UNIVERSITY OF WINCHESTER

Placement Procedures

Document Title:	Placement Procedures
Responsible Role and Department:	Head of Graduate Success Careers and Opportunities Team, Student Support & Success.
Approving Body:	Academic Regulations, Policy and Procedures Committee
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Indicate whether the document is for public access or internal access only **Indicate whether the document applies to collaborative provision?**	~~**Public Access**~~ **Internal Access Only** ~~**Applies to Collaborative Provision**~~

Summary:

This document outlines the procedures that should be followed to embed and administer placements through the course portfolio. It outlines the legal, insurance and health and safety requirements of student placements to ensure the University of Winchester fulfils the duty of care to students. It does not provide guidance on training placements in teacher training, allied health and social work programmes. Details on procedures for training placements is provided by the relevant Faculty.

Equality Impact Assessment	
Summary of process undertaken to determine equality impacts:	Placement Procedure documentation was discussed with the Director of Equalities in relation to OfS condition E6. Head of Disability will review the related student, staff and organisation placement guides to ensure they are current and fit for purpose. Head of Graduate Success to analyse on an annual basis the demographics of students on placement to identify and act on areas of concern.
University Committee (name/ date) where equality impacts discussed (may be Committee of approval, or another):	Academic Regulations, Policies and Procedures Committee

Identified equality impact(s) on colleagues and students (i.e. any specific impacts related to this policy that may cause disadvantage for people due to one or more particular protective characteristic)	
Protected Characteristic	Impact(s) identified and any action(s)/mitigation(s) to address these impact(s), as necessary.
Age	Placement Procedures have been reviewed to ensure there is no age discrimination.
Disability	Placement Procedures have been reviewed to ensure that students or staff working with placements are not at a disadvantage.
Gender Identity	Placement Procedures have been reviewed to ensure that students or staff working with placements are not at a disadvantage.
Marriage/Civil Partnership	Placement Procedures have been reviewed to ensure that students or staff working with placements are not at a disadvantage.
Pregnancy and Maternity	Placement Procedures have been reviewed to ensure that students or staff working with placements are not at a disadvantage.
Race (incl. nationality)	Placement Procedures have been reviewed to ensure that students or staff working with placements are not at a disadvantage.
Religion and Belief	Placement Procedures have been reviewed to ensure that students or staff working with placements are not at a disadvantage.
Sex	Placement Procedures have been reviewed to ensure that students or staff working with placements are not at a disadvantage.
Sexual Orientation	Placement Procedures have been reviewed to ensure that students or staff working with placements are not at a disadvantage.

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Background and context

1. These placement procedures provide guidance and support to ensure the University quality assures and ensures a safe, compliant placement setting where this is credit-bearing within a University course.
2. The procedures provide a common set of expectations to help all stakeholders understand and manage the placement experience for students and to ensure all are fully aware and comply with the legal, insurance and health and safety requirements of a placement.
3. The procedures set out expectations of credit bearing placement provision and operations for all undergraduate and postgraduate taught degrees.
4. The procedures do not cover guidance for students undertaking placements for teaching, social work and allied health courses such as; social work, nursing, midwifery and physiotherapy. Guidance with respect to training placements is provided by the relevant Faculty.
5. The procedures do not cover guidance for students undertaking placements outside of their course unless it is a validated element of a University module or course.
6. The University uses an online placement management system called *InPlace* to manage placements.
7. The University is a member of ASET, the Work Based and Placement Learning Association, providing training, advice and sector guidance on University placements.
8. If there are queries related to placements workplacements@winchester.ac.uk can be contacted.
9. Further support is available for Placement Module Leads responsible for placements via the Staff Guide to Work Placements.

Introduction and definition of terms

10. The University of Winchester recognises the importance of work-based and placement learning, including volunteering, within its modular provision as an essential contribution to students' employability, developing their curiosity, confidence and capabilities. Work-based learning can include live consultancy / briefs from industry where students work on industry problems. Work-based and placement learning is integral to the University's strategic plan to ensure that our graduates have the skills that they need in employment and beyond to have successful and meaningful lives. Work-based and placement learning provides authentic learning situations where students can use the experience to articulate their skills, attributes, knowledge and experience.

Definition of terms used at University of Winchester to describe various types of work or experience:

Placement – A placement is a period of assessed learning in a workplace approved by the University and included in a module. Any activity, whether termed a placement or otherwise, that is not a validated element of a University module or course is outside the scope of these procedures. Where a placement occurs in a module, it should satisfy the module requirements appropriate to the course and is usually in a field relevant to a student's subject. University of Winchester placements vary, with different courses offering different hours and durations with some mandatory and some optional.

11. There are different types of placements both assessed and non-assessed and examples include:

- **Sandwich year** (also known as a year in industry or placement year)– a full-time contract with an organisation undertaken between levels 5 and 6, lasting at least 30

weeks. These placements should be at least 35 hours per week and conform with minimum wage and employment legislation.

- **Term long placement** – minimum of 15 days over the course of the term
- **Final year placement** – minimum of 30 days over the course of the terms
- **Volunteering Module** - a minimum of 24 volunteering hours, depending on the degree programme taken across the term.
- **Short term or long placements during holiday periods -** these could last a few days or weeks outside of university weeks, are self-managed by students and not assessed. These opportunities are out of scope of these procedures.

A placement aims to bridge the gap between academic study and vocational experience through practical and professional work experience and is an opportunity to gain valuable experience in a real working environment. Placement learning is when the learner might be considered as student first, employee second, i.e. they came to the placement experience by virtue of their assessed learning.

Some students are paid for their placement. Students doing sandwich year placements which are year-long would be expected to receive a salary.

12. **Volunteering** – Volunteering is any activity that involves spending unpaid time within charities, voluntary or non-profit organisations, or with a local authority. It involves activity that aims to benefit the environment, the community or an individual. Volunteering can be extra-curricular or as part of the curriculum through Volunteering Modules available within validated provision.

13. **Internship –** An internship is an extra-curricular contract of work for a fixed period, offered by employers. Internships are advertised for both students and graduates to give them experience of a piece of work or project within a specific industry. They can be as short as a week, but also as long as 12 months. The University does not use the term 'internship' for assessed, credit bearing placements, these are known as placements or volunteering. Internships do not fall within these procedures as they are extra-curricular.

Guidance for staff

14. Where work-based or placement learning/volunteering is part of a module, its learning outcomes must be clearly identified, contribute to the overall aims of the programme and be assessed appropriately. These learning outcomes will be reviewed through the University's standard processes at validation, revalidation and via programme amendment.

15. Requests to add a placement to a programme can be made through the University's quality assurance processes in place at the time. The Quality Office can advise.

16. Placements may happen during term-time or in non-term-time if this is suitable for the student, however, the University does not mandate that students should undertake a placement in non-term-time.

17. Guidance on placement duration should be discussed as part of the design process. In some cases, there may be specific PSRB recommendations or requirements. Advice can be sought from the Quality Team and/or Careers Service where required.

18. Year-long placements need to be set up in UCAS as a recruiting course as via a full curriculum

build in SITS.

19. If any placement ends early due to a reason that is not in the student's control (e.g. placement cancellation) or due to student non-attendance or conduct and the student has not completed enough days or hours to fulfil the module learning outcomes, the Placement Module Lead or Head of Department may initiate an amended assessment, such as an essay about the organisation's position in the sector or a tailored assessment requirement to allow the student to reflect on the experience. The Placement Module Lead or Head of Department will decide on whether the student needs to complete additional hours/days to meet the learning outcomes.

20. Evidence of incomplete hours due to exceptional circumstances should include a written statement from the placement supervisor or relevant person.

21. The Placement Module Lead has the right to refuse entry onto optional placement modules where the student has low attendance (non-medical reasons) and low engagement.

Roles and responsibilities

22. Faculties and the Careers Service are responsible for ensuring appropriate arrangements are in place to prepare and support students through the process of applying, finding, documenting and undertaking their placement, as well as any subsequent support they may need on their return to the University. Further information on roles and responsibilities for the University, student and placement organisation is set out in the appendices.

Managing risk with placements

23. Due diligence checks should be undertaken as part of the placement approval process to ensure that the placement provider is suitable, whether allocated by the University or independently sourced by the student. These steps should be carried out prior to approving the placement setting. Procedures for securing, approving and allocating placements should be transparent to all and the following should be considered by the Placement Module Lead in conjunction with guidance if required from the Careers Service:

    a) All placements must be added to *InPlace* and approved before the placement starts. If a student has not registered the placement on *InPlace* and completed the relevant sections (including applying for a DBS, as applicable, and completing all health and safety elements) in advance of their placement, then the student will have to transfer to an alternative module. It is the responsibility of the Faculty to ensure this process is followed.

    b) The organisation meets the guidelines set out in the placement host checklist. This ensures the University approves placements with reputable and appropriate organisations.

    c) The ability of the placement provider to allow students the opportunity to meet the learning outcomes of the placement.

    d) A Placement Learning Plan is used to clarify roles and responsibilities and to set out the aims and objectives of both the student and the placement provider. The Placement

Learning Plan is a collaborative document between the student and placement provider. A template is provided by the Careers Service and available in Appendix 5.

e) Health and safety requirements, including any requirement for a DBS check if the student is undertaking a placement or volunteering module that involves working with children or vulnerable adults (as per the guidance document available on the intranet) and that contributes towards their academic award (i.e. a credit-bearing module). A DBS check must be completed through the University (via Registry), and the student is liable for the cost of the check.

f) A health and safety risk profile should be carried out by the student following the University's policies and procedures in place at the time, following the advice of the University's Health and Safety Manager.

g) Organisations taking students for placements warrant that they have policies and processes in place that ensure that the student's working environment complies with the provisions set out in the Equality Act 2010 and the Worker Protection Act (Amendment of Equality Act 2010) 2023. A risk assessment should also be completed by the organisation, including reviewing whether an occupational health check is required. The University's policies and processes will continue to apply to students while on placement.

h) Any relevant professional, statutory or regulatory body (PSRB) requirements governing the suitability of placements.

i) Student support on placements, including the mechanisms for dealing with any problems or complaints.

j) Any reasonable and anticipatory adjustments for students with a disability or learning difference.

k) Both Employers' Liability and Public Liability Insurance Certificates should be obtained and remain valid for the duration of the placement together with confirmation from each organisation that students will be covered whilst under their supervision/control and uploaded to the *InPlace* system.

l) Students may be 'covered' by university travel cover, subject to appropriate authorisation, when going on overseas placements whilst they continue to be students (i.e. in the summer between their 1st and 2nd years, or 2nd and 3rd years) but not when they have ceased to be students – i.e. after their final year.

m) A visit or meeting with the placement provider may be required to assess their suitability by the Placement Module Lead or member of the Careers Service.

n) The placement provider will be reviewed and authorised by the Placement Module Lead via the *InPlace* system.

o) A placement visit may be arranged by the Placement Module Lead while the student is on placement, either online or in person depending on the location of the placement and if the placement is longer than 3 months.

Confidential work on placement

24. The University understands that it may obtain commercially sensitive, or personally identifiable, data belonging to the placement provider. Where such information is made available, when necessary, it will be used for placement administration and student assessment purposes only. This may include student reports being made available to a third party for scrutiny in the event of a dispute, or at an External Examiner's request. Outside of this necessary use, the University will not disclose any commercially sensitive data or personal information externally, unless it is legally compelled to do so. The University will continue to process all data in a manner compliant with the UK General Data Protection Regulation (GDPR) or any subsequent data protection legislation. All students are also subject to placement organisations' internal policies and procedures.

    It is important that placement providers requesting confidentiality of students' reports on their placement activity are aware of the use of any information made available to the University. In all cases, if a project is likely to be confidential or commercially sensitive, a conversation should take place between the student, the University, and the organisation, to define the acceptable perimeters of the student's project. Placement Providers must not require students to sign Non-Disclosure Agreements in relation to harassment or sexual misconduct issues.

International students and placements

25. The majority of international students will be eligible for a Student Visa (Student Route). It is the student's responsibility to check and adhere to the conditions of their visa.

    A Student Visa (Student Route) holder can undertake a placement if:

- The course is at degree level or above
- The placement is an **integral and assessed** part of the course.
- The work placement is no longer than one third of the total length of the course.

    The University will be required to:

- Inform the Home Office of the student's placement details.
- Inform the Home Office if there are any changes to the student's placement details.
- Remain in contact with the student so that attendance and engagement can be monitored.
- Provide a letter to the placement provider that outlines the conditions of the placement.

The work placement can be paid and full-time. The student's visa must cover the full length of the course and work placement. It is sometimes possible for a student to add a work placement once they start their course in the UK. However, they will need to speak with International Student Success and their Personal Academic Tutor to check if this is possible.

If the student chooses to work alongside their placement and holds a Student Route Visa, the usual restrictions apply, these can be found here.
If the student holds any other type of immigration permission, they must be able to provide evidence that work placements are within their immigration conditions.

Further advice can be provided via international.support@winchester.ac.uk

Appendices

Appendix 1: The University of Winchester – roles and responsibilities

Table 1 below outlines the roles and **responsibilities of University Departments** to ensure the safety and success of student placements:

No.	Responsibility	Owner
1	Ensure the correct process is followed to add a placement option to a course. Please see the Placement Module Template in Appendix 4.	Registry
2	Ensure that accurate placement information regarding any costs and requirements is on the external website for each course area.	Faculties/Marketing, Communications and Engagement
3	Maintain and manage the relationship with QuantumIT (providers of the *InPlace* platform).	HWB Faculty / Careers
4	Ensure details of students who have opted for a placement or are on a mandatory course are added to the relevant requirement group on *InPlace* at the required time.	Careers Service
5	Through an annual audit of modules, verify the list of placement and volunteering modules running in the following academic year, identifying which of these modules need all participants to undertake a DBS check.	Registry/Faculties
6	Ensure an academic is allocated to be a Placement Module Lead and trained by the Careers Service to approve placements on *InPlace*, including ensuring the following is reviewed: • organisation and placement is appropriate, • risk profile is completed fully • Placement Learning Plan is completed and the objectives meet the module requirements. • insurance documents are uploaded (and valid for the duration of the placement) in advance of the placement start date. • Placement Module Lead is available to support students while on placement. • feedback is obtained from the student (and / or organisation) to verify that the student has undertaken the agreed hours. • ensure the student knows how to report any concerns relating to harassment or sexual misconduct to the University, either through the Placement Module Lead or via the Report and Support platform. Placement Module Lead is responsible for making students aware that certain placements/volunteering activities may need a DBS check, and they should advise students to indicate whether they are working with children/vulnerable adults on *InPlace* well in advance of the placement beginning	Faculty – Placement Module Lead
7	Maintain a record and ensure Placement Module Leads responsible for placements are trained on the *InPlace* system and that the supporting Staff guide to work placements is up-to-	Careers Service

	date.	
8	Ensure that placement documentation stored on *InPlace* and University systems is retained in accordance with the data retention policy and General Data Protection Act.	Careers Service / Faculty
9	Direct students to Registry (Registry.Enquiries@winchester.ac.uk) to complete the DBS application (as applicable) ahead of the placement start date	Faculty / Registry
10	Maintain a record and ensure Placement Module Leads are provided with guidance in the Staff guide to work placements and through a training session to support the sign-off of student risk profiles to include checking with Registry that a DBS has been applied for, where appropriate.	Health & Safety / Registry / Careers Service
11	Ensure the process, guidance and support is in place for students undertaking placements overseas.	Health & Safety / Planning Officer
12	Ensure the University complies with the Office for Students B Conditions of registration as they are applicable to the authenticity and validity of placement-based learning and assessment.	Faculty
13	Ensure all placements are uploaded, reviewed and approved on *InPlace* in advance of the placement start date.	Faculty
14	Provide timely in curriculum pre-placement information to support students to consider taking a placement to include; information on how to find, apply and register the placement on *InPlace*.	Careers Service
15	Provide online and in person support to students with placement sourcing, applications and interviews.	Careers Service
16	Provide information to students on how to complete the risk profile, obtain the required insurance documentation and Placement Learning Plan.	Careers Service
17	Source and advertise placement opportunities that meet the vacancy policy guidelines via the CareerConnect platform and Canvas placement course page. Engage with organisations regionally and nationally to source new placement providers on an annual basis. Throughout the year, invite organisations to campus to meet students looking for placements either through large careers events or in-curriculum sessions.	Careers Service
18	Ensure that placement opportunities are only approved if they meet the requirements of the course and the expectations set out in the student's Placement Learning Plan.	Faculty
19	Ensure confidentiality as set out in section 24 of these procedures are maintained.	Faculty
20	Ensure the evidence of the hours completed by the student on placement is completed where required, signed by placement supervisor or relevant person. Please see the University of Winchester Placement Completion Form template in Appendix 6, which can be used if required by the Faculty.	Faculty
21	Provide up-to-date student, staff and organisation guides to ensure placement success and compliance.	Careers Service
22	Ensure that placement information is uploaded, reviewed and approved on *InPlace* in advance of the placement start date.	Placement Module Lead / Faculty
23	Provide formative feedback opportunities and grade students' work from accredited placement modules.	Faculty

No.		
24	Ensure that international students undertaking a work placement are reported to the UKVI before the student is allowed to start the work placement.	International Success Team
25	Ensure that placements associated with modules appear on the Higher Education Achievement Report (HEAR)/ transcript.	Registry

Appendix 2: Responsibilities of students

No.	Responsibility
1	Attend the in-curriculum placement support sessions, familiarise themselves with the Canvas placement support course and the Student guide to placements.
2.	Source and secure their own placements.
3	Where required, seek further support via the Careers Service to find and apply for placements.
4	Upload the required placement information **in advance of the placement start date** to *InPlace* including the Placement Learning Plan, risk profile and organisation insurance documents. Failure to do this before the start of the placement will result in being moved to an alternative module.
5	Complete the Placement Learning Plan, collaborating with the placement provider to create objectives which support the learning outcomes of the module.
6	Report any concerns about health and safety to their placement organisation, including personal or health concerns or disabilities that may require adjustments.
7	Where a DBS is required for a placement, the student must obtain this through the University and should apply for this at least 6 weeks before the placement start date. Guidance can be sought from the registry.enquiries@winchester.ac.uk and on the Registry intranet page. The student is liable for the cost of the DBS.
8	International students must follow the advice and guidance from the International team to comply with visa requirements.
9	Abide by organisation guidelines regarding health and safety requirements, and other practices and procedures of the placement provider.
10	Keep a record of the number of hours worked while on placement.
11	Report any accidents or near or misses in the workplace to their organisation.
12	Consult with the University prior to seeking any changes in the terms and duration of the placement. A revised risk profile may be required and should be submitted to *InPlace*.
13	Notify the University if their placement ends early for whatever reason.
14	In line with expectations as detailed in the Student Charter, all students should conduct themselves with a professional and responsible attitude.
15	Report any concerns of behaviour towards them while on placement that might be harassment or sexual misconduct as defined in our Bullying, Harassment and Sexual Misconduct Policy, so that the University can provide support and take appropriate actions.

Appendix 3: Responsibilities of the **placement organisation**:

1	Access and read through the Organisations' Guide to Placements, sent to organisations once the information is on *InPlace*, which outlines in detail the expectations.
2	Plan the work to be undertaken by the student, including supporting the student to complete placement learning objectives, a full and clear induction to the organisation and its working practices and associated health and safety training.
3	Comply with the appropriate country's health and safety legislation.
4	Undertake a risk assessment to identify any potential risks/ hazards associated with the student's placement and to ensure that adequate controls will be put in place to address these risks, including whether an Occupational health check is required.
5	Assess the DBS certificate (sought by the student through the University) in order to satisfy safeguarding requirements
6	Ensure both Employers' Liability and Public Liability Insurance Certificates are provided to the student and the Placement Module Lead and are valid for the duration of the placement together with confirmation that students will be covered whilst under their supervision/control.
7	Nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the student.
8	Facilitate access to the student by visiting Placement Module Lead as appropriate.
9	Treat placement students in the same way as they would other employees in respect of their induction, supervision, inclusivity, health and safety and welfare and in-line with legislation including the Worker Protection Act 2023 and the Equality Act 2010.
10	Support the student with objective setting through the Placement Learning Plan and completion of tasks.
11	Promptly inform the University of Winchester of any serious accidents which involve medical treatment that goes beyond first aid or advise the University of incidents relating to breaches of discipline by the student or of incidents or suspected incidents of harassment and/or sexual misconduct towards the student
12	Provide feedback and evidence of the number of placement hours worked when requested.
13	Advise the University promptly of any unexplained periods of non-attendance or any other workplace concerns, including if the placement finishes before the agreed endpoint.

Appendix 4: University of Winchester Placement Module template. (link to document to follow)

Appendix 5: Placement Learning Plan (link to document to follow)

Appendix 6: University of Winchester Placement Completion Form template. (link to document to follow)