



Higher Education
Work Placement Handbook
2018/19

Information for Students, Employers and Staff



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1.0 Introduction

Work placement/work practice is an important element of the Higher Education courses at University Centre Sparsholt to enable students to underpin skills and knowledge with related industrial experience. The placement/practice units have been developed and refined over several years with the naming of the units being somewhat historical. For the purposes of this handbook the terms work 'practice' and work 'placement' both mean a period of time spent in a work environment necessary to achieve relevant learning outcomes leading to the award of credit. To be concise, the term 'work placement' will be used throughout this handbook.

This handbook is applicable to all students at University Centre Sparsholt who are doing a period of work placement to meet the learning outcomes of:

U22526 Work Practice 1A	(20 credits)
U22863 Work Practice 2	(20 credits)
U22860 Work Placement 2	(10 credits)
U22861 Work Placement 3	(10 credits)
U24627 Conservation Work Practice	(20 credits)
U23024 Professional Industrial Development	(10 credits)

(FdSc Veterinary Nursing Science has separate work practice guidance as approved by the RCVS.)

Students will have various levels of pre-course experience and should choose situations that will develop practical and supervisory skills, together with a wider appreciation of their course. Relevant reference points for these Guidelines are the Sparsholt College Work Placement Policy and Code of Practice, and the *UK Quality for Higher Education, Chapter B10: Managing higher education provision with others*.

2.0 Aims of the Work Placement Period

The aim of the work placement period is to integrate the various aspects of teaching in the College with industrial experience, in accordance with Key Theme 2 of the Higher Education Academic Strategy:

Through and beyond the curriculum, the College will enable students to develop skills and gain experience which will prepare them for success in progression to further study and graduate employment.

- 2.1 Our curricula will include work-related learning or work experience opportunities through effective engagement with the Land and Environment sector industries.
- 2.2 Employability and enterprise skills will be embedded in our courses, to prepare and equip students for graduate employment or further study.
- 2.3 We will support academic staff to be knowledgeable and confident regarding employability and enterprise.

More specifically, the aims of work placement are:

- To develop interpersonal (graduate) skills:
 - Accepting responsibility and using initiatives
 - Punctuality and acceptance of instructions
 - Working with people
 - Communicating with supervisors
 - Decision making
- To encourage students to reflect on their experiences and on what can be learned from them so that maximum benefit is derived from the placement
- To communicate and report to management and college tutors both orally and in writing, in precise and systematic manner
- To develop a realistic appraisal of the scope and opportunities available in relevant industries
- To evaluate students' performance in the work environment and identify priorities for further development of skills
- To begin to clarify aims for future employment or training

Additionally, at Level 6,

- To develop technical competence of a diverse or specialist nature to suit the student's individual needs
- To evaluate the role of management in the work placement

3.0 Practical skills and academic work

Students will have a range of practical skills and, perhaps, Competence Certificates, depending on their level of pre-course experience. The students may wish to continue to improve practical skills, but must only work in areas in which they are competent unless the required training is provided. (See WP5 – Prohibited Tasks).

Placement providers will be asked to evaluate and comment on the practical skills of the students, but unit marks will be derived from the coursework submitted to and marked by the year tutor. Students are required to keep a personal development logbook detailing all work undertaken and employers are asked to sign the logbook to indicate that the tasks/skills/work was undertaken. The logbook may be in the form of an e-portfolio. In addition, students will write a work placement report covering topic areas as specified in their assignment brief.

Students will do a class presentation about their placement. The focus of the presentation will vary somewhat according to the specific work placement unit being undertaken. The presentation is to demonstrate specific learning outcomes, develop communication skills and to aid in the career development of all members of the group.

4.0 Selection and arrangement of the work placement

Students are responsible for identifying and arranging their placements as part of their personal development, in conjunction with tutors who work with students to ensure that the placement meets the relevant learning outcomes. The College maintains a list of work placement providers on Moodle 'Work Placement Finder'.

The College [Code of Practice](#) for Work Placement provides tutors and College staff with guidance and requirements for supporting students and completing relevant Health and Safety and insurance checks. Students are responsible for completing the work placement details on form WP1 within the required timeframe, and the course team will then complete the relevant checks. Overseas placements are permitted for Higher Education students, and whilst the College will complete a Health and Safety check, the student is responsible for insurance cover.

5.0 Tutor support during work placement

Prior to the commencement of the placement students will be briefed on contact arrangements with their tutor, which will normally be through email or phone call.

Students are encouraged to contact their tutor during the placement so that support can be provided for academic work, or any other aspect of the placement. If students phone and leave a message, they are asked to leave a number and time to be called back. Contact by email will avoid back-and-forth calling.

If you are unable to contact your tutor, please phone Sparsholt Reception on (01962) 776441. A message to individual staff can be left on the answering service outside normal office hours.

6.0 Arrangements with placement providers and setting work placement objectives

Detailed arrangements regarding terms of service, the exact duration of the placement and accommodation are matters for the student and the employer. Students are expected to fulfil the requirements of a normal working day within their chosen placement. If the placement requires flexible working hours, weekend working etc., it is appropriate for students at post 16 to be committed to that, but only in so far as they do not exceed normal working hours.

Student are responsible for the setting of objectives for the placement with the work placement supervisor. These objectives need to be listed in the work placement logbook (final appendix in this guidebook) **and be signed by the work placement provider or supervisor.** When work placements do not work out as anticipated it is often the case that students and employers have not both understood what objectives the student had for the placement and how a provider could help to meet those objectives.

7.0 Non-completion of the placement

If the placement is not fully completed for any reason the College will, with the student, try to find an alternative placement. If the student is unable to complete the placement through no fault of their own and has completed enough of the placement to meet the learning outcomes (for example 15 days

of a 20-day placement or 10 days of a 15-day placement) and produce a report and presentation, the responsible Head of Faculty may agree to curtail the number of work placement days required. Late submission of reports and presentations require the student to apply for extenuating circumstances in the usual way.

In all cases the College Code of Practice for work placements must be followed. It may mean that the placement will have to be done in the holiday periods. This will be subject to the approval of the Examination Board. Trailing of units into the following academic year is not allowed.

8.0 General

It is up to the student to gain as much as possible from the work experience period in as many ways as possible. One point that has become clear from experience to date is that the student must take the initiative in seeking information, data, discussion time and any other facilities from the employer. Placement providers will normally be only too glad to help students in many ways, provided they know what is required.

It is very important to discuss with the placement provider the written report that is required and the best ways and the means of obtaining the necessary information. Providers may like to see and discuss the finished article.

9.0 Student Responsibilities

Students on placement have the same health and safety responsibilities as any other employee in the workplace. They must take reasonable care for their own health and safety and for the health and safety of other people who may be affected by their acts and omissions. They must also cooperate with the placement provider in complying with the placement provider's legal duties.

Specific student tasks

- You must produce a *Curriculum Vitae* (CV) to use in your application(s) for work placement
- You must inform your group tutor as soon as you have been successful in gaining a placement and submit form WP1 - Learner Work Placement Details
- You may not start a placement until it has been checked for health and safety according to Sparsholt College Code of Practice for Work Placement, and insurance has been received
- You must provide details of your accommodation address and contact numbers
- You must keep in contact with your tutors via email and telephone as appropriate during your placement

10.0 College responsibilities

University Centre Sparsholt has a duty under the Health and Safety at Work Act to ensure, as far as is reasonably practicable, that neither employees, visitors or students are exposed to risks to their health and safety arising out of College activities. This will include the provision of robust and auditable systems to

ensure work placement takes place in appropriate work environments and meets awarding body requirements. The College has a responsibility to ensure that any staff involved in the management or administration of placements have appropriate training and, are in turn aware of their responsibilities in the process, including when visiting placements.

11.0 Providers' responsibilities

Students on placement are employees of the placement provider under the terms of either a contract of employment or the Training for Employment Regulations 1990 and, as such, are owed a duty of care. The employer (placement provider) must ensure they have suitable insurance in place and, so far as is reasonably practicable, the health, safety and welfare at work of the learner. This includes assessing the risks to which the student on placement is exposed at work and providing training, instruction and supervision. These are particularly important aspects given the youth and inexperience of many of the students on placement. The primary responsibility for meeting statutory health and safety requirements within a placement remains with the employer (placement provider).

12.0 Work placement logbook

The work placement logbook is found as the final appendix to this guidebook. It contains, among other pieces of information, the objectives agreed with the Work Placement Provider and a record of task/skills/work undertaken while on placement. The logbook is also a valuable reflection tool as part of personal development planning (PDP).

LEARNER WORK PLACEMENT DETAILS (WP1)



Course	
Lecturer's Name	

It is important that you give ALL the information required. Please complete the details clearly in block capitals. Make sure you have spelt the name and address correctly including the post code. Where appropriate, please also ensure that all parental or legal carer signatures are given. Students are asked to note that work experience employers will need to hold valid insurance cover (this will include Employers' Liability and Public Liability). Please also note that the college does not permit overseas placements for under 18s.

Date of Placement	From:	To:
STUDENT IDENTIFICATION NUMBER		
Student's Name		
Date of Birth		
Name of supervisor at work placement		
Name of estate or organisation		
If at an Estate, give office contact name	and telephone no.	
Work Placement Address		
Post Code:		
Placement Telephone:	Placement Fax:	
Placement Email Address:		

Student's Address whilst on placement (Please tick appropriate box):

Permanent (Home)	<input type="checkbox"/>	Term-time (College Accom.)	<input type="checkbox"/>	At Work Placement	<input type="checkbox"/>	Other ie Bed & Breakfast	<input type="checkbox"/>
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If 'at placement' or 'other' box is ticked please give address here:

STUDENT AGREEMENT

1	I understand that the College cannot take responsibility for any accommodation offered on work placement as detailed below
2	I agree to giving any relevant health and/or medication details to my work placement as detailed below*
3	I agree to turn up for Work Placement every day, on time and suitably dressed for the duration of the placement.
4	I agree to hold in confidence any information about the employer's business that may be obtained and not to disclose such information without the employer's permission
5	I agree to observe all safety, security and other regulations laid down by the employer and made known to me either by the employer's representatives or by displayed instructions

Student Signature:	Date:
Course Tutor's Signature:	Date:

*** NOTES AND AUTHORISATION OF PARENT/LEGAL CARER FOR STUDENTS WHO ARE UNDER 18**

ACCOMMODATION
The College cannot take responsibility for any accommodation (whether residential, bed & breakfast or other) and strongly recommends that these premises are visited by parents or legal carers who should approve any accommodation before any commitment is made to a placement.

HEALTH
The College is required to collect a signature of authority which gives recognition and consent for information on health issues, disabilities or injuries (temporary or permanent) to be shared with a work placement provider only in connection with safe guarding the personal health, safety and welfare of a student.

PLEASE NOTE: It is the STUDENT's responsibility to inform their placement supervisor of any current medical condition and/or prescribed medication

I accept responsibility for my son/daughter's work placement accommodation, and give consent for relevant health information to be shared with WP provider	Date:
PRINT NAME:	Signature:

WORK EXPERIENCE – OVER 18 OUTSIDE THE UNITED KINGDOM (WP7)



The main objective of work experience is for the student to carry out meaningful work, establish relationships with other employees and experience both the difficulties and the satisfactions of going to work

GUIDELINES

Students normally undertake a block period of work experience which is either a significant part of the course accreditation or arranged as an enhancement to the student's programme of study. The period of time is agreed in advance with the Provider.

Students are not expected to receive payment for this work unless they are employed for the purposes of a BTEC sandwich course. However, some Providers may agree to reimburse travel costs and other additional expenses.

Where a period of work experience extends into a student vacation then a Work Experience Provider may wish to make other financial arrangements with students.

The UK Health & Safety (Training for Employment) Regulations 1990, extended the meaning of the term 'employee' to include students on Work Experience. Work providers now termed "employers" therefore have a duty to ensure the health, safety and welfare of students on placements.

In the case of accident or sickness during a placement, students are normally expected to inform both the Providers and the College authorities. However, if a student falls ill or sustains injury while at work the Provider has immediate responsibility for ensuring appropriate medical aid is provided and should inform their designated College contact concerning the situation. If appropriate, follow the RIDDOR procedures available. Details can be found on:

www.hse.gov.uk/riddor/index.htm

This includes the provision of proper arrangements for students to be briefed on Health & Safety at the outset of their placements and to be fully and correctly

The College recognises that placements may involve providers in considerable work and expense and is extremely grateful for the provider's co-operation in providing such training opportunities.

supervised during the course of that placement. In addition to this the Health & Safety (Young Persons) Regulations 1997 has put a statutory obligation on colleges to satisfy themselves that young people are not put in danger during a work placement.

Although placements outside the UK will clearly be covered by different regulations, providers are nevertheless expected to conform to the spirit of the above legislation.

Students should only undertake tasks appropriate to their skills, needs and abilities and related to the occupation concerned.

Students are expected to fulfil the requirements of a normal working day within their chosen placement. If the placement requires flexible working hours, weekend working etc, it is appropriate for students at post 16 to be committed to that, but only in so far as they do not exceed Working Time Directive Regulations (1998) which came into force on 1 October 1998 also applies to students.

A declaration will be obtained by the College certifying the student is medically fit to undertake a work experience placement prior to them reporting for duty at the placement. If there is a significant medical problem that is likely to affect the performance of the student during a placement, the College organiser will gain permission from the parents/guardians, or the student, to pass this information in confidence to the Provider.

Arrangements will normally be made to contact the Provider and when possible to visit the student during a work experience placement.

**WP10 - Health and Safety
Declaration by Learner 18
Years old or older**

(WP10 issue 1 – 1/5/9)



The College has a duty of care to all its learners/students. Consequently, the College takes reasonable and appropriate precautionary steps to ensure that a workplace that a learner attends has been assessed for its suitability by conducting a telephone assessment of the work experience location. However, the work experience location may not necessarily have been visited by a College Officer particularly in circumstances where this may be at considerable distance from the College and in a number of cases, overseas.

Where a student/learner looks to the College to supply the contact details of a suitable work placement, the College will supply details of placements previously used by students/learners and where reports from these work placements have been positive and where there have been no adverse reports of health and safety concerns.

However, the College recognises that learners may wish to select placements which are not known to the College or at significant distance from the College or overseas in order to further their portfolio of experience. Consequently, the logistics of pre-visiting these placements would mean the College would have to prohibit the use of perfectly good opportunities.

The College recognises that it has an obligation to ensure that learners receive comprehensive information on health and safety standards in their particular industry and as a minimum a telephone risk assessment will take place to assure the College of the work experience providers health and safety standards as far as is reasonably practicable. It is also the responsibility of the learner to ensure their own health and safety while on work experience, in similar fashion to any employee at that workplace by; following safe procedures at all times, ensure they take note of the pre-work experience briefing which has been given by the College and take careful note of training/briefing/induction offered by employers at the start of the period of experience. The student must also take responsibility for ensuring that any task which the work experience provider asks them to undertake is clear and that the student has the appropriate level of competence and/or qualification/briefing to undertake this.

Declaration:

I understand that the College has conducted pre-placement telephone assessment of the location which I am going to undertake my work experience. However, as an adult student on work experience, I recognise that I have a responsibility for my own health and safety and confirm that;

1. I have received a College based briefing on health and safety health and safety briefing on the standards of health and safety that apply to work experience locations.
2. I recognise that I have a responsibility (as any employee in a workplace would have) to ensure my own health and safety while on work experience and recognize that this involves following safe procedures at all times, ensure that I take note of the pre-work experience briefing which has been given by the College and take careful note of training/briefing/induction offered by my Work experience provider at the start of the period of experience.
3. I recognise that I must also take responsibility for ensuring that any task which the work experience provider asks me to undertake is clear and that I confirm that I have the appropriate level of competence and/or qualification/briefing to undertake this.
4. If I have any doubts in the standards of health and safety at my work experience provider, I will cease taking part in the Work Experience placement immediately (informing my work placement provider of such) and will immediately contact my tutor for further guidance.

Learner's Name:	Learner's Signature:
Tutor's Name:	Tutor's Signature:
Date:	Course:

White top copy to tutor's file, yellow bottom copy to be retained by the student

WP10(O)
Overseas Work Placement Disclaimer
FOR STUDENTS WHO ARE OVER 18



SECTION A:	Student Identification Number													
Student's Name														
Date of Birth														
Home Address:														
Post Code:														
Home Telephone:							Mobile Telephone:							
Home Email Address:														

SECTION B:	Tutor's Name												
Course Title and year													
Country of placement													
Name of Organisation													
Organisation Address													
											Post/Zip Code:		
Name of Contact at Placement:													
Placement Email Address :													
Placement Telephone No:													
Start date of work placement:													
Completion date of work placement:													
Brief description of duties													



Example Work Placement Logbook

Student Name: _____

Course: _____ Unit name & code: _____

Work Placement Provider (please provide full address)

Contact name _____

Telephone Number _____

E-mail address _____

Dates of Placement: _____

The purpose of the work placement/practice logbook

The logbook forms part of the assessment for the work practice unit. In it, you should record the work that you have done during your work placement. You will need to get your logbook signed off by your work placement supervisor before submitting the completed logbook with your assignment. Please photocopy additional daily record sheets for each week of your placement.

Notes for work placement providers

Thank you for offering this student a work placement within your organisation. In this logbook, the student records a summary of their daily duties for the duration of their placement. At the end of each week, they will present the logbook to you for you to sign. Please take a few moments to

review the recorded work and then sign the bottom of the page to confirm that the work outlined is an accurate reflection of the work completed by the student.

In the event of any queries or concerns regarding the student on work placement, please contact the work placement office using the details provided below.

Notes for students

Whilst on placement you are representing Sparsholt College Hampshire. As such, we expect you to behave in an appropriate manner and conduct yourself in a professional fashion. Inappropriate actions will result in disciplinary procedures being implemented.

Checklist for Students

Pre Placement	Completed?
WP1 form submitted on time	
Letter of application / evidence of placement organisation	
CV sent to employer	
On Placement	
Complete induction programme	
Agree placement objectives	
Contact tutor in first week	
Record work completed in logbook	
Undertake employer questionnaire	
Post Placement	
Complete all elements of Work Placement report	
Prepare and present seminar and briefing sheet	

Work Placement Objectives

In order to get maximum benefit from your work placement, you should agree a minimum of 4 objectives with your work placement supervisor. Outline these objectives below and obtain the signature of your supervisor to confirm that they are appropriate and achievable.

- 1.
- 2.
- 3.
- 4.

I confirm that the objectives outlined above are appropriate and feasible for the student to achieve whilst on work placement.

Signature of supervisor

Daily Record of Work

Monday _____ **Date**

Tuesday _____ **Date**

Wednesday _____ **Date**

Thursday _____ **Date**

Friday _____ **Date**

This is an accurate description of work completed

Signed

Name

Daily Record of Work

Monday _____ Date

Tuesday _____ Date

Wednesday _____ Date

Thursday _____ Date

Friday _____ Date

This is an accurate description of work completed

Signed

Name