

Section 5

Student Placements

5.1 Placements are periods of work experience undertaken by students as part of their programme of study, which are required in order to fulfil the learning outcomes. Placements usually fall into one of the following categories:

- a. a work placement where a student gains work experience relevant to the programme, for example a year in industry or teaching experience as part of a PGCE
- b. research placements, for example research projects undertaken in a laboratory or equivalent
- c. clinical placement, for example medical electives undertaken by medical students or placements undertaken by clinical psychology

5.2 The inclusion of placements within programmes will be tested as part of the programme approval process to ensure that placements:

- a. are integrated within the curriculum
- b. have processes in place for ensuring the scope of any projects undertaken on placement align with the learning outcomes of the programme
- c. have clear mechanisms in place for demonstrating and assessing the outcomes of placement learning
- d. are consistent with subject benchmarks
- e. comply with requirements of relevant PRSBs

5.3 Any of these placements may be with a Placement Provider i.e. an organisation where the placement takes place which may be either in the UK or another country. Placements may also take place occasionally within the University

5.4 Placements may be compulsory or an optional part of a programme but must be planned and count towards the learning outcomes. Placements may be organised by the University or, with its agreement, by a Student. They do not include part-time term or vacation work arranged by a Student which is not a planned part of the programme.

5.5 The length of a placement may vary and may take place during term time, vacations or both.

5.6 The responsibilities of the various parties involved in a placement must be clearly articulated before a Student commences the placement. Responsibilities are articulated in Appendix 9 covering the University, Placement Provider and Placement Student.

5.7 A Student on placement remains a registered Student of the University and the University retains responsibility for ensuring the learning opportunities provided by the placement are appropriate and the Placement Provider is fully aware of its responsibilities and obligations.

- 5.8 Where a School/Department's provision incorporates placements there should be at least one member of staff who is the Placement Tutor. The Placement Tutor will lead the assessment of the placement and ensure that students receive the necessary information in advance of their placement and will ensure that contact is maintained during the placement.
- 5.9 The Placement Provider has primary ownership of the risks arising from the placement. Other risks relating to the placement but not the work (for example travel, crime, and weather) will not relate to the Placement Provider but these factors will be considered when assessing the placement.
- 5.10 As the Placement Provider has control of the Student while they are on placement, many responsibilities are their legal liability which includes injury, loss or damage that the Student may cause whilst they are under the supervision of the Placement Provider and is therefore the responsibility of the Placement Provider. Similarly any injury, loss or damage suffered by the Student while they are under the supervision of the Placement Provider is also the responsibility of the placement provider.
- 5.11 The Placement Providers must be carefully assessed bearing in mind that the University has a responsibility towards the Student and should be able to demonstrate that appropriate steps have been taken to mitigate risk. The University retains the right to refuse a placement on the grounds of the Placement Provider not holding employers liability insurance, public liability insurance or with health and safety concerns. Appendix 11 outlines the Placement Approval Process.
- 5.12 The School/Department should carry out an assessment to review the Placement Provider and placement role to identify any possible issues before a student takes up a placement at the Placement Provider.
- 5.13 A site visit may be undertaken by a member of University staff to the Placement Provider before the first student undertakes a placement if this is considered necessary. This visit should include a risk assessment.
- 5.14 A Placement Provider must provide a line manager/supervisor/mentor who should ensure that students are made aware of all requirements, including those pertaining to health and safety when on placement.
- 5.15 Any additional costs associated with placements should be clearly published to ensure that the Student and prospective students are aware of them prior to committing to the programme.
- 5.16 Schools/Departments should ensure that, where required, any statutory checks, for example by the Disclosure and Barring Service (DBS), are undertaken before a student starts a placement.
- 5.17 The University should ensure that there are clear procedures in place for dealing with any concerns or complaints from either students or Placement Providers during the placement period. There should also be a clear policy on communicating with students during their placement.

5.18 The University should have a policy in place for dealing with a possible breakdown of the placement, including the potential consequences and the effect this may have on students' progression.

5.19 Schools/Departments should review the appropriateness and effectiveness of placements as part of annual and periodic developmental review and should put in place mechanisms for collecting feedback from students and Placement Providers on their experiences.

Placements undertaken in country outside the UK

5.20 Placements outside of the UK must be assessed thoroughly as every country may not have the equivalent to the UK's employers or public liability.

5.21 The following additional considerations apply where a Student undertakes a placement in another country:

- a. The Placement Provider must hold equivalent employers' liability and public liability insurance.
 - i. If the Placement Provider cannot provide confirmation that there is equivalent insurances in place, this gap in cover should be explained to the student and the Student will be asked to sign an Insurance Declaration Form to acknowledge that the Placement Provider does not have the appropriate insurance in place but is willing to undertake the placement.
 - ii. The student's personal accident policy should provide some fixed benefit in the event of death or permanent disablement arising from an accident at work, but without an employer's insurance policy or scheme to protect them the student is unlikely to receive any compensation from the Placement Provider if they suffer an injury at work.
- b. Schools/Departments should satisfy themselves that the Student who is due to spend a period of work in a country where English is not the first language have sufficient oral and written competence in the language of the country to be visited to ensure that they can benefit from the experience.
- c. Where the content of the programme does not prepare a Student going overseas for the cultural, social or academic experience of a work placement, Schools/Departments should provide appropriate support and information and any practical details. In addition, the Global Opportunities Office can provide support to assist a Student preparing for specific mobility programmes.
- d. All students who travel abroad on placement must be insured under the Group Personal Accident and Travel Policy arranged by the University.
- e. A Student should be made aware that they will be subject to the laws of the host country.
- f. A Student should, where possible, be given the opportunity to meet other students who have spent time abroad in previous years.

- g. A Student visiting other countries should be advised to seek appropriate advice about compulsory and recommended preventative health measures, including vaccination requirements.

Appendix 9

Roles and Responsibilities for Student Placements

Responsibilities of the University

1. The University is required to:
 - a. Ensure learning outcomes relevant to the placement are clearly stated in the programme specification and if appropriate associated handbooks or guides.
 - b. Clearly communicate with the Student names of the member(s) of staff who is/are responsible for coordinating the placement.
 - c. Provide adequate provision of preparation and support to the Student to undertake a placement.
 - d. Provide clear written guidelines of the requirements and expectations of the placement if the Student wishes to source their own placement arrangements. This should include:
 - i. The type of placement and the timetable for the completion of arrangements.
 - ii. The required length of the placement and duration.
 - iii. Any specific requirements associated with a placement outside of the UK.
 - iv. The responsibilities and requirements of a Placement Provider.
 - e. Ensure that the Student understands the expectations of the placement and the consequence of failure to complete it satisfactorily.
 - f. Have in place a thorough placement approval process to ensure that the placement, the Student and Placement Provider meet the standards and expectations required for the experience.
 - g. Ensure that the Placement Tutor in Schools/Department has adequate time, experience and support to fulfil his/her responsibilities, including the assessment and authorisation of a placement
 - h. Ensure that the Placement Provider is assessed with care and are able to ensure that the Student can meet the intended learning outcomes of the placement and that they can fulfil their responsibilities and requirements.
 - i. Ensure that the Placement Provider has insurance cover to meet any liability they may have to the Student (public liability insurance or equivalent and employers' liability insurance or equivalent) and if appropriate to meet any claim made against the Student's work in a professional or advisory nature (professional indemnity insurance).
 - j. Ensure that a risk assessment is conducted if appropriate.

- k. Ensure that the Student is appropriately prepared before they start their placement and that there is support in place during the period of the placement.
- l. Provide a named point of contact to with the Student and Placement Provider's point of contact to maintain communication for the placement duration, clearly agreeing the regularity and frequency.
- m. Specify the frequency and nature of formal contacts with the Student and Placement Provider. This may vary according to the programme of study and the type of work placement.
- n. Organise appropriate procedures for re-orientation of the Student on their return to the University.
- o. Provide appropriate mechanisms to respond to any issues or concerns raised on placement by the Student or Placement Provider.
- p. Provide appropriate mechanise to obtain feedback from the Student and Placement Provider.

Responsibilities of the Placement Provider

2. The Placement Provider will be required to:

- a. Clearly specify the scope of the placement role and projects by completing a Placement Provider Form to inform the University of Leicester of the role and responsibilities.
- b. Be clear as to the placement role objectives and what the Student would be expected to learn and demonstrate throughout their placement.
- c. Be the primary owner of the risks arising from the placement. Other risks relating to the placement but not the work (for example travel, crime, and weather) will not relate to the Placement Provider but these factors will be considered when assessing the placement.
- d. Provide appropriate opportunities to enable the Student to meet the agreed intended learning outcomes of the placement. This also includes allowing the Student to return to University to complete any required assessments as part of their degree programme.
- e. Provide any additional training necessary and at the appropriate time for the Student to achieve the agreed role outcomes.
- f. Hold public liability insurance or equivalent and employers' liability insurance or equivalent and if appropriate to meet any claim made against the Student's work in a professional or advisory nature (professional indemnity insurance).
- g. Appoint a suitably qualified and experienced staff to act as the Student's line manager/supervisor/mentor.

- h. Ensure that the Student is provided with all information required to undertake their role, specifically to provide an induction relating to details of health and safety requirements, the identification of confidentiality provisions relating to their role, and any protocol and policies that you as a Placement Providers reasonably require the Student to be alerted to as part of their role. The University retains the right to refuse a placement on the grounds of health and safety concerns.
- i. Maintain communication with the University's named point of contact during the placement and highlight any concerns about the Student's immediately.
- j. Ensure suitable financial arrangements are in place with the Student, to ensure they will be paid correctly and in a timely manner.
- k. Not use the Students' access to University resources such as digital Library resources for their own commercial benefit as such use is prohibited by the University's licences with software and content providers.

Responsibilities of the Student

- 3. The Student is required to:
 - a. Act professionally and responsibly, both in their studies and on placement, meeting probation periods if required, and conduct themselves accordingly with due regard to the University Senate Regulations, the Placement Provider and the laws and conventions of the country in which they are undertaking their placement.
 - b. Adhere to attendance requirements and working hours stipulated by the University and on your visa, not work more than the hours stated, either inside or outside of the University.
 - c. Register for insurance under the Group Personal Accident and Travel Policy arranged by the University where placements are outside of the UK or include travelling abroad.
 - d. Inform the University, should you have any queries or concerns about placement or Placement Provider.
 - e. Update the University immediately if any of your placement details change.
 - f. Make contact with the University and the Placement Provider if you require special adjustments to be made in order to undertake the placement
 - g. Notify the University if you are absent from your placement for more than 5 days in a row.
 - h. Check your university email account regularly for communications from the University.
 - i. Complete any tasks and assessment throughout the duration of the placement within the deadlines specified.

Appendix 11

Placement Approval Process

