



UNIVERSITY of
BRADFORD

Guide to the Management of Placements and Study Abroad



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Please contact Academic Quality & Partnerships Office on **01274 233231**

The University of Bradford - **Confronting Inequality: Celebrating Diversity™**
The University of Bradford is committed to promoting equality, diversity and an inclusive and supportive environment for students, staff and others closely associated with the University in conformity with the provisions of its Charter.

Section One: Introduction

This policy and guidance relates to the management of all learning opportunities that are provided for students registered on 'home' programmes by third parties. This includes placements of any type, and periods of study abroad. It places the student at the centre of the learning experience, assures and enhances the quality of the learning opportunities provided, and accords with the University's planned introduction of the Higher Education Achievement Record (HEAR).

The policy is informed by the ASET Good Practice Guide for Work-Based and Placement Learning in Higher Education (2013), the work of the University of Bradford Placement and Internship Task Group and the QAA UK Quality Code for Higher Education. Whilst the UK Quality Code Chapter B10 is the main external reference point for this Guide, it is important to note that all parts of the Quality Code apply.

It is intended for Programme Teams, Faculty administrative colleagues, professional services and others, who have responsibility for or involvement in the provision of learning opportunities that take place away from the University and/or are provided by others.

The University's Corporate Strategy and supporting strategies value and encourage learning gained by students who engage in work placements and study abroad.

Programme Teams therefore, have a responsibility to:

- Ensure that opportunities for placement learning and study abroad are appropriately designed into the curriculum;
- Communicate those opportunities to students; and
- Support students to effectively engage with the opportunities provided.

All placements and study abroad opportunities must meet the expectations set out by the Quality Assurance Agency (QAA) in Chapter B10 of the UK Quality Code for Higher Education, **The Management of higher education provision with others**, whose Expectation is:

Degree-awarding bodies take ultimate responsibility for academic standards and the quality of learning opportunities, irrespective of where these are delivered or who provides them. Arrangements for delivering learning opportunities with organisations other than the degree-awarding body are implemented securely and managed effectively.

The aim of this Guide is to promote good practice and to provide a framework for the effective identification and assessment of the risks associated with this type of provision, and to implement proportionate processes and procedures to effectively manage that risk.

This Guide relates to all placements regardless of duration. It makes provision for proportionate checks and measures to be put in place according to factors such as the type of host organisation, geography of the placement, the nature of the industry, the role performed by the student, assessment activity and programme alignment.



Section Two: Curriculum Typology

Management of Placements and Study Abroad

Curriculum based opportunity	Description	Responsibility for arranging Placement	Educational Audit, Risk Assessment, H&S, Mentor/ Supervisor Training and support	Responsibility for Assessment (formative and/ or summative)	Regulations and RPL arrangements	Included in Programme Specification and/or transcript	Included in Prospectus
Professional Placement associated with registration by a Professional, Statutory or Regulatory Body	As part of a professionally recognised programme e.g. NHS programmes.	University	Undertaken by Faculty	University in conjunction with placement provider as formally agreed. Mentor/ Supervisor criteria, training and updating is the responsibility of the University	Any waivers against university regulations must be confirmed as part of the approval process.	Yes	Yes
Compulsory Work Placement or Work Based Learning Module(s)	An integral part of the programme.	University, or student. Any student responsibilities must be communicated clearly and in a timely fashion.	Undertaken by Faculty	University in conjunction with placement provider as formally agreed. Mentor/ Supervisor criteria, training and updating is the responsibility of the University	Any waivers against university regulations must be confirmed as part of the approval process.	Yes	Yes
Compulsory Work Based Project	Students undertake a project or task, defined by an employer, in the workplace as part or all of a module.	University or student	Undertaken by Faculty	University in conjunction with placement provider as formally agreed. Mentor/ Supervisor criteria, training and updating is the responsibility of the University	Any waivers against university regulations must be confirmed as part of the approval process	Yes	Yes
Optional Study abroad for credit	Students study at an overseas institution and import credits (normally 60 or 120) to their University of Bradford programme.	International Office / Erasmus.	Undertaken by Faculty or if Erasmus the Risk Assessment and H&S by the International Office.	Faculty	The educational audit/mapping must be approved as RPL and any waiver to Regulations approved.	Yes	Yes
Optional Study Abroad (recognised in transcript)	Students undertake a period of study abroad which does not contribute to their main award, but is recognised in the transcript.	International Office/Erasmus.	Undertaken by Faculty or if Erasmus/Study Abroad the Risk Assessment and H&S by the International Office.	N/A	Not required	Yes	Yes

Curriculum based opportunity	Description	Responsibility for arranging Placement	Educational Audit, Risk Assessment, H&S, Mentor/ Supervisor Training and support	Responsibility for Assessment (formative and/ or summative)	Regulations and RPL arrangements	Included in Programme Specification and/or transcript	Included in Prospectus
Optional Work Placement (recognised in transcript)	Students undertake a placement which does not contribute to their main award, but is recognised in the transcript, and for which an additional registration period is established.	Erasmus, student or UBU.	Undertaken by Faculty.	N/A	Not required	Yes	Yes
Optional Other work and research abroad	Occurs in both UG and PG programmes and is sometimes a field trip to engage in research for a dissertation	Usually sourced by student	Undertaken by Faculty	N/A	Not normally unless for credit	Yes	Yes

Note: It is possible to combine study abroad and a work placement, provided that this is included in the Programme Specification.

Extra-curricular opportunities	Description	Source of Placement	Educational Audit, Risk Assessment, H&S	Regulations and RPL arrangements?	Included in Programme Specification and/ or transcript?	Included in Prospectus?
Optional Graduate Internship	A period of work experience at the end of a programme that does not contribute to the award.	University or student	Undertaken by Faculty or Career Development Service	Not relevant	Yes	Yes
Extra-Curricular Placement	A period of work experience undertaken as an extracurricular activity, e.g. Summer Experience	Career Development Services	Undertaken by Career Development Service	Not relevant	No	No
Volunteer Experience	Unpaid work undertaken as an extracurricular activity	UBU or student	Undertaken by UBU	Not relevant	No	No

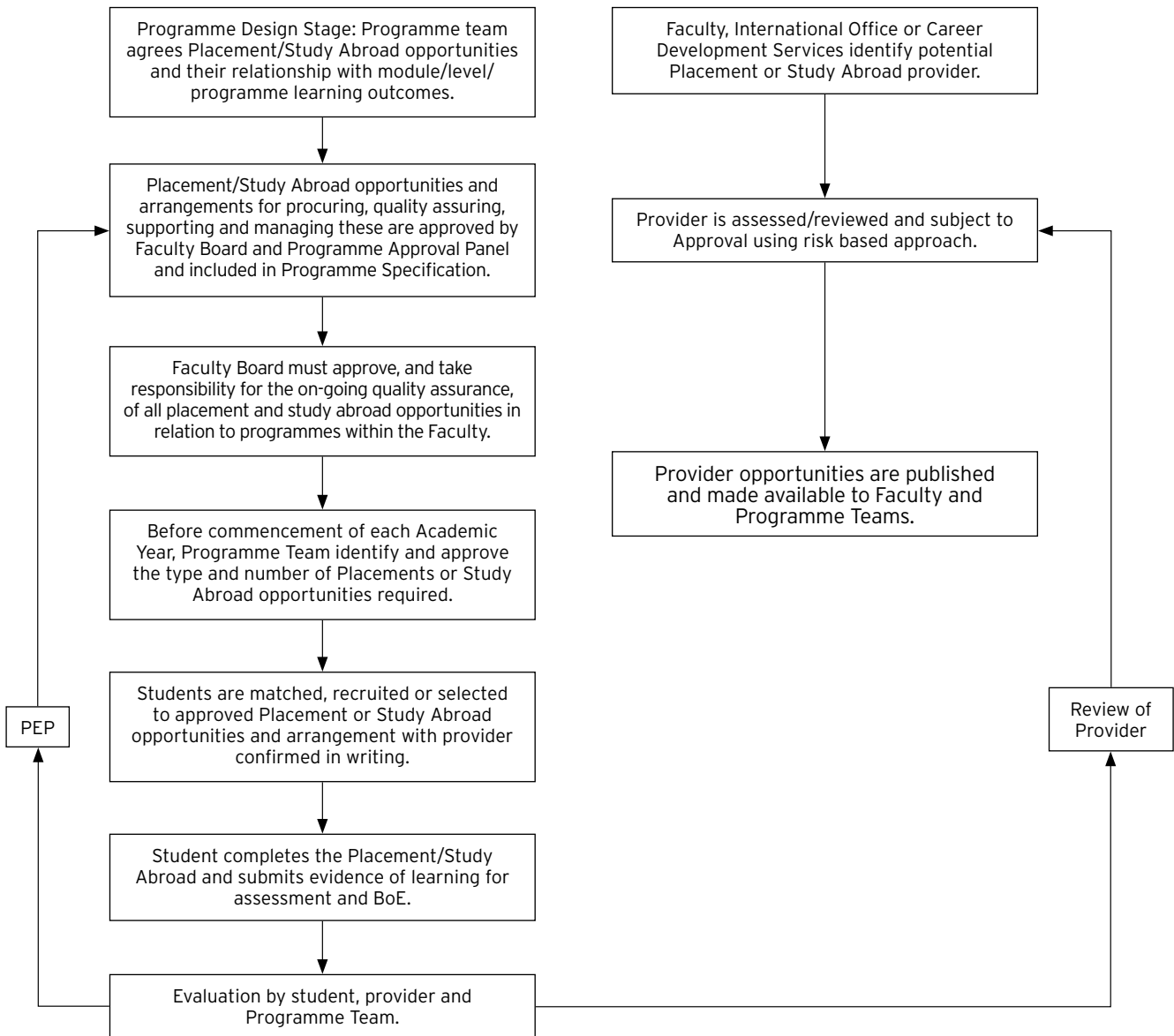
Section Three: Guiding Principles

The management of placements should be based on the following principles:

- Placements and study abroad opportunities are identified to assist students in achieving the learning outcomes of their programme, and/or to enhance their overall learning experience and employability;
- There is a planned approach to placement management which is approved by the University and embedded in the programme specification and programme handbook and which is reviewed as part of Programme Enhancement Planning (PEP);
- The contribution that placement and periods of study abroad make to the overall outcomes of a programme should be clearly articulated.
- Information provided to students clearly presents the opportunities and arrangements for placement learning in each programme and is fit for purpose, accessible and trustworthy;
- Responsibilities for identifying a potential placement or study abroad opportunity, whether staff or student, are clearly stated in all programme information. The principles, process and procedures in this document apply irrespective of who has identified the potential placement or study abroad opportunity;
- Learning outcomes to be achieved during placements or study abroad are set out in the programme specification, formally approved, understood by all parties, and formally assessed/recognised;
- Planning and management follows a risk-based, proportionate approach and adheres to all relevant University policies and procedures;
- Arrangements including insurance/indemnity cover are developed in partnership with students and private/public/third sector providers or businesses, and formally approved by the University;
- Responsibilities of the institution, the student and the provider are clearly articulated and a proportionate/risk-based approach taken towards any formal written agreement;
- Working arrangements, roles and responsibilities are agreed and documented before commencement of the placement or study abroad;
- University and Faculty level responsibilities including those associated with the administrative infrastructure are fully costed and resources allocated;
- University roles and responsibilities, including those of specific role-holders where appropriate, are assigned and agreed in advance;
- Any mentor/supervisor training, updating and associated records are the responsibility of the University;
- Production of Mentor/Supervisor Handbooks is the responsibility of the University;
- PSRB requirements must be met and approved by the respective PSRB;
- Arrangements for the reporting of and dealing with complaints must be clearly set out and included in student and provider information;
- Placement learning and Study Abroad should be included in the Faculties Risk Register.

Section Four: Schematic Overview

Process for Approval, Management and Review of Placements and Study Abroad



Section Five: Approval and Suspension/Withdrawal of Placement and Study Abroad Providers

Provider approval will include the following:

- Risk assessment, risk rating and a risk management plan.
- Due diligence
- Health and safety check list
- Equality Act
- Disclosure and Barring check as appropriate
- Identification of Mentors/Supervisors

The following table identifies who is responsible for the approval of placement and study abroad providers. All individual learning opportunities provided by approved providers are also subject to academic approval by the Programme Team, Faculty Board and, where appropriate and possible, the Programme Approval Panel.

Type of Provider	Scheme/Provider approval	Type of Agreement
Erasmus or International Student Exchange Programme (ISEP)	International Office, reporting to LTC and Senate	Institutional Agreement with scheme organiser
Individual organisation provides study or placement opportunities in more than one Faculty or across the University	Academic Partnership Sub Committee, Learning and Teaching Committee and Senate	Institutional level agreement drafted by AQPO/legal services and signed by VC
Local or regional UK organisation provides placement opportunities to programme or programmes within one Faculty.	Faculty Board reporting to Career Development Service.	Faculty or Programme level written agreement, which may be a tripartite agreement to include the student.
Existing provider assessed as high risk for reasons of health and safety or Foreign and Commonwealth Office advice etc.	Academic Partnerships Sub Committee, Learning and Teaching Committee and Senate	Agreement suspended/withdrawn by AQPO/legal services and signed by VC



Section Six: Programme Design:

Embedding a placement or period of study abroad

During the programme design and development phase, the Programme Team should consider if and how a placement and/or period of study abroad will contribute to the achievement of learning outcomes and/or enhance the learning experience and potential employability of students.

The following should be considered, agreed, designed into the programme and included in the Programme Specification. **Students may not undertake a placement or period of study abroad while registered on a programme unless it is included in an approved Programme Specification, they are registered on a programme of the appropriate duration and it has been formally approved with a written agreement in place.**

The following factors should be considered at design stage:

- The contribution the placement/study abroad will make to module, level or programme learning outcomes.
- The requirement for a specific module descriptor in relation to this learning opportunity.
- Any specific requirements in relation to the import of credit. This usually applies in the case of study abroad for credit. The University policy and procedures for the Recognition of Prior Learning (RPL) will apply and should be referred to in the Programme Specification and Programme Handbook. It must be made clear that the academic mapping of the provider provision must be complete and approved before the student(s) begin to make arrangements for the period of study with the external provider.
- In the case of a 'sandwich' programme or where there is an optional year abroad, or placement year, the Programme Specification must make provision for a programme of the appropriate duration. That is, there should be a four-year version of three-year programmes, and a five-year version of four-year programmes etc.

- Any optional year abroad or placement will be recorded in the student's transcript but will not be credit-bearing or contribute to the award.
- The planned number, type, duration and location of study abroad/placement opportunities.
- Any PSRB requirements must be met.
- The Faculty and professional services resources required to manage and support the opportunities, including:
 - Responsibility for sourcing the opportunity
 - Staff responsibilities
 - Provider responsibilities
 - Student responsibilities
 - Learning resources, including technology enhanced learning
 - Information, such as for prospective students and the programme/module handbook.
 - Financial considerations such as special equipment, travel etc.
 - Insurance/indemnity
 - Administrative systems for auditing and the maintenance of records associated with placements

Where possible specific placement and study abroad providers should be identified and approved by the Programme Team, Faculty Board and Programme Approval Panel as part of the initial programme approval process.

Section Seven: Annual Planning

Programme teams are required to plan each year for the number and types of placement or study abroad opportunities required, and to put in place arrangements to prepare and support both students and providers. This should include the following:

- Information to students about future opportunities in their programme that is fit for purpose, timely and ensures equality of access
- Any relevant considerations relating to student circumstances such as protected characteristics (such as Reasonable Adjustments for Disabled Students), cultural, financial, personal.
- The number and type of opportunities required
- The sourcing of opportunities.
- The approval of any new providers.
- Transparent and clear process for matching students to opportunities, including any selection process and criteria.
- Any alternative arrangements that may be necessary. This may arise, for example, where a placement is embedded within a module or modules.
- The nature and content of the written agreement with the provider and responsibility for preparing this and getting it approved and signed.



Section Eight: Preparation

Preparation for any placement or study abroad should include the following:

8.1 Provider preparation:

Providers should be appropriately prepared for the placement or study period, including a preparatory visit if appropriate, training and/or a written briefing or handbook. This should include a copy of the Programme Specification and/or Module Descriptor. They should have an identified point of contact at the University, such as Placement, Personal Academic Tutor or Programme Leader.

Providers should understand:

- University expectations and requirements in relation to the quality of the learning opportunity, including the learning outcomes that the placement or period abroad is expected to meet.
- Expectations and requirements in relation to the sharing and management of student and programme information, including data protection.
- Attendance requirements and monitoring arrangements.
- Health and Safety obligations.
- Arrangements for assessment and particularly any contribution the provider makes to the assessment of students.
- Any requirements and arrangements in relation to students with a disability.
- Student supervision, support and assessment arrangements and how these are allocated between the University and the provider.
- Monitoring arrangements in relation to risk assessment and risk management plan.
- Communication mechanisms, point of contact and frequency including any tutor visits
- Reporting arrangements, including any interim report(s) in the case of longer placements/study abroad.
- What to do in relation to problems or concerns
- Process for making adjustments or ending the placement early.

8.2 Student Preparation

Students should be provided with information that is fit for purpose, accessible and trustworthy. This may be information from the Programme Team, the Career Development Service and/or the International Office, or a combination. It may be in the form of an oral briefing and/or written in a handbook, for example, or a combination.

Student preparation should include:

- Information about the learning opportunity and its relationship to the programme, including learning outcomes and assessment arrangements. In the case of imported credit, this should include RPL processes and any evidence of learning that the student needs to provide.
- Practical arrangements such as travel, visas etc.
- Financial arrangements if appropriate.
- Attendance requirements and monitoring and reporting arrangements.
- Health and safety information
- Any adjustments for students with a disability
- Supervision and support arrangements and how these are allocated between the University and the provider.
- Monitoring arrangements in relation to risk assessment and risk management plan.
- Communication mechanisms and frequency including any tutor visits
- Reporting arrangements, including any interim report(s) in the case of longer placements/study abroad.
- What to do in relation to problems or concerns
- Process for making adjustments or ending the placement early.
- Responsibilities related to induction at the placement provider

8.3 Tutor Preparation

The University arrangements for managing, supporting and monitoring the placement/study abroad should be clear and communicated to both the provider(s) and the student(s).

The tutor should understand:

- The role of placement/study abroad in relation to programme, level or module learning outcomes and the University expectations in relation to the quality of learning and assessment.
- Their responsibilities for communication, monitoring and visiting is appropriate.
- Their responsibilities for reporting and associated timescales and deadlines.
- Processes and responsibilities for addressing problems and concerns.
- Process for making adjustments or ending the placement early or negotiating an alternative placement if appropriate.



Section Nine: During the Placement/Study Abroad

The University retains ultimate responsibility for ensuring that the placement or study abroad is executed as intended, and that the arrangements are delivered in accordance with the written agreement.

This requires communication and monitoring as set out in the agreement, and acting upon any issues that arise.

The University also retains responsibility for academic standards and assessment in particular. Students should therefore be clear about the assessment associated with the placement/study abroad, and any further evidence of learning that they are required to provide.

Assessment, including import of credit/RPL, should be conducted according to standard University procedures and in accordance with the Regulations. Any waivers **must** be approved in advance preferably at the programme approval stage. Assessment outcomes must be subject to internal moderation and external examining and submitted to the relevant Assessment Committee, and Board of Examiners.



Section Ten: Evaluation and Review

There should be arrangements in place for all parties to complete an appropriate evaluation of each completed learning opportunity provided by a third party. All parties should engage in or be aware of enhancement activity as appropriate.

Provider evaluation should be arranged by either the Programme Team International Office or Career Development Service. This should elicit feedback from the provider on their experience of working with the University and its student(s) in relation to the placement, and any suggestions for enhancement.

Student evaluation may be in addition to a module evaluation and should elicit information about the quality of the learning opportunity as well as the practical arrangements.

Tutor evaluation should consider the extent to which the opportunity enabled students to achieve the intended learning outcomes, the contribution to student support and assessment, practical arrangements and any points for enhancement.

These three sources of feedback should be summarised and reviewed by the Programme Team and fed into the Programme Enhancement Plan and any University-level evaluation and review of the provider.



Appendix 1: Documents and Templates

The following documents and templates are to be made available on the Academic Quality and Partnerships Office website:

- Provider Proposal and Approval Form
- Health and Safety Checklist
- Risk Assessment Form
- Risk Management Plan
- Programme mapping form
- Student Briefing/Programme of Preparation/ Handbook
- Provider Briefing/Handbook
- Tutor Briefing
- Examples of Forms of Agreement
- Placement Monitoring Form
- Student Evaluation
- Provider Evaluation
- Tutor Evaluation
- Enhancement Plans
- Guidelines for making Reasonable Adjustments for Disabled Students in Work Placement.





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