

# Procedure for Placement Learning

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Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

## Procedure for Placement Learning

This applies to all placements that are organised as a formal part of an undergraduate or postgraduate programme.



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### About this procedure

1. A placement is a planned period of learning, usually outside the University, where the learning outcomes are an intended part of an academic module or programme. Placements include sandwich years, study abroad programmes, and summer placements. Placements must be assessed as defined in the Programme Specification or module descriptor. Programmes and modules, including learning outcomes, must be approved and reviewed using the University's procedures as specified in the Code of Practice for Programme Approval, Monitoring and Review. Programmes and modules must be assessed as specified in the Regulations for Taught Programmes.
2. This Procedure (summarised in Appendix A) makes sure that there are robust systems to approve and manage student placements which are a formal part of the University's academic programmes. By completing the Placement Form that is part of this Procedure, schools, students and placement providers will confirm that they recognise and will fulfil their responsibilities. The responsibilities include health, safety and insurance.
3. This Procedure does not apply to:
  - Learning outside the University that is not a formal part of an academic programme, for example, voluntary work, part-time work or vacation work.
  - Students who have interrupted their studies.
4. Schools can modify the processes and Placement Form described in this Procedure but the school's modified procedures must retain the elements described in the Placement Form and must be approved by the Head of Quality Assurance and Validation.
5. Neither staff nor students should agree to any disclaimers, for example, about insurance cover, without asking for advice from the University Insurance Officer.
6. Relevant information is also available in:
  - The General Regulations for all Students.
  - The Regulations for Taught Programmes.
  - The Code of Practice for Programme Approval, Monitoring and Review.
  - The Code of Practice on Inclusive Provision for Disabled Students.
  - The UCEA Health and Safety Guidance for the Placement of Higher Education Students available on the UCEA website (<http://www.ucea.ac.uk/en/publications/index.cfm/HSplace>).
  - Documents relating to the arrangements for placements such as the Erasmus exchange programme.

### Approving a Placement

7. The responsibility for finding a placement will vary according to the programme. Sometimes placements are found by the University and sometimes by students. If

students are expected to find their own placement they must be informed of this before starting the programme and must be given advice about how to find a placement. Students must also consider the financial implications of attending the placement (including any impact on fees and loans). Schools must consider Foreign Office travel guidance at an early stage in the arrangements for a placement overseas.

8. If a compulsory placement is cancelled or terminated for reasons outside a student's control, including discontinuation of the placement by the placement provider, schools must provide an opportunity to complete another placement or an alternative and equivalent learning experience. The only exception is where the school is unable to find alternatives because there are only a very small number of suitable placement locations and no alternative experience will allow the student to complete the programme learning outcomes. In such cases, students must be given an opportunity to transfer to an alternative programme at the University.
9. Schools must have a member(s) of staff, for example, Placement Coordinator, who is responsible for arranging and/or approving placements.
10. Schools must make sure that any placement provider can meet the requirements defined by this Procedure and any criteria defined by professional bodies or sponsors.
11. Schools must maintain contact with students who are on placement to review academic progress, to assess a professional competency, or to confirm that appropriate health and safety arrangements are in place. Schools may arrange for staff to visit students. Visits can be replaced, or supplemented by telephone contact and email.
12. Before starting the placement the Placement Form (as in this Procedure) must be completed and signed by the student, placement provider and school representative. Potential health and safety risks must be considered during this process, utilising the guidance provided by the UCEA Placement Guidance, as appropriate. Schools must retain a copy of the form.
13. When the Placement Proposal Form has been completed, the student must be sent a copy of the Form with confirmation that the placement has been approved. The confirmation must state that the student can complete the placement as described on the Placement Form. **If a student starts a placement without written confirmation, the placement will not be recognised by the University and will NOT be covered by the University's insurance.**
14. If the placement is outside of the UK, the University's on-line Travel Insurance Form must be completed by the student and a copy provided to the school. Students may also need to confirm they have the necessary inoculations for the area/region visited.
15. The school must retain relevant emergency and local contacts for the placement provider and the student.
16. Schools must keep a written record of each placement in accordance with the University's data retention policies.

### **Managing Problems**

17. Students' concerns must be considered using the Student Complaints Procedure. In the first instance, students should discuss the concerns with staff at the placement location. If this is not appropriate, or if the situation remains unresolved, the student should contact the school. Any complaints of harassment and/or discrimination made by a student on a placement must be drawn to the attention of the placement provider.

18. If a student is in a situation that raises concerns about wellbeing and/or personal safety, the student must be advised to suspend the placement. If suspension of the placement is not possible (for example, if the student is on an overseas placement and alternative accommodation is not available) students may terminate the placement but should then inform the school as soon as possible. Whilst the wellbeing and personal safety of the student is the priority, students must be prepared to justify their actions if they suspend or terminate a placement without prior approval from the school.
19. If a placement is suspended or terminated, or if concerns have been raised by a student after a placement, the school must undertake a review to determine whether any other students should be removed from the placement and whether the placement location should be used in future. If the assessment identifies a significant risk, the school must inform the Head of Quality Assurance and Validation who must decide whether to inform other schools about the risks.
20. Any concerns about the conduct of a student whilst on placement must be considered under the University's disciplinary procedure, Academic Integrity Procedure and/or any procedures that apply to the student's programme (for example, a suitability to practice procedure). The Head of Governance and Compliance must also be informed.
21. Any emergencies should be managed in accordance with the University's emergency and escalation procedures. The Head of Governance and Compliance must also be informed.

The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. Bangor University is a member of this scheme. If you are unhappy with the outcome from Bangor University, you may be able to ask the OIA to review your case. You can find more information about making a complaint to the OIA, what it can and cannot look at and what it can do to put things right here:

<https://www.oiahe.org.uk/students>.

You normally need to have completed this procedure before you complain to the OIA. Bangor University will send you a letter called a 'Completion of Procedures Letter' when you have reached the end of these processes and there are no further steps you can take internally. If your complaint/appeal is not upheld, Bangor University will issue you with a Completion of Procedures Letter automatically. If your complaint/appeal is upheld or partly upheld you can still ask for a Completion of Procedures Letter from Bangor University if you want one. You can find more information about Completion of Procedures Letters and when you should expect to receive one here: <https://www.oiahe.org.uk/providers/completion-of-procedures-letters>.

To bring a complaint to the OIA, you need to submit a completed OIA Complaint Form within 12 months of the date of Bangor University's final decision (usually the date of the Completion of Procedures Letter), and you will normally need to send the OIA your Completion of Procedures Letter.

**Bangor University: Placement Form**

Section A can be completed by the University school, or the separate parts of Section A can be completed by the student, the school and the placement provider.

**Section A: Names and Contact Details** (See Note 1)

<b>Student</b>			
Name (see Note 2)		Student Number (see Note 3)	
Degree Course			
School (see Note 4)			
Telephone Number		Email	

<b>University school</b> (see Note 5)			
Name			
Job Title			
Telephone		Email	

<b>Placement Provider</b>			
Name (see Note 6)			
Address			
Contact person (see Note 7)			
Job Title			
Telephone		Email	

**Section B: Details of the Placement** (see Note 8)

Section B must be completed by the placement provider or by the school, if the school has all the information that is needed to answer the questions in the section.

Dates of placement		From:	To:
Placement Location (if different to the address given in Section A)			
Working Hours (see note 9)			
Main activities to be undertaken whilst on placement (see note 10)			
Note any significant Hazards and Risks relevant to the Placement (See Appendix A of the UCEA Guidance)			
Is the student entitled to any leave during the placement?		Yes [ ] No [ ]	
If the answer to this question is Yes, provide details below:			
Does the student have to have their own car?		Yes [ ] No [ ]	
If the answer to this question is Yes, provide details below, including details of any Business Use Insurance requirements:			
Does the student have to have to be able to speak a language other than Welsh or English?		Yes [ ] No [ ]	
If the answer to this question is Yes, provide details below:			

<p>Has appropriate insurance been confirmed? (see Note 11)</p>	<p>Yes [ ] No [ ]</p>
<p>If the answer to this question is Yes, provide details below:</p>	
<p>For UK placements, the provider must provide details of Employer Liability Insurance. For Overseas Placements, the student must confirm that the University on-line Travel Insurance Form has been completed.</p>	
<p>Does the student require any Health and Safety induction/training? (see Note 12)</p>	<p>Yes [ ] No [ ]</p>
<p>If the answer to this question is Yes, provide details below:</p>	
<p>Provided by the school before the placement:</p>	
<p>Provided by the placement provider:</p>	
<p>Does the student have to have a DBS check? (see Note 13)</p>	<p>Yes [ ] No [ ]</p>
<p>If the answer to this question is Yes, provide details below:</p>	
<p>Does the student have any illnesses or conditions that have to be discussed before starting the placement?</p>	<p>Yes [ ] No [ ]</p>
<p>If the answer to this question is Yes, provide details below:</p>	
<p>Does the student require immunisation/inoculations?</p>	<p>Yes [ ] No [ ]</p>
<p>If the answer to this question is Yes, provide details below:</p>	

<p>If the placement might lead to questions/restrictions relating to Intellectual Property Rights? (See Note 14)</p>	<p>Yes [ ] No [ ]</p>
<p>If the answer to this question is Yes, provide details below:</p>	
<p>Are any reasonable adjustments required by the student whilst on placement? (see Note 15)</p>	<p>Yes [ ] No [ ]</p>
<p>If the answer to this question is Yes, provide details below:</p>	
<p>Are there any other actions that should be taken by the student before starting the placement (see Note 16)?</p>	<p>Yes [ ] No [ ]</p>
<p>If the answer to this question is Yes, provide details below:</p>	



**Section C: Declarations and Signatures**

The University, placement provider and student will conduct the placement as described in this form, and:

**The University (through the academic school named on this form) will:**

- Prepare the student for the placement, as specified on this form.
- Respond to any reasonable concerns by the student or the placement provider about the placement.

**The placement provider will:**

- Treat the student (whether they are employed or not) in the same way as employees with regard to health, safety and welfare.
- Comply with relevant health and safety legislation and provide the student with training in the workplace health and safety arrangements and working practices, including fire precautions and hazard.
- Provide appropriate materials and equipment, if required, to carry out the work safely.
- Ensure the activities to be undertaken by the student are suitably Risk Assessed and the student is appropriately briefed in its content.
- Notify the University of accidents or incidents relevant to the student, including any major instances.

**The student will:**

- Abide by the University’s regulations any requirements set by the placement provider.
- Carry out the work programme specified by the placement provider under the supervision of the specified supervisor(s).
- Inform the placement provider of any health concerns or disability that may require adjustments.
- Report any concerns about health and safety at their placement to their placement provider and, if necessary, withdraw themselves from the placement if they feel their health and safety is being put at risk. Report these to the University immediately.

<b>Signatures</b>	
<b>Student</b>	<p>.....</p> <p>Date: .....</p>
<b>Placement Provider</b>	<p>.....</p> <p>Date: .....</p>
<b>School</b>	<p>.....</p> <p>Date: .....</p>

## Notes for Placement Form

In these notes 'school' is the academic school where the student is studying at Bangor.

### Section A.

1. In an emergency, the University may contact the person named by the student, as held by the University in the student's record.
2. The student's name must be entered exactly as it appears in the University's records.
3. This is the nine digit University student ID.
4. This is the school where the student is studying at the University.
5. This section should be completed by a person authorised by the school.
6. The name of the placement provider can be the name of a company or location (e.g. a hospital)
7. The name of the person that will act as the primary contact point for the University whilst the student is on placement. It is expected that the student can also contact this person but may be given other, local contacts when the placements begins.

### Section B.

8. Section B must be completed by the school. It is expected that the school will assume responsibility for contacting the placement provider as required to complete the form accurately. If there is a separate agreement that describes the placement, references to the agreement can be inserted instead of detailed responses.
9. Details of the normal working hours should be provided, including any requirements for weekend work.
10. The activities during the placement must provide an opportunity for a student to meet the programme or module learning outcomes. The school must assume responsibility for ensuring that the planned activities are consistent with the intended learning outcomes.
11. It is only expected that UK-based placement providers can provide evidence that they have Employer Liability Insurance. If the answer to the question is 'yes' for a UK-based placement, the name of the insurer and certificate number can be provided. If the answer to the question is 'yes' for an overseas placement, details must be provided to confirm that the University's online Travel Insurance form has been completed and approved. If the answer to the question is 'no', the placement should not be approved by the school.
12. If the answer to this question is 'yes', the details must refer to the purpose of the training and how it will be provided, i.e. by the school and/or placement provider.
13. If the answer to this question is 'yes', the details provided must state whether the University or the placement provider must arrange for the check to be completed.
14. If the placement might lead to questions/restrictions relating to IPR, the matters should be discussed with the University's officers before the placement begins.
15. Any adjustments must be as recommended in the student's Personal Learner Support Plan (PLSP), and any additional adjustments identified when planning

the placement must be discussed with the Disability Service so that that the PLSP can be amended.

16. Any additional actions can be inserted here including documents that the student has to read, any courses that have to be completed, any briefings that have to be attended or any placement-specific health and safety requirements. This section can also be used to describe any legal or ethical matters that must be considered before starting the placement.

### Appendix A. Flow Chart of the Placement Approval Process

