

## Practice Based Education Policy

### APPLICABLE TO COURSES DELIVERED BY:

#### - UCO School of Osteopathy

## 1 Introduction

- 1.1 The University is committed to developing student employability and working with employers to produce graduates who have the knowledge, professional standards, competences and proficiencies for successful employment. Practice-based learning as an integral component of a program of study contributes to students' developing professional and employability skills.
- 1.2 The following processes describe the UCO School of Osteopathy's requirements for the approval and management of practice-based educators that provide placements for students studying on programs of study for which practice based learning is integral.
- 1.3 These processes follow good practice to ensure that the UCO School of Osteopathy meets its responsibilities regarding the management and quality of the student learning experience in addition to their safety and wellbeing whilst on practice-based placements.
- 1.4 Practice-based learning also includes within its scope work-based learning, placements or any education provided by another institution or organisation responsible for delivering teaching and learning within a work-based setting, who within this context are described as practice-based educators.

## 2 Principles

- 2.1 The principles upon which practice-based educators are chosen should include the following:
  - a) The learning associated with a practice-based educator must be designed to take account of relevant external reference points (e.g. the Quality Assurance Agency's UK Quality Code, any Professional, Statutory and Regulatory Body expectations and university policies).
  - b) Courses must have in place arrangements for the quality assurance of practice-based education placement opportunities, including management of risks relating to health and safety, quality and other risks associated with the specific proposals for a given course.
  - c) Students must be registered as a student of the University (or of an approved collaborative partner organisation) for the duration of the practice-based placement.
  - d) Learning outcomes that contribute to the overall aims and learning outcomes of the course and/or unit(s) must be appropriate for the practice-based learning experience and should be clearly defined within the course and/or unit information forms.
  - e) Practice-based learning opportunities must be of an appropriate length and quality to ensure that the identified learning outcomes can be achieved.
  - f) Any professional considerations and Professional, Statutory and Regulatory Body (PSRB) expectations must be taken into consideration.
  - g) Information provided to prospective and current students (e.g. Course and Unit Information Forms, Course Handbooks, Course Prospectus or Brochures and web-based course pages must clearly state the nature and duration of any practice-based learning and that this is integral to the course.
  - h) Documentation must be clear to all parties, including any reasonable adjustments to accommodate needs of disabled students.

- i) The arrangements for practice-based learning within courses must be approved through the normal course approval processes (Academic Quality Framework Section 4 – Course & Unit Approval & Modification). Approval must include consideration of draft guides/handbooks or equivalent for students and for practice-based educators and, where applicable, for practice-based supervisors/mentors.
- j) The responsibilities of students, academic staff and practice-based educators must be clearly defined and communicated to all parties concerned, and there must be evidence that all parties accept their responsibilities, i.e. through a Placement Agreement, Practice Education Handbooks (or equivalent).
- k) Any assessment of practice-based learning must form part of a coherent learning strategy for the course and be subject to the normal processes of assessment and moderation and the standards of student achievement overseen by appropriately qualified external examiners.
- l) Where practice-based educators are involved in monitoring student progress and/or assessment of student work, they must be trained appropriately, and a record kept of this.

### **3 Risk-Based Approach**

- 3.1 In line with good practice, the University takes a risk-based approach to approve and manage the practice-based educators it works with to ensure academic standards and quality and the appropriateness of the placement regarding the health, safety and welfare of students and any associated liabilities.
- 3.2 The following risk management principles are used to achieve this:
- a) Having appropriate processes for the approval and review of prospective placements.
  - b) Placements accepting the UCO's health and safety expectations whilst students are on placement.
  - c) Clarity of understanding by each party of their roles and responsibilities.
  - d) Preparation of the student/s prior to their placement to enable them to be in a position to understand any risks and make informed judgements.
  - e) Having appropriate processes for enabling problems, including any health and safety issues, to be raised and resolved prior to, during, and at the conclusion of the placement.
  - f) Having contingency plans in case there are exceptional circumstances regarding the placement.
  - g) Providing appropriate training or briefings to UCO staff and practice-based educators regarding the placement and any policies, regulations and arrangements that they must follow.
  - h) Having appropriate processes for the monitoring and evaluation of placements.
  - i) Assessing the needs of disabled students in order that reasonable adjustments can be made at placements.
  - j) Assessing risks associated with working with clients who may be vulnerable.
- 3.3 The planning, procedures, and information requirements associated with the practice-based education provider will vary according to the level of risk identified ('Low Risk', 'Medium Risk', and 'High Risk') with actions to address risks being dependent and proportional upon the issue, the country/region and the level of risk involved.
- 3.4 Where the provider does not initially meet the required standard, additional information from the provider will be required and reasonable control measures may need to be put in place (see guidance provided with the Practice-Based Educator Provider Risk Assessment Form (Appendix 1).
- 3.5 Placements assessed as 'High Risk' by the Placement Coordinator upon completion of the Practice-Based Educator Provider Risk Assessment Form (Appendix 1) must be referred to the Vice-Chancellor (or their delegated nominee) for a decision as to whether the placement can proceed and what control measures are required.

## **4 Health & Safety**

- 4.1 The University has a statutory duty of care to protect, so far as is reasonably practicable, the health, safety and welfare of its students during placement activities and must therefore take reasonable steps to ensure that all practice-based learning environments are compliant with statutory health and safety requirements.
- 4.2 Students undertaking practice-based placements are, in effect, acting as an employee of practice-based educator for the duration of the placement, and as such are owed an identical duty of care by the practice-based education provider.
- 4.3 Students are also responsible for taking reasonable care of their own health and safety and that of others who may be affected by their actions whilst on placements.
- 4.4 As part of the approval and review process of practice-based education providers a suitable and sufficient risk assessment must be undertaken, and appropriate control measures should be identified and adopted. The Risk Assessment Form for Practice-Based Education (Appendix 1) must be used to undertake an evaluation of risk and as a record of risk assessment for the practice-based education partner being proposed.
- 4.5 Practice-based education partners must confirm that they take proper account of health and safety considerations and must ensure that students who undertake a placement with them receive appropriate briefing on health and safety matters related to their organization by completing a Practice-Based Education Provider Health and Safety Questionnaire (Appendix 2) which must be received by the Placement Coordinator prior to the student commencing the placement.
- 4.6 All accidents / incidents involving students during their placement must be reported to the Placement Coordinator and the Placement Provider.
- 4.7 Although the University cannot accept responsibility for matters over which it has no control, in circumstances where matters of health and safety arise, the UCO School of Osteopathy shall undertake a prompt investigation and give due consideration to the implications for any other student(s) who may be engaged in the same or a similar placement.
- 4.8 The placement provider and students must be informed of who and how to contact the UCO School of Osteopathy, in case of an accident or emergency involving a student whilst on their placement.
- 4.9 Details of where and when students are on placements should be held centrally by the Placement Coordinator. Students' personal details are held centrally by Registry and students required to keep these up-to-date to enable contact with themselves and/or next of kin as necessary
- 4.10 In the case of an emergency involving a student on placement or major incident (for example, a natural disaster in the vicinity of the student placement), the University's process for dealing with emergencies and major incidents must be followed.

## **5 Insurance**

- 5.1 Appropriate insurance should be considered as part of the risk assessment for proposed Practice-Based Education Providers. The following guidance is provided regarding insurance and liability.

### **a) Legal Liability**

- 5.2 Normally, students shall be the legal liability of the practice-based education provider for the duration of their placement. Therefore, any injury, loss or damage caused or suffered by the student whilst they are under the supervision of the placement provider is the responsibility of the placement provider.

### **b) Public Liability**

- 5.3 The University Public Liability insurance covers the University in the event of a claim arising out of our own negligence (where a claim could be brought by the student against the University) and covers the UCO School of Osteopathy and the student for any claim made as a result of a negligent act carried out by the student whilst they are on placement (where a claim could be brought by the placement provider against either the student or the University).

### **c) Employer's Liability**

5.4 Practice-based education providers are normally asked to accept liability for the student for the duration of the placement as the student is directly under their control and supervision. Where this is agreed a copy of the Employer's Liability Certificate of Insurance is asked for, so that we are aware of the policy number, limit of liability, date of expiry and insurance company. Within the UK a reciprocal arrangement is in place within the Insurance sector and most Employer's Liability insurance policies accept the student as a 'temporary employee'.

**d) Travel and Personal Accident Cover in relation to Overseas Travel**

5.5 Appropriate travel and personal accident cover for students should be considered if the proposed Practice-Based Education Provider is based overseas, taking into consideration advice from the British Foreign Commonwealth Office.

**e) Medical Malpractice / Clinical Negligence / Professional Indemnity Insurance**

5.6 Students working within NHS hospitals in the UK should be covered for professional risks under the Clinical Negligence Scheme for Trusts. If the placement is in a GP's surgery, independent practice (such as a physiotherapy practice), private hospital, hospice or nursing home, the Placement Coordinator needs to ask the provider if their insurance covers the liability of the student for injuries to third parties, including clinical errors, or property damage arising from their duties within the organisation. If such cover is not provided, they should liaise with the UCO School of Osteopathy for further advice. It may be necessary for the student to be a member of a relevant professional body in order for Clinical Negligence cover to be in place.

**f) Motor Insurance**

5.7 Students wishing to use their private car whilst on placement for business purposes, other than driving to and from the placement, must check with their motor insurers to ensure that they have 'business use' on their policy, not just 'social, domestic and pleasure' use.

**g) Criminal Activity**

5.6 Any criminal acts committed by the student are not covered under any insurance arrangements.

**7 Safeguarding and Disclosure and Barring Service (DBS)**

7.1 The University has clear policies related to safeguarding, including processes for checking where DBS is required.

7.2 Placements which involve engagement in regular and unsupervised 'regulated activity' (as defined by the Protection of Freedoms Act 2012) with children or in certain adult settings may require students to undergo an enhanced DBS check and gain a satisfactory DBS before they start their placement.

7.3 For some PSRB courses an enhanced DBS will be required prior to the student commencing their course.

7.4 Where a satisfactory DBS is a prerequisite for a course or a placement that is a required element of the course), this must be clearly communicated to applicants in advance of entry to the course, and/or to students prior to undertaking units that include a mandatory placement, through published materials, including the course / unit information forms, prospectus / brochure and course webpages and any other relevant information and guidance.

7.5 DBS checks are normally arranged through the University and should be initiated in sufficient time to ensure that the student's course, placement can go ahead. Occasionally they may need to take place through a placement provider.

7.6 Students must be fully briefed about the University safeguarding and DBS policies and procedures prior to the commencement of their placement or work-based learning activity.

**8 Lone Working**

8.1 In circumstances where a situation of lone working may be required this should be identified in the Health and Safety Questionnaire (Appendix 2) and taken into consideration in the risk assessment and approval of the placement.

8.2 The placement provider is normally responsible for risk assessment if sending a student into a situation of lone working and may have procedures that apply.

## **9 Approving Practice-Based Education Providers & Placements**

9.1 Every practice-based education provider and placement must be approved before the student commences the placement.

9.2 All practice-based education provider and placement must be approved by the Vice-Chancellor or their nominee (normally the Placement Coordinator), depending on the level of risk provider poses, before the student commences the placement.

9.3 It is the responsibility of the Placement Coordinator, in liaison with relevant staff, to complete the following documents to evaluate the suitability of a placement provider (the overall content of these documents should not be changed however they can be adapted to reflect local nomenclature relevant to particular programs or formatting of the document can be changed to suit local needs):

- a) Appendix 1: Risk Assessment Form for Practice-Based Education Providers
- b) Appendix 2: Placement Provider Health and Safety Questionnaire
- c) Appendix 3: Student Placement Conduct and Health and Safety Agreement
- d) Appendix 4: Practice-Based Education Audit Record

### **a) USoO Risk Assessment Form for Practice-Based Education Providers (Appendix 1)**

All practice-based education placements must be approved in line with the level of risk established through the UCO Risk Assessment Form for Practice-Based Education Providers (Appendix 1- AQF16-30a).

This should identify the level of risk the placement provider poses and once completed should assure the individual approving the placement that the placement will:

- a) Provide the opportunities and resources for the student to achieve the intended learning outcomes at the required standard and level as per the course / unit information form/s.
- b) Provide support for the student from a designated member of staff in the placement setting.
- c) Fulfil their responsibilities under health and safety legislation.
- d) Provide an experience that complies with the requirements of any relevant PSRBs, as appropriate.
- e) Make reasonable adjustments as identified through a needs assessment for students with disabilities.

If any residual risks are high, the placement provider must be approved by the Vice-Chancellor in their capacity as Academic Council Chair.

If the residual risk is low-medium, the placement provider is normally approved by the Placement Coordinator.

### **b) Placement Provider Health and Safety Questionnaire (Appendix 2)**

The Placement Coordinator must be assured before the commencement of the placement that placement providers are willing and able to provide the student with a safe, legal (legislation in respect of the country where the placement provider is located) and appropriate working environment and that they are aware that it is their legal responsibility to provide this.

The Placement Provider Health and Safety Questionnaire (Appendix 2 - AQF16-30b) must be completed by the Placement Coordinator in liaison with the proposed placement provider. Following this the Placement Coordinator must be assured that the placement provider is:

- a) Aware that they have responsibilities to ensure that the student placed with them receives adequate support and guidance pertaining to their role and/or activities within the placement provider.
- b) Aware of and willing to undertake any role they may have in the assessment of students in a fair and appropriate manner.

- c) Aware that they are expected to provide the UCO with feedback about the progress of the placement as requested.

## **10 Allocating Practice-Based Education Providers & Placements**

10.1 Where the UCO School of Osteopathy is responsible for allocating students to a placement, the Placement Coordinator shall ensure that each student has an equal opportunity to undertake a placement at each available placement provider.

10.2 Where the student is responsible for selecting, organising and securing a placement, they must be given sufficient notice of this responsibility as per course/module requirements and must be given adequate guidance from the Placement Coordinator. This guidance may include:

- a) The expectations for the type of placement/WBL activities to fulfil module/course requirements and the appropriateness for level of study.
- b) Considerations of the specific needs of the student with respect to their achievement of the learning outcomes and those arising from any student entitlements, e.g. in relation to disabilities.
- c) Considerations of equal opportunities and inclusivity.
- d) The extent to which the student's preference for type and/or geographical location of placement can be facilitated and supported.

10.3 The student must not commence a placement prior to the approval of the Placement Provider. Where students organise their own placements, the student must understand that any change made to the originally approved placement provider will require a new placement approval process.

10.4 An auditable trail should be kept of all requests to obtain information from both the placement provider and student.

10.5 Students who commence placements without UCO School of Osteopathy agreement will not be insured. This must be made explicit in guidance to students and placement providers.

10.6 Students must complete Appendix 3 prior to any placement.

## **11 Management & Quality Assurance of Practice-Based Education**

11.1 The University retains overall responsibility for the quality management and oversight of placements that form an integral part of any award delivered in its name.

### ***A) The Placement Coordinator***

11.2 The Placement Coordinator has overall responsibility of overseeing the management of all practice-based education placements. Their responsibilities normally include:

- a) Ensuring that the risk assessment of the placement is undertaken.
- b) Arranging and/or approving placement providers.
- c) Supporting students in identifying relevant placement.
- d) Ensuring that students are appropriately prepared for their placement, including their responsibilities and induction.
- e) Ensuring that a record/database of students in placement is maintained.
- f) In the case of international students requiring a visa, monitoring and reporting to Registry any changes in students' circumstances whilst on placement, e.g. attendance.
- g) Providing advice and guidance to staff, students, placement providers in relation to placements.
- h) Supporting students for the duration of the placement.
- i) Arranging and/or making visits to students during their Placement for assessment and/or other purposes.

- j) Undertaking and completing an audit record of Practice-Based Education Providers and Placements to provide assurance that that due consideration has been given to the management of placements regarding course design, approval and periodic review and that appropriate arrangements are in place to manage the placement/ experience in liaison with Course Leaders and other relevant staff.

### ***B) Auditing Practice-Based Education Providers & Placements (Appendix 3)***

11.3 To provide assurance that due consideration has been given to the management of placements regarding course design, approval and periodic review and that appropriate arrangements are in place to manage the placement/ experience, and audit of each Practice-Based Education Provider shall be undertaken:

- a) As part of the approval process when a new course / programme / unit for which practice-based education is integral is approved.
- b) As part of the periodic review process for an existing course / programme / unit for which practice-based education is integral.
- c) As part of the annual monitoring and reporting process for an existing course / programme / unit for which practice-based education is integral.
- d) When is it deemed necessary by the Placement Coordinator, e.g. in response to any concerns or poor feedback raised by the student or the provider.

11.4 The Managing Placements and Work-Based Learning Audit Record (Appendix 4 - AQF16-30d) should be used to record the outcome of the audit and should be included as an appendix to any documentation submitted as part of the UCO's course / unit approval and modification, periodic review and annual reporting and monitoring processes.

### ***c) Approving & Managing Practice-Based Education Placements Checklist***

11.5 To enable the effective approval and management processes of Practice-Based Education Placements the checklist provided in Appendix 5 (AQF16-30e) should be used to ensure that all elements are considered pre-, during and post-placement. This checklist should be used in conjunction with the approval process described above.

## **12 Termination of a Practice-Based Education Placement**

12.1 As part of their briefing, students must be made aware of any consequences for failing to successfully complete any required practice-based learning activity.

12.2 The Placement Coordinator and Course Leader should ensure that procedures are in place to identify at an early stage any potential problems which may prevent the progress of the student or the satisfactory completion of the learning outcomes. Students should be informed of the procedures which they should follow and the UCO staff with member whom they should make contact if problems do occur.

12.3 Courses must have in place an appropriate process for considering and supporting students who have failed placement, including opportunities to retrieve the failure, in line with University regulations.

12.4 If it is necessary for the University to withdraw a student in situations where they have consistently demonstrated an unacceptable level of engagement with their placement or, in the event of a student wishing to leave the placement and suspend their studies, the University regulations and procedures for student withdrawal or suspensions of studies will apply.

12.5 The relevant Fitness to Practise Policy may also be applied for the suspension and exclusion of students from their course on the grounds of professional unsuitability, where a student who is registered on a course leading to a professional qualification or conferring practitioner status is deemed to have become professionally unsuitable for that qualification or status.

12.6 The Practice-Based Education Provider must have clear information about the action to be taken if they are no longer able to offer the learning opportunity or if they have any problem or complaint concerning the conduct of the student

**Appendices- Supporting documentation, templates and guidance**

- a) Appendix 1: Risk Assessment Form for Practice-Based Education Providers
- b) Appendix 2: Placement Provider Health and Safety Questionnaire
- c) Appendix 3: Student Placement Conduct and Health and Safety Agreement
- d) Appendix 4: Practice-Based Education Audit Record

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**APPENDIX 1: RISK ASSESSMENT FORM FOR PRACTICE-BASED EDUCATION PROVIDERS**

This form is to be completed by Placement Coordinator (or equivalent) in liaison with the Practice-Based Education Provider prior to approval of the proposed placement for each Practice-Based Education Provider.

The guidance provided at the end of the document should be used to complete this Risk Assessment.

Section 1: General Information	
Practice-Based Education Provider Name:	
Practice-Based Education Provider Address:	
<b>Student Name(s) and Number:</b> <i>Note: More than one student may attend the same provider on a placement.</i>  <i>One risk assessment is sufficient per Practice-Based Education Provider as long as a record is held by the Practice-Based Education Provider for each student attending the placement and individual student needs have been considered.</i>	
Programme / Course / Unit:	
Location of placement (please circle):	UK EU International
Placement Start Date:	
Placement End Date:	

Section 2: Provider Insurance and Health & Safety Information		
Has the Provider confirmed that they have:	Please circle	Describe any necessary action
Employer's Liability Insurance?	Yes      No	
Public Liability Insurance?	Yes      No	
Has <b>Appendix 2 (Practice-Based Education Provider Health and Safety Questionnaire)</b> been completed?	Yes      No	

**AQF16-30a – Collaborative Activity – Part 10 Practice-Based Education Providers – Appendix 1**

If yes, do any concerns remain unresolved?	Yes	No	
Does the Provider have a Health and Safety Adviser or a contact for Health and Safety?	Yes	No	
Has the provider been provided with information about the placement, including their responsibilities and agreed to support the learning objectives of the placement?	Yes	No	
Is a placement agreement in place with the placement provider?	Yes	No	
Has the student(s) been provided with information about the placement, including their responsibilities and the importance of the placement to the Programme/Course i.e. via the Placement Handbook or equivalent?	Yes	No	
Has the student(s) signed the Student Placement Conduct and Health and Safety Agreement (Appendix 3)?	Yes	No	
Do any concerns remain unresolved?	Yes	No	

**Section 3: Record of Insurance Received**

*Note: Do not make multiple requests. This information should be submitted by the placement organisation with Appendix 2 (Health and Safety Questionnaire) and checked on an annual basis for the period of cover.*

	<b>Insurer</b>	<b>Policy Number</b>
<b>Employer Liability</b>		
<b>Public Liability</b>		
<b>Other Insurance</b> e.g. professional indemnity, medical malpractice		

<b>Section 4: Risk Assessment</b>						
<i>Note: The Placement Coordinator (or equivalent) completing this risk assessment should refer to the UCO's Risk Management Policy to identify and determine the risk level.</i>						
Risk assessment and further specific actions necessary for the student or student group, based on guidance provided at the end of this form.	Original Risk Level (High, Medium or Low)  (Based on guidance provided at the end of this form)			Describe any necessary action to reduce the risk, based on guidance provided at the end of this form.	Has the action been completed?  (Please delete)	Risk profile, following action taken (high, medium or low)
	Risk Level					
	Low	Medium	High			
a) Contractual status of placement provider					Yes No	
b) Provider's relationship with the UCO					Yes No	
c) Provider's experience in providing placements					Yes No	
d) Cultural, educational and work context: staff and student welfare/equal opportunities					Yes No	
e) Activities undertaken within placement					Yes No	
f) Contact within placements with vulnerable clients					Yes No	
g) Students' preparation for placements					Yes No	
h) Placement mentor arrangements					Yes No	
i) Placement provider involvement in assessment					Yes No	
j) Feedback from students/staff contacts on previous placements with provider					Yes No	
<b>Please note an Additional Risk Factors &amp; Controls in the space below (additional rows may be added)</b>						

**AQF16-30a – Collaborative Activity – Part 10 Practice-Based Education Providers – Appendix 1**

Conclusions	Please Circle	Describe any necessary action	Has the action been completed?
Is a site safety visit required before placement is approved?	Yes No		
Are the risks tolerable such that the placement can be approved?	Yes No		
Total Risk of Placement: (Please circle)	High Medium Low		

**Section 5: Additional Considerations**

*Note: This section is specific to individual students and should be reviewed annually by the Placement Coordinator to reflect current students on placements.*

**Students with Entitlements (see over page)**

*Please liaise with the Student Support Team as necessary regarding this section*

**Do any students attending this placement require any additional needs or entitlements due to a disability of specific learning difficulty before, during or after the placement?**

**(Please circle)**

Yes No

List advice below and/or attach correspondence to form.

**Overseas Placements**

**Will any part of the placement take place outside of the UK?**

**(Please circle)**

Yes No

If yes, please note what addition advice or requirements may be need (e.g. travel insurance, travel advice, visas, etc.). List advice below and/or attach correspondence to form.

**Students from outside of the EU**

*Please liaise with the Registry Department regarding this Section*

**Are any students from outside the EU?**

Yes No

If yes, please note what addition advice or requirements may be need (e.g. to ensure that the placement is compliant with visa and immigration rules and to arrange support, etc). List advice below and/or attach correspondence to form.

Please retain and copy relevant correspondence to the Placement Coordinator and/or Practice-Based Education Provider.

<b>Section 6: Authorisation</b>			
<b>Form Prepared by (Name &amp; Role):</b>			
<b>Signed:</b>		<b>Date:</b>	
<b>Have the above actions been completed? (Please circle)</b>		Yes	No
<b>Placement Approved by (Name &amp; Role):</b>			
<b>Signed:</b>		<b>Date:</b>	
<b>OR Refer this placement to the Deputy Vice-Chancellor (Education) where any of the factors mentioned in Section 4 above remain high risk after the required action has been taken.</b>			
<b>Referred by:</b>		<b>Signed:</b>	
		<b>Date:</b>	
<b>Deputy Vice-Chancellor (Education)</b>			
<b>Placement approved/Not approved (please attach an explanation):</b>			
<b>Name:</b>			
<b>Signed:</b>			
<b>Date:</b>			

NB: This document **must** be retained for 6 years in line with the UCO's Retention Schedule and UK Data Protection legislation.

**RISK ASSESSMENT GUIDANCE FOR PRACTICE-BASED EDUCATION PROVIDERS - RISK PROFILING & RISK REDUCING ACTIONS**

Please note: the purpose of this **Guidance on Risk Assessment Categories** is to enable the person approving a placement to complete Section 4 of the above (Appendix 1: UCO Risk Assessment Form for Practice-Based Education Providers).

<i>Risk factor</i>	<i>Characteristics</i>	<i>Category</i>	<i>Guidance in relation to management arrangements</i>	<i>Check</i>
<b>1 Contractual status of placement provider</b>	1.1 UK Government regulated public provider e.g. NHS, Schools, Colleges.	Low	Standard documentation/agreements likely with good mutual understanding of obligations.	
	1.2 UK or international large Company or Charity working within established jurisdiction under international law.	Medium / High	Standard documentation/agreements likely with reasonable mutual understanding of obligations. Consider other risk factors.	
	1.3 Private company or organisation not covered by above.	Medium / High	Consider the need to request further information e.g. policies on health and safety (see example form appended), equality and diversity etc and/or provide more detailed information about requirements / responsibilities. Consider other risk factors.	
<b>2 Provider's relationship with University</b>	2.1 Formal partnership or contractual relationship to provide placements.	Low		
	2.2 Established partner in providing placements.	Low		
	2.3 New partner to providing placements.	Medium	Ensure written information about requirements / responsibilities provided and discussed.	
	2.4 No formal relationship with the UCO.	High	Ensure information about requirements / responsibilities received and agreed by provider in writing.	
<b>3 Provider's experience in providing placements</b>	3.1 Established provider with several years of experience of similar type of placement.	Low	Check provider is fully up to date with latest guidance/expectations.	
	3.2 New or recent provider with experience of providing similar placements with other organisations.	Medium	May be possibility of using shared audit/approval processes or access existing records re placement responsibilities. Ensure UCO focused induction and briefing.	
	3.3 Provider new to programme and to placement provision.	High	Mechanism should be put in place to check and approve provider status and, if appropriate, audit placement opportunities for suitability. Expect to provide detailed induction and briefing.	

**AQF16-30a – Collaborative Activity – Part 10 Practice-Based Education Providers – Appendix 1**

<b>4 Cultural, educational and work context: staff and student welfare/equal opportunities</b>	4.1 Fully meets UK legislation with respect to health and safety and equality legislation, including for disabled people.	Low		
	4.2 Fully meets EU legislation with respect to health and safety and equalities legislation, including for disabled people and consideration of gender, sexual orientation and race.	Low / Medium	May have different approach/requirements re accessibility and learning differences, so may need specific checks and specifications; need to brief and induct students/provider staff.	
	4.3 Does not meet UK and EU legislation.	High	Request information on health and safety (see example form appended) and consider need for additional content to employer agreement. Ensure all parties (UCO staff, provider staff and students) are fully briefed and they understand and agree requirements.  Consider if placement should not go ahead due to concerns related to safety and gender, sexual orientation and race.	
<b>5 Activities undertaken within placement</b>	5.1 Higher Education level accredited study.	Low	Ensure details agreed and on record.	
	5.2 Work based learning within closely defined job role.	Medium	Ensure details agreed and on record; likely to require provider agreement and additionally check content for risk factors which might raise risk level.	
	5.3 Work based learning without closely defined job role.	High	Likely to require formal agreement between UCO, provider and student.	
<b>6 Contact within placements with vulnerable clients</b>	6.1 Vulnerable clients are not involved.	Low		
	6.2 Vulnerable clients are involved.	High	Likely to require formal agreement between University, provider and student, including specific risk assessment. May require formal audit of placement re suitability in terms of quality of learning environment. Students require full briefing on responsibilities.	
<b>7 Students' preparation for placements</b>	7.1 Preparation is delivered through a pre-requisite unit.	Low		
	7.2 Preparation is through taught sessions not part of credit-rated unit.	Medium	Arrangements for monitoring and formalising participation should be in place.	
	7.3 Students provided with written briefing and/or have access to a web-site/can request assistance.	High	Consider how will evaluate engagement and, if electronic, consider monitoring how often students access information and	

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			levels of understanding; ensure rapid response available to contact students.	
<b>8 Placement mentor arrangements</b>	8.1 No mentors used.	Low	Ensure student experience not compromised by lack of formally identified mentor.	
	8.2 Mentors optional.	Low	Consider issues re equivalence of experience of students with/without mentors. Where mentors opt in, consider how they are briefed/trained/supported, e.g. access to on-line training/briefing.	
	8.3 Mentor arrangements essential.	Medium	Mentors will require formal systematic briefing and training relevant to their role. Consider how this is delivered, participation monitored and evaluated.	
<b>9 Placement provider involvement in assessment</b>	9.1 Sign off attendance / no attendance or 'validate' experience and/or student's work as their own.	Low	Ensure there is clear criteria and understanding of reporting and extenuating circumstances procedures.	
	9.2 Formative assessment only.	Medium	Assessors will require training and support, probably including examples of good feedback practice as well as knowledge of/standards required with ongoing updates. Consider setting up on-line site.	
	9.3 Involvement in summative assessment (pass / fail / competence).	Medium / High	As above with strong emphasis upon pass/fail borderline. If assessors have specific practice expertise (possibly assessor accreditation might be required by a PSRB) in competence judgements, support from UCO may be less intensive. May require joint moderation of judgements made.	
	9.4 Involvement in summative assessment (graded).	High	Assessors will require training and support in marking and feedback including access to examples of judgement at different marking bands together with ongoing updates. Clarity of criteria particularly important. Consider setting up on-line site. A method to provide feedback on marking practice as well as system to moderate/discuss judgements is good practice.	
<b>10 Feedback from students/staff contacts on previous</b>	10.1 Positive feedback with no major issue.	Low		
	10.2 Student level of satisfaction of placement aspect or on relevant unit lower than (mean) average.	Medium	Should identify action to address this.	



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<b>placements with provider</b>	10.3 No information/data from evaluation or feedback.	High	Ensure system put in place.	
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**APPENDIX 2: PLACEMENT PROVIDER HEALTH AND SAFETY QUESTIONNAIRE**

To be completed by the Placement Coordinator in liaison with the Placement Provider.

Please note that placements cannot commence until the UCO has received a satisfactorily completed health and safety checklist accompanied by the relevant documentation as specified in the checklist below.

Students should receive a health and safety briefing on the first day of their placement.

**PROVIDER DETAILS:**

<b>Placement Provider Name:</b>	
<b>Placement Provider Address:</b>	
<b>Placement Provider Supervisor Name:</b>	

**HEALTH & SAFETY QUESTIONS**

<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Copy of Policy / Document Provided?</b>	<b>If no policy / document is available, please explain why not / alternative arrangements.</b>
Do you have a Health & Safety Policy? If yes, please provide a copy.				
Do you have a policy regarding health and safety training for people in your organisation? If yes, please provide a copy.				
Is your organisation registered with the Health and Safety Executive?				
Is your organisation registered with the Local Authority Environmental Health Department?				
Is Public Liability insurance held? If yes, please provide a copy.				
Is Employer's Liability insurance held? If yes, please provide a copy.				
Will your insurances cover any liability incurred by a placement student as a result of a result of his/her duties as an employee?				
Have you carried out a risk assessment of your work practices to identify possible risks whether to your				

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own employees or to others within your undertaking? If yes, please provide a copy.				
Are risk assessments kept under regular review?				
Are the results of risk assessment implemented?				
Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR?				
Do you have emergency procedures to be followed in the event of serious or imminent danger by people at work in your undertaking? If yes, please provide a copy.				
Will you report to the UCO all accidents involving placement students?				
Will you report to the UCO any illness involving placement students which may be attributable to the work they are doing?				

**PRACTICE-BASED EDUCATION PROVIDER HEALTH & SAFETY CONTACT INFORMATION**

Please state the name of your nominated contact for implementing health and safety in your workplace:

<b>Name:</b>	
<b>Role:</b>	
<b>Email:</b>	
<b>Phone:</b>	

**DECLARATION**

The above information and statements are true to the best of my knowledge and belief.

<b>Name:</b>	
<b>Role:</b>	
<b>Date:</b>	

**APPENDIX 3: STUDENT PLACEMENT CONDUCT AND HEALTH AND SAFETY AGREEMENT**

This agreement is to be completed by each Student prior to the commencement of each placement.

This agreement may be substituted by equivalent documentation, e.g. where required by a PSRB.

This agreement may be placed in a unit guide or practice-based education handbook, allowing the student to sign a copy and make this available to the Placement Coordinator and / or Practice-Based Education Provider when requested.

Students attending multiple placements may complete one copy for each academic year/duration of the course, as long as they inform their Placement Coordinator of any changes in their circumstances.

Student Name:	
Course / Programme:	
Year of Study:	

**THE AGREEMENT**

This agreement outlines the expectations of the UCO and the responsibilities of you, the student, regarding the provision of practice-based education (i.e. placements) that are required as part of your UCO course / programme of study.

As a representative of the UCO (and its collaborative partners), you will behave in a professional and responsible manner and in accordance with UCO Regulations, Policies and Procedures.

You will attend any pre-placement briefing, induction and/or health and safety training offered by the Practice-Based Education Provider or the UCO (or its collaborative partners).

If you have to be withdrawn from a placement for disciplinary reasons, action may be taken in accordance with the UCO's Student Code of Conduct and Disciplinary Procedures.

Where placements form part of an academic qualification leading to a professional qualification and eligibility to register with a Professional, Statutory or Regulatory Body (PSRB), the UCO must be satisfied that you will be a safe and suitable entrant to the given profession. The UCO's Fitness to Practise Policy for your course / programme is relevant here and these procedures will apply in investigating cases where there are grounds for concern regarding a student's fitness to practise.

On a placement you agree:

- a) To not act in any way that brings the UCO (and its collaborative partners) into disrepute and to actively work to promote a good reputation for the UCO (and its collaborative partners) and their fellow students.
- b) To inform the UCO of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require reasonable adjustments to be made whilst on your placement.
- c) To attend/complete any health, safety or other briefing provided as part of your placement and familiarise yourself with all information provided.
- d) To abide by all rules regarding health and safety requirements, and other practices and procedures of the Placement Provider.
- e) To carry out the work specified by the Placement Provider under the supervision of the specified Supervisor/Mentor(s)/Contact(s), agreed to be appropriate to the learning experience.

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- f) To evaluate your learning experience providing feedback to the UCO as required.
- g) When on placement, to report to the UCO’s Placement Coordinator if any incidents or issues occur or if you have any concerns about health and safety at your placement provider, that may jeopardise your welfare and/or the success of the learning experience.
- h) To allow personal data which is reasonably believed to be relevant to the placement provider to be shared by the UCO and the Placement Provider, as appropriate.
- i) To confirm that any vehicle insurance covers travel to/from work and business use if requested to travel during the placement (if driving to the placement by private vehicle).
- j) To consult with the UCO prior to seeking any changes in the terms and duration of the placement.
- k) To share next of kin information with the Placement Provider if required

**Please use the space below to state any information that the UCO’s Placement Coordinator should be aware of in relation to your personal circumstances while on placement:**

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**Declaration:**

I confirm that the information I have provided above is accurate and true.  
I have read and agree to the above.

**Student’s Signature:**

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**Print Name:**

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**Date:**

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Please retain a copy of this completed form in your course/unit handbook or placement handbook for the duration of the placement/course and be prepared to make this available when requested by the Placement Coordinator.

You are required to this completed form to the Placement Coordinator in writing or electronically before the placement is due to commence.

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UCO Office Use Only

Further action required: Yes/No

Approved by the UCO Placement Co-ordinator for and on behalf of the UCO.

Signed:

Print name:

Job title:

**APPENDIX 4: PRACTICE-BASED EDUCATION AUDIT RECORD**

<b>Course / Programme Title:</b>		
<b>Course Leader Name:</b>		
	<b>Unit Titles / Codes</b>	<b>Credits and/or Placement Hours</b>
<b>Mandatory placement(s)</b>		
<b>Optional placement(s)</b>		
<b>Other (please give detail)</b>		
<b>Brief description of purpose and nature of placement(s)</b>		

Please use the following abbreviations to complete the tables below and indicate which apply with an “X”:

Y = Yes

N = No

N/A = Not Applicable

FD = For Development

<b>1</b>	<b>Programme design: Learning Outcomes</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>FD</b>
1.1	Do the learning outcomes for the placement contribute to the aims and overall learning outcomes of the programme?				
1.2	Have learning outcomes been benchmarked to:				
	• QAA FHEQ?				
	• QAA Characteristic and/or Subject Benchmark statements?				
	• National Occupational Standards?				
	• Professional & Statutory Regulatory Body (PSRB) requirements?				
	• Other (please specify)?				
1.3	Is there a process for approving any student negotiated learning outcomes to ensure these are appropriate?				
1.4	Is there a process for ensuring the student and the placement provider / employer / mentor understand the learning outcomes (e.g. through a learning contract or agreement)?				
Further information/comments/hyperlinks/actions:					

2	Programme Design: Assessment	Y	N	N/A	FD
2.1	How is the placement assessed? <ul style="list-style-type: none"> <li data-bbox="293 360 1010 443">• Specific practice standards/competencies must be demonstrated?</li> <li data-bbox="293 443 1010 510">• Portfolio of competence and associated evidence of learning?</li> <li data-bbox="293 510 1010 577">• Reflective portfolio of learning through work?</li> <li data-bbox="293 577 1010 645">• Placement project?</li> <li data-bbox="293 645 1010 696">• Other (please specify)?</li> </ul>				
2.2	Is the placement provider/employer or placement mentor involved in the assessment?				
2.3	If yes, indicate how this works: <ul style="list-style-type: none"> <li data-bbox="293 853 1010 936">• Provides informal/developmental feedback on student competence and achievement in the work-place</li> <li data-bbox="293 936 1010 1003">• Formally assesses student competence on pass/fail basis</li> <li data-bbox="293 1003 1010 1093">• Formally assesses student competence and grades achievement</li> <li data-bbox="293 1093 1010 1182">• Contributes to the grading of student's work in conjunction with academic staff</li> <li data-bbox="293 1182 1010 1234">• Other (please specify).</li> </ul>				
2.4	Where a placement provider/employer is formally involved in the assessment process, are there arrangements in place for: <ul style="list-style-type: none"> <li data-bbox="293 1335 1010 1391">• Briefing for their role in assessment?</li> <li data-bbox="293 1391 1010 1447">• Moderation?</li> <li data-bbox="293 1447 1010 1503">• Recording outcomes?</li> </ul>				
2.5	Is the external examiner involved in moderating the standards of placement outcomes?				
2.6	If yes, please indicate if: <ul style="list-style-type: none"> <li data-bbox="293 1671 1010 1783">• The role of the external examiner(s) in moderating standards of placement outcomes is articulated in course documentation</li> <li data-bbox="293 1783 1010 1895">• Arrangements are in place to communicate to the external examiner(s) their role in moderating standards of placement outcomes</li> </ul>				
Further information/comments/hyperlinks					

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<b>3</b>	<b>Programme Design: Information</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>FD</b>
3.1	Is there a specific handbook/guide for students setting out processes/procedures and associated information about the placement?				
3.2	Is there a specific handbook/guide or equivalent for placement providers setting out processes/procedures and associated information about the placement (including role in assessment if applicable)?				
3.3	Is there a specific handbook/guide or equivalent for placement mentors (or equivalent) setting out processes/procedures and associated information about the placement (including role in assessment if applicable)?				
3.4	Is the placement tutor aware of and prepared for their responsibilities with regards to risk assessments, and to health and safety and equalities legislation?				
Further information/comments/hyperlinks					

<b>4</b>	<b>Procedures: Securing a placement experience</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>FD</b>
4.1	Is the student responsible for securing the placement?				
4.2	Are students given support in identifying possible employers/companies providing appropriate placements?				
4.3	Do students receive a timely formal briefing about the placement process?				
4.4	If applicable to securing placements, are students offered help in completing application forms, producing CVs and preparing for interviews?				
4.5	Are students made aware of their responsibilities prior to commencing a period of placement, including:				
	<ul style="list-style-type: none"> <li>As representatives of the University and, where appropriate, the partner institution towards the placement provider and its customers/clients/patients and employees?</li> </ul>				
	<ul style="list-style-type: none"> <li>In relation to health and safety and related risks, including in relation to themselves for managing their learning and professional relationships?</li> </ul>				
	<ul style="list-style-type: none"> <li>For appropriate understanding and awareness of ethical and health and safety issues?</li> </ul>				
	<ul style="list-style-type: none"> <li>For recording their progress and achievements?</li> </ul>				
	<ul style="list-style-type: none"> <li>For alerting the placement provider and University to problems with the placement that might prevent the progress or satisfactory completion of the placement?</li> </ul>				



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	<ul style="list-style-type: none"> <li>In relation to whistleblowing and/or raising concerns or complaints about specific matters of concern whilst in placement?</li> </ul>				
	<ul style="list-style-type: none"> <li>The requirement to sign the Student Placement Conduct and Health and Safety Agreement (<b>Appendix 3</b>)?</li> </ul>				
4.6	Are students made aware of their rights concerning a period of a placement, including their rights to:				
	<ul style="list-style-type: none"> <li>A safe working environment?</li> </ul>				
	<ul style="list-style-type: none"> <li>Be treated in accordance with equalities legislation?</li> </ul>				
Further information/comments/hyperlinks					

<b>5</b>	<b>Procedures: Placement Approval</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>FD</b>
5.1	Is there a clear written procedure for approving placements?				
5.2	Does this involve a risk assessment undertaken and recorded by the placement coordinator/tutor?				
5.3	Is evidence relating to Employer and Public Liability Insurance required, recorded and the record kept up-to-date for each placement provider?				
5.4	Where satisfactory DBS is required, is there an effective process in place for monitoring and recording DBS status before the student goes on placement?				
5.5	Is there a written agreement specifying the responsibilities of each of the parties during placement:				
	a. The HE institution?				
	b. The student?				
	c. The placement organisation/company?				
	d. The placement mentor?				
5.6	Is this agreement signed by each party?				
5.7	Is there a named contact/supervisor responsible for the student in the placement/company?				
Further information/comments/hyperlinks					

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<b>6</b>	<b>Placement Support</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>FD</b>
6.1	Is there a named, suitably prepared or experienced, and approved UCO Placement Coordinator responsible for the students?				
6.2	Is there clear written information for placement providers on their responsibilities and role?				
6.3	Is there clear written communication for the placement provider/mentor/supervisor or similar covering the following:				
	• Learning outcomes for the placement and programme?				
	• Roles and responsibilities of the student, the University and the placement provider?				
	• Contact details for the placement coordinator/tutor or placement office?				
	• Guidance on the expectations, responsibilities etc of the placement supervisor/mentor?				
	• Details of policy and procedures relating to how students and placement providers should raise concerns and/or complaints?				
	• Details of how student progress will be monitored, assessed and recorded?				
	• The procedures for reporting information about student progress, and for providing feedback on the placement process?				
• Clear information about the action to take if they are no longer able to offer placement learning opportunities?					
6.4	Is there an ongoing process to monitor progress in the placement and to monitor the student experience?				
6.5	Is this clearly communicated to the student and to the placement mentor?				
6.6	Are all parties provided with advice and guidance on what to do if there are concerns about the placement experience and/or the progress of the student?				
6.7	Are there processes in place for the student to reflect on learning from the placement when it has been completed and to evaluate the placement learning experience?				
Further information/comments/hyperlinks					

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7	Monitoring and Review	Y	N	N/A	FD
7.1	Is feedback collected from students on the placement processes and procedures, and on the placement experience and the support provided by the placement provider/employer and mentor?				
7.2	If so, is this done through:				
	• Unit / Course evaluation?				
	• Placement feedback questionnaires?				
	• Focus groups?				
	• Other (please specify)?				
7.3	Is the feedback used to monitor the quality of the placement providers and the experiences offered to students?				
7.4	Is the feedback used to identify enhancement opportunities in relation to process, support, etc?				
7.5	Is feedback collected from the placement supervisors/mentors or equivalent on the placement arrangements and support provided by the UCO?				
7.6	If so, is this done through:				
	• Feedback questionnaires?				
	• Annual briefing/review events/meetings?				
	• Other (please specify)?				
7.7	Do placement supervisors/mentors or equivalent receive information on the results of the feedback (from themselves as a group, and also from students), with any developments for improvement identified?				
7.8	Is feedback collected from the placement provider/employer or equivalent?				
7.9	If so, is this done through:				
	• Feedback questionnaires?				
	• Liaison meetings?				
	• Other (please specify)?				
7.10	Do employers receive information on the results of feedback?				
7.11	Do Annual Reports make specific reference to evaluation of the placement experience?				
7.12	Does the placement co-ordinator make regular use of external quality reports (e.g. from Care Quality Commission or Ofsted) in relation to placement providers?				
Further information/comments/hyperlinks					

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<b>Areas for development</b>		
<b>Action</b>	<b>Responsibility</b>	<b>Deadline</b>

<b>Name &amp; Role of person completing audit:</b>	
<b>Date of completion of audit:</b>	
<b>Signature of Course Leader:</b>	

APPENDIX 5: APPROVING & MANAGING PRACTICE-BASED EDUCATION PLACEMENTS CHECKLIST

KEY STEPS IN PLACEMENT APPROVAL AND MANAGING PLACEMENT EXPERIENCE			
Key Roles in Managing Placement/ Experience	Actions to be completed	Relevant Sections of Policy and Documentation	Institute specific roles responsible for key activities
<b>STEP 1: PRE-PLACEMENT - Placement Experience integral to course / unit</b>			
Placement Coordinator (or equivalent)	Check principles for design and approval of placement. Identify who will undertake key roles in the management of placement.	Section 10.10A Appendix 4	
<b>STEP 2: PRE-PLACEMENT - Sourcing Placement and Suitability</b>			
<b>Identify whether the UCO or the Student is responsible for sourcing potential placement</b>			
<b>2a If the UCO sources placement</b>  NB: Students must not commence placement prior to the UCO's full approval of the Placement.	Agree who fulfils this role for the course.  Establish contact with potential placement provider and provide information setting out expectations, relative roles and responsibilities and placement processes.  Ensure proposed placement meets appropriate learning outcomes/expectations.	Appendix 1	
<b>2b If student is responsible for finding and securing the placement</b>  NB: Students must not commence placement prior to the UCO's full approval of the Placement.	Brief and support students for their role in sourcing placements and understanding of the approval process.  Receive information from student to assess suitability of proposed placement to meet learning outcomes.  Institute completes risk assessment and approval of placement (see Step 3)  Ensure students understand that any change made to the originally approved placement provider will require a new placement approval process.	Appendix 1	

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<b>STEP 3: PRE-PLACEMENT - Risk Management in Placement Approval</b>			
<b>3a Risk Assessment [Appendix 1]</b>			
<b>Completed prior to student commencing placement</b>			
<p>The <b>Placement Coordinator (or equivalent)</b> must ensure placement activities are covered by a suitable and sufficient risk assessment and appropriate control measures adopted.</p>	<p>Check requirements for placement paperwork and process for type of 'placement' proposed.</p> <p><b>Complete Risk Assessment Form (Appendix 1)</b> – forms initial evaluation and judgment of risk, record of risk assessment and actions taken.</p> <p><b>Establish provision of support for the student</b> from a designated member of staff in the placement setting.</p> <p><b>Placements judged High Risk (and International Placements) must be referred to the Deputy Vice-Chancellor (Education)</b> for decision as to whether placement can proceed and necessary control measures.</p> <p>Additional requirements exist for <b>International placements and students studying in the UK with a Tier 4 Visa (International Students)</b>.</p>	<p>Appendix 1 Appendix 2 Appendix 3</p>	
<b>3b PRE-PLACEMENT - Risk Management in Placement Approval: Placement Provider Health and Safety Questionnaire and Agreement</b>			
<b>Received prior to student commencing placement</b>			
<p>The <b>Placement Provider</b> must confirm that they take proper account of health and safety considerations and agree to treat the student as equivalent to their employee in relation to health and safety matters</p>	<p>Maintain contact with placement provider and provide information setting out module/course expectations, relative roles and responsibilities and placement processes</p> <p><b>Ensure Placement Provider completes the Placement Providers' Health and Safety Questionnaire (Appendix 2)</b>. This acts as evidence of the Placement Provider's agreement to accept their health and safety responsibilities for the student on placement.</p> <p><b>Maintain record of placement providers' current Employer and Public Liability Insurance</b> (annual receipt of evidence)</p>	<p>Appendix 2</p> <p>[NB. The signatory of the placement provider must have the necessary seniority and authority to formally commit the host organisation or entity to the terms of this agreement]</p>	
<b>3c PRE-PLACEMENT - Risk Management in Placement Approval: Student Placement Conduct and Health and Safety Agreement</b>			
<b>Received prior to student commencing placement</b>			

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<p><b>The Student must confirm</b> acceptance of their role and responsibility for their conduct, and to take reasonable care for their own health and safety and that of others affected by their actions on placement</p>	<p><b>Ensure student completes and signs Student Placement Conduct and Health and Safety Agreement (Appendix 3)</b> prior to placement.</p>	<p>Appendix 3</p>	
<p><b>3d PRE-PLACEMENT - Additional requirements for placement approval may include consideration of:</b></p>			
<p><b>Safeguarding and Disclosure and Barring Service (DBS)</b> <b>Occupational Health Check (specific to some courses who will have necessary arrangements in place)</b></p>		<p>DBS Policy &amp; Procedure Safeguarding Policy</p>	<p><b>Disclosure of disability and reasonable adjustments for students with disabilities/specific learning needs.</b> Disabled students have a general entitlement to the provision of inclusive educational opportunities in a manner that meets their individual requirements, including placements experiences.</p>
<p>Take advice from Student Support Team Appendix 3</p>		<p><b>STEP 4: PRE-PLACEMENT PREPARATION AND INFORMATION</b></p>	
<p><b>4a Preparation and Information for Students and raising concerns/issues</b></p>			
<p><b>Placement Coordinator/Unit Leader clarifies expectations with students</b></p>	<p>Brief and provide specific handbook/guide or equivalent setting out relative roles and responsibilities, processes/procedures, entitlements and associated information for placement</p>	<p>Practice-Based Education Handbook</p>	
<p><b>4b Preparation and Information for Placement Providers and raising concerns/issues</b></p>			
<p><b>Placement Coordinator/Unit Leader clarifies expectations with placement providers</b></p>	<p>Provide specific handbook/guide or equivalent for placement providers setting out relative roles and responsibilities, including unit/course information and whom to contact to raise concerns or make a complaint.</p> <p><b>Placement Providers, employers or mentors who have a designated role in the formal summative assessment of students, must be briefed and prepared for this role.</b></p> <p>A record of placement provider staff involved in the summative assessment of students should be maintained.</p>	<p>Practice-Based Education Handbook</p>	

STEP 5 – PLACEMENT APPROVAL: Notification of student and placement provider of approval decision/conditions			
<b>Student cannot attend placement and count placement hours/experience until placement is formally approved.</b>	<p>Placement is approved on basis of assessment of suitability of placement for learning experience and all aspects of risk assessment. Specific control measures may need to be put in place.</p> <p>A placement agreement identifying learning objectives, relative roles, responsibilities and expectations for learning experience.</p>	<p><b>Approved on basis of complete and satisfactory:</b></p> <p>Appendix 1</p> <p>Appendix 2</p> <p>Appendix 3</p> <p>Any other specific requirements, e.g. DBS</p>	
STEP 6 - DURING PLACEMENT/WBL EXPERIENCE: Key Contacts/Supervision			
Placement Coordinator and/or the Placement Supervisor or Unit Tutor must support and monitor students on placement	Check and clarify minimum expectations for direct contact / supervision / visits and support for students on placement.		
STEP 7 - RECORD KEEPING			
<b>Record keeping is an essential element of the management of student placement experiences</b>	<p>Maintain secure centrally held records of placement approval and details of where and when students are in placement experiences (within the relevant placement provider).</p> <p>Maintain accurate and up-to-date records of student participation and progress in placement experiences, and where relevant record achievement of placement requirements on Registry student record.</p>		
STEP 8 - FOLLOWING PLACEMENT			
Processes are in place to evaluate and review placement experiences alongside other learning, teaching and assessment experience	<p>Evaluate student experience of placement (normally as part of unit evaluation).</p> <p>Evaluate placement providers' feedback in order to identify areas for improvement and enhancement</p>	NB. Placement questions are incorporated in the NSS	