



Contents

1		
1.0	Introduction.....	2
2.0	Definitions	3
3.0	University Guiding Principles for Work-Based and Placement Learning	4
4.0	Selecting and Approving Placement Settings.....	6
5.0	The Placement Agreement.....	8
6.0	Managing WBPL opportunities.....	8
7.0	Health and Safety	9
8.0	Insurance Cover for Students on Placement.....	9
9.0	Safeguarding and Disclosure and Barring Service (DBS)	10
10.0	Fitness to Teach.....	10
11.0	Fitness to Practise in a Health and Social Care setting.....	10
12.0	Working with placement staff.....	11
13.0		

- 1.1 This policy provides a framework and guidance for programme teams involved in the organisation and management of work-based and placement learning (WBPL). While it provides a degree of underlying standardisation, it is also intended to be sufficiently flexible to

- Employment situations (paid or unpaid) where the work students undertake will provide a key source for their learning, including remote working and work undertaken in non-employed settings (for example voluntary roles)
- Integrated work experience often found within programmes that include substantial and sometimes regulated periods of practise-based learning
- Situations where students are also employees, and their programme of study is embedded in the workplace
- Apprenticeships, where the apprentice is employed with an accompanying learning development programme where the employer provides the apprentice with the opportunity to gain the knowledge, skills and behaviours needed to achieve the professional competence

- WBPL is delivered through a meaningful partnership between students, employers, and the University.
- WBPL opportunities enable students to apply and integrate areas of subject and professional knowledge, skills, and behaviour.

- Travel and transportation factors: any health, safety and/or welfare issues associated with the student travelling to and from the placement.
- Location and/or region factors: whether there are any increased or atypical risks in the location of the placement, especially if overseas.

should be given support and guidance in line with the University's Student Protection Plan. In some cases, a validated alternative may be available if it is not possible for a placement to take place.

- 5.1 Any WBPL activity must be underpinned by a formal placement agreement. The placement agreement must be agreed and signed by the University, the student and the placement provider before the placement commences. This agreement will set out the expectations, intended learning outcomes, roles, and responsibilities of each party.
- 5.2 Annex 5 sets out the requirements which must be met by placement agreements. It is likely that programme teams will wish to add in additional clauses particularly in respect of any PSRB requirements however these should be added to the standard template (annex 6) and approved by the placement coordinator. Subject to all 'essential' requirements being met, all 'optional' requirements duly considered and all requirements of this policy fulfilled the Dean of School can sign the placement agreement on behalf of the University. Placement Agreements along with the completed risk assessment form (annex 2) and placement provider agreement form (annex 1) and checklist should be retained centrally by the Placement Officer.
- 5.3 For those students completing study abroad the University's Collaborative Provision Regulations and Procedures shall apply. Programme teams should liaise with the Quality and Academic Standards Unit as early as possible to ensure that the correct documentation is completed.
- 6.1 WBPL opportunities may be arranged in different ways and by different people depending on the length and breadth of the experience required by the programme. Students may secure their own placement, or these may be identified and / or allocated by a member of University staff. In all cases a designated member of University staff must oversee the management of all WBPL experiences.
- 6.2 Deans of School

12.1 Placement staff must feel supported, confident and well informed about supervising and, where relevant, assessing students. Communication networks between the University and partner should be established as soon as a setting is accepted as a potential WBPL environment, and the roles and responsibilities of relevant placement and

- negotiation of a placement agenda for individual students.
- details of placement assessment strategies and criteria and the Supervisor or Mentor's expected contribution to assessment (when there is any involvement)

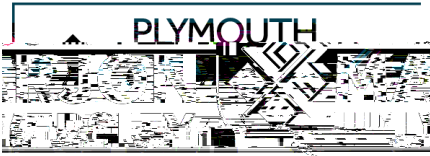
- 14.3 Placement supervisors should be made aware of the University's Safeguarding Policy and the responsibility that this places on the student to escalate any concerns that they have. They should also be made aware of the University's [Fitness to Practise Procedure](#) and [Complaints Procedure](#).
- 14.4 Students should be provided with details of the means for contacting University staff in the event of any issues or concerns about their WBPL experience, including a 24/7 telephone number to contact the University in the event of an emergency whilst on placement. Contingency plans should be put in place in case there are exceptional circumstances, particularly where the WBPL experience is abroad (for example medical aid and possible repatriation following injury or illness).
- 15.1 Many placements will involve interactions with patients, clients, children and/or pupils. Their protection must always be regarded as a priority. Their rights, especially to confidentiality, should be discussed with students during induction/tutorials and included in their handbook. Students should also be alerted to expectations regarding their professional conduct whilst on placement, and the consequences of not meeting those expectations in terms of the [Fitness to Practise Procedure](#). Students should be required to sign a form developed by the programme team for the purpose of protecting patient, client or children's confidentiality and other applicable rights.
- 15.2 Protection of the student's privacy and any expectations of confidentiality should be discussed with placement supervisors and/or placement mentors and set out in the written guidance for placement staff.

- the aims, learning outcomes and value of the placement experience.
- the range

- difficulties arising in placement.
- an account of the roles and responsibilities of programme staff involved

providers. These reviews should be conducted at appropriate intervals dependent upon the perceived level of risk associated with the placement. Any concerns arising from the process should be investigated and resolved before any further placements are approved. Concerns should be raised to the Teaching, Learning and Academic Quality Committee via the relevant Dean of School.

- 20.1 Where it becomes necessary to terminate an arrangement with a Placement Provider, at the instigation of the University or the provider, the implications for students of ceasing the placement should be carefully considered in line with the University's Student Protection Plan. All students taking part in the placement should be formally notified of the decision and the associated timescales for ceasing the arrangement, and full guidance and support should be provided to enable them to continue with their programme and demonstrate achievement of the required learning outcomes.



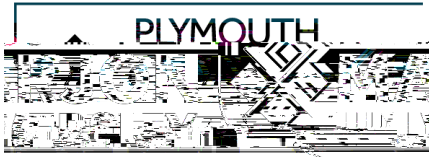
Annex 1 Plymouth Marjon University's

- ❖ The completed checklist should be returned to the placement student.
- ❖ On receipt, the student should arrange a pre-placement approval tutorial with their Placement Coordinator and forward the completed checklist for review.

Name of placement provider:		Click or tap here to enter text.	
Name of student(s) placement offered to:		Click or tap here to enter text.	
Address:		Click or tap here to enter text.	
Name of person with overall responsibility for placement student(s):		Click or tap here to enter text.	
Named person's job title:	Click or tap here to enter text.	Named person's email address:	Click or tap here to enter text.
Names person's location if different to address above:	Tick if not applicable.	Named person's phone number.	Click or tap here to enter text.
	Click or tap here to enter text.		

	b) Do you have procedures to be followed in the event of serious and imminent danger to people at work in your undertaking?		
	c) Will you report to the university all recorded accidents involving placement students?		
	d) Will you report to the university any sickness involving placement students which may be attributable to work?		

9			
	a) Are students made aware of your first aid procedure?		
	b) Do you have an adequate number of trained first aiders?		
10	Do you have a fully operational equal opportunities policy in place that ensures compliance with relevant legislation, including the Equality Act (2010)?		
11	Are you happy for university placement staff to undertake site visits before and/or during the placement?		
12	Do you foresee any issues relating to confidentiality and disclosure which will affect		



- ❖ The Placement Risk Assessment Form should be completed by the University's Placement Coordinator, with the student, during the pre-placement tutorial.
- ❖ A copy of the completed form should be emailed to the student(s) and Placement Officer – placements@marjon.ac.uk for recording.

Name of Placement Provider: Click or tap here to enter text.	Name of student(s): Click or tap here to enter text.	Start date:
Address and location of Placement Provider? Click or tap here to enter text.		End date:

	Yes	No	Action necessary?	Action completed?
--	-----	----	-------------------	-------------------

Are the risks tolerable such that the placement can be approved?	Yes No
--	--------

Name:	Click or tap here to enter text.
Job Title:	Click or tap here to enter text.
Have the above actions been completed?	Yes No
Placement Approved	Yes No *
Signed:	
Date:	Click or tap to enter a date.

Programme Teams are responsible for:

Developing placement activity that allows the student to meet the intended learning outcome of the module/programme and that takes into consideration any PSRB requirements (if relevant);

Developing assessment activities for the placement that are linked to appropriate intended learning outcomes;

Enabling the student to obtain an appropriate placement provider either through finding placement activities themselves or providing the students with appropriate guidance for them to source placements independently;

Approving all work-based and placement providers and ensuring that a risk assessment is completed. Visits to all new providers should take place to ensure a safe and healthy experience for the student;

Familiarising themselves and complying with the placement providers' policies and procedures;

6. A statement that the placement provider will provide an induction for the student.	
7. The student and the placement provider have a duty to keep the University informed of any developments during the course of the placement.	
8. Agreement by the placement provider to facilitate University visits if required.	

9. A statement that the student will be subject to the placement provider's standard working practices.

Placement

13. The placement provider shall hold public liability, professional indemnity and employer liability insurance which provides coverage for the student to an equivalent level as a placement

22. Statement regarding confidentiality obligations

Signed for and on behalf of the UNIVERSITY:

Signature:

Name: Position: Date:

Signed for and on behalf of INSERT NAME OF PLACEMENT PROVIDER

Signature:

Name: Position: Date:

Signed by INSERT NAME OF STUDENT

Signature:

Date:

	Insert summary description of placement This placement forms an integral part of insert name of programme.
	Insert address at which the placement will be carried out
	Insert date ()

	Name: Position: Phone Number:
--	----------------------------------

--	--	--	--

Provide appropriate pre-Placement information for the Student as

The Student shall be subject to the Placement Provider's standard policies

working practices to the

All patents, registered designs, copyright,

shall remain with the Student.

	Work Based Learning and Placement Policy
	2.2
	Senate, on the recommendation of TLAQC
	Head of Quality and Standards
	28 th May 2024
	Unclassified
	Web publication
	10 th May 2023
	By 31st August 2025
	31st August 2025
	<p>Version 1.0 approved by LTSEC 08, 15th June 2016.</p> <p>Version 2.0 rewritten to align to the Quality Code and new PSRB requirements: approved by Senate 21/04, 4th May 2022.</p> <p>Version 2.1 annual review completed, small amendment to include 'normally InPlace' when referring to placement software: approved by Senate 22/04, 10th May 2023.</p> <p>Version 2.2 annual review completed, removed reference to international office, reformatted text, provided clarification over 'placement coordinator' and 'placement officer' roles and revised risk assessment templates to incorporate guidance related to risk.</p>