

## **Work Based and Placement Learning: University Policy and Guidelines**

### **1. INTRODUCTION**

The aim of this document is to draw attention to specific aspects of work based and placement learning which should be addressed to ensure the successful co-ordination, management and operation of the placement process. It should be read in conjunction with Section U2 of the University's Quality Handbook.

These Guidelines do not aim to prescribe a preferred model for Work Based and Placement Learning, nor to list in detail the many academic and supporting functions, which need to be undertaken to monitor all forms of Work Based and Placement Learning. They aim to provide a set of principles, based on existing good practice, which may be of benefit to those involved in courses involving a period of Placement

Learning or in the modification of courses to include Work Based and Placement Learning.

Examples of Placement information designed by course teams may be located at Queen's Online.

To reflect the wide variety of courses, it is envisaged that each School, subject or course may wish to produce their own placement learning document, to supplement the University documents.

### **2. OUTLINE OF OPERATIONAL ROLES AND RESPONSIBILITIES**

#### **2.1 Operational Roles fall into the Following Categories**

##### **Queen's University**

- Schools - The unit within the University where students undertaking placement are enrolled.
- Placement Co-ordinator - Designated staff within the University who support students throughout the placement process.
- Visiting/Link Tutor - Designated tutor who will maintain contact with the student while on placement.

##### **Host Placement Provider**

- Work Based Supervisor - Designated person within the host placement provider organisation who is responsible for supervising the student while on placement.
- Clinical Supervisor - Designated person responsible for supervising students on clinical placements.
- Host University Co-ordinator - Designated person within the host university who is responsible for supervising the student while on study placement.
- Host Research Supervisor - Designated person responsible for supervising the placement student on a study or research programme.

##### **Student**

- Placement Student - Student who is enrolled on or interested in undertaking a period of Placement Learning.

## 2.2 Responsibilities

### 2.2.1 Schools are responsible for:

- Ensuring that information produced in relation to Work Based and Placement Learning is clear, unambiguous and consistent i.e. within School handbooks, University prospectuses, websites etc. To accommodate the requirements of students with a disability, all documents should be available in alternative formats.
- Ensuring students are aware that placements must be approved by the School.
- Developing a system to ensure that individual student placements are approved and appropriate to the degree specification.
- Ensuring that the placement provider has appropriate Health and Safety arrangements in place and that all students are aware of both the placement provider's responsibilities and their own in relation to Health and Safety.
- Making students aware of their responsibilities in terms of sourcing and securing individual placements and as representatives of the University while on placement.
- Providing a visiting tutor or other appropriate person, for example, a link tutor, who will maintain contact with the individual student, in line with the procedures outlined in the School's handbook.
- Making students aware of University policy regarding recognition, conversion and recording marks from placement (this includes all forms within the definition of Work Based and Placement Learning). Publicizing to prospective students any requirement to undertake a placement outside the University.
- Ensuring that pre-placement programmes are appropriate to the needs of students and based on guidelines identified in Section 3 of this document.
- Ensuring that intended learning outcomes for Work Based and Placement Learning are appropriate to the placement being undertaken and are explicit in the specific degree programme specification.
- Ensuring that learning opportunities are appropriate and consistent with University guidelines on Work Based and Placement Learning and, in the case of students with a disability, adopting a flexible approach, where appropriate, in order to enable learning outcomes to be achieved.
- Providing written guidelines with specific reference to learning outcomes and assessment for students, placement providers, visiting tutors and placement co-ordinators.
- Ensuring accurate records are kept for monitoring purposes on all aspects of placement learning, for example, securing placements, contact with students and complaints.
- Seeking feedback from placement providers and students regarding the process by which placements are secured and placement allocated.
- Organising a reorientation to university life and study following a period of placement away from the University.

2.2.2 The Placement Co-ordinator is responsible for:

- Ensuring students are made aware of resources to help them source appropriate placements.
- Co-ordinating, managing and monitoring the work/study placement process and reporting to the Head of School.
- In the case of students with a disability ensuring, where appropriate, that "reasonable adjustments" in host organisations have been made. Guidance and support on all aspects of disability will be provided by Disability Services.
- Monitoring students' progress by receiving necessary documentation from student, host provider and visiting or link tutor.
- Liaising with placement providers (employers/host institutions) and, in particular, ensuring that the nominated Work Based Supervisor/host University Co-ordinator is aware of the aims of the placement and the assessment criteria at the start of the placement.
- Arranging for visiting tutors to carry out the placement visits as appropriate.
- Obtaining confirmation from the placement provider that the student will be covered by employer and public liability insurance. (See Placement Health and Safety checklist in the Conditions of participation (UK) document.)
- Ensuring compliance prior to and during placement by monitoring Health and Safety arrangements for placements, ethical considerations, Intellectual Property Rights (IPR) and equality of opportunity for students.
- Arranging, where appropriate, the presentation panels on completion of the placement.
- Any other subject specific duties which are associated with the role.

2.2.3 A Visiting/Link Tutor should:

- Be familiar with the course regulations and the assessment requirements for the students visited.
- Contact each student, preferably with a visit, to discuss progress, provide course information, check log books/diaries and complete assessment forms.
- Contact the host Placement Supervisor and discuss the student's progress, assessment, clinical/professional/technical reports or projects.
- Report to the Placement Co-ordinator any relevant matters relating to Health and Safety, ethical considerations, IPR, and confidentiality.
- Monitor the quality of the placement to ensure that learning opportunities are appropriate.
- Complete a written report on the visit (including an assessment) and return it to the Placement Co-ordinator.
- Endeavour to foster further links between the organisation and the University with a view to developing strategic alliances in the form of research collaboration, student sponsorship, input to curriculum content and design.

2.2.4 A Work Based Supervisor will:

- Be directly responsible for the student while on placement.
- Prepare a work programme in consultation with the student and the placement and/or visiting tutor.
- Arrange a programme of induction to the workplace for the student, and continue to provide sufficient instruction to maximize the effectiveness of learning during the placement.
- Arrange regular meetings with the student to discuss progress.
- Monitor the progress of the student and complete assessment forms as required.
- Notify the Placement Co-ordinator of any problems which may arise.
- Meet with the visiting tutor to discuss student progress.

2.2.5 A Clinical Supervisor should:

- Schedule and monitor the student's training and assessment programme.
- Ensure that each student obtains the required clinical experience for each particular placement.
- Organise tutorials, demonstrations and seminars as necessary.
- Complete the student's evaluation for the placement and return the evaluation, along with all assessment marks, to the Placement Co-ordinator according to the required timetable.
- Liaise between the organisation and the Placement Co-ordinator.
- Ensure that the placement evaluation is completed by the student.
- Ensure that the clinical supervisor evaluation is completed by the supervisor.
- Ensure that all of the above are compliant with professional body accreditation and Fitness to Practise.

2.2.6 A Host University Co-ordinator will:

- Be directly responsible for students while on placement.
- Prepare a study programme before departure in consultation with the student and the Placement Co-ordinator. This programme may be subject to amendment on arrival.
- Provide an orientation programme where possible.
- Notify the School Placement Co-ordinator of any problems which may arise.
- Provide a transcript of marks to the student and to the Queen's University Co-ordinator at the end of the placement.

2.2.7 A Host Research Supervisor will:

- Be directly responsible for students while on placement.
- Prepare a study and research programme before departure, in consultation with the student and the School Placement Co-ordinator.

- Provide an orientation programme where possible.
- Provide academic and pastoral support for the student.
- Ensure the provision of necessary facilities (eg. computing, laboratory).
- Notify the School Placement Co-ordinator of any problems which may arise.
- Provide a report/transcript of marks at the end of the placement.

#### 2.2.8 The Placement Student is responsible for:

- Finding his/her own work/study placement, if appropriate, given the assistance, resources and information provided by the Placement Co-ordinator, academic staff, Queen's International, Careers, Employability and Skills (CES).
- Ensuring that if they secure their own placement that they seek approval from the School.
- Failure to do so will result in the placement not being recognized.
- Informing the Placement Co-ordinator of any health issues, including any disability, which may affect their Health and Safety on placement.
- Completing the Health and Safety checklist as directed by the Placement Co-ordinator.
- Where necessary, maintaining and making available all appropriate documentation for inspection by the Visiting Tutor during visits.
- Ensuring that all documentation specified by the Placement Co-ordinator is submitted at the end of the placement by the required date.
- Complying with the placement provider's terms and conditions of employment/and or enrolment. This includes abiding by all rules and regulations and attendance at any briefings in relation to policy issues e.g. company Health and Safety Policy.
- Knowing about the Health and Safety aspects of placement, particularly the individual's and placement provider's responsibilities and what should be covered in induction.
- Personal conduct which upholds and enhances the good standing and reputation of the University.
- Contacting the designated person within the School if a problem arises relating to the work/study programme and also general Health and Safety matters.

### **3. PLACEMENT APPROVAL**

#### **3.1 Establishing a Placement**

Schools should publish their procedures for managing any placements required as part of Degree/Diploma programmes. It is the responsibility of Schools to ensure that all of their partner institutions/employers reach the required standards. In developing student placements, the School should ensure where appropriate that the learning content and outcomes accommodate the requirements of any relevant accrediting professional and statutory bodies.

The Degree/Diploma programme specification should indicate clearly the contribution of the placement to the learning and assessment process.

The provision of placements should promote equality of opportunity for students, as encouraged by the University and required under anti-discrimination legislation relating to equal opportunities, disability discrimination and sex discrimination. Where required, advice should be sought from the University's Equal Opportunities Office or Disability Services.

Where appropriate, there should be a formal written agreement between the placement provider and the School [see examples in Appendix 5]. The agreement may take various forms depending on the nature of the placement, for example, an exchange of co-operation agreement directly with the partner, or a formal contract for an industrial work placement/teacher training position, listing the responsibilities of the parties.

Regular contact between University staff and the placement partners is essential for ensuring successful placements. Each School should have a nominated Placement Co-ordinator carrying overall responsibility for managing placements. The School should have on record the name of the main contact person at the placement location.

Regularly used placement providers should be visited occasionally by the School Placement Coordinator, ideally while a student is present, to evaluate the success of the arrangement and to discuss any matters of concern. Professional courses may have specific requirements in this regard. This may not always be an annual visit, particularly in respect of international placements, but the School should have a clear policy relating to the frequency of such visits. Schools should note that limited funding exists towards travel costs for such visits to students within the Socrates-Erasmus programme.

As part of their Pathway Reviews, Schools should regularly review their range of placement providers, to ensure that high standards of academic quality and support are maintained.

### **3.2 Risk Assessment**

Schools must ensure, in so far as possible, that students are not 'at risk', in terms of their health, safety or well-being, by being placed with a particular host organisation. A risk assessment should be carried out for all providers to include Health and Safety and student support arrangements and, in the case of study/research placements, the suitability of the host institution in respect of the host's academic status [see Risk Assessment Checklist- Appendix 4]. Only when satisfied that such suitable arrangements are in place should such a placement be approved. Such arrangements should be monitored during and after the placement to ensure that the initial risk assessment is valid.

Schools must also ensure that the student has been properly prepared for the placement in terms of general Health and Safety training, specific Health and Safety training that the host provider may not cover, and information on the host institution/industry, country or culture, which may have a bearing on the student's health, safety or well-being during the placement (section 3.3 below).

### **3.3 Health and Safety and Insurance Issues**

#### *Health and Safety*

The University has to be able to demonstrate that it has taken reasonable steps to ensure the Health and Safety of its students while on placement. In the case of UK placement providers, this involves ensuring that providers are covered by, and comply with, national Health and Safety guidelines (using the Placement Health & Safety Checklist and Agreement). A School must not approve placements which it has reason to believe are unreasonably hazardous (e.g. involving working at a height or with heavy machinery). Where a student arranges his/her own placement,

the student must take responsibility for assessing the level of risk involved and passing information to the School. If in doubt about any particular arrangement, the School concerned should consult the Finance Directorate.

Schools must therefore:

- Ensure that overseas locations are offered to students with due regard for Foreign Office guidelines on the safety of travellers and residents in specific countries abroad.
- Ensure that, where the nature of work carries particular identified risks, appropriate precautions are taken. Contact the University Safety Service for guidance.
- Give students going abroad advice about personal safety in the context of the country to which they will travel.
- Make students aware of their responsibility for their own Health and Safety and that of others during the placement.
- Where students are to arrange their own accommodation, give them reasonable advice about this and ensure that they understand their own responsibility for their safety while on placement. In some cases the International Office may be able to advise.
- Ensure that students understand the insurance arrangements under which they are undertaking the placement and have taken out appropriate personal insurance.
- Remind students to seek medical advice about vaccinations for placements abroad.
- Remind students with ongoing medical conditions to take advice from their GP and insurance company to ensure that they have the necessary cover.
- Provide emergency contacts for students with staff at Queen's and, if possible, in the host location and ensure that any supervisors or named contacts in the host organisation also have Queen's staff contact details.
- Ensure that Health and Safety issues are covered in discussion with the students and placement providers during any pastoral visits made to the students on placement.
- Ensure that Health and Safety issues are included in student feedback on the placement, within questionnaires and in debriefing sessions.
- Ensure that any issues raised are discussed with the placement provider through any agreed procedures for the review of the placement scheme or, if necessary, as a matter of urgency outside the review process. Such discussions must be documented. A placement location where reasonable Health and Safety cannot be guaranteed must be withdrawn. In extreme cases students should be brought home from the placement location.

*Insurance*

## INSURANCE GUIDE TO STUDENT PLACEMENTS

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### Introduction

Insurance is a means of transferring risk by providing a financial recompense in the event of a loss or injury. Insurance for student placements needs to be considered from the various perspectives of what could go wrong and who can be adversely affected.

The purpose of this guide is to provide a summary of the University's insurance cover that is relevant to student placements, including the procedures to adopt for ensuring that all placements are adequately covered.

The University owes a duty of care to its students and this guide applies equally to both undergraduate and postgraduate students who may be considering a placement either within the UK or abroad.

### Student Placements

A placement is a period(s) of study/work away from the University that may contribute to the student's module or course of study. For the purposes of insurance, all student placements are categorised into **compulsory** and **optional**.

**Compulsory placements** are all placements which form an *integral element of the student's course of study*. These include any of the following:

- 'Year out' placements
- Short term and summer vacation placements
- Study abroad (e.g. Erasmus)
- Field work/trip including study tour

The University's insurance cover **automatically applies** to these placements.

**Optional placements** are not an integral part of a course of study, but are *closely related to the subject studied*. These include:

- 'Year out' placements
- Short term and summer vacation placements
- Field work/trip including study tour

- Overseas electives

The University's insurance cover **does not** automatically apply for optional placements, and they are considered on individual basis, subject to the following (submitted to the Insurance Section, email: insurance@qub.ac.uk):

- a) a request from the student, in writing, outlining how the proposed placement will benefit their studies/career, **and**
- b) a confirmation from the student's tutor/course adviser, in writing, that the placement is relevant to their course of study.

NB: The University will not provide indemnity to any student placements outside of the above categories.

## Main Insurance Policies

Insurance cover required for student placements may vary depending on the nature of the placement and the cover held by the placement provider. Outlined below are the policies held by the University, which should meet the requirements of most placements. If an additional cover is required the University may negotiate this with the insurers on individual basis.

### Liability Insurance

#### *Public Liability*

The University holds Public Liability insurance to cover its legal liability for loss, damage or injury to third parties. This insurance protects the student on placement for loss, damage or injury caused to the placement company if the University is found to be legally liable. The same policy covers the student for loss, damage or injury they may suffer themselves if the University is found to be legally liable.

#### *Employer's Liability*

The University cannot provide insurance to cover the legal liability of the placement company. In the UK placement students are covered by the placement company's Employers Liability insurance, which all employing companies are legally required to hold. Although it is not a legal requirement, all reputable UK employers should also purchase a public liability policy, which will protect the student against claims brought against the placement provider.

Outside the UK there are little or no legal requirements on an employer to hold the above insurances and the position becomes more complex. Please refer to the *Insurance Procedures for Student Placements* section of the guide for further details.

### Personal Accident and Travel Insurance

The combined Personal Accident and Travel Insurance Policy held by the University provides all students with Personal Accident cover, which pays a fixed amount in the event of serious injury or death. This cover extends to placements both in the UK and overseas.

The University's Travel Insurance policy affords further cover for emergency medical and repatriation expenses for all students on placements outside of Northern Ireland. It also includes benefits for cancellation and curtailment of travel arrangements, luggage delay, loss of personal belongings etc (for full list of benefits and limits contact Insurance Section, email: [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

### Professional Liability

The University's Professional Liability insurance does not apply for student placements and the expectation is that this is covered by the placement provider, not least because only the placement provider is in a position to manage the professional and business activities of the student.

### Motor Insurance

If the student is required to use their personal car for the activity of the placement, they need to check that cover is either offered by their personal motor policy or by the placement company. The University's Motor Insurance will not apply in this instance.

## **Insurance Procedures for Student Placements**

### 1. Injuries to the Student during the Course of Work on Placement

#### *UK Placements*

Within the United Kingdom the placement provider is responsible for the health and safety of the student whilst on placement as if the student were their employee. Most employers are required to hold Employers Liability (EL) insurance and there is an agreement among the UK insurance industry that work experience persons will be regarded as employees by all UK insurers and covered by EL policies.

In all cases of student placements, the placement organisers should forward the University's **Indemnity Form** (Appendix 1) to the employers for completion. If the relevant policies are not held by the employer, the placement details must be referred to the University's insurers for approval (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

Some employers are exempt from the compulsory insurance requirement. Notably these include government bodies and family operations. Government departments may seek to contract out of their legal responsibility for the health and safety risk to placement students and transfer the risk (and the need for EL insurance) to the University. Our insurers have been prepared to cover these placements on an individual basis **subject to prior notification** (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

#### *International Placements*

When students are placed overseas the position becomes more complex. The employers may refuse to accept the responsibility for student's injuries at work and attempt to transfer the risk to the University. The University's insurers can cover these placements on an individual basis **subject to prior notification and depending on the contract terms**.

Accordingly, placement organisers, when seeking information as regards a placement overseas should forward the University's **Indemnity Form** to the employers for completion. If the relevant policies are not held by the employer, the placement details must be referred to the University's insurers for approval (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

If there is no requirement in the country concerned for EL type insurance then the student needs to be aware they have no/little legal protection and be advised accordingly by the placement organiser. In such circumstances, the University holds its own Personal Accident insurance. The basis of cover is worldwide for any student, whilst they are engaged in their occupation with the University (excluding daily travel between their normal residence and place of work) but it is not a replacement for Employers Liability cover.

Some countries may require EL type insurance (also known as Workman's Compensation insurance) to be placed locally. A notable example is Australia. This will be cost-prohibitive; so unless the placement provider can offer the necessary cover, or the Workers Compensation bought/funded, the placement **cannot** go ahead.

## 2. Students' Liability for Injuries and/or Property Damage to Third Parties during the Placement

### *UK Placements*

Within the UK, employers are vicariously responsible for the negligent acts of their employees including students on placement, if such acts cause injury to others. This liability will be covered by the placement provider's EL policy – see above.

Vicarious liability does not apply if the student acts in a wholly unpredictable and irresponsible manner in which case the individual student may be held personally liable. In most circumstances, as the provider is responsible for supervising the placement student during their duties, there is no liability on the part of the student or the University in the event of damage to the provider's property or that of any third party where the student is working under the supervision of the provider. The only exception is where the student acts with deliberate malicious intent or in a wholly irresponsible way.

The University holds Public Liability ("third party" insurance) to indemnify the University in the remote eventuality that it is held legally liable for a student's actions and such actions cause injury or property damage. This insurance also indemnifies students – in circumstances where the University would have been responsible had the case been brought against it rather than the individual student.

The University will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part.

### *International Placements*

As the insurance situation is so variable overseas the University has arranged an extension to its Public Liability insurance to provide personal liability cover for students during University authorised overseas placements, including liability arising during the course of work. However, this will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part. Neither does it include professional risks (see below).

## 3. Personal Accident & Travel and Health Insurance

Students on overseas placements should be advised that the University's Personal Accident & Travel insurance policy **does not** include cover for personal activities such as extreme sports etc., and they may wish to make their own arrangements for an additional adequate cover <sup>1</sup>.

For placements in North America students are required to hold an adequate Health insurance. Although the University's Travel insurance includes an unlimited medical cover benefit and this should normally satisfy the US health insurance requirements, some Universities and other organisations in the USA insist that and require the student to pay for US medical healthcare insurance. Prices vary from institution to institution but typically will not be less than \$500. Placement organisers need to ensure they have details of the health insurance arrangements made by individual students so that:

- the University is satisfied insurance is in place;
- the organiser is aware of the insurance arrangements in the event of an emergency overseas.

#### 4. Professional Liability

##### *Medical Students – UK Placements*

Students working within NHS hospitals are covered for professional risks under the Clinical Negligence Scheme for Trusts.

If the placement is in a private hospital, hospice or nursing home, the placement organisers should ask the provider if their insurance would cover the liability of the student for injuries to third parties, **including clinical errors**, or property damage arising from their duties within their organisation.

If the provider answers “No” to this question the placement details must be referred to the University's insurers for approval of cover on individual basis (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

##### *Medical Students –International Placements*

Placement providers **overseas** should be asked if their insurance would cover the liability of the student for injuries to third parties, **including clinical errors**, or property damage arising from their duties within their organisation.

If the provider answers “No” to this question the placement details must be referred to the University's insurers for approval of cover on individual basis (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

In respect of cover for **clinical errors** for placements in **Australia**, each individual student must have personal cover. This is available at no cost for students under [www.mips.com.au](http://www.mips.com.au) and each student should register accordingly. This is equivalent of MDU in the UK. However, if the placement providers require a cover to be provided by the University, the placement details must be referred to the University's insurers for approval on individual basis (contact [insurance@qub.ac.uk](mailto:insurance@qub.ac.uk)).

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<sup>1</sup> We are not authorised to offer financial advice under the Financial Services Authority rules.

Please note that the above information is subject to change and any amendments to the University insurance policies which may affect these guidelines will be reported accordingly.



## Appendix 1

### STUDENT PLACEMENT FORM OF INDEMNITY

In consideration of Placement Provider's Name (hereafter referred to as the Employer) agreeing to participate in the Student Placement Scheme for Student's Name (student) arranged by Queens University Belfast and to provide facilities for the student at the times and for the period set out in the attached Student Placement Schedule (including the provision of any protective clothing or equipment which may be necessary) and supervision and to comply with all Health and Safety legislation relating to the workplace, Queens University Belfast will indemnify the Employer up to a maximum of £10,000,000 for any one occurrence against:-

1. Legal Liability of the Employer to pay damages, including Claimants costs and expenses in respect of Death, Bodily Injury or Disease suffered by a student and caused by an event occurring whilst the student was attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer, his Servants or Agents or of any person for whom the Employer is responsible
2. Legal Liability of the Employer to pay damages, including Claimants costs and expenses in respect of Death or Bodily Injury of any person if such Death or Bodily Injury is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer, his Servants or Agents or of any person for whom the Employer is responsible.
3. Legal Liability of the Employer to pay damages including Claimants costs and expenses in respect of loss/damaged property if such damage is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer his Servants or Agents or of any person for whom the Employer is responsible.
4. Any claims costs or expenses arising out of Death, Injury or Damage to property where such claims, costs or expenses arising out of Death, Injury or Damage to property where such claims, costs or expenses result from the negligence of Queens University Belfast.

**It is a condition of this indemnity that students will not be permitted to drive, manage, control or move mechanically propelled vehicles of any description and indemnity will not be provided in any cases that arise as a result of a breach of this condition.**

**EMPLOYER’S STATEMENT**

Acceptance of Indemnity

Please tick the paragraph below that is applicable to your organisation:

I confirm that I/We have Employers and Public Liability Insurance (minimum £5 Million) and am/are satisfied with the indemnity detailed above and in return for receiving an indemnity from Queen’s University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above named student.

I confirm that although we do not have Employers and Public Liability Insurance we are a self-insured public body. We are satisfied with the indemnity detailed above and in return for receiving an indemnity from Queen’s University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above named student.

(NB: If there is any reason you are not satisfied with the above please contact QUB Insurance Section, tel: +44 28 9097 3022, email: insurance@qub.ac.uk)

**SCHEDULE**

(To be attached to Student Placement Scheme Agreement)

- 1. Name of Student \_\_\_\_\_
- 2. Employer Location \_\_\_\_\_
- 3. Date of Commencement \_\_\_\_\_
- 4. Date of Termination \_\_\_\_\_
- 5. Time of Attendance \_\_\_\_\_

Signed: \_\_\_\_\_  
*Student*

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

Signed: \_\_\_\_\_  
*For and on behalf of Queen’s University Belfast*

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

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

Signed: \_\_\_\_\_  
*For and on behalf of Employer*

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

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

## **4. PRE-PLACEMENT PREPARATION**

### **4.1 Securing a Placement**

4.1.1 If the placement experience is to be meaningful, students must be able to learn from it. As the learning to be gained from a placement can be extremely relevant to an individual's chosen career path, the development of reflective learning materials to improve the quality of learning from placement should be a key feature of any programme of preparation prior to placement. The students should also be advised of any sources of information/help available to them from CES, Queen's International, Learning Development Service, Policy Office, Postgraduate Office, Disability Services and Student Counselling and whether a pre-placement module is in operation. Based on good practice, Schools should develop a preparation for placement programme which should:

- Ensure that students are aware of the range of work/study placement opportunities.
- Illustrate how placement will contribute to the development of career management and transferable skills including verbal and written communication skills, self awareness, self promotion, action planning, team working, assertiveness, negotiation and decision making and exploring opportunities.
- Provide the opportunity for all students to address individual issues in relation to their specific situation, for example, advice on disclosure of disability.
- Inform students about professional issues in relation to work/study.
- Expand student awareness and understanding of the value of work experience, study abroad and work related learning and how their objectives may be achieved.
- Develop student awareness of what skills, qualities and abilities employers seek in potential employees and how these are measured.
- Provide knowledge about employer use of aptitude/psychometric tests.
- Provide the opportunity for students to meet and interact with: placement providers visiting the University; and, post placement students.
- Cover Health and Safety arrangements, ethical considerations, confidentiality and IPR, the latter particularly in the case of research placements.

4.1.2 In the case of clinical placements students must be made aware of the following:

- Code of Professional Conduct
- Patient confidentiality
- Rules for students in clinical placement
- Health and Safety requirements
- Fitness to practise legislation

### **4.2 Students with disabilities**

Section 3 of the QAA Code of practice contains the following precepts in relation to Work Based and Placement Learning:

General Principle 1: Institutions should consider the implications for disabled students of collaborative provision and articulation of arrangements involving study in more than one institution and/or host organisation.

General Principle 11: Institutions should ensure that, wherever possible, students with disabilities have access to academic and vocational placements, including fieldwork and study abroad. Where placements including international placements are a formal requirement or standard component of the programme institutions should consider ways of ensuring that specific learning opportunities are available to students with disabilities by:

- Seeking placements in accessible contexts.
- Providing specialist guidance on international placements.
- Relocating field trips to alternative sites or providing alternative experiences or comparable opportunities, which satisfy the learning outcomes.
- Working with placement providers to ensure accessibility.
- Providing support before, during and after placement that takes into account the needs of student with disabilities.

## **5. PRE-DEPARTURE PREPARATION**

Once a suitable placement has been identified, the student and the School should arrange a predeparture programme which covers all key aspects. It is recommended that Schools should publish a Placement Handbook, containing the following information for each type of placement.

### **5.1 All Placements**

- 5.1.1 **Student Conduct:** Students should be made aware by Schools of their own responsibilities towards the successful outcome of a placement, including the need to communicate regularly with the home School, to meet academic requirements and to observe the expectations of both the University and the host provider relating to the management of the placement.
- 5.1.2 **Academic:** Students should be made aware by Schools of a placement's academic content, including aims, intended learning outcomes, assignment and assessment requirements and submission deadlines. The contribution to a programme's overall assessment and consequences of failure should also be made clear to all students. The School and the intending student should always agree, in writing, a programme of activity before the beginning of a placement. This may take the form of a Learning Agreement for study placements, or a Learning Contract document for work placements.
- 5.1.3 **Accommodation:** Students should be given advice on how and where to apply for suitable accommodation. It should always be made clear whose responsibility it is to secure accommodation – the student's or the University's.
- 5.1.4 **Costs:** Students should be given advice on costs arising from placements including accommodation, travel, visas, and information on the possible sources of financial support.
- 5.1.5 **Feedback:** Schools should ensure that feedback from students returning from placement is used as part of the pre-departure preparation of those intending to go on the same placement in the

future. Requested feedback should include information regarding academic, financial, social and cultural issues, as well as more practical matters such as accommodation and travel.

## 5.2 Work Placements in the UK

Each student should be provided with the University document 'Work Placement within the United Kingdom - Conditions of Participation' and associated forms (see Appendix 2). The Declaration should be signed and returned, confirming their understanding and acceptance of the Conditions, including the risks which are outside the control of the University. The Declaration should be returned at least 1 month before departure. In addition, each student will be required to complete, with the assistance of the School and the placement provider as appropriate, the following forms which will be provided with the Conditions of Participation:

- Pre-departure Agreement detailing the Work Placement to be followed while with the host employer. This should also include confirmation of any support adjustments that have been put in place.
- A confirmation of arrival form which the student undertakes to sign and return to the University following arrival with the host employer.
- Change of address form.
- A Health and Safety checklist which the student must undertake to complete within two weeks.
- Contact numbers in case of emergency [Examples of Erasmus contact sheets shown].
- Confirmation of Work Placement Completion Form.

## 5.3 International Placements

5.3.1 Credit Transfer: Where the placement is at an EU partner university, the European Credit Transfer System (ECTS) enables transfer of credits between different country systems.

5.3.2 Living Abroad: Students should be provided with appropriate advice on the customs and culture of the country in question and on any health requirements. This may take the form of directing students to appropriate websites.

5.3.3 Work/Study Placements: Language Requirements:

*If the language of tuition is not English:*

If the language of tuition on a work/study placement is not English, students should be prepared in the language concerned. Schools should ensure that information about such preparatory classes is widely available to students in good time. Students failing to meet a defined level of proficiency should not be permitted to study abroad. In the case of a study placement, if a student is required to undertake assessment in a language other than English, this must be made clear in the Learning Agreement.

*If the language of tuition is English:*

Where the language of tuition is English in a country where the principal language is not, Schools must have a clear, published strategy for ensuring that the students concerned are equipped sufficiently to participate in a social context. Early liaison between Schools and the Language Centre is encouraged.

5.3.4 Each student should be provided with the University document 'Work or Study Placement outside the United Kingdom – Conditions of Participation' and associated forms (see Appendix 3). The

Declaration should be signed and returned, confirming their understanding and acceptance of the Conditions, including the risks which are outside the control of the University. The Declaration should be returned at least 1 month before departure.

5.3.5 In addition, each student will be required to complete, with the assistance of the School and the placement provider as appropriate, the following documents which will be provided with the Conditions of Participation:

- Pre-departure Agreement listing areas of study or types of course or work placement to be followed while at the host institution.
- A confirmation of arrival form which the student undertakes to sign and return to the University following arrival at the host location.
- Change of address form.
- A Health and Safety checklist which the student must undertake to complete within two weeks.
- Contact numbers in case of emergency [Examples of Erasmus contact sheets shown].
- If required a mark report sheet which student should give to each course tutor at the host provider.
- A departure notification form.

## **6. SUPPORT FOR STUDENTS ON PLACEMENT**

For each placement, Schools should ensure that students are provided before the placement commences with:

- The name of the Placement Co-ordinator in the home School who is responsible for managing the placement.
- The name and contact details of an initial contact at the host placement location who provides information on the support arrangements in place.
- The nature of the support available to the student from the home School which should include information on contact staff and the frequency and type of contact.
- Named contact persons should have clear and explicit roles and responsibilities of which students should be made aware. Schools should ensure that they communicate to the host contact person the expectation that these responsibilities will be met.

Monitoring of a student's progress and development during a placement is an essential part of student support.

Schools should act swiftly on problems raised by students, host supervisor, organisation or Placement Co-ordinator.

Guidelines issued to students and placement providers should include reference to an appropriate complaints procedure, for use as required by a student about a placement and by the placement provider about the student. See Section 10.

Staff supervising placements should remind students and employers that the University support services are still available for students to use on a confidential basis should they encounter difficulties while away from the University. Members of staff from the Academic and Student

Affairs Directorate are available to discuss problems with students or placement supervisors. Services include advice on issues arising from disability, harassment and physical and mental health.

## **7. RECOGNITION OF WORK AND STUDY PLACEMENTS**

The modular degree system requires the recognition in terms of credit (CATS) points of all the assessed components of a student's degree programme. Where appropriate, credit should therefore be applied to study and work placement components which contribute towards the overall qualification. Such accreditation should apply to all placements including those that involve a student working in industry or taking paid employment as a language assistant, provided the placement is an assessed element of the degree programme. It is therefore recommended that if a work or study (taught or research) placement is an assessed element of a degree programme, credit points should be calculated in relation to specific learning outcomes. For study placements, the credit system at the University is easily dovetailed with the European Credit Transfer System (ECTS) whereby one semester is equivalent to 30 ECTS credit points (=60CATS points). Most European universities, including Queen's, have adopted ECTS. To facilitate recognition of the placement within the degree programme, Schools must ensure that details of all student results are recorded electronically.

### **7.1 Assessment**

#### **7.1.1 All Placements**

- The assessment of the placement may use a variety of methods appropriate to the programme of study.
- The placement's contribution to a programme's overall assessment must be transparent.
- The results of the assessed components of a placement should be recorded on a student's transcript.
- The effect on student progression in the case of failure on placement should be explicit.
- Deadlines for the submission of assessed work should be made explicit.

#### **7.1.2 Work Placement**

- Students must be made aware before the commencement of a placement whether the experience will contribute to final degree classification and, if it does not, how it will be assessed and marked.
- In addition to academic credit, Schools should give consideration to formal programmes of accreditation e.g. a City and Guilds Licentiate award, the Queen's Employability and Skills Award or an award by a professional awarding body linked to their discipline, for example, British Computer Society, chartered Engineering Institutes etc., and encourage students to participate as appropriate.
- The University is a delegated authority approved by City & Guilds to register, assess and recommend students for the City & Guilds of London Institute (LCGI) Senior Licentiate Award. The Licentiate is a senior national award that recognises the work based experience and skills of individuals at professional levels. This award may be used to complement a degree by accrediting relevant experience and competence gained during work

placement. City & Guilds awards a Diploma to successful Licentiate candidates. Candidates must successfully complete two years of undergraduate study followed by one year of industrial experience during which they are required to demonstrate the application of knowledge and competence in specified personal skill areas. More information is available from the Institute of Lifelong Learning.

- The placement provider should be encouraged to be involved in assessing the student. Appropriate guidance should be provided by the School to ensure parity across different placements within a particular degree programme (see the Quality handbook).

### 7.1.3 Study Placement

- A full year spent on study placement as an integral full-time part of a degree programme will normally attract 120 (undergraduate) or 180 (taught postgraduate) CATS points, awarded on the basis of assessments carried out during the year and/or a subsequent assessment carried out on a student's return. Placements of a shorter duration will attract credit points on a pro-rata basis.
- All study placements which are an integral element of a degree programme must attract a mark or set of marks which may include the following: marks for examinations/assessments undertaken during the placement; marks for assessments undertaken on return; and/or marks for any additional work undertaken by the student as part of the syllabus (for example, a learning journal). Where the placement provider does not directly assess a student's placement, the School should clearly explain the process for assessment.
- Where a study placement is a formal part of the curriculum it should contribute to the final award for the degree programme. Its weighting within a School or degree programme's assessment criteria for the final award should be supplied within the Pathway Regulation and Programme Specification.
- In the case of study placements, the School will provide notification of results to the Student Records Office in respect of students who have spent a period on placement. This information should be recorded on the Student Information System and retained by the School in both raw and conversion form.
- The result of work placements should be reported on the student's transcript.
- The assessment of study placements should normally be in the form of mark(s). The mark(s) should be reported on the student's transcript.

## 7.2 Conversion of Marks/Grade

- Marks awarded to students by a partner institution abroad should be converted to the assessment system normally used by a School as long as the conversion criteria are consistent for all students. The conversion criteria must be approved by the University. (Advice may be sought from Queen's International.) Marks or grades arising from international study placements are likely to originate from one of two sources:
  - Institutions operating the European Credit Transfer System: Schools should ensure that there is a clear process for converting the ECTS grades of their partner institutions into marks compatible with the existing QUB marking schemes.
  - Non-EU Partner Institutions: Schools should ensure that their students are assessed locally and appropriate conversion schemes developed to process the assessment results received

from the partner institution. Schools must ensure that the conversion schemes adopted allow parity of treatment among students on similar pathways attending different institutions.

- Details of the assessment and mark/grade conversion schemes should be made available for monitoring by the external examiners.
- For international study placements, Schools should have in place a system to deal with appeals from students against a) the marks awarded by the partner institution for study placement; and b) the marks awarded to the student after conversion.

### **7.3 Board of Examiners**

The procedures described under 7.1 and 7.2 above will produce results for a placement. If the placement is an assessed component, or a compulsory element of a programme of study leading to an award or qualification, the results should be submitted for confirmation to a Board of Examiners. Placement assignments undertaken by a student, which contribute to the module mark, should be available for monitoring by the appropriate external examiner.

All programmes must make provision for the consequences arising from failure on placement. Information issued to students by Schools must clearly explain the implications of failure.

### **7.4 Exemption and Non-Completion**

Schools should have clear procedures for managing exemptions from placements which are otherwise required for the successful completion of a programme of study.

Schools must publish clear statements of the academic consequences of non-completion by students of any part of a placement (which may be for reasons beyond their control) or of a failure to secure a placement.

Schools must ensure that they communicate the academic and possible financial implications of withdrawal from a placement (for example, full repayment of a Socrates-Erasmus grant).

## **8. PLACEMENT MONITORING**

It is essential that Schools have a policy in relation to visiting and monitoring students while on placement. It should be recognised that placement visits are an important mechanism for securing or retaining placement contacts and ensuring quality assurance and compliance with the University's guidelines in relation to Health and Safety regulations and liability. Policy statements devised by each School must provide guidelines to ensure:

- All students are visited, where possible and appropriate, and within required time schedules.
- The development of a procedure to be undertaken if a student is asked to leave a placement.
- The development of a procedure to be undertaken if problems arise, for example, harassment, conflict, role etc.
- Confirmation that placement providers have appropriate Health and Safety procedures in place consistent with the requirements of the University's Health and Safety checklist.
- All staff involved in visiting students are afforded time to conduct visits and are aware of the role of the visiting tutor.

All students undertaking an element of work experience/study placement as part of their course should receive visits, where possible, and as deemed appropriate by their Placement Coordinator.

The objectives of placement visits are to monitor progress and assess performance.

The number of visits will depend on the length of placement and be conducted in line with School policy. It is essential that a professional service be provided to the student and the placement provider. In addition to monitoring of placements by visits on site, the visiting tutor should make regular contact with students by telephone, email, fax, post or return days to University. All contact with students should be documented for monitoring purposes.

### **8.1 Visits to Placements outside the UK**

It is strongly recommended that a representative of the University visit students in this category at least once. If this is not possible, the School should nominate a person of appropriate standing in the country of placement to act on its behalf in visiting the student in accordance with the practice for placements in the UK.

### **8.2 Assurance of Quality**

For each placement, Schools must assure themselves that students will receive a beneficial academic and cultural experience appropriate to their programme. Attention should be paid to the following areas:

- Examination of the academic content, standards and learning outcomes of the placement and its value in relation to the remainder of the programme.
- Regular contact between the Placement Co-ordinator and the placement contact person, including progress reports on students.
- Formal mechanism for student evaluation of the placement, both during and following completion.

The effectiveness of Schools in preparing students for work and study abroad placements should be tested through their internal evaluation procedures (including feedback from students after the period away) and through the Pathway Review process. The use of questionnaires and other evaluation techniques should be made clear to students, including feedback to those who completed them and the subsequent use of results.

Schools should evaluate the progress and experience of students on placement from different perspectives, for example, International Students and students with a disability. Where required, advice should be sought from the University's Equal Opportunities Office or Disability Services.

## **9. REFLECTION ON COMPLETION OF PLACEMENT**

Providing the opportunity for students to give feedback on their return from placement is an important element of the learning process both for the student and for the University. It is an indication of the importance the University places on the experience. It also assists students to reflect on their personal achievements; and could be incorporated into a student's personal development portfolio. Schools should organise this process, and provision should normally be made for the following:

- All returning students should be asked to provide feedback to their School on their placements, through questionnaires, group meetings or interviews.

- Students should be enabled to reflect on the value of their placement experience in the context of their degree programmes and lifelong learning.
- Schools should assist students to benefit from the work or study placement during the remainder of their degree programmes.
- The experiences of students on placement should be made available to those going to the same placement in the future, in terms of academic and practical arrangements. The methods could include presentations, intranet 'bulletin boards' and questionnaire results.
- Feedback from the placement provider should therefore also be involved in the debriefing to facilitate reorientation to university life and study.

## **10. COMPLAINTS PROCEDURE**

Literature provided to students, placement providers and staff by the University should clearly indicate procedures for dealing with complaints from any party involved in Placement Learning. Accurate records should be kept by Schools of complaints for monitoring purposes and so that the University can learn from the exercise and put in place such procedures that will be of future benefit to all parties engaged in Placement Learning. Currently, documentation available to placement providers outlines the method by which complaints may be referred to the Placement Co-ordinator/link tutor. From the student perspective advice and complaint forms may be obtained from the Academic Affairs Office.

Schools should review any difficulties or risks identified by students in their report or feedback.

Schools should address any negative feedback received from either the student or the host placement provider

## **11. OTHER SOURCES OF ADVICE**

Students should be directed to the following websites which contain useful advice for students taking up placements abroad:

- • Queen's International, in respect of study placements ([www.qub.ac.uk/ilo](http://www.qub.ac.uk/ilo));
- • Careers, Employability and Skills in respect of work placements
- ([www.qub.ac.uk/careers](http://www.qub.ac.uk/careers)); and
- • the Policy Office and Postgraduate Office in respect of research placements ([www.qub.ac.uk/rres/webpages/policy.htm](http://www.qub.ac.uk/rres/webpages/policy.htm)) and ([www.qub.ac.uk/research/postgraduateoffice](http://www.qub.ac.uk/research/postgraduateoffice))

In relation to disability support and information about the Disabled Student's Allowance (DSA), please refer to the Disability Services website ([www.qub.ac.uk/disability](http://www.qub.ac.uk/disability)).

QUEEN'S UNIVERSITY BELFAST

## UNIVERSITY POLICY ON PLACEMENT LEARNING

Placement Learning is defined in the QAA Code of practice as:

*“A planned period of learning, normally outside the institution at which the student is enrolled, where the learning outcomes are an intended part of a programme of study. It includes those circumstances where students have arranged their own learning opportunity with a placement provider, with the approval of the institution.”*

In the context of Queen's, Placement Learning includes work or study placement locally, nationally or internationally, which forms a component of a programme of study leading to an award or qualification and includes:

- Work Based Placements
- Clinical/Professional/Practice Placements
- International Work Placements
- International Study Placements
- Research Placements
- Internships
- Field work

The main objectives of work/study placement programmes are:

- a) To develop employability skills, intellectual skills, linguistic skills, core or key skills, personal attributes and gain insight into how different professions and cultures work.
- b) To consolidate, complement and extend the academic programme and enable the essential integration of clinical/professional practice.
- c) To assist students to evaluate and understand how work/study abroad experience relates to their personal, career and future professional development.
- d) To develop clinical/professional skills and to strengthen the application of theory to practice within the context of the commitment to life long learning and the continuing professional development of the individual.
- e) To enable students to have a positive cultural/academic experience.
- f) To enhance students' familiarity with the world of work and different cultures and enable them to reflect constructively on the experience.
- g) To maintain and develop links between the University, the placement provider and the community.

There are a number of sections of the QAA Code of practice, which support this policy, for example, Section 8: Career education, information and guidance, which stresses the importance of integration, coherence and internal collaboration as part of an institution-wide commitment to preparing students for their future career.

This internal collaboration should also be reflected in the institution's Education Strategy and should include links between Career Education, Information and Guidance (CEIG) services and academic departments, personal tutors, admissions tutors, placement tutors, student employment job shops and other student support and welfare services. The University has developed a policy and implementation strategy for CEIG provision in relation to the QAA Code of practice. In keeping with Section 3 of the QAA Code of practice: Students with disabilities, it is assumed that Schools should ensure, wherever possible, that students with a disability have appropriate access to placement learning.

The University should ensure that Schools use these documents to support the management and operation of placement learning throughout the University.

To reflect the wide variety of courses, it is envisaged that each School may wish to produce their own placement-learning document, to supplement the University documents.

The University's Policy on Placement Learning is supported by a number of documents including:

- Guidelines for Placement Learning.
- Conditions of participation for work or study outside the UK.
- Conditions of participation for work or study within the UK.
- Risk assessment for establishing placements.

### **Review of Placement Learning**

In September 2007 the QAA published a new Code of Practice on Work-based and Placement Learning which superseded the initial publication of 2001.

In response to the new Code of Practice, Queen's University, Belfast is in the process of undertaking a review of the current policy and university guidelines on work based and placement learning. The review group is due to report to the Director of Academic and Student Affairs during the first quarter of 2008 with a view to revised guidelines, policies and procedures being available thereafter.

## APPENDIX 2

QUEEN'S UNIVERSITY BELFAST

**WORK PLACEMENTS WITHIN THE UNITED KINGDOM: CONDITIONS OF PARTICIPATION**

*Please read this document carefully and sign the Conditions of Participation Declaration (the "Declaration") where indicated. Return the signed Declaration to the Placement Co-ordinator in your School. You should retain a copy for your records.*

This document relates primarily to work placements within the UK. All references to the University are references to Queen's University Belfast.

1. The University wishes your work placement to be beneficial and so, while the University has made a judgment as to the suitability of the host employer and the work placement opportunities it has to offer, you must also satisfy yourself in advance that the host employer and proposed placement is acceptable to you. If you have any concerns about your proposed host employer, you should raise these in advance with the member of staff at the University responsible for organising your placement.
2. Before arriving at the host employer you must undertake any programme of preparation offered by the University and attend pre-departure preparation or briefing meetings of which you are notified. Students for whom English is not their native language may be required to reach a prescribed level of linguistic competence prior to commencement.
3. Whilst the University is insured to cover its legal liability for claims arising from injuries where the negligence of the Institution or its employees can be established, it does not provide Personal Accident insurance for students. Students are required to make their own arrangements in this respect.
4. Firms and organisations with whom students are placed should have both Public and Employers liability insurance in place to cover their liability for negligence in the event of a student being injured. The School Placement Co-ordinator must ensure that this is complied with before placements are arranged.
5. The University does not accept liability for loss and/or damage to personal property, and students are required to make their own insurance arrangements in this respect.
6. The University does not accept liability for third party claims arising out of the use by students of their own vehicles for course trips and travel to placements. Students must therefore inform their own individual insurance company/broker and have policies adjusted to reflect vehicle use outside the standard "social and domestic" cover.
7. You should be aware of any health requirements or vaccinations that should be undertaken prior to beginning your placement (particularly in the case of clinical placements). It is your responsibility to ensure that you can comply with these requirements and that you receive the appropriate vaccinations. The University reserves the right to request proof of compliance in both regards prior to your departure. You should seek medical advice regarding any pre-existing medical condition or disability, and inform your School Placement Co-ordinator so that, where applicable, appropriate arrangements may be made with the host employer.

8. While the University and host employer may provide assistance to ensure that suitable accommodation is secured, the final responsibility for making such arrangements and paying the necessary rent will be yours.
9. The University will notify you of potential sources of financial assistance available to students who undertake work placements. Please note that by signing the attached Declaration you acknowledge that the sole responsibility for financing your placement lies with yourself, and is not the responsibility of the University.
10. You will be informed of the names of staff at both the University and the host employer as main points of contact. If the University has not notified you of these names, then ensure that you request this information before beginning your placement.
11. The University would remind you that during your work placement you will be an ambassador for the University and must conduct yourself accordingly at all times. Any disciplinary procedure which may be invoked against you by the host employer may, therefore, also result in disciplinary action being taken by the University. You must at all times adhere to any procedures, rules or codes of conduct of which you are notified either by the University or the host employer.
12. Following arrival at the host employer you must participate in any induction programme required by the employer so that you are familiar with the policies and procedures applicable to you during the placement.
13. You are required to report to the University to confirm commencement of the placement, and to give brief information on your role, job content, responsibilities and hours of work, and a report on the initial stages of work.
14. If you have any queries relating to your placement following arrival, you should raise these with the designated contact at the host employer. You are expected to contact your School Placement Co-ordinator at the University, should any work-related or pastoral problems arise. While every effort has been made to ensure that the work placement offered by the host employer is appropriate, you are required to inform the University immediately if you have any concerns in this regard.
15. In addition to the projects you may undertake during work placement, you may be required to submit work in the form of a dissertation, other written work or an oral examination on return to the University.
16. To monitor your progress the University will maintain regular contact with you (through email or other channels) during your work placement. There will also be a clear schedule for submission of any learning material or progress forms. You will be responsible for ensuring that you acknowledge such contact and comply with the schedule.
17. Upon return to the University you will be required to provide a brief practical report on the experience. You may also be required to attend an interview to help with the assimilation of your experience, ease your return to the University, and provide information to the University on the host employer.
18. While the University will use all reasonable endeavours to ensure that the work placement arrangements are fulfilled as described, it reserves the right to make variations to the location or the programme, and in certain circumstances to suspend or cancel the arrangement. The

University will endeavour to provide as much notice of any such changes as is reasonably practical in the circumstances.

19. By signing and returning the attached Declaration (WP-UK1) you are acknowledging receipt not only of the information contained in this document but also of:
- 19.1 a pre-departure agreement detailing the work placement to be followed while with the host employer and the nature of any project work to be undertaken (either a Work Placement Agreement or a Clinical Placement Agreement) (Appendix 5);
  - 19.2 a confirmation of arrival form which you undertake to sign and return to the University following your arrival at the host employer (WP-UK2);
  - 19.3 a change of address form (WP-UK3);
  - 19.4 a Health and Safety checklist for Employers (for information only) (WP-UK4 and WP-UK5) and a Student Health and Safety checklist which you undertake to complete within two weeks (WP-UK6);
  - 19.5 contact numbers in case of emergency (WP-UK7); contact details of host employer (WP-UK8);
  - 19.6 a Confirmation of Work Placement Completion form (WP-UK9).

COPIES OF ALL RELEVANT FORMS ARE ATTACHED FOR YOUR USE

## APPENDIX 3

QUEEN'S UNIVERSITY BELFAST

**WORK OR STUDY PLACEMENTS OUTSIDE THE UNITED KINGDOM:  
CONDITIONS OF PARTICIPATION**

*Please read this document carefully and sign **both copies** of the Conditions of Participation Declaration (the "Declaration") where indicated and return one copy to the Placement Co-ordinator in your School and the other to the International Office. You should retain a copy for your records.*

This document relates primarily to periods of study or project work. Where the period to be spent outside the United Kingdom is for the purpose of work placement, you may be required to sign additional forms. Please contact your School Placement Organiser. All references to the University are references to Queen's University Belfast. **All references to the host institution are to the institution you will be attending while studying abroad or, in the case of work placement, your employer.**

1. The University wishes your international study or work experience to be beneficial and so, while the University has made a judgment as to the suitability of the host institution and the courses/work placement it has to offer, you must also satisfy yourself in advance that the host institution and proposed placement is acceptable to you. If you have any concerns about your proposed host institution, you should raise these in advance with the member of staff at the University responsible for organising your placement.
2. Before arriving at the host institution you must undertake any programme of preparation offered the University and attend pre-departure preparation or briefing meetings of which you are notified. You may be required to reach a prescribed level of linguistic competence prior to departure.
3. You should be aware of any health requirements for the location of your host institution or of vaccinations that should be undertaken prior to departure. It is your responsibility to ensure that you can comply with these requirements and that you receive the appropriate vaccinations. For further information visit [www.fitfortravel.scot.nhs.uk](http://www.fitfortravel.scot.nhs.uk). The University reserves the right to request proof of compliance in both regards prior to your departure. You should seek medical advice regarding any pre-existing medical condition or disability, and inform your School Placement Organiser so that, where applicable, appropriate arrangements may be made in the host institution.
4. You must consult the Foreign & Commonwealth Office website at [www.fco.gov.uk](http://www.fco.gov.uk) and read the *Country Advice & Tips* for your country of destination. If you are unable to access this website, the International Office will provide a copy for you on request.
5. Whilst the University is insured to cover its legal liability for claims arising from injuries where the negligence of the Institution or its employees can be established, it does not provide Personal Accident, Health or Travel Insurance for students, therefore, students are required to make their own arrangements in this respect.
6. The University does not accept liability for loss and/or damage to personal property, and students are required to make their own insurance arrangements in this respect.
7. While the University and host institution may provide assistance to ensure that suitable accommodation is secured, the final responsibility for making such arrangements and paying the necessary rent will be yours.

8. The University will notify you of potential sources of financial assistance available to students who undertake study or work abroad. Please note that by signing the attached Declaration you acknowledge that the sole responsibility for financing any period at the host institution lies with yourself, and is not the responsibility of the University.
9. You will be informed of the names of staff at both the University and the host institution as main points of contact. If the University has not notified you of these names, then ensure that you request this information before departure.
10. The University would remind you that during the period abroad you will be an ambassador for the University and must conduct yourself accordingly at all times. Any disciplinary procedure which may be invoked against you by the host institution may, therefore, also result in disciplinary action being taken by the University. You must at all times adhere to any procedures, rules or codes of conduct of which you are notified either by the University or the host institution.
11. Following arrival at the host institution you must participate in any induction programme required by the host institution so that you are familiar with the policies and procedures applicable to you during the period.
12. You are required to report to the University on completion of initial enrolment at the host institution by providing a finalised Learning Agreement and confirmation of arrival, and giving brief information on content, hours and assessment arrangements, or, in the case of work placements where projects are being undertaken, report on the initial stages of work.
13. If you have any queries relating to your placement following arrival, you should raise these with the designated contact at the host institution/employer. You are expected to contact your School Placement Organiser at Queen's University, should any academic or pastoral problems arise and you are responsible for doing so. While every effort has been made to ensure that the courses/work placement offered by the host institution are appropriate, you are required to inform the University immediately if you have any concerns in this regard.
14. For study placements, note that marks sent from the host institution will be subject to the scrutiny of a University Board of Examiners and will normally be subject to conversion into the Queen's marking system.
15. In addition to the lecture courses and assessments you undertake at the host institution or the projects you undertake during work placement, you may be required to complete work in the form of a dissertation, other written work or an oral examination on return to the University.
16. To monitor your progress the University will maintain regular contact with you (through email or other channels) during your period of study or work outside the UK. There will also be a clear schedule for submission of any study material or progress forms. You will be responsible for ensuring that you acknowledge such contact and comply with the schedule.
17. Upon return to the University you will be required to provide a brief practical report on the experience. You may also be required to attend an interview to help with the assimilation of your experience, ease your return to the University, and provide information to the University on the host institution. In addition, Socrates-Erasmus students will be required to complete a report for Queen's International.
18. While the University will use all reasonable endeavours to ensure that the study/work placement arrangements are fulfilled as described, it reserves the right to make variations to the location or

the programme, and in certain circumstances to suspend or cancel the arrangement. The University will endeavour to provide as much notice as is reasonably practical in the circumstances of any such changes.

19. By signing and returning the attached Declaration (WP-EXUK1) you are acknowledging receipt not only of the information contained in this document but also of:
- 19.1 a pre-departure agreement listing the areas of study or types of course or work placement to be followed while with the host institution and the nature of any project work to be undertaken (WP-EXUK2 -*Example SOCRATES-ERASMUS Learning Agreement*);
  - 19.2 a confirmation of arrival form which you undertake to sign and return to the University following your arrival at the host location, and the agreed final programme of study (WPEXUK3);
  - 19.3 a change of address form (WP-EXUK4);
  - 19.4 a Health and Safety checklist which you undertake to complete within two weeks (WPEXUK5);
  - 19.5 contact numbers in case of emergency (WP-EXUK6) and (WP-EXUK7 - Examples of ERASMUS contacts sheets);
  - 19.6 if required, a mark report sheet which you undertake to return at the end of the study period (WP-EXUK8);
  - 19.7 a departure notification form (WP-EXUK9). The Declaration should be returned at least 1 month before your planned date of departure.

COPIES OF ALL RELEVANT FORMS ARE ATTACHED FOR YOUR USE

## Risk Assessment Checklist for Establishing Placements

All Schools and other units of the University making use of work or study placements (local, national or international) for their students as part of academic degree programmes must ensure that they have fully considered a range of quality assurance issues. The checklist below will assist Schools in this process. There will be an expectation that all new programme proposals which include placements will have addressed the checklist. It will also allow Schools to review current practice and provide those involved in Pathway Review with an additional tool in this process.

1. Establishing the Placement
  - (a) How are suitable placement providers selected? What criteria are used for selecting placements?
  - (b) Location – is there a particular risk (EU, non-EU Europe, USA etc)?
  - (c) Will the placement provide a safe environment?
  - (d) What is known about the academic status and suitability of the institution?
  - (e) Has a site visit been undertaken by QUB staff?
  - (f) What details of the host's Health and Safety arrangements have been supplied?
  - (g) Has the institution/employer public liability cover?
  - (h) What will the student's status be at the host (student, temporary employee)?
  - (i) What sources of finance are available to the student?
2. Selecting the Student
  - (a) Whose responsibility is it to secure the placement (student or School)?
  - (b) How do students choose a placement? Are they given a choice, or are certain placements recommended? Is there a mechanism in place to see if the placement provider and the student are compatible?
  - (c) What steps are taken to ensure as far as possible that the student will be able to cope with an international placement?
3. Pre-Departure Information
  - (a) What pre-departure information is provided to the students about the placement, including information about cost e.g. For all placements: • health and safety • personal responsibility • travel/health/possessions insurance • finance available • support for students on placement • occasions when the University will disclaim liability • integration on return to QUB For international placements: • health and safety in-country (eg. copy of FCO country guidance) • immigration requirements • linguistic preparation • academic programme to be undertaken abroad • transfer of credit and marks and contribution to QUB degree
  - (b) What information is provided for the students on the University's expectations of them on placement?

- (c) What information/help is provided about finding accommodation and other related student support issues?
4. Students with disabilities
- (a) Does the student require a work needs assessment prior to the placement?
  - (b) If the placement is not a year-out has Disability Services been made aware of the placement so that the DSA may be applied for?
  - (c) If the placement is a year-out has Access-to-Work (N.I.) been applied for in time to benefit from its full capacity?
  - (d) Has the employer been advised of Access-to-Work (N.I.) and how to access it?
  - (e) Has an Access Audit to be carried out with the host organisation?
5. Agreement with the Placement Provider
- (a) Is there a formal agreement or contract between the University and the placement provider which clearly sets out aims and objectives, duties and obligations?
  - (b) In the case of work placements, do key personnel receive an employer information pack?
  - (c) Are there named contact persons at the host institution responsible for managing the placement (these may be different staff for academic and non-academic issues)?
  - (d) What liaison is there between these people and the QUB Placement Co-ordinator?
6. During the Placement
- (a) What level of academic supervision and pastoral support is given to the student by: i) the placement provider; and ii) by the School?
  - (b) Is it clear how (and how often) the student should report back to the School during the placement?
  - (c) How (and how often) should the contact person at the placement report back to the School during the placement?
  - (d) What provision is there for a placement visit and how will it be funded?
  - (e) Is there a complaints/arbitration procedure (both for the student and for the placement provider)?
  - (f) Is there provision for changing the placement if it proves unsuitable?
  - (g) Is the student aware of any financial penalties which he/she may incur through withdrawing from a placement?
  - (h) Has the School a procedure to follow if a student fails either to begin or complete the placement e.g. change of pathway, non-contiguous placement, credit on medical grounds?
7. Assessment
- (a) How will the placement be assessed? Has this been clearly publicised to potential students?

- (b) What is the role of the contact person at the placement in the assessment, and is this made clear to both the student and host institution?
  - (c) In the case of a study placement, does the host institution use ECTS?
  - (d) What system will the School use to convert marks obtained overseas into the QUB marking system, and has this been clearly publicised to students?
  - (e) In the case of work placements, what sort of assessment requirement is given to the provider? (*cp. Template Framework for Approval of Work-Based/Placement Learning*)
  - (f) What is the procedure in the case of student appeal against marks?
8. Feedback
- (a) What provision is there for student feedback, particularly to students considering future placements?
  - (b) Is there provision for feedback from placement providers?
  - (c) How often do placement contact persons meet?
  - (d) What provision is there for student de-briefing and re-integration into student life?
9. Additional Considerations for Work Placements
- (a) Does the host employer have suitable Employers Liability and Public Liability insurance cover? Have the employer's insurers been notified of the student placement?
  - (b) Is the student to be fully covered, in all respects, by the employee's insurers?
  - (c) Does the employer have a formal accident/incident reporting procedure?
  - (d) Is there a system in place to ensure that all accidents/incidents involving placement students are reported to the University for information?

## APPENDIX 5

**SAMPLE WORK PLACEMENT AGREEMENT****QUEEN'S UNIVERSITY BELFAST: STUDENT INDUSTRIAL EMPLOYMENT (Ref. 05/V003/JS)****TEMPORARY ASSISTANT PLACEMENT OFFICER: School of Management****The School of Management Work Placement Agreement.**

Placement student to provide IT, office and project support to the School Placement Co-ordinator. The post is tenable from mid August 2005 for 1 year, working 35 hours per week. Main duties associated with the post involve:

**IT and Information Systems Development**

- Maintenance and development of placement office database and website content to advertise opportunities, news and forthcoming events to students.
- Understanding and developing the potential of Queen's Online to provide learning materials to support and assure quality of placement. (Opportunity to attend QUB Staff IT training courses; ECDL - European Computer Driving Licence etc)

**Office Communication and Administration**

- Liaison through telephone, email, web and direct contact with employers, staff and students.
- Efficient organisation, filing and reporting of placement information through Microsoft Access, Word, Excel and internet applications.
- To provide a quality service to employers with regard to the recruitment processes.
- To generate publicity materials to market the various placement opportunities.
- Maintenance of office budget and expenses
- Support in the management of Leonardo da Vinci Fund for European Placements.

**Development of Placement Learning and Assessment**

- To support development of materials for Placement Learning module at the various levels of placement.
- To facilitate workshops and training activities for student groups.
- To organise the various placement events through out the year.
- To support projects (e.g. Placement Learning module, European Placement Marketing, QAA Code of Practice on Work Based and Placement Learning, Business Plan/Placement expansion) for the development of placement, working with Careers, Employability and Skills and other Central Services in the University.
- Development of Summer Placement Programme across the School.
- Also to undertake\* any other duties that may arise in relation to this post.

**Placement Organisation Name:****Signatures:**

On-site Supervisor/Line Manager

Date

Student

Date