



KMS120 Higher Education Policy for Work Based Learning

Please use this policy in conjunction with the following policies:

KMS252 Safeguarding Guidance for Employers
KMS120(a) Work Based Learning Assignment Pack
KMS120(b) Work Based Learning Guidance for Providers
KMS400 Equality Policy
KMS425 HE Fitness to Study Policy
KMS430 HE Recognition of Prior Learning Policy
KMS110 HE Teaching, Learning and Assessment Policy

Appendix 1 Work Placement Guidance



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**Higher Education Work Based Learning Policy for
University Centre Kingston Maurward**

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INTRODUCTION

The College aims to be a leader in business development and support for the county and beyond, using its assets to enhance the learning of not just younger students, but as a hub for life-long learning and skills acquisition, knowledge transfer and business growth.

Kingston Maurward College has a long-standing commitment to providing quality vocational and professional experiences through the work place. The College has offered Foundation Degrees in partnership with universities for nearly 20 years. The offer of Foundation Degrees and full Honours Degrees requires embedding the employability requirements of the Foundation Degrees Characteristics Statement published by the Quality Assurance Agency and developed to meet the needs of local industry.

University Centre Kingston Maurward (UCKM), part of Kingston Maurward College, recognises and values the role of work based learning in enhancing academic standards and the learning opportunities for students. Students benefit from increased employability prospects, or if already in employment it equips them with and develops their professional skills. At a regional level UCKM works hard to ensure the employability of its graduates, particularly in tackling some regions of Dorset as 'cold spots' for access to Higher Education.

It is essential that all those involved with work based learning activities (UCKM staff, students, employers) work within the scope of clear guidelines. This policy document seeks to provide the core guidance from UCKM to facilitate this and should be implemented in accordance with programme requirements and those of the validating institution.

1. DEFINITIONS

It is important that the terms used to describe work based learning activities are properly understood by the staff involved in managing, delivering and administering these activities.

Definition of Work Based Learning (WBL) at University Centre Kingston Maurward:

For the purposes of a Higher Education context, UCKM defines Work Based Learning as activities that includes all learning taking place within a working environment, that is of a pre-planned nature and that forms a credit bearing module or unit.

Work Based Learning is integral to degree level courses offered at the University Centre through programmes such as foundation degrees and HNDs. These programmes are designed and validated following the Foundation Degree Characteristics Statement (2015) and the Foundation Degree qualification benchmark (May 2010). Work Based Learning is referred to in these documents through:

'Holders of Foundation Degrees should be able to demonstrate their ability to apply underlying concepts and principles outside the context in which they were first studied, and apply these principles in a work context'

It is therefore integral that those undertaking Foundation Degrees demonstrate their abilities to apply theory to practice within an authentic and innovative setting and that the placement meets the Intended Learning Outcome and/or entire module/unit, for the Foundation Degree on which the student is registered.

2. PURPOSE AND SCOPE

As a student at UCKM completing a foundation degree, HND or similar degree programme, you will need to use this policy to help you understand roles and responsibilities involved in the completion and assessment of Work Based Learning.

There are roles and responsibilities for:

- you, the student
- the University Centre Kingston Maurward
- Employers or placement providers

A full list of the expectations for each of these is listed in the Work Based Learning (WBL) Assignment Pack.

This policy is intended to act as a clear statement of UCKM's position in regard to all Higher Education Work Based Learning activities undertaken at Level 4 or 5, as

approved by its university partners. It aims to compliment UCKM strategy, existing practice and partner university policy to provide a framework of guidance for those involved in the design, delivery, management and assessment of Work Based Learning. This policy and associated supporting documents are produced by UCKM and are applicable for all Foundation Degree programmes and Honours Degrees with embedded Foundation Degree, unless the university partner particularly requires or specifies the use of their own documentation.

3. GENERAL PRINCIPLES

This policy relies on the following principles:

- a) As a student, you should be aware that your programme of study will include a work based learning element
- b) Assessment of performance in this area will count towards credits, as stated in your programme specification, for your final award and grade
- c) You will be over the age of 18 years at the commencement of any placement
- d) UCKM has a duty of care for all of its students. As such UCKM will take all steps, which are reasonably practicable, to ensure the welfare of its students who are undertaking work based learning activities
- e) You must comply with legislation, guidance and supervision in regard to health and safety whilst in the workplace

4. LEARNING OUTCOMES

In completing a Work Based Learning module you will meet the following intended learning outcomes:

D1	Demonstrate the ability to select, apply, engage in and complete a work placement(s).
D2	Reflect on and analyse their own performance within workplace settings and create a personal development plan related to their career goals and learning.
D3	Demonstrate professionalism and good employability skills through completion of a meaningful work placement(s).
D4	Communicate effectively and demonstrate sound working practices within an agreed industry setting.

5. ASSESSMENT OF LEARNING OUTCOMES

You will be assessed through two assessments as follows:

- A reflective portfolio that evidences your personal development plan and progress from preparation for placement to completion, worth 60% of the final module grade.

- A 10 min presentation that uses reflection to evaluate the management practices of the placement organisation, worth 40% of the final module grade

An outline timeline for assessment for the module is available in the WBL Assignment Pack. Assessments are submitted in the August prior to enrolling on Year 2 of your programme. This allows you to use the summer recess to complete placements and complete assessment. The Portfolio element will require you to make regular records and reflections on your progress through out the academic year. Example documents and exemplar reflective practice is provided in the WBL Assignment Pack to support the development your on going personal development plan.

6. ROLES AND RESPONSIBILITIES

All those involved in work based learning activities have responsibilities before, during and after the placement period. The following statements provide some general guidance on what these responsibilities are. However for some programmes there may be specific expectations and such guidance from the relevant university partner should be consulted.

6.1 Students

It is your responsibility to secure a work based opportunity that meets the requirements of your programme (e.g. meets the learning outcomes and is for a sufficient period of time) and, where appropriate or possible, personal or career interests. You have a responsibility for keeping UCKM informed about the employer you will be working for, including providing accurate contact details and information as outlined in the Learner Agreement. Student responsibilities are clearly stated in the WBL Student Handbook.

You have responsibilities to fulfil the obligations of your Work Based Learning as detailed in the Learner Agreement. You are expected to act in a professional manner at all times during the placement and conduct yourself as appropriate to the work place setting. This is very important for UCKM and the awarding institution as students are effectively representing both institutions through their work and conduct. You should ensure you attend or engage with learning that is aimed to prepare you for the workplace, or to support you to gain a placement.

Students are also expected to use their own initiative and to maximise the appropriate benefits of their work placement. For example, you can use the placement as a

networking opportunity to build future career paths, gain transferable skills as well as maximising their overall achievement on programme.

One of your key responsibilities is to ensure you communicate effectively with your Work Based Learning tutor and your placement provider. Things that you will need to communicate clearly are absences (e.g. such as a time off sick), other commitments such as medical appointments or mitigating circumstances that mean you cannot attend your planned placement as expected. It is your responsibility to ensure that in securing any placement you are able to travel to and from the provider site(s), including travel costs.

Another key aspect of communication with your module tutor is in regards to progress to learning outcomes, from researching and securing a work placement through progress on placement and preparation for assessment. The regularity of communication may flex depending on the phase of the module delivery and placement and if more support is needed to meet outcomes. You should expect to meet with your module tutor at least once a term in the initial phase of finding and securing a placement. This will coincide with personal development plan phases as outlined in the WBL Assignment Pack. This may continue during the placement phase but could be more regular if required if there are pertinent issues to discuss to ensure the success of the placement. This could include attendance issues or clarifying your role for the placement with the employer/ placement provider. Module tutors will expect to meet with you at least once to discuss preparation for assessment following the placement, but this could be more if you require further support.

6.2 University Centre Kington Maurward and its staff

UCKM has a responsibility to ensure, as far as reasonably practicable, the appropriateness of employers providing Work Based Learning so as to ensure that students undertaking placements are able to meet their required learning outcomes. Staff should be aware of the learning requirements of the placement and should assist the student to create an action plan or list of required learning outcomes for their work placement. Further information can be found in the supporting guidance and WBL student handbook.

The expectations and responsibilities of students undertaking Work Based Learning should be clearly and coherently communicated to them by UCKM on behalf of the awarding institution.

Support for students finding work placements should be holistic in nature. It is not normally the responsibility of the programme team to secure placements for students but they should be prepared to assist, occasionally persistently encourage and in exceptional and rare instances (where a student has mitigating circumstances or has encountered insurmountable difficulties) to take the lead in finding a suitable placement. Students studying in higher education are expected to develop not only cognitive and intellectual skills but also employability skills, including personal responsibility. Students should be supported to contact employers, in areas such as CV and cover letter writing, development of online profiles and portfolios as well as more contemporary application material. Students should be encouraged to employ a professional approach to placement applications. Tutors should seek to develop not only the student's perception of work and conduct during it, but of their own self-awareness, team working, and professionalism within the working environment.

Through the process of Work Based Learning it is expected that students will have to become more responsible for their own learning and as such, structured and supportive measures should be introduced to enable this to happen. Allowing the student to secure their own placement is just one example of this. The responsibilities of the student and UCKM are outlined in the WBL Student Handbook.

UCKM, on behalf of the awarding institution, is responsible for communicating relevant information to the employer in an appropriate and timely manner. This information can be found in the Provider Guidance.

- the role the employer is expected to play in the Work Based Learning of the student,
- the objectives the student needs to achieve as part of the placement,
- benefits of engaging placement students and the methods through which they can communicate with UCKM at any given point or if they have concerns about the manner in which the student is conducting the placement. This is also outlined to students in the WBL Student Hand book.

UCKM will also conduct a suitable and risk based health and safety review of providers. This may not require a physical visit to the placement and may be conducted as a desk based exercise. The H & S review process used is listed in Appendices 1 and 2. Employers or placement providers need to demonstrate that they have suitable insurances, policies and process to support placements. This responsibility in this regard is stated in section 4.4 but the UCKM takes a responsibility to check the employer meets their responsibilities.

6.3 Work Based Learning placement providers

Employers have a responsibility to ensure that the student they are recruiting is suitable for the post they have in mind, that they can provide appropriate support and guidance at the start of and during the placement, and that the job will progress in terms of the tasks the student is expected to complete.

Students should be treated as any other employee in terms of the way in which they are valued by the company, for example being given an appraisal or performance updates. This process is intended to be beneficial for both students and employers. At the end of the placement employers will be asked to complete the 'employer survey' and provide feedback on student's achievements. Placement providers are asked to provide this feedback in a timely manner and ensure feedback is sufficient for UCKM to assess the students' progress in reference to their learning outcomes or individual action plan. Through working with UCKM and its students, employers can potentially gain new interest in their sector, build further contacts through the awarding institutions and students and also update their own skills and understanding of the programmes being undertaken by students.

Placement providers should be clear about the extent of their roles and responsibilities and what they can expect from both the student and UCKM. They should have in place clear guidelines for the student to follow whilst on placement and take all legislative and reasonable steps to ensure the safety of the student during the placement. For more information please refer to the guidance documents.

The awarding institutions and UCKM deem the Work Based Learning provider as being responsible for the health and safety of students during work placement in line with

current legislation. As such, employers have full legal liability for the students within their work place. Current legislation referred to includes 'The Health & Safety (Training for Employment) Regulations' of 1990 and the guidance provided on this in the 'Health & Safety Guidance for the Placement of HE Students' of 2009 by the UCEA.

Employers are responsible for liaising with the student regarding the arrangements for the placement, and with UCKM in regards to any issues during placement.

A specific Guidance for Placement Providers handbook is available that should be supplied by staff and/ or students to potential providers. This explains the process of Work-based learning and the responsibilities of providers.

6.4 University partners/Award Bodies

The university partner is ultimately responsible for ensuring the approved (whether validated or franchised) programme, including the work based element, will prepare students for life-long learning. UCKM is responsible for working with the university partner at the time of approval and as part of the on-going review and quality improvement processes to ensure the programme is fit-for-purpose. Thus meeting student and employer needs and expectations as well as preparing students for employment within the related sector.

Awarding institutions do not deem themselves as being responsible for students' health and safety during work based learning, in line with current legislation. But that they, or UCKM on their behalf, should take all reasonable steps as part of their duty of care to prepare the student prior to the work based learning.

The awarding institution is ultimately responsible for agreeing final accreditation of work based learning through its Assessment Board processes.

7. WORK BASED LEARNING IN PRACTICE

7.1 Agreeing work placements

While it is the student's responsibility to find a work placement, the programme team is responsible for advising the student on the suitability of a placement in terms of meeting the learning outcomes of their Foundation Degree or full degree with embedded work based learning. Equally it is the programme teams' responsibility to advise students

looking to enter a placement deemed to be high risk. While UCKM does not require or expect staff to inspect or approve individual work placements, placements deemed to be higher risk will require suitable evidence to demonstrate how those risks have been mitigated and teams may choose to carry out a site inspection should they deem the risk high enough to warrant such a visit. While programme teams are not able to prevent a student accepting a placement they can advise against the placement if they deem it unfit to meet the learning outcomes required to meet the learning outcomes of the element/unit or module.

UCKM cannot stop students from undertaking any work placements, even if the risk is deemed to be high, but must take all reasonable actions to ensure both student and employer have all necessary information to make an informed decision. Reasonable actions by UCKM are defined as the completion of a risk assessment and communication of the risks associated with the student(s) (provided as part of the Guidance). Should the student still wish to proceed you must ensure the student and the employer sign the completed risk assessment form and that the Course Leader has a copy on file.

Where students have agreed to undertake a work placement but subsequently decide against it, they should give at least one week's notice to the employer of their decision to withdraw, unless in exceptional circumstances. This notice should be formally given and UCKM should also be made aware of this decision so it can further support the student to find an alternative placement or make other arrangements depending on the circumstances.

7.2 Health and Safety

All employees, employers and students have a legal duty to take reasonable care of their own health, safety and welfare as well as those who may be affected by their activities or omissions.

In accordance with the Health and Safety at Work Act (1974) and as supported by the Management of Health and Safety at Work Regulations (1992) employers are required to ensure the health and safety of their employees or equivalent at work, so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations (1992) and other subsidiary legislation expands on these provisions by requiring employers to:

- undertake risk assessments of any hazards associated with the student's workplace and work activities
- provide relevant information, instructions and supervision to the student
- co-operate and co-ordinate health and safety matters with other employers sharing the workplace.

Responsibilities for this for students and employers is outlined in the WBL student handbook and Guidance for placement Providers, and Appendix 1 of this document.

7.3 Risk management

The Health and Safety Executive (HSE) states that it is a legal requirement for every employer and self-employed person to make an assessment of the health and safety risks arising out of their work. The purpose of the assessment is to identify what needs to be done to control health and safety risks. *Regulation 3 of the Management of Health and Safety at Work Regulations 1999.*

Risk is defined by the UCEA (2009) as 'the likelihood or uncertainty of harm occurring'. A lack of information on placements may require a higher risk rating until more information justifies lowering the risk.

The Employer has a duty of care to ensure that appropriate steps are taken to minimise risk prior to the placement commencing. As stated in 7.1 the College "*cannot stop students from undertaking any work placements, even if the risk is deemed to be high*", however, you must accept **full** responsibility for your placement experience until the placement has been formally endorsed by the College and a H&S check has been completed. This may include an action plan for the employer/ provider to evidence improved compliance (see Appendix 1).

If you do feel unsafe or are put at unnecessary risk on placement, you should initially raise this with the placement provider. You may feel more comfortable raising this with your module tutor and/or programme leader. They can liaise with the employer/

provider, or, if appropriate, arrange a site visit where they can discuss your concerns with the aim to secure the continued placement. If you continue to feel unsafe you can contact the employer/ provider, and inform the module tutor, to end the placement. However, this may impact on your ability to meet the learning outcomes and you may need to secure another placement to meet the learning outcomes.

The College may also deem a placement to be unsafe following investigation, but in recommending the termination of a placement it will need to consider the following:

- Adjustments to or clarification of the roles and responsibilities of the placement to reduce risk rather than end the placement
- An action plan for the student to ensure they can meet the learning outcomes if another placement is required

Equally UCKM has a responsibility to ensure that students preparing for work placement are adequately informed about risk so as to ensure they have the skills to assess the suitability of their placement. Any concerns or uncertainties about an Employers ability to mitigate risks should be communicated to the tutor before commencing the placement, during placement concerns should initially be reported to the placement supervisor and further information is detailed in the supporting guidance documents.

UCKM has a risk assessment process which should be followed by the student and the programme team prior to commencing the placement. Further details on this process can be found in Appendix 1 and the WBL Assignment Pack.

7.4 Insurance

UCKM, through the College, has Public Liability Insurance which covers its legal liabilities to its students and placement provider within the UK, it includes indemnity to students which means the student and the placement provider can be assured that the College will have the resources to meet a legal claim from anyone who suffers as a result of something that is ultimately the fault of the institution. It therefore covers students if there is an accident in the workplace that was the fault of UCKM/the College but only if it is proven that the student did not act irresponsibly.

Students should be reminded that they have a legal responsibility to follow instructions and act sensibly to protect their own health and safety and that of others. (as set out in sections 7 and 8 of the Health and Safety at Work Act 1974).

The placement provider must have appropriate insurance(s) in place and this must be confirmed prior to the student commencing their placement. This insurance is normally either Employers' Liability or Workers' Compensation Insurance that will provide cover for the placement provider's liabilities to the student.

In the event of a claim arising it is the responsibility of the student to identify the liable party (the College or placement provider) and providing evidence to substantiate such a claim.

The College does not expect you to take out personal accident insurance but you may wish to consider taking out your own personal insurance if you are on placement outside of the UK that could cover aspects of travel and health insurance.

7.5 Emergency procedures

All those involved with Work Based Learning placements must be aware of emergency procedures should something go wrong and as a minimum the following guidance should be adhered to for every placement:

- The placement provider and student must have the contact details of at least one key contact from UCKM that can be contacted in case of emergency.
- UCKM must hold details of the student's home address and at least one emergency contact (as requested at enrolment).
- UCKM must hold details of the placement provider's contact information and designated contact for the placement as detailed in the Learner Agreement
- Procedures must be in place to ensure UCKM is informed immediately of any serious problems.
- The placement may be terminated immediately should the student's safety or that of the organisation be deemed at risk and the student withdrawn from the work place.
- College procedures for complaints, appeals and disciplinaries should be followed as necessary.

7.6 Supporting students with disabilities or additional needs

As a student, you are encouraged to declare any disability or additional need to UCKM. If you have declared that you have a disability (i.e. UCKM has a record and you have undergone assessment and/or is in receipt of the Disabled Students Allowance) and are likely to require additional support during your work placement these needs should be discussed prior to agreeing to the work placement in conjunction with the employer, yourself and UCKM/College staff. You may seek additional advice from the College's student support services or the Additional Learning Support (ALS) team.

If you advise staff or the placement provider that you require additional support or consideration in order that you can carry out the placement but have not previously declared this, you will be immediately referred to the ALS team.

Employers should be made aware of any additional requirements or needs of student(s) undertaking placement(s); it is the your responsibility to ensure the employer is aware.

Making the College and the employer or placement provider aware should not jeopardise the placement, but ensure that the employer can make adjustments to secure the success of the placement. This could include:

- Ensuring induction materials and content is accessible
- Adjusting levels of supervision on specific tasks
- Assessing if some tasks or activities are suitable or safe with the planned role
- Increased monitoring and feedback on tasks.

7.7 Visits to students during Work Based Learning

UCKM is not obliged to undertake visits to students whilst they are on placement. It is at the discretion of the Programme Team as to whether they consider there is a need to visit placements and the following reasons may contribute to this decision:

- Duration of the placement (if longer than the normal 4-6 week placement)
- Risk Assessment (i.e. it is showing a large number of high risk elements)
- Predominantly lone working by the student
- Remote working required where the student may not be easily contactable for periods of time

7.8 Monitoring and evaluating Work Based Learning

Work Based Learning can provide UCKM, the student and employer with a variety of experiences. It is important for the development of the Work Based Learning provision at UCKM and the University partner that these experiences are recorded and built on for future placements via a work-placement database.

Throughout the placement students should complete the required paperwork to help them evidence the necessary tasks that have been undertaken and therefore the learning outcomes met. Time should be taken by the student to formally reflect on their experiences to enhance their learning experience and their Personal and/or Professional Development Plan/Action Plan. Employers are asked to provide any necessary evidence or documentation to support this process in a timely manner.

Work Based Learning is not reviewed formally as a separate element but will be included as part of programme reviews and updates through UCKM's Quality Improvement Cycle. The Work Based element will normally be reviewed periodically through the programme review processes as governed by each partner university's policies.

7.9 RPL

Recognition of Prior Learning (RPL) is a method of assessment [leading to the award of credit] that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit [or module] through knowledge, understanding or skills they already possess and do not need to develop through a course of learning (Ofqual/08/3726).

Where students already possess experience and/or knowledge that is comparable to the experience of the Work Based Learning they would undertake as part of the programme of study, Accreditation of Prior Experiential Learning (APEL) may be considered as an option.

7.10 Intellectual Property and Ethical Considerations

Whilst on placement you may be asked to develop documentation, for example, on behalf of your employer/ placement provider. The intellectual property rights for this will lie with the employer/ placement provider as you have developed these items on

behalf of their behalf. You maybe able to use or refer to such items developed on placement such as within assessments, but you will need permission from the employer/ placement provider to do so. Any attempt to use such items unless on agreed behalf of the employer/ provider may be a breach of intellectual property or copyright law. Please refer to the UCKM Intellectual Property Policy ([weblink](#))

You should conduct yourself whilst in the workplace or on placement under the terms of the UCKM Ethics Policy Framework ([weblink](#)) and the Student Charter ([weblink](#)). These outline the ethical conduct expected of you as a student and a representative of the University Centre, which would still apply whilst on placement.

Your placement may include the collection, processing and analysis of research data. Your placement provider or employer will have policy and processes in place to give consideration to ethical research principles, which you would be expected to follow. The University Centre has its own Research Ethics Framework ([weblink](#)) that you are advised to read if your placement is likely to involve a significant research-based element. This will give you a platform for ethical conduct in research, particularly in respect of the following:

- Informed consent
- Compliance under the [Data Protection Act 2018](#)
- Ethical framework for research with animals

7.11 Complaints

Should the Placement Provider or the Student experience issues during the placement and cannot resolve these issues simply with UCKM they can submit a formal complaint to the College. The complaint once received in writing should follow the College's formal complaints procedure

Should the student or UCKM have a complaint against the Placement Provider they should initially contact their tutor who will contact the work based supervisor to try and resolve the issue. If the issue cannot be resolved then the placement may be suspended pending further investigation and the issue escalated to the Head of Higher Education and/or HE Team.

Should the Placement Provider wish to raise issues about the student they should be directed to the tutor. If the issue cannot be resolved then a complaint may be raised by the Placement Provider, following the College's complaints procedure, via views.complaints@kmc.ac.uk.

Where a complaint may impact on a student's assessed work, the Head of Higher Education and HE Team must be notified, so as to inform the Assessment/Examination Board process as applicable.

7.12 Mandatory Documentation

Those undertaking work based learning have a duty to meet the data capture requirements for Work Based Learning, as such, we recommend using the documents provided within the appendices of this policy. We appreciate some academic areas may wish to use bespoke templates, this is acceptable provided they capture the same information outlined within the approved policy data capture documentation.

Students are responsible to share the completed information:

Learner Agreement

Risk Assessment

Daily Timesheet

Copy of Work Placement Provider Public Liability Insurance

Work Based Learning Tutors as responsible for storing these documents securely in accordance with the [Data Protection Act 2018](#).

8. PROGRAMME DESIGN AND DELIVERY

8.1 Integrating Work Based Learning

The Foundation Degree Characteristics Statement (2015) highlights throughout, the importance of the relationship between colleges and employers. Partnerships between employers, degree-awarding bodies or other HE providers, FE Colleges and Sector Skills Councils are central to the concept of foundation degrees, and vital in providing programmes that are relevant, valid and responsive to the needs of learners and employers.

Section 2.1 states:

'When designing foundation degrees consideration is given to the ways in which the work-based learning is appropriate to the particular needs of the relevant employment

sector or type of employer and how the programme helps to provide the knowledge and transferable skills needed for employment.'

Additionally the *Characteristic Statement* emphasises the importance of accessibility. Section 2.3 states:

'Foundation degrees increase access and widen participation into higher education, as learners can access foundation degrees from a range of starting points and with different entry qualifications.'

The *Characteristic Statement* also requires foundation degrees:

'To provide clear routes that facilitate opportunities for successful progression from the foundation degree towards another qualification and encourage the HE provider to be flexible in the approach, for example, to the needs of learner from a variety of backgrounds, and to the progressive and changing demands of employment.'

UCKM is bound by the following principles in the development of its work based learning:

- a) Intended learning outcomes and assessment of Work Based Learning are an integral part of programme design, the content of which is ultimately the responsibility of the awarding institution to agree.
- b) UCKM, in designing proposals for programmes including Work Based Learning should consider relevant external reference points (see appendices).
- c) In designing Work Based Learning opportunities consideration should be given to the diversity of students, flexible delivery models and any specific sector requirements.
- d) Work Based Learning outcomes must enhance the future employability of graduates.
- e) Work Based Learning may or may not be linked to a distinct credit bearing unit/module but in either case it is essential that it is an integral part of the overall programme.
- f) Work Based Learning must be formally assessed and verified.

8.2 Assessing Work Based Learning

Work Based Learning must be assessed in accordance with the validated programme specifications. Assessments should be designed appropriately to ensure all the intended learning outcomes (ILOs) have been tested and to ensure that they are fair and accurate in allowing students to demonstrate achievement of the ILOs through a

variety of means and work settings. Assessment should be designed in line with UCKM's Higher Education Teaching, Learning and Assessment Strategy and with reference to that of the partner universities.

While the majority of work-placements will be assessed formally by UCKM's academic teams, where it is agreed that employers have a specified role in the formal assessment of student work or performance (normally in agreement with the partner university) it is vital that the employer has been properly briefed and fully understands the importance of their responsibility. This is crucial as it is likely the employer will assess the student's performance at the job, as opposed to assessing the learning outcomes of the programme which may include far more generic or transferable skills sets. Only UCKM academic staff appointed/approved to do so, can assess learning outcomes, however employer feedback may well contribute to the information used to inform this academic judgement. There is an implication with the timeliness of receiving feedback that counts towards assessed work from an employer and deadlines that impact on student achievement must be clearly communicated from the outset of the placement.

It is the responsibility of UCKM to clearly and accurately communicate assessment outcomes to the awarding institution in a timely manner in accordance with each institutions' guidelines and expectations.

UCKM is responsible for monitoring standards of the programme, the awarding institution is ultimately responsible for the monitoring of the quality of the assessment and the decision making process for the final mark awarded through the use of External Examiners and Programme Tutors.

Occasions may occur where the student is unable to complete practical elements of their Work Based Learning. Reasonable adjustments are normally made within the university's assessment regulations in case of such situations. Where the outcome of the final award may be impacted upon as a result of missed work based elements, partner university protocol on assessment practices and regulations should always be adhered to.

8.3 Key Documentation for Consultation

Each programme is required to have specific documentation in place to aid effective management of work placements undertaken by its students.

Please see appendices for full guidance on the documentation required for your programme.

Key documents should be shared with all those involved in work based learning

- Supporting Guidance notes for Work based learning
- Health & Safety information for student and provider
- Contemporary and online application support, e.g. template letters, CV writing guidance
- Complaints procedure
- Appeals procedure
- Learner Agreement between student and provider
- Personal Development Planning (PDP) documentation/reflective journal/log for student
- Assessment regulations/guidance for Work Based Learning (as per Validating Partner)
- Associated Learning outcomes
- Assignment brief/Action Plan
- Employer Survey

9. REVIEW AND EVALUATION OF THE POLICY

This policy and associated guidance documentation is all subject to regular review and scrutiny through UCKM's Higher Education Academic Board with sign off by the Senior Management Team (SMT). The content and relevance of the policy and associated documents is also subject to scrutiny from UCKM's partner universities and other stakeholders as appropriate.

Feedback to the HE Team from all who engage with this policy is always welcome.

Points of Reference

ASET: *A Good Practice Guide for Placement and Other Work-Based Learning Opportunities in Higher Education*, Vol. 2, March 2009

ASET: *Health and Safety for Student Placements*, Vol. 3, 2010

Department for Universities, Innovation & Skills (DIUS), *Higher Education at Work*

http://www.dius.gov.uk/consultations/documents/Higher_Education_at_Work.pdf

DFES, *Providing Work Placements for Disabled Students – A good practice guide for further and higher education institutions* (2002)

National Occupational Standards

QAA: *Characteristics Statement, Foundation Degree*, September 2015

<http://www.qaa.ac.uk/en/Publications/Documents/Foundation-Degree-Characteristics-15.pdf>

QAA: *Foundation degree qualification benchmark*, 2010

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Foundation-Degree-qualification-benchmark-May-2010.aspx>

QAA Scotland: *Making it work a guidebook exploring work based learning*, July 2010

QAA – *UK Quality Code for Higher Education, advice and guidance, work based learning*

<https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/work-based-learning>

Race Relations Amendment Act 2000 (RRAA)

Special Needs and Disability Act 2001 (SENDA)

The UK Council for International Student Affairs (UKCISA)

UCEA: *Health and Safety Guidance for the Placement of Higher Education Students*, 2009

<http://www.ucea.ac.uk/en/publications/index.cfm/HSplace>

University and Colleges Employers Association (1999), *Health and Safety Guidance for the Placement of HE Students* Universities UK (UUK)

Work Placement Guidance

We must attempt to contact ALL employers that have students on work placements – work experience and industry placements.

Please follow the process below:

- 1) Student takes Work Placement Confirmation Form to their work placement employer, the employer completes this
- 2) Student returns Work Placement Confirmation Form to their Course Tutor
- 3) Course Tutor, Course Manager, Head of Department enters the details from the Work Placement Confirmation Form into their Department Work Placement Spreadsheet

If you require access to the Work Placement Spreadsheet, you will need to get this authorised by your Head of Department (an email to Careers and Industry Lead copying in your HOD requesting access will be sufficient)

Please DO NOT amend the Work Placement Confirmation Form or the Work Placement Spreadsheet. You cannot use your own version of the Work Placement Spreadsheet, as for audit purposes, there must only be **one** version that we are **all** using.

The last column on the Work Placement Spreadsheet allows you to record if there are students from other departments also with an employer, there are often cross-overs between departments (Animal Care and Equine for example) This will help to prevent contacting an employer multiple times about work placements. Recording contact with work placement employers on Unit-E will also contribute to this.

GDPR

- Work Placement Spreadsheets should only be accessed by those who need to see this information
- Work Placement Spreadsheets must be password protected – it is the HODs responsibility to password protect their spreadsheet, and share this password with appropriate members of staff.

HODS – please email Careers and Industry Lead with the password for your Work Placement Spreadsheet

If you need to access another departments Work Placement Spreadsheet, please contact Frances Jenkins.

- 4) KMC staff contact the work placement employer, using the Initial Email Contact or Initial Phone Contact scripts, to complete a H&S check

PLEASE DO NOT AMEND THE KMC H&S CHECK FORM – THIS HAS BEEN DESIGNED TO ENSURE THAT THE COLLEGE IS HSE COMPLIANT.

CONTACTING THE EMPLOYER BY EMAIL

Please use the Initial Email Contact script

The following documents MUST be attached to this email:

- Health & Safety check (this includes Young Person's Risk Assessment template)
- Work Placement Agreement (this also includes a Health & Safety induction checklist)
- KMC Safeguarding and Prevent policy

CONTACTING THE EMPLOYER BY PHONE

Please use the Initial Phone Contact script

You can either print off the H&S check and handwrite it or open up the Word document on your computer and enter the details into this form directly.

At the end of the call take an email address for the employer, as you will have to email them the Work Placement Agreement and the KMC Safeguarding and Prevent policies.

It is BEST PRACTICE to ask the employer for a copy of their Employers' Liability Insurance certificate, this proves that they have valid insurance that covers the student while they are on their work placement.

For an employer to be accepted as a work experience or industry placement host they must have valid Employers Liability Insurance.

The College's insurance company have confirmed that Employers' Liability Insurance is the only form of insurance that we can accept, public Liability **WILL NOT** be acceptable.

HEALTH & SAFETY CHECKS

If students attend their placement before the H&S check has been completed:

- we may be able to backdate hours. When the H&S check is completed, the employer must confirm that **no** changes to their H&S procedures have been made since 7th September 2022
 - the student accepts **full** responsibility for their experience until the placement has been formally endorsed by the College and a H&S check has been completed
 - **You must make this clear to the student and ensure that they understand**
- 5) Once the H&S check is completed (either by phone or the employer returns this via email) KMC staff **MUST** review this.
- A Risk Rating is given to the work placement
 - If the H&S check identifies that it is a high-risk placement, a member of staff should contact the employer ASAP to talk through any concerns and/or arrange an on-site H&S visit.

The Risk Rating will determine when the next H&S check will be due.

VALID FOR 3 YEARS	VALID FOR 2 YEARS	VALID FOR 1 YEAR Employer required to complete compliance action plan
LOW <ul style="list-style-type: none"> • Demonstration of high standards of health & safety • Detailed evidence of compliance with health & safety contractual requirements 	MEDIUM <ul style="list-style-type: none"> • Demonstration of basic standards of health and safety • Minimum level of compliance with health and safety contractual requirements • Improvements required in accordance with an agreed development plan 	HIGH <ul style="list-style-type: none"> • Demonstration of poor standards of health and safety • Insufficient compliance with health and safety contractual requirements • Significant improvements necessary, unacceptable until a Development Plan with strict timescales has been agreed and initiated

VALID FOR 3 YEARS	VALID FOR 2 YEARS	VALID FOR 1 YEAR
Administration Education Retail Trade	Animal Care Retail Veterinary Practices Sport/Recreation & Leisure	Agriculture Animal Care Construction

Sales	Local Authority i.e Dorset Council Health and social care Electronics Hairdressing & Beauty Printing Hotel & Restaurants (non-catering) Textiles/Clothing Wholesale, Warehousing	Equine Engineering (Mechanical & Electrical) Fishing Forestry and Horticulture Manufacturing/Craft Outdoor Pursuits Catering (Kitchen) Chemical & Chemical Products Mining/Quarrying Repair of Motor Vehicles & Motorcycles Security Transport, Utilities
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All work placement documents are available to download from the KMCcareers TEAM

- Secure Staff CPD and Resources Channel
- Go to the 'Files' section at the top of the screen
- Download the Work Placement Process 22-23 ZIP file to access these documents

Once a student has sourced a placement, they must add placement details onto My Work Placement on My KMC. Please contact MIS if students are having problems accessing My KMC or recording work placements.

Please ask your students about their work placements during Progress Reviews/Individual Tutorials, check that they are happy at their placement and that the student doesn't have any problems or concerns.

If an employer does not demonstrate sufficient care and attention towards health and safety, the College has the right to withdraw the student from placement and support them to find a new work placement employer.

CONTACT WITH WORK PLACEMENT EMPLOYERS

It is expected that KMC staff will contact work placement employers **AT LEAST ONCE PER TERM**, via telephone or email, to check on how placements are going

Record all contact college staff have with employers, regarding work placements, on Unit-E.

- Student engagements tab
- Record engagement type as CAREERS IAG
- First words in the engagement notes box – WORK PLACEMENT EMPLOYER

FEEDBACK

All work placement employers must be asked to provide feedback on student performance once the placement has been completed, and the student has gained the required number of hours for their work placement.

Work placements SHOULD NOT be signed off until employer feedback has been obtained.

The employer feedback form has been designed using Government guidance, assessing the knowledge, skills and behaviours required for industry. Please do not amend.

Please contact Careers and Industry Lead, if you have any immediate queries or questions via [Careers](#) .

Please contact Deputy Principal, if you have an issue with this process you wish to escalate.

Please contact MIS mis@kmc.ac.uk , for any problems with Unit-E or My KMC.

FURTHER RESOURCES AND GUIDANCE

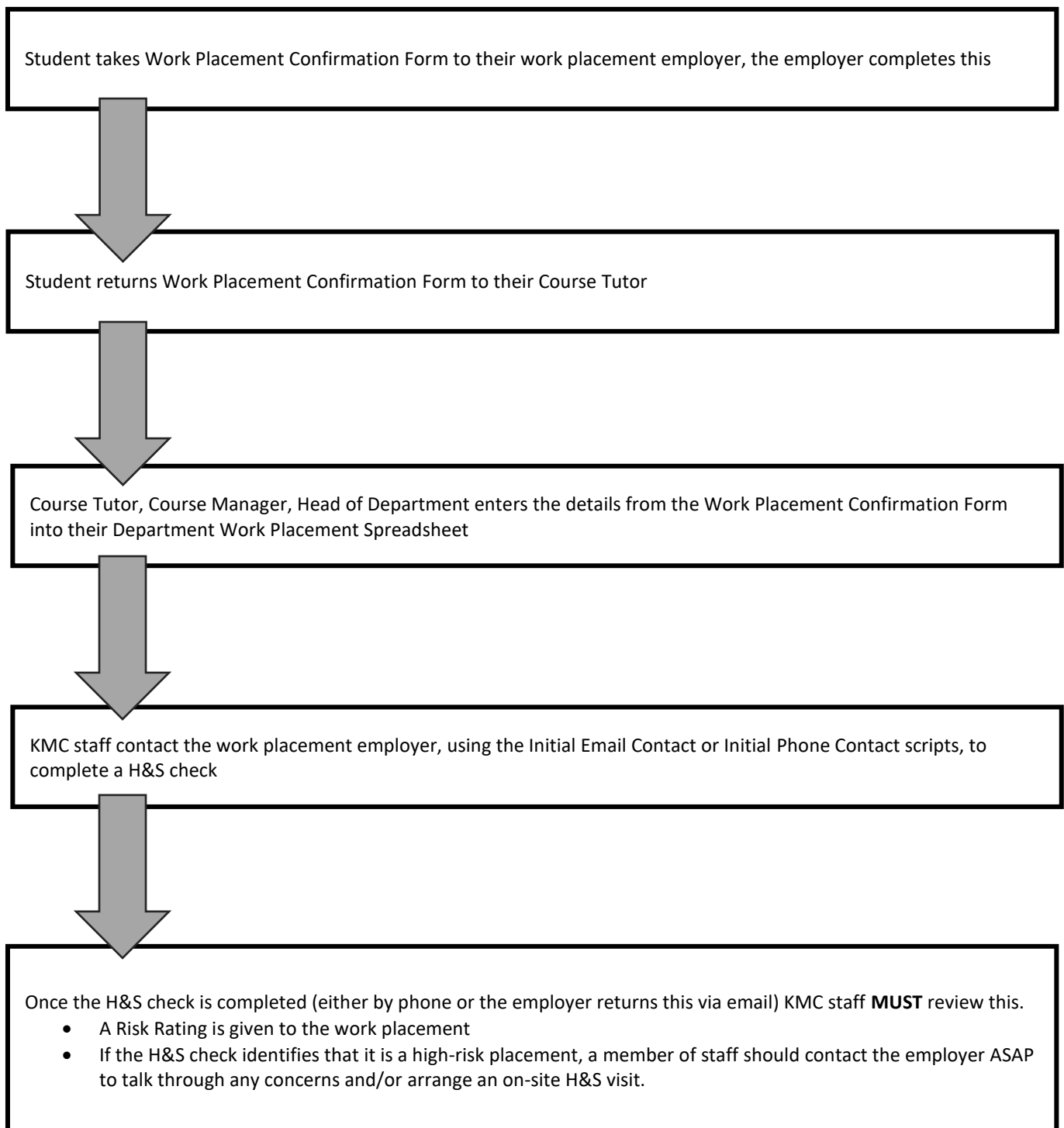
HSE (Health and Safety Executive) website

- [Young People at Work](#)
- [The Law](#)
- [Young people and work experience A brief guide to health and safety for employers](#)
- [Advice for Schools and Colleges](#)

Government website

- [16 to 19 study programmes: guide for providers](#)

5-step Work Placement Process



Please complete this check in as much detail as possible. If we do not have sufficient information, we will contact you to discuss further.

Organisation Name & Address:

Line Manager Name:

Line Manager Job Title:

Contact Telephone Number:

Contact email Address:

Member of staff completing this check (if different to Line Manager above):

Employers Liability Insurance Provider:

Employers Liability Insurance policy number:

Employers Liability Insurance expiry date:

Nature of Business:

Number of employees:

Student Job Role / Job Description

Please use the space below to detail the tasks and activities the student will be expected to complete on work placement with you

Is the student prohibited from doing anything whilst on placement? Please detail below if applicable:

PPE / Dress code / other requirements:

Person responsible for the student (if this is different to Line Manager):

Person responsible for H&S in the workplace:

What Covid measures do you currently have in place?

HEALTH, SAFETY & WELLBEING

Where is the written H&S policy stored/displayed? (This is legally required if you have more than 5 employees)

Has the Health and Safety Policy been reviewed in the last 12 months?

How are H&S responsibilities communicated to employees, work placement students/apprentices?

What safety signage do you have on site and where is this displayed?

Where is the HASAW (Health and Safety At Work) law poster displayed?

Please explain your induction process for employees, work placement students/apprentices:

How do you update students with health and safety information, including ongoing H&S training where applicable?

How is H&S training recorded/monitored?

Who would you contact for access to competent health and safety advice and assistance?

If applicable:

How do you manage apprentice/student work when it is away from your own premises or when apprentices/students are placed with another employers/sites?

If work placements students are under 18, the College requires employers to complete a Young Persons Risk Assessment for the student, in relation to the job that they are doing.

If you have not done one already, please complete the Young Persons Risk Assessment template on pages 7 and 8.

What risk assessments have been completed for the student/apprentice taking into account their age, experience, maturity and individual capabilities? For example...

COSHH

Display Screen Equipment

Manual Handling

Noise

Fire

Young Persons

Other - please specify (e.g. dust, vibration, bio-hazards, radiation, asbestos)

Do the risk assessments cover the type of work carried out?

How are risk assessments recorded?

Following relevant risk assessments, please give details of appropriate control measures that have been identified and put into place?

How are risks and control measures explained to staff/students/apprentices?

Have you completed risk assessments on general machinery/equipment use?

Do you agree to ensure students/apprentices are fully trained before using each new piece of machinery/equipment?

What guards and control measures are in place to prevent accident/injury?

FIRST AID

Please explain how you provide adequate first aid for the level of risk in the workplace?

How many qualified first aiders are on site? Please state their name(s) and where a copy of their first aid certificate is located.

Where are first aid supplies located? Please confirm that these available to all staff/students/apprentices?

Please explain your accident reporting procedure:

Who is the competent person responsible for investigating accidents and near-misses?

Do you agree to inform KMC of any accidents or near-misses that occur and involve our students/apprentices?

How are the arrangements for accidents, incidents, ill-health and first aid communicated to staff/students and apprentices?

WORK PLACEMENT HEALTH & SAFETY CHECK

Do you agree to provide work placement students with competent supervision and regularly review the student/apprentice's performance?

FIRE SAFETY

What means of fire detection are in place?

How often do you complete fire drills/safety tests?

In the event of a fire how do staff/students/apprentices raise the alarm?

What are the means of escape? Please confirm that all routes and exits are unobstructed

How often are fire extinguishers/blankets/hoses serviced?

Please describe the welfare facilities available to students such as toilets, washing, drinking, eating, and changing facilities:

Are they well maintained, clean and sanitary?

If applicable

How do you ensure that machinery/equipment is fit for purpose, adequately maintained, electrically safe and meets PUWER standards? (The Provision and Use of Work Equipment Regulations)

Are safe electrical systems and equipment provided and maintained? (e.g. are these PAT tested)

PERSONAL SAFETY

What PPE do you provide for students?

How do you ensure students are fully trained in its use?

How often is PPE checked and replaced?

Is PPE accessible to all staff/students/apprentices?

How do you monitor safeguarding and equality & diversity in the workplace?

BACKDATING HOURS

Please confirm that the employer **HAS NOT** changed any health and safety procedures, as identified in this H&S check, since 7th September 2022?

YES - NO N/A	I understand that it is KMC policy that all students/apprentices must have the appropriate training and qualifications before operating any ATV/quad bike (both on and off road), tele-handler or skid-steer loader in the workplace. I am aware that not following the above recommendations could invalidate the company's insurance.
YES - NO	To my knowledge I confirm that all members of staff who come into contact with students/apprentices have no prior or pending convictions that would prevent them from working with children under the age of 18.
YES - NO	I understand that I am responsible for the supervision and safeguarding of students/apprentices working on placement. I have received a copy of the College's procedures to follow should I have any safeguarding or child protection concerns.

Any additional information and/or comments provided by the employer in response to this health & safety check/action plan...

DECLARATION – Line Manager or their representative

I confirm my agreement of the conditions stated and understand the organisations responsibilities for t student's/apprentice's health, safety and wellbeing whilst on placement. I certify that the information record on this H&S check was accurate at the time of checking.

H&S check completed by FULL NAME			
Position		Date	
Employer Comments			
Would the employer like a copy of this H&S check for their records?		YES / NO	

EMPLOYER ACTION PLAN – if applicable

ACTION REQUIRED	BY WHO	TARGET DATE FOR COMPLETION

STUDENT / APPRENTICE ACTION PLAN – if applicable

ACTION REQUIRED	BY WHO	TARGET DATE FOR COMPLETION

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RISK RATING Please circle	LOW	MEDIUM	HIGH	UNACCEPTABLE
REVIEW PERIOD	3 YEARS	2 YEARS	1 YEAR	REJECT EMPLOYER