

Higher Education Management of Work-based Learning: Code of Practice

This Code of Practice relates to the processes that must be adhered to undertaking work-based learning activity as part of a higher education programme of study. The Code does not supersede any regulations in place at partner Universities or Examining Bodies.

Full account has been taken of the UK Quality Code for Higher Education (2018), Advice and Guidance on Work-based Learning, when preparing this Code of Practice.

This Code of Practice should be read alongside the Wakefield College's Higher Education Placement Handbook. Students are directed to familiarise themselves with the procedures of their awarding body in the first instance.

Whilst taking into account regulations within Partner Organisations, this document sets out the processes that must be adopted across the University Centre in relation to the work-based learning undertaken by students.

“Work-based learning for higher education courses describes courses that bring together higher education providers and work organisations to create learning opportunities. This theme needs to be considered in conjunction with other regulatory requirements including providers’ academic regulations, funding body requirements and professional, statutory and regulatory bodies’ (PSRB) rules and regulations”.
(QAA Quality Code Advice and Guidance Assessment, 2018)

Management of Work-based Learning in Higher Education

1. Introduction

1.1 Work-based Learning within this Code of Practice relates to any activity specified within a validation document as being necessary for the successful completion of a higher education programme of study at Wakefield College. Work-based learning is, therefore, learning which is distinguished from work-related or simulated learning activity that has not been formulated or commissioned by, or in partnership with, employers to address a current workforce need

1.2 Staff involved in the delivery of the relevant programmes may refer to this activity utilising mixed terminology which may include (but not exclusively) work-based learning, work-related practice, or work placement

1.3 The activity referred to forms an integral part of the programme of study

1.4 The required hours and the desired aims and objectives of the activity will be specifically and clearly defined within the programme and module specifications of the relevant validation document. The responsibilities of Wakefield College, the student and the activity provider will be made explicit, and as such held to be clearly understood by all parties on provision of the relevant documentation. Each programme will attach the hours for the activity to a specific module in order to ensure the outcomes are appropriately summatively assessed.

1.5 The type of activity undertaken (e.g. short block placement, weekly attendance over programme duration etc.) will vary depending upon the specific programme requirements. Exact specifications will be detailed within programme and module specifications.

1.6 Wakefield College will, via a placement handbook, provide full and clear details of the specified requirements, and the roles and responsibilities of all parties concerned. Partnership working will be the emphasis of all activity. In addition, staff and students are expected to complete the checklist in Appendix 1 of this Code prior to the commencement of the activity.

1.7 All activity will offer participating students wider learning opportunities without prejudice to their academic programme of study or the quality thereof.

2. Relevant Terminology

2.1 **Placement provider:** any individual, organisation or other body who provides opportunities for students to engage in relevant activity. They should be made explicitly aware of their responsibilities in terms of:

2.1.1 Providing relevant and appropriate opportunities which enable students to clearly achieve the specified programme requirements

2.1.2 Any assessment of students which is required by the programme specifications

2.1.3 Assurance of the health and safety of the students whilst engaged in their Work-based Learning (to include the provision of the relevant health and safety policies to the placement co-ordinator).

2.2 **Placement mentor:** the person designated by the placement provider who will be responsible for supervising the student within their placement-based activity. The mentor must be suitably experienced and, where appropriate qualified, within the sector. The mentor will have responsibility for the following:

- 2.2.1 The provision of Work-based Learning which is meaningful, and which enables the students to achieve the specific learning outcomes
- 2.2.2 the provision of regular supervision
- 2.2.3 Ensuring that students have access to, and understand, relevant policies, procedures and codes of practice which are applicable to the placement setting
- 2.2.4 Any necessary liaison with the placement co-ordinator relating to concerns, issues or complaints arising during the placement activity
- 2.2.5 Verification of student hour logs and completion of any required reports
- 2.2.6 The provision of learning opportunities which enhance the student experience and enable the development of personal and professional skills
- 2.2.7 Ensuring that students adhere to the professional norms and standards of the sector whilst in the placement activity setting
- 2.2.8 Ensuring that students take responsibility for their own learning, progress and placement activity achievements whilst offering any necessary support.

2.3 **Placement co-ordinator:** the module tutor, within the College, who has responsibility for that module which is specifically attached to the required hours of activity. This tutor will have responsibility for ensuring the following:

- 2.3.1 The provision of regular supervision visits throughout the duration of the activity. For a full-time programme of study, this will equate to a standard of 1 'taught' hour per semester for each year of study. For a part-time programme of study this will equate to 1 'taught' hour per academic year for each year of study. Variations to the standard must be specified in the validation document along with a rationale for that variation
- 2.3.2 The placement supervisor will be provided with hours towards their annual taught hours in order to fulfil these visits. Hours will not include travel time to and from placement centres other than in exceptional circumstances
- 2.3.3 Placement activity administration is appropriately completed and maintained. As a minimum, this should include due diligence relating to the Health and Safety policies and responsibilities of the placement provider, student and, where applicable, Wakefield College staff
- 2.3.4 All parties involved in the placement activity are fully aware of their roles and responsibilities, including for students, the need to undertake a DBS check prior to attendance at the placement where applicable to the programme and sector. This information to be clarified in writing via the Placement handbook which is to be signed

- by the student, the Placement Mentor and the Placement Co-ordinator
- 2.3.5 All student DBS checks are to be verified and the checklist will be retained in the relevant programme file. It should be noted that if a student is using their regular workplace as their placement-based activity, the DBS check undertaken by their employer will be held to be valid
 - 2.3.6 Students are able to meet the specific learning outcomes of their programme of study within their placement as well as, where necessary, those standards designated by any relevant codes of professional conduct
 - 2.3.7 That they remain the first line of contact for any matter relating to a complaint or concern from any party involved in the placement-based activity. All serious issues will then be reported to the Head of Curriculum and Director of Higher Education.

2.4 Student: any person registered on a Higher Education programme of study at Wakefield College who, for the successful completion of their studies, needs to complete Work-based Learning of a specified number of hours over the duration of the programme. The student will have responsibility for:

- 2.4.1 Ensuring that they act appropriately at all times during their engagement with their placement-based activity
- 2.4.2 Adhere to the requirement of their workplace and any professional standards relating to the sector
- 2.4.3 Appropriately managing relationships within the placement setting
- 2.4.4 Maintaining appropriate records of their progress and achievements
- 2.4.5 Ensuring appropriate communication takes place with the Placement Mentor and the Placement Co-ordinator throughout the period of the placement (to include absence reporting)
- 2.4.6 Completing the specified number of Work-based Learning hours as detailed in the programme validation document
- 2.4.7 Ensuring that they understand their rights and responsibilities (legal and otherwise) within the placement environment.

3. Monitoring of Placement-based Activity

3.1 In order for maximum benefit to be derived from placement-based activities, for all parties involved, it is important that all placements are reviewed and evaluated on a regular basis by the Placement Co-ordinator

3.2 Placement Co-ordinators shall be responsible for encouraging mentors and students to feedback on their experiences and for reviewing the progress of the students on a regular basis throughout the placement (at least half yearly). These reports to be provided to the relevant Placement Co-ordinator

3.3 Where it is deemed necessary to undertake specific actions following the receipt of feedback or the evaluation of a placement setting, this shall be recorded by the placement co-ordinator and all parties made aware.

Appendix 1

Audit Checklist – Students Learning in the Workplace

Section A	
Provider name	
Provider address	
Contact person	
Contact email address	
Telephone number	
Website details	
Please give details of the type of provider	

Section B			
Has the provider confirmed they would like the student activity to take place?	Yes		No
Does the proposed activity relate to the learning outcomes of the module/programme?	Yes		No
Have the responsibilities of the student and the provider been outlined?	Yes		No
If the activity involves provider supervision have arrangements been made for these?	Yes		No
Has a student job role and person specification been provided?	Yes		No
Please provide additional details here:			

Deleted:

Section C			
Does the provider have Health & Safety policies and procedures in place?	Yes		No
Please provide details here:			

Section D			
Length of placement		Student Hours	
Email Address			
Does the student need a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Special Considerations	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details if applicable:			