to liaise with the College's Placement Coordinator during placement visits or phone calls. The Work Placement Mentor must take responsibility in the workplace for the student's holistic experience whilst on placement. However, the specific responsibilities of the Workplace Mentor are detailed below.

Workplace mentors are *required* to meet the following criteria:

- Be able to hold telephone or face-to-face interviews with the student prior to attending placement.
- Be able to arrange suitable accommodation whilst students are on placement.
- Have supervisory/mentor experience.
- Set up and coordinate placement induction activities and orientation.
- Be accessible and be able to provide suitable support throughout the placement.
- Be able to appraise the student of organisational policies relating to health and safety and other relevant policies and procedures.
- Offer support to students in finding opportunities to provide supplementary evidence for their assessments.
- Be able to assist students to develop the necessary personal and professional skills.
- Where possible, include students in learning opportunities that will broaden their experience.
- Be able to review progress and set goals for development where required.



Additionally Placement Mentors will *usually* meet the following criteria:

- Have more than three years' experience working within the organisation.
- Be qualified to level 5 or beyond and/or have equivalent level of experience within the industry.
- Hold a supervisory or senior position within the organisation.

## **Students**

Students are required to:

- Submit a CV and/ or letter for applications to the relevant work placement provider where relevant.
- Make themselves available for face to face or telephone interviews.
- Will not leave their placement without prior consultation with the placement coordinator and the placement mentor.
- Have monthly meetings with the placement mentor/ supervisors and or tutor or as agreed with the mentor and placement coordinator.
- Adhere to placement plans as determined by the placement provider and Institute.
- Act appropriately as a student representative of South West College at all times with the placement provider, customers, clients, patients and employers where relevant.
- Adhere to the requirements of work place or professional expectations.
- Manage their learning and professional relationships.
- Record progress and achievements where required as part of the placement.
- Alert the placement provider and placement coordinator to problems with the placement that might prevent the progress or satisfactory completion of the placement.

## **European or International Placements**

- In the case of European or international placements, students must apply and go for an interview with the relevant embassy were appropriate.
- In the case of European or international placements, students will complete a relevant health screening form prior to travel as provided by the Institute and to be submitted to the relevant insurance company.
- Ensure travel insurance is in place prior to travel to European or international placements.

- Whilst on European or international placements students will not knowingly undertake any hazardous activities or hire cars or other forms of hired travel.

### **Placement Coordinator/Tutor/College**

- Assist students in developing CVs/ placement application letters and provide support students in setting up appropriate placement opportunity.
- Make student applications to the placement where a student has been unsuccessful in attaining a placement.
- Liaise with providers about placement applications and ensure placement agreements are signed before a student commences a placement.
- Support students in the completion of paperwork for relevant bodies such as Leonardo and the Council on International Educational Exchange (CIEE).
- Work with placement providers and maintain oversight of placement/ training plans to ensure parity of experience for all students regardless of venue.
- Collate the students CV, application forms (such as those for the CIEE), placement orientation/ training plans within a portfolio and send to relevant bodies as appropriate (for example, the CIEE for International American placements who will liaise with the State Department).
- Liaise with placement providers annually to review the placement venue and experience provided.
- Complete College risk assessments that are annually updated for all placements.
- Submit risk assessments to the College to ensure appropriate College insurance for staff and students on placement.
- Inform students of their obligations whilst on placement and ensure students sign to show they have agreed and understood the terms and conditions of their placement.

# Placement Agreement

This agreement is made on: \_\_\_\_\_ (date)

Between:

**South West College of Further and Higher Education (the Education Provider)**

and

\_\_\_\_\_ **(the Placement Provider)**

All parties agree as follows:

1. The Placement Provider shall take the student on placement (at its premises).
2. The Education Provider shall allocate students to agreed placements only with the consent of the Placement Provider.
3. The Placement Provider shall co-operate with the Education Provider to provide to students opportunities for supervised training in the workplace and within specified practice environments, except insofar as the Placement Provider deems such environments to be inappropriate.
4. The Education Provider and the Placement Provider shall each ensure in carrying out their respective obligations and to the end the Education Provider and the Placement Provider shall co-operate in undertaking annual joint placement reviews.
5. The Placement Provider agrees to allow the Educational Provider staff (placement coordinator/ tutor) access to all placement areas. A Placement Coordinator/Tutor will visit and regularly contact the relevant Placement environment (having first notified the person responsible for the Placement environment and agreed a mutually convenient time) in order to provide support to the Placement Provider staff and students in the learning environment, and ensure that the Placement Areas meet the educational needs of the Students.
6. The Placement Provider shall nominate a mentor for the student and Education Provider Tutor/ coordinator will maintain regular contact with the appointed mentor.
7. The Placement Provider shall not move the Students from an Agreed Placement, except when necessary, without prior consultation with the Education Provider.
8. The Placement Provider reserves the right to remove a Student from a Placement Area without notice in any case in which it considers it appropriate to do so having regard to the Student's conduct or suitability. The Placement Provider shall inform the Education Provider immediately, within one working day. The Education Provider and the Placement Provider will co-operate in any disciplinary proceedings taken. The student will continue to be bound by the Education Providers disciplinary system.
9. The Education Provider shall be responsible for selecting and recruiting students for the appropriate educational course.
10. The Placement Provider undertakes not knowingly to not expose the student to high risk situations.

11. The Placement Provider will ensure that students do not begin placement practice until a placement plan and proof of insurance is established.
12. The Placement Provider shall take all steps for securing the health, safety and welfare of all students while on agreed placement, in accordance with the relevant legislation.
13. The Placement Provider will ensure that the Education Provider is notified of any accident sustained by the student within an appropriate time scale.
14. The Placement Provider may instruct a student to leave any Placement Area if, in the Placement Providers view, the student is at risk or the student's health status is putting others at risk. The Placement Provider will immediately inform the Education Provider on any such decision.
15. The Education Provider will instruct students on appropriate behaviour and dress for the duration of the Placement.
16. The Education Provider will inform students of their obligations under the Placement Provider reporting procedures for sickness and absence.
17. The Education Provider and the Placement Provider shall maintain insurance necessary to meet their respective obligations.
18. The Placement Provider must complete the Form of Indemnity confirming that it has in place Employers and Public Liability insurances to the levels specified in the Form of Indemnity.
19. Where required the Placement Provider will carry out a risk assessment, make the student fully aware of any special hazards or dangers and immediately report any accidents involving the student to the Education Provider.
20. The Education Provider and Placement Provider will review this agreement annually.

<b>Signed:</b>		
<b>Print Name:</b>		
<b>Designation:</b>		<b>Education Provider</b>
<b>Date:</b>		
<b>Signed:</b>		
<b>Print Name:</b>		
<b>Designation:</b>		<b>Placement Provider</b>
<b>Date:</b>		

## Document Development

Details of staff who were involved in the development of this policy:

Name	Role
Liam Curran	Manager CfE Higher Education

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
N/A		

Approval Dates

Approved by	Date
Governing Body	

## Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review? Yes/No If Yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
01 <b>2019</b>	01/11/2021	Liam Curran Joanne Lucas	Yes	V2.0	No	No