

Regent College London

Student Work Placements: Policy and Procedures

1. Purpose

1.1 The purpose of the policy and procedures is to set out the principles, scope and processes which apply to the development, delivery, monitoring and evaluation of work placements.

1.2 This policy and associated procedures have been designed to ensure work placements meet best practice in the UK higher education sector and meets the requirements of the QAA UK Quality Code.

2. Scope

2.1 This policy applies to all work placements, according to the definition given in Section 4 below and whether or not formally assessed, for higher education programmes and their constituent modules offered by Regent College London. The policy applies to work placements, whether mandatory or optional for students, for modules at levels 4, 5, 6 and 7 in the QAA Framework for Higher Education Qualifications.

2.2 The policy applies to all higher education provision offered by Regent College London at any of its campuses/locations.

3. QAA UK Quality Code

3.1 This Policy aligns with the UK Quality Code core and common practices in

Expectations for Standards:

The academic standards of courses meet the requirements of the relevant national qualifications framework.

- The provider uses external expertise, assessment and classification processes that are reliable, fair and transparent.
- Where a provider works in partnership with other organisations, it has in place effective arrangements to ensure that the standards of its awards are credible and secure irrespective of where or how courses are delivered or who delivers them.

Expectations for Quality:

Courses are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.

From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

- The provider supports all students to achieve successful academic and professional outcomes.
- The provider's approach to managing quality takes account of external expertise.

This Policy also incorporates the following Guiding Principles set out in the Advice and Guidance for Learning and Teaching:

- 7. Effective learning and teaching ensures that information about, and support for, learning and teaching is clear and accessible to all students and stakeholders.
- 8. Effective learning and teaching encourages and enables students to take an active role in their studies.
- 9. Providers encourage and enable students to evaluate and manage their own learning development, supported by opportunities for ongoing dialogue with staff.

the Advice and Guidance for Work-based Learning:

- 4. Education organisations and employers consider any specific issues in relation to the workplace environment and deal with them appropriately, including informal agreements where appropriate.
- 5. Work-based learning is delivered through a meaningful partnership between students, employers and the education organisation.
- 6. Work-based learning opportunities enable students to apply and integrate areas of subject and professional knowledge, skills and behaviours to enable them to meet course learning outcomes.
- 7. Parties understand and respect the respective roles, responsibilities and expectations of the education organisation, employer and student, and appropriate training and support is provided where required.
- 8. Education organisations and employers acknowledge individuals have unique needs within the education organisation and in the workplace, and collaborate to ensure opportunities are inclusive, safe and supported.

3.3 The policy and procedures provided below are designed to ensure that Regent College London fully meets the Expectations and Guiding Principles as stated.

4. Definitions and Principles

4.1 Definitions

4.1.1 The following provides definitions that distinguish between for work placement learning and work based learning:

Work Placement learning is a planned specific experience or period of learning, normally outside of Regent College either in a workplace or at another institution, where the learning outcomes are an intended and integral part of the programme and module of study.

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. <sup>[L]
[SEP]</sup>

For the purposes of this policy, work placement is concerned with work placement learning.

4.1.2 The term *placement provider* refers to the host organisation offering the work placement opportunity for Regent College and its students.

4.1.3 The term *placement organiser* refers to Regent College London generally and the specific members of staff responsible for the management and allocation of work placements to students.

4.2 Principles

4.2.1 The following principles inform the aims of Regent College London Work Placement Policy and Procedures:

(i) Regent College London has ultimate responsibility for quality, academic standards and the student experience for work placement learning.

(ii) Any work placement that is part of a student's programme of study should contribute to the overall learning outcomes of the student's programme.

(iii) 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.

(iv) Clear guidance must be available to all those involved in the work placement, including placement providers, staff at Regent College London and students.

5. Responsibilities

5.1 Responsibilities of Regent College London

5.1.1 Regent College London has the following responsibilities:

- Inform students of their responsibilities and provide appropriate and timely information, support and guidance before, during and after the work placement
- Provide host organisations with appropriate and timely information, support and guidance throughout the placement process
- Provide College staff with briefings, training and information about their responsibilities to enable them fully to fulfil their role
- Policies and procedures for securing monitoring, administering, recording and reviewing are up to date and effective
- Brief students prior to going on placement on Health and Safety requirements of both the College and the placement provider
- Brief students on the structure, timing and method of assessment learning and how the work placement is part of their programme of study
- Inform students of their rights under the Equality Act 2010, including student entitlement under UK law not to be discriminated against in the work place
- Brief students on Regent College London Equality and Diversity Policy
- Provide each student with a nominated member of Regent College staff as placement supervisor and first point of contact for the student whilst on work placement

- For the placement supervisor to visit each student whilst on work placement according to the stated requirements for the provision of academic and pastoral support
- Check during visits that the student does not have any concerns about their health, safety and welfare
- Provide academic supervision and any related assessment requirements according to the student's programme and module specification
- For the placement supervisor to record placement activities for each visit to the student on placement on the required pro forma
- Respond promptly to enquiries from the student on placement and the placement provider
- Advise 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
- Provide an annual evaluation and review of placement activities across higher education programmes for consideration by the Quality Committee
- All members of staff of Regent College London are expected to maintain appropriate levels of confidentiality regarding professional and personal information.

5.2 Responsibilities of Placement Providers

5.2.1 The placement provider has the following responsibilities:

- Direct supervision whilst on work placement with the placement provider
- Have the primary duty of care to ensure the Health and Safety of the student whilst engaged on work placement
- Should treat students the same as staff in respect of Health and Safety
- Provide Health and Safety, risk assessment and insurance information to Regent College London
- Nominate an appropriately trained, briefed and competent member of staff to act as the student's placement supervisor
- Provide 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
- Provide the student with an appropriate working environment and necessary equipment to carry out their work duties
- Uphold duties and responsibilities of the Equality Act 2010
- Maintain confidentiality regarding personal and/or professional information.

5.3 Responsibilities of Students whilst on Work Placement

5.3.1 Whilst on work placement students must:

- Abide by Regent College London Student Charter and ensure all behaviours maintain the reputation of the College
- Conduct themselves in a responsible and professional manner at all times whilst on work placement at the host organisation

- Maintain appropriate levels of confidentiality regarding personal and professional information, and information concerning the host organisation
- Attend pre-placement briefings by the College and induction events by the placement provider
- Fully abide by the rules and regulations regarding Health and Safety and other working practices of the placement host organisation
- Report any Health and Safety concerns either before or during the placement which have not been addressed by the host organisation to Regent College London
- Contact Regent College at the earliest opportunities of any significant matters that arise during the placement including well-being and academic matters
- Contact the College if contact details change or any other changes in circumstances related to the placement or the host organisation.

6. Monitoring and Evaluating Work Placements

6.1 The designated member of staff with overall responsibility for work placements, both within and across different programmes of study, at Regent College London will be responsible for creating a record base for all work placements, placement providers and students allocated to work placements as part of their programme of study.

6.2 The designated member of staff will monitor and evaluate work placements and produce a written annual report for Regent College London Quality Committee which will include:

- A complete list of all placement providers and the number of placement opportunities each provider offers
- The total number of students on work placements over the academic year by programme of study
- An appraisal of the learning opportunities offered by work placements
- Summary of student feedback from surveys of their work placement learning experience
- Summary of supervisory arrangements for students by staff at Regent College and placement providers
- Summary of any issues or concerns that have arisen, maintaining confidentiality for both students and placement providers. Summary of how issues or concerns have been resolved
- Summary of any formal complaints by students or placement providers and how they have been resolved
- Suggestion for quality enhancements of the student learning experience whilst on work placement.

7. Equality and Diversity

7.1 Regent College London's work placement policy will be operated within the College's Equality and Diversity Policy <http://www.regentcollegelondon.com/our-college/policies>. All students provided with work placement opportunities will be treated equitably and fairly with any additional learning requirements and/or disabilities taken fully into account.

7.2 Placement providers will be informed of Regent College London's Equality and Diversity Policy and be asked to agree to the policy and its associated procedures.

8. Complaints

8.1 Any complaint concerned with a work placement, whether by a student or the placement provider, should be made using Regent College London Complaints Policy and associated procedures. The complaints policy is publically available from the College's website <http://www.regentcollegelondon.com/our-college/policies>.

9. Recording, Monitoring, Evaluation and Review

9.1 Work placement activity associated with any programme and its constituent module(s) must be subject to recording, monitoring and regular (at least annual) evaluation and review. The following pro-formas are to be used:

- Health and Safety checks to be completed by placement providers
- Health and Safety checks to be completed by the member of staff at Regent College London responsible for work placements
- Record of supervisory visits to students on work placement
- Evaluation and review of work placements across higher education programmes

9.2 The report of the regular (usually annual) evaluation and review of work placements across higher education programmes is to be considered by the Quality Committee and reported to Academic Board and College Higher Education Management Meeting.

<i>Author</i>	<i>Head of Standards & Quality Enhancement</i>
<i>Version</i>	<i>Version 1.2</i>
<i>Update</i>	<i>May 2019</i>
<i>Approval</i>	<i>Academic Board May 2019</i>
<i>Review Date</i>	<i>May 2020</i>