

Briefing pack.

Professional Life Practice Work Based Learning.

This module is centred around a ‘work-based learning’ experience.

Work-based learning is defined as, ‘learning through work, learning for work and/or learning at work. It consists of authentic structured opportunities for learning which are achieved in a workplace setting or are designed to meet an identified workplace need.’

Each course will interpret this definition according to the needs of its students, but the work-based learning experience will be designed to facilitate opportunities for you to connect with industry partners and establish the professional currency that will drive enterprise and employability. This process will expose you to the challenges of engaging with external clients and employers and allow you to integrate academic subject knowledge alongside professional skills and behaviours. You will learn to work within professional restrictions, recognise parameters and work productively within them.

These experiences are designed develop your resilience, discipline, and professionalism – all qualities that will help you establish a sustainable career after graduation. Reflection and evaluation are an important element of this process and will be recorded formally, providing you with the opportunity to analyse, learn and define insights that will inform your future plans.

This briefing pack is designed to ensure that your Work based learning submission meets the submission requirements of this module.

Learning Outcomes.

By the end of this module you will be able to:

01. Reflect on and discuss constructive behaviours related to professional practice, including reflecting on one’s own behaviours.
02. Provide examples of professional restrictions, recognise parameters, and have the skills to work productively within them.
03. Discuss professional working practices and how they apply to the wider social, economic and cultural context.
04. Integrate academic subject knowledge alongside professional skills and behaviours.

Required Assessment Evidence.

Presentation (10 mins max) in a form appropriate to discipline (e.g., Written/Oral Report, Film, PPT presentation). (LOs 1 and 2)
Reflective Journal (2000 words) (LOs 1, 2, 3 and 4)

What to do and when to do it.

It is important that you follow the process outlined by your Course Leader and Module leader and fill out the forms that are contained in this pack before, during and after your Work Based Learning experience.

01. Apply for Work Based Learning

All students are required to prepare for a specific Work-Based Learning experience at the end of PLP01 Applying your Practice in Semester 01. You are required to organise your own Work Based Learning experience but will be supported by your course team and staff from the Careers and Creative Lab. WBL experiences will vary from course to course, but it is key that you receive feedback from an employer or industry professional on the work you have engaged with. You will start this process in November of Semester 1 and will need to confirm what you are doing by the end of February of Semester 2. Your tutors will guide you in this process. The WBL activity you will undertake falls broadly into two categories

External WBL i.e Placement/ Work Experience/ Freelance project.

This is something you will need to apply for externally and can be either full-time or part-time. Ideally WBL will happen between 11 March and the 22 April and WBL can only happen outside of this period with the permission of your Course Leader or WBL Module Leader. External WBL can take place at your current place of work as long as the activity connects to your course discipline. Timetabled support and check ins will be organised by your course team.

Internal WBL i.e Live Project/ Industry Partnered project/ Industry simulation.

This is something that will be organised by your course team or the Creative Lab. Internal WBL will happen between 11 March and the 22 April and your participation should be agreed in advance by your Course Leader or WBL Module Leader. These activities are organised in partnership with industry and reviewed by an industry partner and require you to work independently. Timetabled support and check ins will be organised by your course team.

02. Confirm the WBL experience you will be doing with your Module Leader.

Before you start the WBL Module, the experience you will be taking part in will need to be agreed signed off with the University.

External WBL

Before the beginning of 'PLP02 Work-based learning' you will need to get your tutor to sign off a '**Confirmation of WBL' (Form 01)** which will include a breakdown of the 70 hours of activity along with an '**External WBL Agreement' (Form 02)**

Internal WBL.

Before the beginning of 'PLP02 Work-based learning' you will only need to get your tutor to sign off a '**Confirmation of WBL' (Form 01)** which will include a breakdown of the 70 hours of activity.

*****PLEASE NOTE!**

There are several additional compliance elements that are required for international students on a Student/Tier 4 VISA. These are covered in an additional section later in this briefing pack. Students with Ravensbourne University visa ARE ALSO REQUIRED TO FILL OUT AND RETURN TIMESHEETS TO THE ATTENDANCE TEAM WHILE ON PLACEMENT.

03. While taking part in WBL

You should record everything you do in both written and visual terms and reflect upon your experience in relation to the learning outcomes for this module. You should also describe feelings and thoughts about the experience and evaluate your experience in both positive and negative terms, trying to analyse to make sense of the situation. You should then create conclusions in relation to what you have learnt and identify what you could have done differently. Finally, you should create an action plan for how you would deal with similar situations in the future. We have created a PPT template for you to use which provides questions and prompts that will help you do this. You should also create an '**Actual Record of 70 hrs activity**' using **(FORM 03)**.

04. After your WBL

You should compile your visual and written record, reflection and all the forms outlined above into a finished Reflective Journal using the PowerPoint template that we have provided. You should also create a 10-minute presentation summarising your experience and outlining key reflections and conclusions and present this to an audience of your peers.

Confirmation of WBL (Form 01)

| | |
|-------------------------------|--|
| Name: | |
| Student ID (9 number): | |
| Course: | |

| | |
|---|--|
| Describe the Work Based Learning Experience you will be undertaking: | |
| What: | |
| Where: | |
| Industry Support/ Supervision/ Feedback: | |

| | | |
|--|-----------------|--|
| Breakdown of Proposed 70hrs Activity: | | |
| Number of hours | Activity | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total: | | |

External WBL Agreement (Form 02)
For students undertaking placements only

| | |
|-------------------------------|--|
| Name: | |
| Student ID (9 number): | |
| Course: | |
| Email: | |
| Mobile: | |

| | |
|--|--|
| Name of employer: | |
| Employer website: | |
| Key contact name: | |
| Key contact email | |
| Key contact phone number: | |
| Address/ Location of placement: | |

| | |
|--|-----------------|
| Will the student receive financial support for the placement from the employer? | YES / NO |
| Provide details if yes: | |
| Start date: | |
| Expected finish date: | |
| No. of days per week: | |
| Hours of work: | |
| Description of workplace duties: | |

| INSURANCE / RISK ASSESSMENT / HEALTH & SAFETY | |
|--|-----------------|
| Is Employer liability Insurance held (or local territory equivalent – if overseas please name)? If no, insurance will need to be put in place and confirmed prior to the placement being undertaken. | Yes / No |
| Is Public liability Insurance held? If no, insurance will need to be put in place and confirmed prior to the placement being undertaken. If you are a sole trader / freelancer we do require you to have a public liability policy in place to cover the work that our students do for you. | Yes / No |
| Will your insurances cover any liability incurred by a placement student as a result of his/her duties as an employee? | Yes / No |

| | |
|---|-----------------|
| If your current policy does not cover the student, please make the necessary arrangements with your provider prior to the start of the placement. | |
| Have risk assessments of your work practices been carried out to identify any risks to your employees or others? | Yes / No |
| Are risk assessments kept under regular review? | Yes / No |

The placement organisation acknowledges its responsibilities under the Health and Safety at Work etc Act 1974 (or local territory equivalent) and all related legislation, and will ensure, as far as reasonably practicable, the health, safety and welfare of the student for the duration of the placement.

The above statements are true to the best of my knowledge.

| Employer | | Student | |
|-------------------|--|-------------------|--|
| Name: | | Name: | |
| Signature: | | Signature: | |
| Date: | | Date: | |

| Academic Approval | |
|--------------------------|--|
| Name: | |
| Signature: | |
| Date: | |

| UKVI Compliance Approval (International Student Visa Students Only) | |
|--|--|
| Please email: ukvicompliance@rave.ac.uk | |
| Name: | |
| Signature: | |
| Date: | |

WBL Record of 70 hrs activity (Form 03)

| | |
|-------------------------------|--|
| Name: | |
| Student ID (9 number): | |
| Course: | |

| | |
|---|--|
| Describe the Work Based Learning Experience you will be undertaking: | |
| What: | |
| Where: | |
| Industry Support/ Supervision/ Feedback: | |

| Breakdown of Actual 70hrs Activity: | | |
|--|-----------------|--|
| Number of hours | Activity | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total: | | |

Feedback from supervisor/ employer / industry partner

Students on a Student Visa should read this section very carefully.

- The Home Office permits Student visa students to undertake placements that are an assessed and integral part of their academic course.
- The work placement must be an integral and assessed part of your academic course and can occur at any stage of your academic course with prior approval from your course tutor and/or subject leader and Careers Team at Ravensbourne.
- Work placement can be a maximum of 50% of the length of your course but only if the course is at the degree level or above (level 6 and 7).
- Students must continue to meet all conditions and responsibilities of their Student visa.
- We are responsible for the student throughout the period of their work placement and must continue to comply with all sponsor duties during this time.
- Work Placements can be full time or part time.
- In addition to the hours worked at your placement, you are allowed to work elsewhere up to 20 hours per week during term time, in line with the conditions of your Student visa. However please ensure that any additional work undertaken during your placement does not adversely affect your studies.

****Please NOTE**

You must provide your Placement Organisation with a copy of the ID page of your current passport, your Student visa and/or Biometric Residence Permit (BRP), if the placement is based in the UK and a copy of your placement brief on the first day of your placement.

Student Sponsor and Student Responsibilities

During the placement you will remain a registered student at Ravensbourne and your Student visa will not be affected. The UKVI Compliance Team will provide details of your work placement to the Home Office, so it is very important that you accurately complete the **‘External WBL Agreement’ (Form 02)** before beginning your placement.

As a Student visa student, the Home Office and Ravensbourne expect you to meet the terms and conditions of your immigration permission whilst on your placement. It is your responsibility to comply with certain responsibilities and failure to do so may result in Ravensbourne withdrawing its sponsorship of your Student visa.

Therefore, you must:

- Inform Ravensbourne immediately of any changes to your UK home address, UK telephone/mobile number, personal email address, name or marital status, work placement address, passport details, immigration status etc.
- Always attend your work placement on the agreed days of work and submit 'Weekly timesheets' (Form 04)
- Inform the UKVI Compliance team, Careers, and Industry Liaison Team at Ravensbourne and/or your supervisor immediately in case of a minor illness or other issue that necessitates an absence.

Undertaking placements overseas

- All overseas placements must be approved by relevant course/subject leader, the Careers Team in consultation with the UKVI Compliance team. Overseas placements for Student visa students will be approved on a case by case basis in consultation with your Tutor and/or Subject Leader.
- Before going on your placement please ensure that **you obtain the correct visa/work permission for the country in which you will be undertaking the placement**, unless you are a citizen/legal resident of that country.
- Whilst overseas you must adhere to all the terms and conditions of your Student visa and the requirements of your programme of study.



Weekly timesheet (Form 04)

This timesheet must be completed each week and must be signed by the Placement supervisor. Timesheets must be sent to: WBLtimesheet@rave.ac.uk by Friday each week whilst on placement.

| |
|---|
| Name: Company: Supervisor: |
|---|

| Day | Date | Time in | Time out | Total hours |
|-----------|------|---------|----------|-------------|
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |
| Saturday | | | | |
| Sunday | | | | |

| Supervisor | Student |
|--|--|
| Name: Signature: Date | Name: Signature: Date |