

UNIVERSITY GUIDANCE DOCUMENT (STAFF):

APPROVAL OF PLACEMENTS AND MOBILITIES (UK AND WORLDWIDE)

Item	Description
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Introduction

- 1) The University of Hull is committed to working with employers, exchange partners and Professional, Statutory and Regulatory Bodies (PSRBs) to ensure that its provision meets the needs of students and employers.
- 2) This guidance document should be read in conjunction with the University's Code of Practice for the Approval of Placements and Mobilities (UK and Worldwide) document.
- 3) The University seeks to maximise the opportunities its students have to develop practical experience of professional settings and to learn through placements in order to enhance their employability and understanding of the world of work.
- 4) This guidance has been produced so all stakeholders are clear on what their responsibilities are regarding placement and mobility learning, whilst also providing guidance to both staff and students on the approval process. This document aims to provide clear guidance and an efficient process so that staff and students are able to make the most of placement and mobility learning opportunities, whilst also ensuring that the risks to all those involved are evaluated and minimised.
- 5) The wide range of programmes and accreditations available means that student placements vary widely across the institution. As well as varying by subject discipline, placements also differ according to whether they are compulsory or not, their duration (from one week to one year) and whether they are allocated to students internally or through external recruitment procedures. The Code and guidance documents therefore represent the University's baseline standard for approving and managing all placement and mobility activities.
- 6) In academic units with professional considerations, the PSRB process may involve a set of requirements and/or procedures over and above those outlined in this Code. In such cases, the requirements and standards of the PSRB supersede those contained within this guidance and **must always be met**. As a part of the management of PSRB placements, academic units must refer to their localised policies, practices and management tools.
- 7) Student placements and mobilities should always be considered within their wider legislative context, including national employment regulations.
- 8) This document does not include guidance on support for costs associated with undertaking placements and mobility. This guidance should therefore be read in conjunction with the Hidden Costs Policy. In addition, the guidance recognises that there may be support available for students within each Faculty and that guidance should therefore be obtained from the Faculty Placement Co-ordinator.
- 9) This document does not include guidance on the academic assessment of placements.
- 10) QAA Guidance, ASET best practice models and USHA Placement Health and Safety Guidance were considered in the production of this Code, the subsequent approval process and Guidance Notes.

Definitions

- 11) The following terms are used in this policy:
- a) **Placement** refers to work-based learning undertaken by a student with a placement provider, which is integral to their course or programme of study
 - b) **Mobility** refers to international study abroad activities or activities such as international internships which do not contribute to course outcomes.
 - c) The **Placement Co-ordinator** refers to any person within the University who organises or co-ordinates student placements, which form part of a University course.
 - d) The **Placement Provider** is the host employer or organisation providing the placement.
 - e) The **Exchange Partner** is the host University of a study abroad exchange – in most cases this will be an international institution.
 - f) **Placement students/students** are University of Hull students working under the control of a placement provider (usually) away from University premises (unless the University is the placement provider).
- 12) Accordingly, this Code of Practice covers placement learning within the following broad categories (all of which will contribute towards course outcomes and care credit bearing):
- a) **Study Abroad Placements.** These may be organised under the Erasmus scheme or through a separate or broadly equivalent Learning Agreement and will cover EU and worldwide destinations.
 - b) **Working Abroad Placements.** For example working in a commercial setting or for a voluntary organisation (if taking place within the EU these can often be referred to as study abroad placements under the Erasmus scheme).
 - c) **Industrial Placements** (including work-based learning and professional experience). Whether paid or not, that involve a credit-bearing period in industry.
 - d) **Time spent** in an environment that enables essential professional competencies to be developed and/or demonstrated, e.g. a hospital, school, social work department. Such placements will generally be arranged in accordance with the requirements of a PSRB and may involve week(s) blocks or parts of a week over a specified period of time.
 - e) **Placements** which may be based across a very wide range of organisations and forming part of a module(s) designed to broaden experience and develop graduate employability skills.
 - f) **Research degree programmes**, such as Professional Doctorate programmes, where the student will be drawing upon the resources and/or support of a third party for work-based research intermittently or for a minor part of their studies.

Spectrum of Placement Activities

1-5 Days	1-2 weeks	3-15 weeks	15-30 weeks	30+ weeks
Insight Days Work Shadowing Company Visits Projects	Work Shadowing Internships Vacation Placements Projects	Internships Vacation Placements Projects Work Experience/enrichment	Practice Placements Semester Placements Projects PSRB placements	Sandwich Placement Year in Industry Placement PSRB Placements

Placement and Mobility Definitions and key features:

Type and Nature:	Key Features:
<i>Placements</i>	<ul style="list-style-type: none"> • Learning which takes place, wholly or predominantly, in an environment external to the University • Vary in length and nature – see above • Is integral to a degree programme – through the attainment of credits or module outcomes • Measured and assessed against specific learning outcomes • Varying in length • Paid or unpaid • Direct supervision of participating students is transferred to the placement provider/third party • Can be secured through speculative enquiries, however, can only proceed once approved by the University in accordance with COP • Can be international <p><i>NB: Third parties may define such placements as ‘internships’ (or others). Regardless of external definitions, if the criteria of the opportunity fits this profile above then it is defined by the University as a ‘placement’ and should follow the approval pathway noted.</i></p>
<i>Professional, Statutory or Regulatory Body (PSRB) Placements</i>	<ul style="list-style-type: none"> • Placements are a required element of programmes which lead to professional and licence to practice statuses • In accordance with a relevant Professional, Statutory or Regulatory Body (PSRB). • Subject to formal partnership agreement between the University and a placement provider/third party • Often involves multiple placements within one placement provider

University of Hull ‘Other’ Mobility Definitions:

NOTE: Where the University has taken an active approach to promote, market or indicate any significant involvement in the organisation or communication of any such activity, and/or it contributes to module outcomes, then the placement approval process must be followed

Type and Nature	Definition and Key Features
<i>Projects and Research</i>	<ul style="list-style-type: none"> • Negotiated pieces of work – University and placement provider/third party • Undertaken in order to contribute to module, assessment, degree completion • Undertaken by individual and/or groups of students • Students will spend some periods of time within the placement provider, however, there is no contribution, from the student, to the work or objectives of the placement provider/third party • Purpose of time with placement provider/third party will be predetermined and will include the gathering of research data • Supervision of the student can be mixed, dependent upon the localised arrangements with faculty
<i>Internships/Work Experience/Enrichment</i>	<ul style="list-style-type: none"> • Short term opportunity (up to 15 weeks) • Can take place internationally • Usually offered and active during vacation periods • Advertised and promoted directly by the University • Not measured or assessed against specific learning outcomes • Not integral to a degree programme • Direct supervision of participating students is transferred to the provider/third party <p><i>NB: Students are able to secure ‘internships’ through third parties, however, the University need only be involved if it has actively engaged with the provider/third party and actively promotes the opportunity and/or an agreement exists between the two parties.</i></p> <p><i>NB: Third parties may define such mobilities as ‘volunteering’ (or others). Regardless of external definitions if the opportunity fits the profile above then it is defined by the University as an ‘internship’ and should follow the placement approval pathway.</i></p> <p><i>NB: Refer to placement guidance above.</i></p>
<i>Work Shadowing/Company Visits/Insight Days</i>	<ul style="list-style-type: none"> • Add enrichment to the curriculum, although not integral to the degree completion • Will spend time with a placement provider/third party for the purpose of observing practice • There is no contribution, from the student, to the work or objectives of the placement provider/third party • There are no prescribed tasks or responsibilities • Supervision of the student can be mixed, dependent upon the localised arrangements with faculty

<p><i>Study Abroad</i></p>	<ul style="list-style-type: none"> • Forms part of an exchange agreement with a partner institution • Students spend a period of time, usually a semester or full year, abroad studying at a partner institution • Students study with at an international institution to complete and/or contribute to the attainment of their degree outside of the UK • Opportunities are world wide <p><i>NB: Health and Safety and due diligence takes place at the formation of the partnership agreement between the UoH and partner HEIs, and therefore does not require a full placement approval process. Please follow the Study Abroad process identified.</i></p>
<p><i>Summer Schools</i></p>	<ul style="list-style-type: none"> • Shorter in length to study abroad opportunities, usually taking place in the summer vacation period • Students take part in studies or cultural activities whilst being hosted by a UK or international HEI • The host institution does not have to be a partner <p><i>NB: if the opportunity is with an existing partner and takes place within an international host HEI, then the study abroad process must be followed.</i></p> <p><i>If the opportunity is not with an existing partner then the placement process must be followed.</i></p>

Responsibilities

13) Head of Academic Unit

- a) To ensure compliance of this Code.
- b) To give due regard to the accompanying Approval Process.
- c) To ensure staff are competent to carry out their roles.
- d) To implement appropriate arrangements for monitoring compliance with this Policy.
- e) To provide appropriate resources to ensure the fulfilment of the approval process.
- f) Once the approval process has taken place, to officially authorise the commencement of the placement.

14) Those with managerial and supervisory responsibilities of staff involved with placements

- a) To support all staff in meeting their responsibilities.
- b) To provide supervision and instruction as required to the staff under their supervision.
- c) To ensure safety information, including this Policy, is communicated to all relevant staff and students.

15) All staff (including visiting academics/placement academic/Tutor etc.)

- a) To support those with management and supervisory responsibilities in meeting their responsibilities.

- b) Where applicable, to undertake suitable risk assessments.
- c) To report any issues they may identify in relation to health and safety.
- d) When assigned to do so, to ensure adequate contact and supervision of the placement/mobility.
- e) To ensure adequate contact is made during the placement period.
- f) To ensure the work undertaken is meeting course requirements and that all stake-holders remain happy with the arrangements. Time should be taken to ensure all relevant issues are discussed and resolved within a timely manner.

16) Placement Co-Ordinator

- a) To instigate and manage the approval process, ensuring all processes are followed.
- b) To offer and continue to provide guidance and support to all students pre, during and post placement/mobility activity (the Code recognises that the practicalities of this support will vary across faculties and that the Placement Coordinator will not necessarily be the point of contact in all cases)
- c) To counter sign and complete the Placement/Mobility Risk Assessment.
- d) To complete the approval process, including the differentiated pathways, and to ensure all paperwork is sent to the Head of Academic Unit for final approval.
- e) To ensure the corresponding control measures are applied.
- f) To ensure localised additions to the process, detailed within this Policy, are adhered to and recorded effectively (PSRB).
- g) To ensure that placement providers are aware that it is their responsibility to ensure that the student placed with them receives adequate support and guidance as specified in the student handbook.
- h) To ensure support is made available to students who notify them of any issues which may jeopardise the success of their placement. These issues are not limited to Health and Safety or learning. If the issue(s) cannot be resolved, the University reserves the right to withdraw the student from the placement.
- i) To ensure that placement providers are aware that they are expected to provide the University with feedback about the progress of the placement when requested. Any feedback that is required by a PSRB validating body must be explicitly stated.

17) Student

- a) To source their own placement opportunities when/where applicable.
- b) To complete the necessary risk assessments as per the Code and associated guidance.
- c) To continue to communicate with Faculty staff with regards to the sourcing, securing and management of placement/mobility activities – ensuring academic compatibility.
- d) To understand that, whilst on placement, they are representatives of the University of Hull and as a result they **must** behave in a professional and responsible manner.
- e) To notify their University Placement Co-ordinator or staff contact if any issues occur whilst on placement which may jeopardise the success of their placement. These issues are not limited to health and safety or learning. If the issue(s) cannot be resolved, the University reserves the right to withdraw the student from the placement.
- f) To ensure they assess their learning experience during and after the placement and to provide feedback to the University as required - whilst completing any academic work required for module completion.
- g) To ensure they pay due consideration to all the information given to them about their placement by the University and the Placement Provider

Student Risk Assessment

- The Risk Assessment (RA – Form A) places the student at the centre of the risk based approach to placements and mobility.
- The process of completing the RA provides an opportunity for students to reflect on the proposed placement and mobility
- Completing the RA supports the development of wider employability skills

Process (reflected within the student guidance)

- Students to complete the risk assessment as appropriate using the student guidance document and the guidance contained within the form
- Each placement and mobility should be assessed against each factor – indicating the perceived level of risk
- Each factor and risk profile must be accompanied with a practical ‘Risk Reduction’ or mitigation action/exercise (please refer to the table below)

Factor	Risk profile	Indications	Examples of Staff Action:
Work factors	High	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <p>Construction site with work at height, dusts, moving machinery, electrical systems.</p> <p>Operation of machinery with mechanical hazards such as high-speed rotating parts, crushing or entanglement risks.</p> <p>Laboratory work with toxic/hazardous materials.</p> <p>Community work with known high-risk groups of clients or locations (drug abusers, homeless, violent patients).</p> <p>Work with animal bedding or large or dangerous animals.</p> <p>Activities requiring specific licenses or qualifications (e.g. diving, flying aircraft, crewing an aerial device).</p> <p>Work involving significant hazards in small companies that do not have professional health and safety advice.</p>	<ul style="list-style-type: none"> • Ensure competency requirements for high risk activities have been agreed and ensure student meets them. • Confirm that training & supervision will be provided by the placement provider (via CRA). • Ensure student is aware of the hazards of the placement as part of the briefing process.

	Medium	Working in proximity to high risk factors (but not directly with them).	<ul style="list-style-type: none"> • Confirm that training & supervision will be provided by the placement provider (via CRA). • Ensure student is aware of the hazards of the placement as part of the briefing process.
	Low	Office work or other low hazard environments and activities.	<ul style="list-style-type: none"> • None
Travel and transportation factors	High	<p>Significant travel to reach placement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).</p> <p>Demanding travel during placement.</p> <p>Student required to drive others in unfamiliar vehicles.</p>	<ul style="list-style-type: none"> • Discuss travel arrangements with the student to ensure risks are considered. • Get confirmation they have relevant driving licenses, insurances & experience. • Consider actions to reduce risks where practicable e.g. providing accompanied travel, avoiding night driving, and use of public transport rather than drive.

	Medium	<p>Night travel.</p> <p>Long daily commuting requirement.</p> <p>Student required to drive familiar vehicle in reasonable conditions.</p>	<ul style="list-style-type: none"> • Discuss travel arrangements with the student to ensure risks are considered. • Advise them to check that they have the necessary licenses, insurances & experience.
	Low	<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	<ul style="list-style-type: none"> • None
Location and/or regional factors	High	<p>Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office advises against travel).</p> <p>Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).</p> <p>Medical and rescue services not available quickly or locally.</p> <p>Means of communication likely to be difficult or compromised.</p>	<ul style="list-style-type: none"> • Include within briefing or direct students to sources of information about travel advice on their location (personal safety, accommodation, food, safety, cultural differences etc.) • Ensure student understands the implications of differences in legal frameworks. • Agree robust arrangements for maintaining contact with the HEI. • Consider providing information from someone with local experience or knowledge of conditions (e.g. student on previous placement) or a placement practitioner at a local HEI in the overseas country).

	Medium	<p>Higher than normal risk of civil disorder, crime or comparable danger.</p> <p>Delays likely in communicating with tutors and others.</p> <p>Placements abroad in areas identified as low risk by the Foreign and Commonwealth Office.</p>	<ul style="list-style-type: none"> • Include within briefing or direct students to sources of information about travel advice on their location (personal safety, accommodation, food, safety, cultural differences etc.) • Ensure student understands the implications of differences in legal frameworks. • Agree robust arrangements for maintaining contact with the HEI.
	Low	Placements in the UK with no significant local risks.	<ul style="list-style-type: none"> • None
General/ environmental factors	High	<p>Regional/local health risks require mandatory and specific health protection measures e.g. inoculations.</p> <p>Very hot or strenuous working conditions (e.g. manual working outdoors in the sun).</p> <p>Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).</p>	<ul style="list-style-type: none"> • Highlight potential issues which could occur regarding medication (potential for loss, unavailability in country, illegality, and requirement for GP note). • Include within briefing or direct students to sources of information about living arrangements (health, accommodation, food safety, cultural issues etc.) • A medical travel kit is a sensible precaution. Students should have training in how to use the medical kit, or be able to demonstrate competence.

	Medium	Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases, medical travel kit is a sensible precaution.	<ul style="list-style-type: none"> • Highlight potential issues which could occur regarding medication (potential for loss, unavailability in country, illegality, and requirement for GP note). • Include within briefing or direct students to sources of information about living arrangements (health, accommodation, food safety, cultural issues etc.)
	Low	No significant environmental risks.	<ul style="list-style-type: none"> • None
Individual student factors	High	<p>The student has personal factors (e.g. health, disability, linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments.</p> <p>The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.</p> <p>The student's knowledge, understanding, and skills are low for the type of work.</p>	<ul style="list-style-type: none"> • Discuss elements of high risk with the student to try to eliminate or reduce them where possible. Take account of impact of other risk factors identified in the risk profiling table when determining suitability of placement. • Engage with student, placement provider and health & / or disability support professionals to develop and agree reasonable adjustments. Confirm these in the written communication with the placement provider and student. • Consider provision of additional pastoral support contact e.g. access to HEI's student support professionals. • Discuss with provider and student how any competence / capability gaps can be addressed. • Consider pre-placement site visit.

	Medium	The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support during work, or in social interactions at work.	<ul style="list-style-type: none"> Engage with student, placement provider and health & / or disability support professionals to develop and agree reasonable adjustments. Confirm these in the written communication with the placement provider and student.
	Low	The student has no long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement. Student has relevant knowledge, understanding and skills for the type of work.	<ul style="list-style-type: none"> None
Insurance limitations	High/ Medium	Locations where the placement provider's insurance does not cover the student for personal or third party liability associated with the work by the student. Locations where insurance requirements are not clear and/or are communicate din an unclear manner	<ul style="list-style-type: none"> Consult with Insurance Manager
	Low	Locations, activities and/or circumstances that are automatically included in the Placement Provider's insurance cover. UK locations (where the placement provider must have employers' liability insurance cover).	<ul style="list-style-type: none"> Consult with Insurance Manager None

- Responsible staff will be required to confirm they are satisfied with the risk level and 'Risk Reduction' mitigation action/exercise.
- If any one of the factors are deemed High Risk (by either student or staff) then the employer will need to complete the Control Risk Assessment (Form B)
- If any of the factors are deemed Medium Risk (by either student or staff) then the employer will need to complete the Control Risk Assessment (Form B) and then follow the process

Control Risk Assessments (Form B)

These assessments are designed to ensure those placements providers whose environments are deemed High and/or medium risks as part of the risk assessment stage, are able provide evidence that these risks are controlled within the work place. A placement cannot be approved without receiving this form

- The forms can be sent and received electronically and electronic signatures are accepted
- Completed forms and correspondence must be saved within the appropriate T Drive for the faculty (see section below)
- If any questions on the assessment are answered as 'No' or are not completed then this must be referred onto the High Risk Panel (see section below)
- If there are any concerns with any answers or comments within the assessment this must be referred onto the High Risk Panel (see section below)
- All Control Risk Assessments received for previously determined High risk placement providers must be referred to the High Risk Panel (see section below)

Insurances

For UK Placements: *(Please refer to the Insurance Guide for further information and guidance):*

- Both Employer's and Public Liability details are required:
 - Policy provider, Policy Number and Expiry date required
 - A photo or electronic version of the certificate(s) are required for audit purposes
 - Details must be populate within the Faculty's Employer database (see database section)
- If students are using their own vehicles to commute to and from their work place, they should ensure they have adequate 'Business' cover as part of their policy

For International Placements *(Please refer to the Insurance Guide for further information and guidance):*

- 'Adequate' and 'suitable' insurance, taking into account national and regional variances, should be requested and must be seen before approval
 - Evidence must be seen of suitable coverage, as above
 - A photo or electronic version of the certificate(s) are required for audit purposes
 - Advice can be gained from the insurance office via the Placement and Mobility SharePoint site
- If the placement has been arranged via an in-country agent or third party, proof of the placement provider's insurance must be gained – an agent's insurance will not cover the placement provider.

Assessing International Placements

In order to determine suitability of international placements, the process is split into three parts:

- 1) Assessing destination and location (undertaken at the same time as the student completes their Individual Risk Assessment):
 - In order to ascertain the suitability and risks associated with the proposed location faculty staff should undertake the 'International Travel Category Identification and Approval Process'.
 - If the location is assessed as being a category 2 or 3 destination then this must be referred to the High Risk Panel with supporting evidence of potential mitigation e.g. the destination provides a very unique and rare opportunity, or the student has local knowledge or has ties to the area.
 - Category 1 countries should then move onto the normal approval process
- 2) Placement and Placement Approval:
 - This will follow the UK approval process
 - Please refer to Insurance section for further guidance
- 3) Approval and pre-departure briefing:
 - The additional risk associated with international travel, living and independence should be considered as a significant piece of work.
 - Although the student has a responsibility to ensure their own safety it is essential that we support them with this (see resources and approval process for guidance). Significant attention should be paid to:
 - Insurances – travel, medical, health and liability
 - Visa compliance
 - Financial impact of the placement
 - Local customs and culture
 - Each Faculty should establish three contact points with each student to ensure safety throughout the placement – this can be via email

Faculty and Central Approved Employer Database

PLEASE NOTE: Those programmes with PSRB requirements must maintain their own databases and management tools in accordance with their body's requirements, which supersedes the guidance within this document.

The approved employer databases will be maintained via secure folders within the T Drive (> T Drive >>CAES Placement and Mobility >>>(Faculty File)), with overall access and management maintained by the central careers service.

Each faculty representative will be able to view all databases but will only have the ability to add and edit their own faculty's data.

The fields within the database are set and should be adhered to and not edited at any point without prior consent from the careers service. The database will enable quick and efficient filtering to ensure robustness and accuracy of data and to support audit exercises.

The database will also enable faculty teams to manage the arrangements set out within the COP:

Once the risk category has been determined and the placement provider has been approved (and when there is no reason to believe the risks have changed significantly and that the





setting, nature and context of the workplace is not different), the following arrangements can be applied:

a) Previous placement arrangements can be used for:

- 3 years for low-risk categories
- 2 years for medium-risk categories
- 1 year for high-risk categories

For example, if a placement provider has been approved for a placement within an office setting (typically Low) and within the subsequent three years would like to offer a placement within its engineering department (typically higher risk) a new approval process must be administered, despite both placements being with the same provider.

Each faculty folder will contain:

Name	Date modified	Type	Size
 FOSE 2019-20 Student Audit	20/08/2019 11:29	File folder	
 FOSE Placement Provider Audit	20/08/2019 09:51	File folder	
 FOSE 2019-20 Student Tracker	20/08/2019 11:37	Microsoft Excel W...	12 KB
 FOSE Placement Provider Tracker	20/08/2019 10:46	Microsoft Excel W...	16 KB

Student Audit:

Individual files to be created for each participating student. The file should be used to safely secure all documents and any related communication (emails etc.)

Placement Provider Audit:

Individual files to be created for each participating Placement Provider. The file should be used to safely secure all documents and any related communication (emails etc.)

Student Tracker:

An Excel database/spreadsheet containing the following compulsory fields:

- Student Name
- Student Number
- Course Title
- Student Email
- Emergency Contact Details
- Risk Assessment Received
- Risk Assessment Approved
- Placement Provider Reference
- Placement Provider Name
- Year of Placement
- File Link (takes you to relevant files within the Student Audit file)

Provider Tracker:

An Excel database/spreadsheet with two sheets, containing the following compulsory fields:

Placement Provider Details

- Placement Provider Reference Number
- Placement Provider Name
- Placement Provider Address
- Placement Venue (if different to PP address)
- Placement Provider Address
- Placement Contact
- Placement Contact Email
- Placement Contact Number
- Placement Supervisor (if different to contact)
- Supervisor email
- UK or World Wide
- File link (takes you to relevant files within the Placement Provider Audit file)

Placement Provider Insurance

- Placement Provider Reference Number
- Placement Provider Name
- UK or World Wide
- Public Liability (UK Only)
- Employer's Liability (UK Only)
- Evidence of Adequate Insurance (WW)
- Insurance Provider
- Insurance Policy Number
- Policy Expiration
- Length of License
- License Start
- License End
- File link (takes you to relevant files within the Placement Provider Audit file)

High Risk Panel

The High Risk Panel has been created to ensure:

- there is a differentiated approach to assessing the suitability of High Risk placements
- a collective decision making process to ensure consistency of approach and robust verification processes
- staff are confident with the decision making process and are therefore confidently able to communicate with placement providers and students
- there is a consistent level of support for faculty staff throughout the process

As the process dictate, there are specific instances when to refer into the High Risk Panel – mostly in cases where High Risk is determined (place of work, country destination). However, there is also the capacity via the Placement and Mobility SharePoint site (see below) to seek support from careers, insurance, legal and health and safety at any point during the process.

SharePoint

The SharePoint site will be split into easily identifiable sections, which enable user access to:

- Placement and Mobility Code of Practice
- Approval Process Map
- Guidance Notes
- Documentation/forms
- A portal and documentation for the submission of requests for support, advice and guidance – insurance, legal and health and safety
- A portal and documentation for the submission to the High risk panel submission
- Tier 4 student notification portal
- Placement sourcing and placement prep resources

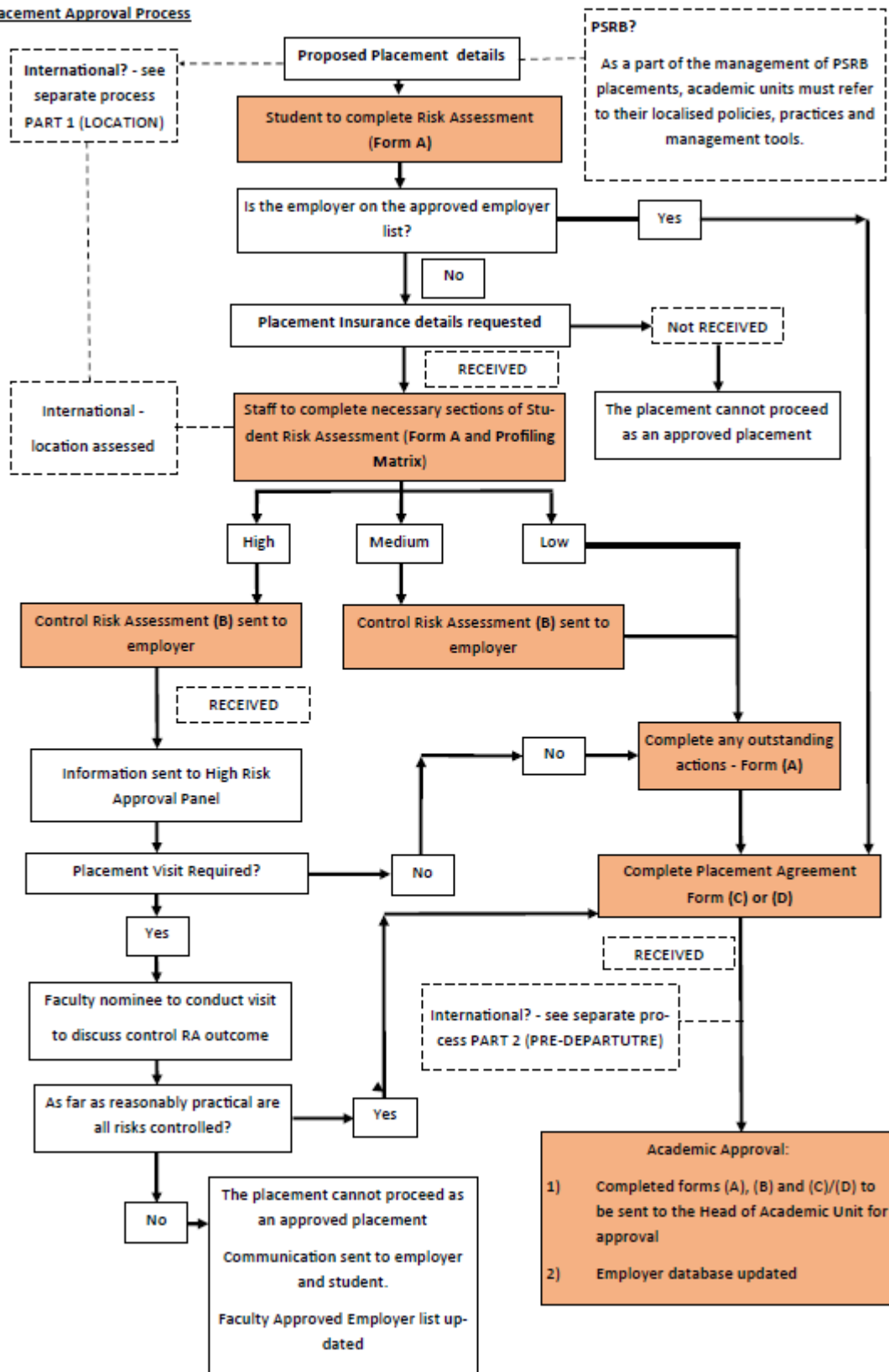
Tier 4 Students

A degree programme for Tier 4 (General) students may include a work placement provided it is integral to a degree programme and is assessed against a module outcome (as defined in above sections). The normal 'work' limit of 20 hours during term time, as stated on the BRP, is not applicable whilst on placement. The Visa Compliance Team (VCT) should be notified when:

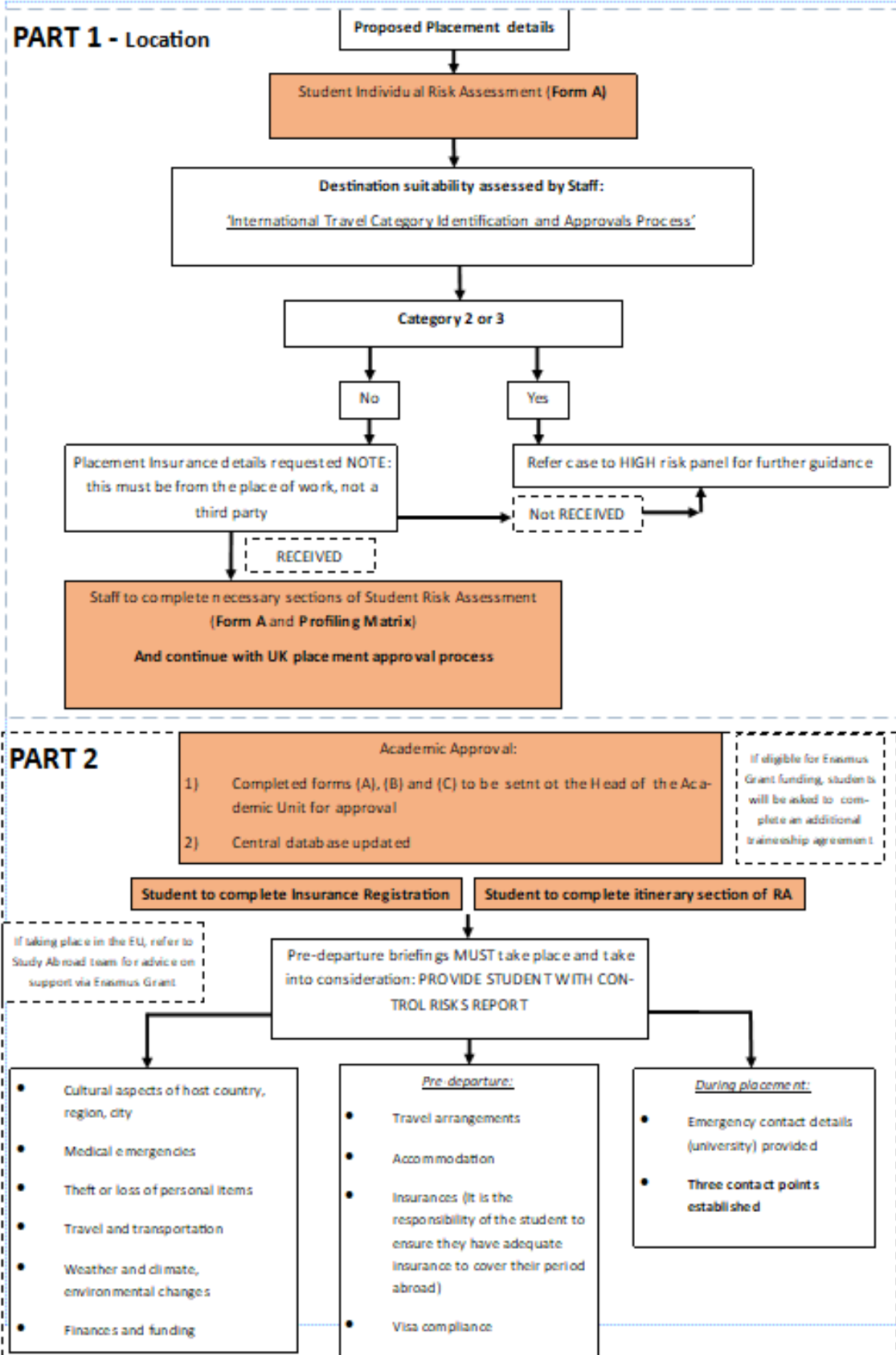
- A Tier 4 student has notified faculty of their intent to undertake a placement)
- A Tier 4 student has secured an placement provider – UK or other
- A Tier 4 student has transferred onto a programme with a placement feature

Whilst on placement Tier 4 students must maintain a suitable level of attendance, in accordance with their visa requirements. Attendance during a placement must be verified weekly with both the student and placement provider by faculty teams and communicated to the VCT.

UK Placement Approval Process



International Placement Approval Process



Study Abroad Approval Process

