

CANTERBURY CHRIST CHURCH UNIVERSITY

Work Related Experience Policy

Introduction

This policy supports the 'Future 360' Framework for Developing Enterprising Professional Graduates 2019-2024, and the Learning and Teaching Strategy 2015-2022; in particular, the increasing importance of work-related experience and the impact this can have on graduate outcomes and on the way that students learn.

Canterbury Christ Church University (CCCU) is committed to working with employers and professional bodies to ensure its academic provision meets employer needs as well as being valuable and attractive to students, creating meaningful interactions through all areas of Work-Related Experience (WRE). It seeks to embed employability in its approach to learning, teaching and assessment, and offer opportunities for students to learn through WRE. This policy is informed by guidance on Disclosure and Barring Service (DBS) checks, Health and Safety requirements (Guidance on Health and Safety of Placements for Higher Education, Universities Safety and Health Association, June 2018) and examples of good practice including Student Placement Handbooks and guidance from other universities.

The policy provides assurance that CCCU meets the requirements and expectations set out in the QAA UK Quality Code for Higher Education, namely that, "Degree-awarding bodies take ultimate responsibility for academic standards and the quality of learning opportunities, irrespective of where these are delivered or who provides them. Arrangements for delivering learning opportunities with organisations other than the degree-awarding body are implemented securely and managed effectively."

This policy has been developed to ensure that.

- the quality of placements, internships and work-based learning experience meets the required standards to maintain the desired academic outcomes.
- employer and student interactions are meaningful in support of the Future 360 framework.
- the health and safety of our students, including their welfare and mental health is assured.
- monitoring procedures and processes are robust and succinct.
- CCCU has fulfilled all legal responsibilities.

Scope of the Policy

This policy relates to any situation where a student participates in an approved WRE, whether as an elective or compulsory activity, regardless of where the activity takes place – either in the UK or abroad, and provided the activity contributes towards the learning outcomes of their programme of study. WRE opportunities may be found directly by the students themselves, or from other sources.

This policy is intended to be a general policy, which gives guidance on the minimum requirements prior to the commencement of WRE. The method by which this is achieved can be adapted to suit the needs of each Faculty or collaborative partner.

Each school is responsible for ensuring that all paperwork and due diligence checks are complete and recorded and will ensure that the providers are suitable, ensuring that the learning needs can be fulfilled and that any relevant professional, statutory or regulatory body (PSRB) requirements are met. This includes ensuring that relevant DBS checks are fulfilled, and any safeguarding requirements and occupational health requirements are met. The need for these will vary dependent on the programme and the provider.

Partner colleges running programmes as a franchise of CCCU are subject to these minimum requirements. Partner colleges running programmes validated by CCCU are themselves responsible for policy regarding work related experience.

- The role of the Department of Enterprise, Employability and Research Development (EE:RD) will be to source external organisations who are interested in offering work related experience, and to undertake an initial level of due diligence to ensure organisations are an appropriate partner for university activity.
- The role of the Faculty will be to confirm that the organisation can provide appropriate work related experience to their students, and in their subject areas, in accordance and compliance with the guidelines and expectations set out in the policy and its underpinning documents. The Faculty is also responsible for matching students to appropriate placement opportunities where the placement is an integral part of the professional qualification linked to the programme.

The following sections set out what is expected of the University, student participating in a WRE and the external provider, in relation to placements, Internships and WBL projects.

It is recognised that practices will differ between Schools, depending for example on the industrial or professional setting, and the duration of the placement. However, the features identified here should be present in all WRE across the University. Some programmes may have further requirements in addition to these minimum standards.

Programme Directors with WRE related to their programme are responsible for ensuring that the University fulfils its responsibilities, as stated in sections 1, 2 and 3 below.

1. Responsibilities of CCCU

1.1 **Prior** to students participating in WRE the **University** must ensure that:

- The learning outcomes are clearly identified and contribute to the overall aim of the programme and are assessed appropriately.
- Students are informed of their responsibilities, and are provided with appropriate and timely information, support and guidance throughout the process.
- All paperwork is complete and recorded including due diligence, risk assessments, partnership agreements, setting out the roles and responsibilities of all parties and that copies of providers liability insurance are documented and that all information is GDPR compliant with advice from the University Solicitors Office as appropriate.
- WRE providers are equipped with appropriate and timely information, support and guidance throughout the process.

- All University staff responsible for WRE are appropriately trained, qualified, resourced and competent to fulfill their roles.
- Schools are satisfied as far as reasonably practicable, that the provider complies fully with all relevant health and safety legislation and in accordance with the Health and Safety Guidance for the placement of students, produced by USHA.
- For those students who are going overseas on placement, guidance from the CCCU Health and Safety team and from the University Insurance Officer should be followed and travel insurance should be arranged. Due diligence checks and risk assessments should also be completed.
- International students and their providers are notified of the procedures for reporting to the School, so that the University can fulfil its reporting obligations to UK Visas and Immigration.
- Students are informed about and provided with support on how to find and apply for placements, and other professional work experience options, utilising the resources available within EE:RD, and signposting students to its services.
- Students are informed of their rights under the Equality Act 2010, including their entitlement under UK law not to be discriminated against in the work place and/or to request that the placement provider puts into place any reasonable adjustments during the recruitment process, and at any stage after the placement has commenced.
- Provide the student and the provider with details of an appropriate contact at CCCU in the event of an emergency, as well as contact details for non-urgent enquiries, including their academic link.
- Provide students and providers with information on all policies and documents that will support them whilst carrying out a WRE including the University complaints procedure and where these can be located.

1.2 **Whilst** students are participating in WRE the **University** must ensure that:

- It responds promptly to enquiries from students participating in WRE.
- Advises the student of alternative courses of action, in the event of withdrawing from their WRE or if it is being terminated due to circumstances beyond their control.
- Informs the provider if the student's studies are terminated or suspended.
- Informs the student what procedures are in place should their WRE be terminated early by one of the parties involved.
- Checks on the student and provider during the placement to ensure both parties are benefitting from the experience and deals with any potential issues arising.

2. Responsibilities of Providers

The Provider is a third party, who during the WRE has direct supervision of the student. Note that if CCCU provides the placement as an employer, it will be the Provider.

Providers in the UK are subject to UK legislation and employers have the primary duty to ensure the health and safety of the student engaged in WRE activities. Students on WRE must be treated as employees of the Provider for the purposes of health and safety regulations.

2.1 **Prior** to the commencement of the WRE the **Provider** must ensure that

- Suitable health and safety arrangements, policies, procedures and risk assessments are in place and that they accept their duty of care towards the student whilst participating in their WRE.
- They agree to comply with all university policies and procedures that are in place to protect the interests of all parties involved.
- They provide details of their complaints policy, including bullying and harassment and whistleblowing policy.
- That evidence of all required policies and procedures are produced at the request of the University.
- Employers' and/or Public Liability insurance is in place (or the equivalent thereof if with an overseas employer), and that the student is deemed to be an employee for the purposes of those insurance policies.
- It provides any additional relevant information requested by the University.

2.2 **Whilst** the student is participating in WRE the **Provider** must ensure that they

- Nominate an appropriate member of staff to act as mentor to the student.
- Provide the student with a full and clear induction to the organisation (preferably on the first day) and its working practices, regulations and policies, including health and safety arrangements, appropriate risk assessments, fire precautions, emergency evacuation procedures, how to report accidents, incidents and unsafe conditions.
- Provide the student with the necessary equipment to do their job.
- Facilitate visits to the student by visiting CCCU staff
- Facilitate the programme directors with learning assessments, feedback and ongoing evaluations.
- Inform the School of any significant matters which may arise, such as a serious accident at work, and/or unauthorised absence.

3. Responsibilities of Students

3.1 **Prior** to the commencement of the WRE the **Student** must ensure that they

- Attend pre-placement briefings and/or participate in any preparation activities as required by the School.
- Complete all required pre WRE forms, surveys or paperwork.

3.2 **Whilst** participating in the WRE the **Student** must ensure that they

- Abide by the rules and regulations regarding health and safety and other working practices and procedures of the provider.
- Undertake any required work-related experience assessments and learning outcomes.
- Contact the designated placement lead in their school at the earliest opportunity if any significant matters arise during the WRE that have not been resolved by their employer, including any areas of concern relating to their welfare and safety, well-being.
- Contact the School if there are any significant changes, such as contact details, site and/or duty changes.
- Monitor their student e-mail and respond promptly to any enquiries from their School.
- Conduct themselves in a responsible and professional manner in all aspects of working with a provider.

This policy and all associated documents will be reviewed as a minimum every three years, unless there are any legislative changes which create the need for immediate review

Professional and internal supporting information used in developing this policy

ASET Good Practice Guide for Work Based and Placement Learning in Higher Education (September 2013)
ASET Good Practice Guide for Supporting Students with Disabilities on Placement (Sept 2017)
ASET Good Practice Guide for Health and Safety for Students Placements (Nov 2016)
USHA Guidance on Health and Safety of Placements for Higher Education (June 2018)
QAA UK Quality Code for Higher Education, Chapter B10, Managing higher education provision with others, May 2018
CCCU Future 360 Framework for Developing Enterprising Professional Graduates (2019-2024)
CCCU Learning and Teaching Strategy (2015-2020)

Policies and Documents for reference

<http://www.asetonline.org/wp-content/uploads/2014/11/ASET-Good-Practice-Guide-2014.pdf>
<http://www.asetonline.org/wp-content/uploads/2017/09/eASET-Good-Practice-Guide-for-Supporting-Students-with-Disabilities-on-Placement.pdf>
<http://www.asetonline.org/wp-content/uploads/2016/09/ASET-Health-Safety-for-Student-Placements-2016.pdf>
https://www.usha.org.uk/images/stories/files/guidance-documents/MASTER_Health-and-Safety-of-Placements-Guide.pdf
https://www.qaa.ac.uk/docs/qaa/quality-code/chapter-b10_-_managing-higher-education-provision-with-others.pdf?sfvrsn=8c02f781_8
https://www.canterbury.ac.uk/career-development/docs/112-CH-19-CE-framework.pdf?fbclid=IwAR3xuQK3LNhclLUwfEzyH_9zP64oX9pOQ6udSvBHdw_GAah-MSJckxw5kzI
<https://www.canterbury.ac.uk/learning-and-teaching-enhancement/strategies/learning-and-teaching-strategy.aspx>

<http://www.canterbury.ac.uk/students/docs/policy-zone/Safeguarding-Statement-of-Policy.docx>
<https://www.canterbury.ac.uk/students/current-students/student-voice/Your-Feedback/complaints.aspx>
<https://www.canterbury.ac.uk/campaigns/mental-health-framework/mental-health-framework.aspx>
<https://cccu.canterbury.ac.uk/health-and-safety/policies-and-procedures/policies-and-procedures.aspx>