

Code of Practice: Placement and Work Based Learning

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Name of Policy Writer/Amendments	Date Written & agreed / Amended	Approved by:	Next Review Date
D Carr	Approved September 2016	Academic Board	July 2018

Code of Practice: Placement and Work Based Learning

1. Introduction

NSCD has a long tradition of incorporating placements and other forms of work based learning (WBL) into elements of their programmes of study.

NSCD uses the term *work-based learning* to describe any vocational or academic activity undertaken by students in a workplace environment (which is often their own), whereby the experience they have results in the enhancement of their skills and/or academic knowledge with regards to the work setting.

A placement is defined as a period of professional level vocational experience, paid or unpaid, where:

- There is often a direct transfer of supervision of a student to a third party
- The placement is sometimes assessed and integral to the students' programme
- The student is enrolled at NSCD during this period

Some programme modules may enable students to undertake other forms of WBL as part of a programme of study, such as short-term or part-time placements. This Code of Practice is concerned with the arrangements for these agreed and negotiated periods of learning that take place outside of the school, with the support and co-operation of placement providers, during a student's programme. It does not cover students undertaking work experience which does not form part of their programme.

This Code of Practice draws on the following three chapters of the UK Quality Code of Higher Education, which apply to placement and WBL:

- Chapter B3: Learning and Teaching (2012)
- Chapter B4: Enabling Student Development and Achievement (March 2013)
- Chapter B10: Managing Higher Education Provision with Others (2012)

The following sections set out what is expected of NSCD, placement student and placement provider (professional host mentor), in relation to placements.

2. Responsibilities of NSCD

NSCD will ensure that:

1. The learning outcomes are clearly identified, contribute to the overall aim of the programme, and are assessed appropriately (where applicable).
2. Students are informed of their responsibilities, and are provided with appropriate and timely information, support and guidance throughout the placement process.
3. Placement providers are provided with appropriate and timely information, support and guidance throughout the placement process.
4. Placement staff are appropriately trained, qualified, resourced and competent to fulfil their roles.
5. Policies and procedures for securing, monitoring, administering and reviewing placements are reviewed regularly and are up-to-date and effective.

2.2 As an institution we will:

1. Ensure that students are aware of the procedures set out in the Health and Safety (H&S) Policy, and ensure suitable H&S arrangements are in place, confirm who the provider and host will be, and monitor and review the placement in accordance with the H&S Policy.
2. Publish any learning outcomes for the placement, setting out the aims and intended learning outcomes and the method of assessment (placement form A)
3. Brief students on the structure, timing and method of assessment learning, and how the placement is integrated with the taught part of their programme.
4. If the placement is in Europe, liaise with the School/Departmental Exchange Coordinator and/or the Institutional Exchange Coordinator, to check if the student is eligible to receive Erasmus+ funding.
5. Prepare students in sufficient time, before they go on placement.
6. Inform students 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.
7. Check the placement presents appropriate learning opportunities at an appropriate level of study (FQHE benchmark statements)
8. Help the student with any enquiries relating to insurance, referring if necessary to the Head of Academic Registry & Director of Finance
9. Nominate an Academic member of staff who will act as a tutor to their placement students and:
 - i. Visit students whilst on placements (where appropriate), ideally within the first three months of the placement starting.
 - ii. Check during site visits that the student does not have any concerns about their health, safety or welfare.
 - iii. Make sure the necessary checks have been carried out and any follow up actions are noted and actioned.
 - iv. Provide academic supervision and undertake the assessment of the placement in collaboration, where appropriate, with professional host mentor at the placement provider.
10. Record and/or upload any placement related activities and documents onto a preferred system.

These include (but are not limited to):

 - i. Contact with the student and/or the employer.
 - ii. Attendance and/or participation in H&S and placement preparation activities.
 - iii. H&S and risk assessment procedures
 - iv. Site visit reports.
11. Provide the student and the placement provider with details of an appropriate contact at NSCD in the event of an emergency, as well as contact details for non-urgent enquiries.
12. Respond promptly to enquiries from placement students.
13. Utilise (where appropriate) the support and expertise provided by colleagues in Student Services for advice in areas such as Counselling and Disability, learning support, careers and finance.
14. Advise the student of alternative courses of action, in the event of withdrawing from a placement or the placement being terminated due to circumstances beyond their control.
15. Inform the placement provider if the student's studies are terminated or suspended.
16. Mark assignments in a timely manner and inform students of their mark as soon as possible.
17. Provide an evaluation of placement activity at the Annual Programme Monitoring Review.

3. Responsibilities of the Placement Providers (Host Organisations)

The Placement Provider (professional host mentor) is a third party, who during the placement often has direct supervision of the student. Note that if NSCD provides the placement as an 'in-house' project, it will be the Placement Provider.

Placement Providers in the UK are subject to UK legislation and therefore (as employers of others) have the primary duty to ensure the H&S of the student engaged in placement activities. Students on placement must be treated as employees of the Placement Provider for the purposes of H&S.

Placement Providers must:

1. Confirm that suitable H&S arrangements, policies, procedures and risk assessments are in place and that they accept their duty of care towards the student during their placement.
2. Confirm they have Employers' and/or Public Liability insurances in place (or the equivalent thereof if the placement is with an overseas employer), and that the student and/or visiting member of NSCD staff is deemed to be an employee for the purposes of those insurance policies.
3. Provide any additional H&S, risk assessment and insurance information requested by the School.
4. Nominate an appropriate member of staff to act as supervisor (known as a 'Host Mentor') to the placement student.
5. 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 H&S arrangements, appropriate risk assessments, fire precautions, emergency evacuation procedures, how to report accidents, incidents and unsafe conditions.
6. Provide the student with the necessary equipment to do their job.
7. Facilitate visits to the student by visiting NSCD staff.
8. Inform NSCD of any significant placement related matters which may arise, such as a serious accident at work, and/ or unauthorised absence.

4. Responsibilities of Placement Students

A placement student is one who undertakes a placement or other form of WBL experience as part of their programme of studies.

Placement students must:

1. Follow the procedures set out in the [NSCD H&S Agreement](#)
2. Be aware that they might have to purchase (at a reasonable cost to themselves) any additional insurance required to cover the placement, in the event that a placement provider does not have adequate Employers' Liability insurance in place.
3. Attend pre-placement briefings and/or participate in any preparation activities as required by the School.
4. Abide by the rules and regulations regarding H&S and other working practices and procedures of the placement provider.
5. Report any H&S concerns either before or during the placement (which have not been addressed by their placement provider) to the School.
6. Contact the School at the earliest opportunity if any significant matters arise during the placement, including any areas of concern relating to their welfare and safety, well-being, and any other placement or academic related matter.
7. Contact the School if their contact details change or any other circumstances of their placement changes, such as site and/or duties.

8. Monitor their student e-mail and respond promptly to any enquiries from their School.
9. Conduct themselves in a responsible and professional manner when liaising with placement providers.
10. Inform the placement provider if they expect to take other assessments during the placement and need to take some time off.

Form A: Placement Health and Safety Agreement

(To be completed by the Student prior to the Placement commencing)

Placement Health and Safety Agreement

- 1. Northern School of Contemporary Dance, referred to as NSCD, and**
- 2. Student name:**
- 3. Current Address:**
- 4. Programme of study:**
- 5. Placement Learning Provider:**

This agreement outlines the expectations of NSCD and the responsibilities of the Student in respect of the provision of a placement experience by Placement Learning Provider in accordance with the agreement set out in the Appendix A [the agreement between NSCD and the Placement Learning Provider].

The Student, as a representative of NSCD, will behave in a professional and responsible manner and in accordance with the School's Terms and Conditions. The Student will attend any pre-placement induction or health and safety training offered by the Placement Learning Provider or NSCD.

If the Student has to be withdrawn from the Placement for disciplinary reasons, action may be taken in accordance with NSCD's Disciplinary Procedures www.nscd.ac.uk/study/student-services/policies-procedures/

The Student agrees to:

- Abide by all rules regarding health and safety requirements, and other practices and procedures of the Placement Provider
- Give due consideration to all information provided by Module Tutor and the Placement Mentor/contact
- Carry out the work or study programme specified by the Placement Provider under the supervision of the specified Mentor(s)/Contact(s)
- Assess their learning experience during and after the placement and provide feedback to NSCD as required
- Inform the Placement Provider of any health concerns or disability that may require reasonable adjustments to be made
- Report any concerns about health and safety at their Placement to NSCD Module tutor responsible for the placement
- Report to the NSCD Module tutor responsible for the placement, any incidents in which they are involved and any health and safety concerns that are not addressed by the Placement Learning Provider

- Notify the NSCD Module tutor responsible for the placement if any issues occur whilst on Placement that jeopardise the success of the Placement
- Notify the Placement Mentor/Contact and the NSCD Module tutor responsible for the placement of any change in personal circumstances that may be relevant to the placement e.g. contact details, criminal conviction
- Attend any Health and Safety briefing provided as part of their placement preparation and familiarise themselves with all information provided
- Inform the NSCD Module tutor responsible for the placement of any 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 placement
- Allow personal data which is reasonably believed to be relevant to the Placement to be shared by NSCD and the Placement Provider
- 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)
- Consult with NSCD prior to seeking any changes in the terms and duration of the placement

Use this space to state any information that the Placement Co-ordinator should be aware of in relation to your personal circumstances while on placement:

I have read and agree to the Code of Practice: Placement and Work Based Learning and to the Placement Health & Safety Agreement:

Student name (print in CAPITALS):

Signature:

Date:

Please return a copy of the completed form **before the placement is due** to commence to NSCD Module tutor responsible for the placement

Thank you for your cooperation.

Placement Health & Safety Check List

This checklist outlines your responsibilities and those of the School in respect of the work place experience. Please note that we are unable to place a student with you until this form has been completed in its entirety, signed and returned to us.

If you require any further assistance or guidance please contact Ruth Manning Director of Finance on ruth.manning@nscd.ac.uk

Section 1: Student contact details: To be completed by NSCD before the form is completed by the host organisation			
Type of activity (please delete to leave the correct information) <i>Work placement</i>	Location of placement		
Student name:			
Programme of study:			
Student ID number:		Private email:	
Living Address whilst on placement:			
Mobile Telephone Number:			
Land Telephone Number:			
Visiting Tutor Details:			
Tutor's name:	Tiia Ourila (PAS Coordinator)		
Workplace address:	NSCD, 98 Chapeltown Road, Leeds West Yorkshire LS7 4BH		
Work telephone no:	01132193021	Email:	Tiia.ourila@nscd.ac.uk
Section 3: Placement details To be completed by the Company			
Placement Learning Provider Supervisor/Contact details:			
Company name and registered number if applicable :			
Company address:			
Address where student is based on placement (if different from above):			
Host organisation Supervisor's name:			
Placement Learning Provider Supervisors email:			
Job role:			
Work telephone number:		Mobile no:	
Company Health and Safety Officer's name & telephone:			

Dates and duration of the placement:	
Placement description: PAS PLACEMENT	
Health and safety arrangements	
We confirm that the company/organisation has Public Liability Insurance or its equivalent (a copy of the current Certificate must be produced if requested) If No please explain why: e.g. an overseas organisation Describe alternative arrangements	Yes/No
We confirm the company/organisation has Employer's Liability Insurance or its equivalent. If no please explain why: e.g. an overseas organisation Describe alternative arrangements	Yes/No Copy of the Certificate is required
Does the Student(s) require any specific skills/abilities prior to the start of the placement? Please describe:	Yes/No
<p>We confirm that we will treat the student as a member of our staff and that we will:</p> <ul style="list-style-type: none"> - comply with health and safety legislation (applicable to the country hosting the placement) - resolve health and safety issues with the student(s) promptly <p>We confirm that we will provide the student(s) with a full and clear induction to the organisation and its working practices, including:</p> <ul style="list-style-type: none"> - relevant risk assessments and health and safety arrangements - fire precautions and emergency evacuation arrangements - how to report accidents, incidents and unsafe conditions - First Aid arrangements - health and safety training <p>We confirm that in the cases of accidents and incidents involving a student or breaches of discipline by a student, we will advise and consult the PAS COORDINATOR immediately.</p> <p>We confirm that we will plan the work or study programme and ensure that students receive adequate support, guidance and all round experience, to enable them to achieve the intended learning outcomes as specified within the Individual placement learning agreements.</p> <p>We confirm that we will advise and consult with the PAS COORDINATOR in cases of serious accidents, incidents or breaches of discipline by the student(s)</p> <p>We confirm that we will provide the School with feedback about the progress of the placement when requested, including any feedback required by professional validating bodies.</p> <p>Where a placement requires a DBS check to allow work with Young people and vulnerable adults, we confirm that we will consult with NSCD to allow students to obtain DBS (Disclosure and Barring Service) checks.</p>	
<p>The Placement Learning Provider and the School agree that a placement agreement may be terminated by the School on the grounds of misconduct or other serious breaches by either party provided that the School is satisfied that the relationship between the Placement Learning Provider and the Student has irretrievably broken down. This does not affect the general right of the Placement Learning Provider to temporarily suspend a placement on reasonable grounds (including, but not limited to unforeseen events, accidents or incidents involving a student or misconduct by a student). Any suspension must be reported to the School within 24 hours of the circumstances giving rise to the suspension coming to the attention of the PAS Coordinator</p>	
<p>Placement Learning Provider/Supervisor (please sign)</p> <p>The above statements are true to the best of my knowledge and belief</p> <p>Signature:</p> <p>Print Name:</p> <p>Job Title : Date:</p>	

Form B: Placement Learner Agreement

To be completed by the Student prior to the placement commencing in conjunction with a School/Institute member of staff (Sections 1 and 2) and Placement Learning Provider (Section 3). Learning Outcomes will be agreed by the relevant NSCD Academic member of staff prior to the placement commencement.

This Individual Placement Learning Agreement provides final confirmation of the arrangements for individual placements, including placement aims, intended learning outcomes schedule and health and safety arrangements.

This agreement outlines the responsibilities of NSCD and the Placement Learning Provider in respect of the work place experience.

NSCD is committed to working with employers to ensure that placements offered meet the needs of students, employers and society in general. NSCD seeks to maximise the opportunities its students have to develop practical experience in professional settings and to learn through placements.

The School and the Placement Learning Provider agree to work together and share information to ensure that NSCD Students have the best possible opportunity of being successful in their placement. In particular, they will endeavour to:

- Support the Student(s) in meeting the intended learning outcomes of their programme of study
- Undertake any assessment/review activity in a fair and appropriate manner and in accordance with any relevant regulations or codes
- Report any issues promptly and negotiate to reach a suitable resolution

NB. Full terms and conditions can be found at the end of this document.

Section 1a: Student contact details: (Student to complete)			
Student name/s or group number:			
Programme of study:			
Student ID number: (6 digits)		NSCD email:	
Contact details whilst on placement: (address and telephone number)			
Next of kin details are available on ISAMS (Student Information System)			
Section 1b: School Placement Co-ordinator details:			
Tutor's name:	Tiia Ourila		
Workplace address:	Northern School of Contemporary Dance 98 Chapeltown Road Leeds West Yorkshire LS7 4BH		
Work telephone no:	0113 219 3000	Email:	

Section 1c: Placement Learning Provider Mentor/Contact details:			
Mentor/contact's name and job role:			
Company name:			
Company address:			
Address where student is based on placement (if different from above):			
Mentor/contact's email:			
Work telephone no:		Mobile no:	
Section 2a: Placement details			
Type of activity		Location of placement	
Work placement			
Dates and duration of the placement:			
Section 2b: Learning outcomes			
Please provide details of the intended Learning Outcomes to be met by the Student through the placement.			
Subject skills/knowledge			
By the end of the placement the student will be able to demonstrate and apply knowledge and skills in the following area: (as detailed in programme guide)			
<ul style="list-style-type: none"> • A highly advanced self-awareness of complex bodily structures in a dynamic process of safe alignment while deepening and further extending range and quality of movement at a professional level. • A highly advanced, effective and refined use of breath, weight, tension and release, phrasing and musicality and sophisticated understanding of the lively interplay between these elements, at a professional level. • A highly advanced kinaesthetic awareness and understanding of bodily design and orientation in space and in relation to others, at a professional level. • A highly advanced understanding of the relationship between imaginative impulse and physical expression to further enhance technical and performance skills at professional level. • A highly advanced and consistent ability to learn, retain and refine movement material, combinations, passages and sequences to a professional level. • A highly advanced and consistent level of technical, performance and interpretive skill in a range of new unfamiliar contexts. • A highly advanced and consistent ability to contribute to creative processes, whether new or revised, at a professional level. • A highly advanced understanding of professional practice in learning, training and professional contexts. • Demonstrate a highly advanced and consistent level of independence in learning by taking a pro-active approach to seeking, exploring and applying information and feedback, and refining practice towards a professional level. 			

Professional/personal skills (Generic)

By the end of the placement, the student will be able to demonstrate development of:

- A highly advanced level of self-direction and autonomy in a variety of training and professional environments.
- A highly advanced ability to work with creativity and imagination, independently and in groups, towards the realisation of practice-based work.
- A highly advanced ability to manage constructively and effectively personal and interpersonal issues in a variety of training and professional environments.
- A highly advanced ability to reflect upon experiential learning and personal development.
- Understanding of health and safety issues and the management of risks in a variety of training and professional environments.
- A highly advanced ability to concentrate and focus on tasks for extended periods in a range of training and professional environment.

Section 2c: Further details/comments

Please include here any further information relevant to this placement. E.g. specific resources to be made available to the student; involvement of the workplace in assessment or provision of feedback that the employer has been asked to be involved with.

Section 3: Placement description, if applicable:

Please include here a brief overview of the Placement in terms of its intended aims for both the Student and Provider and what the Student will be doing whilst on placement (*depending on the nature of the placement, this section may be based on/include reference to a Job Description/Project Brief provided by the Placement Learning Provider*).

Student signature:

Date:

Tutor signature:

Date:

Please return a copy of the completed form within a week of the placement start date.

Thank you for your cooperation.