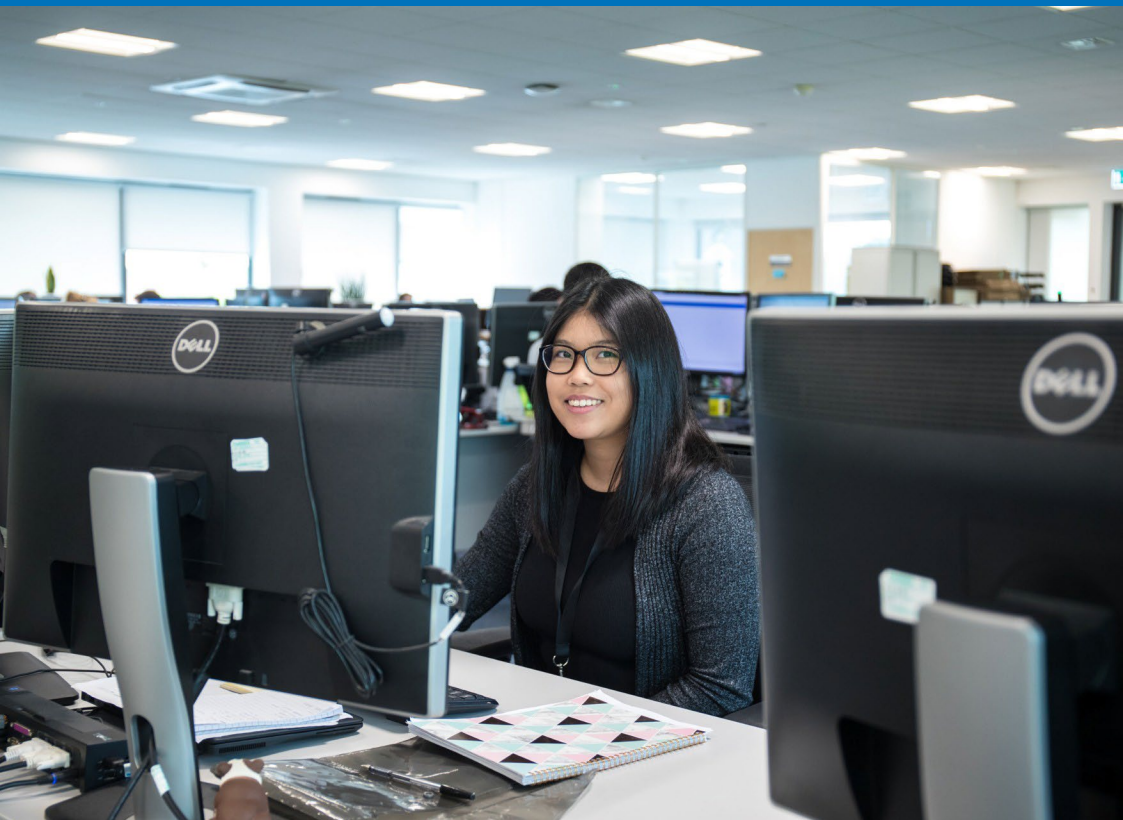


Placement Provider Guide

Placement Dates 22nd April–24th May 2024

Enhancing Employability through Work Based Learning



Welcome

Thank you for offering a Work Based Learning (WBL) placement(s) to students from the University of Chester. We are extremely grateful to everyone involved in supporting the students and helping them to develop the essential skills that are required in the workplace.

This guide is designed to inform placement providers about the WBL module and provide information about the placement experience, what is required from placement providers when hosting a student on placement and an in-depth overview of the assessment criteria that students are working towards.

We really hope that both you and the student have positive and rewarding experience during the WBL placement.

Tel: 01244 512100

Email: wbl@chester.ac.uk

Web: www.chester.ac.uk/wbl

Work Based
Learning



University of
Chester

Overview of placement

Day One	Carry out an induction with the student.
	Assign the student a placement mentor.
Week One	Discuss <i>key areas of learning</i> with the student.
	Contact from student's Work Based Learning (WBL) Academic Tutor*
Weeks One - Five	Sign the student's <i>Work Based Learning Placement Timesheet</i> (students must complete a minimum of 150 hours over the placement period).
Week Five	Carry out appraisal with the student and complete an optional Placement Provider Appraisal Form.
	Ensure the student has submitted all of the work you require and returned materials and equipment to you.

* If you do not hear from an WBL Academic Tutor, please ask the student for the tutor's contact details.

Placement resources:

<https://www1.chester.ac.uk/work-based-learning/organisations>

Contents

Overview of placement	1
Contents	2,3
Work Based Learning	4
Considerations and actions before the start of the placement	5
Placements offered directly to Work Based Learning	5
Placements offered directly to students	6
Virtual or Remote Working Placements	6
Interview the student.....	6
Complete/return the confirmation form.....	7
Negotiate placement objectives.....	7
Health & Safety –insurance & risk assessment – Remote Working Policy 8,9	
Equality Act 2010 – disability, inclusion and reasonable adjustments	9
Placement mentors	10
Travel and other expenses	10
Intellectual property/copyright	10
Confidentiality/ethical considerations	10
DBS (Disclosure & Barring Service) check.....	11,12
Safeguarding	12
Data protection	13
Diversity & equality	13
Vaccinations	14,15
During the placement	15
WBL Academic Tutor.....	15
WEEK ONE.....	16
Induction	16
WEEKS ONE TO FIVE	16
Timesheet	16
Appraisal (optional).....	17
Returning company materials	17
Absence.....	17
Appendix A: Responsibilities of all parties	18
Responsibilities of the placement provider	18,19
Responsibilities of the student	20,21
Responsibilities of the University of Chester	22
Appendix B: Disclosure & Barring Service (DBS) checks	23,24
Appendix C: Diversity and equality statement	25

Appendix D: Special notes for school placements26,27
Nature of the placement..... 26

Appendix E: Data Protection (“DP”) Provisions..... 28, 29,30
Data Protection Particulars 30,31

Work Based Learning

Firstly, on behalf of the University of Chester, thank you for providing our student(s) with a placement opportunity. *Enhancing Your Employability through Work Based Learning* (WB5101) is a successful module which has been run by the University of Chester for over 25 years and with your support provides students with an excellent opportunity to develop key employment skills before they complete their studies and enter the graduate recruitment market.

Many students want to undertake a virtual or physical placement related to their degree programme and in a role linked to their future career so that they can:

- apply the knowledge they have gained through study in a practical work-based setting;
- develop their subject-related knowledge;
- enhance their CV in their chosen career area;
- make potential contacts for the future.

Often however, students may not know what career path they wish to follow and in this instance, WBL provides a valuable opportunity to:

- ‘try out’ a possible future career;
- develop ‘employability skills’ to become a more competent future job applicant;
- enhance their CV with evidenced transferable skills.

In addition to this, the WB5101 placement module is academically assessed and contributes to the student’s overall degree classification.

The academic assessment for this module consists of the tasks below, referenced against appropriate theory and other relevant published sources of information, e.g. professional standards:

1. **Task 1 — Placement Timesheet** (Pass/Fail component) reflecting the total completed hours* in an approved placement(s) of no less than 150 hours required to pass the module, countersigned by the placement provider. It is worth noting that to meet operational requirements, working off-site can be included.
2. **Task 2 — Reflective Essay** (1500 words). A critical reflection on personal and professional development through key experiences, incorporating any formal or informal feedback received whilst on placement, e.g. progress meetings, appraisal, etc.

*Students may secure multiple placements in order to meet the minimum hours required for the module

Considerations and actions before the start of the placement

The standard placement period of at least 150 hours is between **22nd April and 24th May 2024**. As the WBL module forms part of the student's programme of degree studies, we are bound by the dates set for the placement in the University's academic calendar, unless where exceptionally we have agreed to an 'early start' or 'adjusted start' placement arrangement, to provide more flexibility to fit around the student's other commitments.

For all placements the work pattern is to be agreed between the individual and the organisation. We really appreciate placement providers taking individual's other commitments into consideration, e.g. childcare, part-time work, exams/assessment periods.

There are two ways in which students secure their placements for the WBL module. Some students will apply and be shortlisted for a placement that an organisation has offered directly to Work Based Learning. Alternatively, some students may prefer to find their own placement that is subsequently approved by a WBL Placement Coordinator.

Placements offered directly to Work Based Learning

If you have offered a placement directly to the University, details of the student(s) shortlisted to the placement(s) can be found on the *Placement Confirmation Form* supplied by Work Based Learning.

The shortlisted student(s) will be provided with your contact details and asked to contact you within 5-7 working days of receipt of your details. We will also inform you at this time of the details of the successful student matched to your placement. If you have not heard from the student(s) in this time period, or you wish to provide alternative contact details, please contact a WBL Placement Coordinator.

The student is asked to forward their CV to you then contact you to arrange a mutually convenient time to meet to discuss the placement further.

Placements offered directly to students

If you have offered a placement directly to a student, their details can be found on the *Placement Confirmation Form* that is available either online via a link or as an attachment in the email which the WBL Office has sent you.

The student should have discussed the placement requirements with you at the time it was requested/offered by you.

If they have not already done so, the student should forward their CV to you and arrange a mutually convenient time to meet to explain the requirements in more detail.

Virtual or Remote Working Placements

As with last academic year we are offering students the chance to complete their placement virtually, working remotely from their own homes. We have acknowledged that the working environment has now changed due to Covid-19. Students will still be required to complete 150 hours on their virtual placement and working patterns are to be agreed with the placement provider. These can either be offered through the university or directly to students and will be approved by using the same processes for in-person placements. Placements can also be blended, a mixture of both in-person (conducted at your place of work) and virtual (conducted online). We want to ensure we are giving students the opportunity to adapt to this new way of working to enhance their employability prospects.

For all placements, we ask that placement providers carry out the following before the start of the placement in April 2024:

Interview the student

This will give the student a realistic experience of the recruitment/selection process, as well as giving you the opportunity to assess whether the student is suitable for the placement offered.

If you are satisfied that the student shortlisted to your placement is suitable for the role, we ask that during the interview you and the student negotiate the placement objectives.

The interview process will provide the opportunity for both parties to discuss any queries they have about the placement, as well as confirm the finer details such as hours of work, dress-code, work space, parking etc. The *Placement Objectives Document* (POD, see page 7) will help to identify key information.

With regards to hours of work, students are required to undertake a placement of no less than 150 hours normally within a 5-week period. You are asked to discuss the hours the student(s) is expected to work each week and over what time period, e.g. longer than 5 weeks for 'early start' or 'adjusted' placements. Some students may have part-time work or other commitments such as child-care during the placement period and have been advised to raise any such commitments during their interview when negotiating hours of work. There is one UK Bank Holiday within the placement period — Monday 6th May — and students must ensure that they have taken this into account when ensuring they have completed the required minimum number of hours.

Following the interview, if you think the student is not suitable for the placement you have offered, please contact the WBL Office as soon as possible.

Complete/return the confirmation form

Following the interview, if the student(s) is suitable for the placement(s) offered, placement providers are asked to indicate this, and any additional requirements (e.g. DBS check or vaccinations) on the *Placement Confirmation Form*. Please return the form to Work Based Learning as soon as possible by email wbl@chester.ac.uk or via the online form as applicable.

Placement Providers that have offered a placement directly to students must also complete the *Health & Safety/Risk Assessment Form* as soon as possible. This is required to ensure that the placement meets the health & safety and insurance requirements of the University.

Negotiate placement objectives

Successful work placements tend to have clearly defined tasks that are specified, agreed and monitored by the placement provider. To this end we ask you to agree the key placement objectives with the student using the *Placement Objectives Document* (POD). This includes information about placement objectives and other areas that experience suggests help the placement to be successful, for example, expected attendance, dress code, dates for induction sessions, health and safety, safeguarding (if required), job training, etc. You may already have a template or prescribed job description for the student's role during placement. This can be

used in conjunction with the POD if you wish. You may wish to keep a copy of the POD for reference. It is the student's responsibility to compile and complete the POD.

With regard to the roles students can undertake, those that enable them to obtain hands-on experience and take some responsibility for an aspect of work are preferred. Some placement providers ask students to complete a specific project or research activity; others allocate duties commensurate with those expected of a new (undergraduate) employee. Whilst students can learn best practice from observation or work shadowing, for the majority of the placement the student should be actively involved in the work of the organisation so that they can develop personal and work-specific skills.

Health & Safety – insurance & risk assessment – Remote Working Policy

The University of Chester has a duty of care to its students. Placement providers are required to comply with health & safety legislation and ensure, as far as is reasonably practicable, the health, safety and welfare of the student during the placement.

Placement providers should hold Employer's and Public Liability Insurance as this will indemnify the placement provider in the event of a student being injured or causing accidental injury or accidental damage during the placement and subsequently a claim being made. If your organisation does not hold such insurance, please contact us.

The University of Chester holds Public Liability Insurance which protects the University in the event of it being found negligent and damages are awarded against it.

We ask that placement providers make available to the student appropriate guidance, instruction and health & safety training (including fire precautions, emergency evacuation and arrangements for reporting accidents or unsafe procedures).

Placement providers must identify any workplace hazards or risks to which the students might be exposed during the placement and take appropriate steps to minimise the risk of exposure to the student. Placement providers are asked to provide details of any workplace hazards by identifying them on the *Health & Safety/Risk Assessment Form*. This form also includes a section on remote working requirements for Virtual Placements. This needs to be received by Work Based

Learning prior to the student commencing their placement. Placement providers can contact WBL Placement Coordinators at any time if they wish to discuss or review the *Health & Safety/Risk Assessment Form* submitted.

Should there be any serious accidents/incidents involving the student during the placement, or any breaches of discipline by the student, placement providers are requested to record the details of the incident and contact the WBL Tutor or WBL Placement Coordinators as soon as possible.

For virtual placements, placement providers should hold relevant insurances and have a remote working policy. We also ask providers to state that they accept responsibility for their own data protection. Again, if your organisation does not hold such insurance or policies, please contact us.

Equality Act 2010 – disability, inclusion and reasonable adjustments

Students that have a University of Chester Inclusion Plan in place OR who have a health condition, disability, mental health need or neurodivergence but no formal Inclusion Plan are advised that - in most cases - it is in their best interests for their placement providers to be made aware of this in order for reasonable adjustments to be identified and implemented.

Additional assistance is offered to both students and placement providers to support this process so that placements are set up to succeed from the outset.

WBL is unable to disclose any conditions to placement providers without the student's agreement except in situations where the student has a condition that may require their placement provider to act in a health and safety emergency. In this case we have a duty to ensure placement providers are aware, and this will form part of the placement approval process.

WBL would expect that - in line with the Equality Act 2010 – reasonable adjustments will be made by the placement provider to meet the needs of students with disabilities. The WBL team are available to provide any support students and placement providers might need in identifying appropriate adjustments.

If you need further guidance, please contact Rachel Nightingale by email rachel.nightingale@chester.ac.uk or telephone 01244 512100.

Placement mentors

Whilst encouraging students to be independent learners, we ask you also provide supervision, guidance and support as necessary to ensure that the student can fulfil the agreed placement objectives and meet the assessment criteria for the module. It is recommended that someone is nominated as a Placement Mentor (who may not necessarily be the person who originally offered the placement) to ensure that this support is in place for the duration of the placement. Please notify the student and a WBL Placement Coordinator of any changes to the nominated Placement Mentor including contact details/arrangements.

Travel and other expenses

All placements are unpaid and students should not expect to receive payment for the work undertaken as part of the placement.

Students are able to claim from the University a subsidy to assist them with their travel expenses to and from their placement, i.e. commuting. However, the University is unable to subsidise or reimburse students for any travel incurred during the working day as part of the placement itself.

The University is unfortunately unable to cover any additional expenses incurred during the placement, e.g. cost of uniforms, printing, materials etc. Placement providers are asked to make any such costs clear to the student at the outset and reimburse any expenses which arise as a direct consequence of the work undertaken for the organisation during the placement.

The University is also unable to pay placement providers for hosting a student on the Work Based Learning module.

Intellectual property/copyright

All new intellectual property rights arising from the placement will belong to the placement provider but the student and the University of Chester may use such new intellectual property rights for the purposes of completion of studies and assessment, teaching and research.

Confidentiality/ethical considerations

During the placement, students may be required to work with or come into contact with confidential/sensitive data and information.

Whilst WBL Tutors and WBL Placement Coordinators will offer general advice to students on confidentiality and ethical issues which may arise during their placements, we ask that placement providers give more specific advice and guidance where necessary, depending on the role that the student adopts, the tasks undertaken and the clients that they are interacting with (e.g. children or vulnerable adults).

Specific guidance may be required on:

- procedures for accessing, handling and disclosure of confidential or potentially sensitive information with reference to any local, professional or ethical guidelines that may apply;
- the inclusion of sensitive information or data contained in company documents, databases, or generated during the placement which the student may wish to include in their assignment as evidence to verify claims of successful attainment of their placement objectives.

Please ensure that students obtain your agreement to include any of the above information and do not submit sensitive or confidential information in their assignment.

In some research projects, ethical approval may be needed before the placement can take place. It is very important when the student is undertaking research that the placement provider is able to supervise them closely and ensure that any ethical issues have been fully addressed by your organisation before the placement commences. If you have any queries or require further clarification regarding issues of confidentiality or ethical approval (e.g. of research projects), please contact the Work Based Learning Tutor or the Work Based Learning office, by email wbl@chester.ac.uk or telephone 01244 512100.

DBS (Disclosure & Barring Service) check

In placements involving students working with children or vulnerable adults in regulated activity – frequent or intensive contact of a specified nature in a specified place – an enhanced DBS check will be required prior to commencement of the placement.

Students who have not already undertaken an enhanced DBS check as part of their programme of study, and who will require an enhanced DBS check to attend their placement, **MUST** apply for their check **through the University's application procedures**. An exception to this can be where the placement provider is also the

student's employer (i.e. the student is an employee, not in a volunteering position) and the role offered requires an enhanced DBS for which an appropriate check has been secured through the employer. In this instance the University's Legal Services team needs to see the certificate in order to verify it meets the requirements of the proposed placement and therefore our legal obligations.

Please note that it is the placement provider's responsibility to indicate that the student requires / is eligible for an enhanced DBS check when offering the placement / returning the *Placement Confirmation Form*. For more information, please refer to the Government guides to regulated activity for children and adults or use the official [eligibility tool](#).

The DBS application process can take 6-10 weeks to complete, therefore we ask that placement providers notify a WBL Placement Coordinator of the need for an enhanced DBS check as early as possible so that the relevant student/s can be advised accordingly. Further information regarding the DBS and applications process are available via the University website (<https://www1.chester.ac.uk/dbs>).

We are not able to disclose or discuss the content of any enhanced DBS check directly with the placement provider but will confirm the DBS number and date received. **We thus advise that placement providers ask to see the student's copy of their enhanced DBS Certificate before the placement begins and check that it meets their requirements.**

The University of Chester's full statement on DBS checks can be found in Appendix B and it is recommended that you read this fully. Should you require further clarification regarding DBS checks, please do not hesitate to contact a WBL Placement Coordinator.

Safeguarding

All students in placements that involve the requirement to safeguard children, young people and vulnerable adults are asked to:

- Ensure that they know who the Designated Safeguarding Officer (DSO) is within any placement school or setting so that any misuse or incidents can be reported appropriately;
- Accept their responsibilities when using any online technologies, such as the internet, email and social media. This is so that they provide an example to vulnerable groups for the safe and responsible use of online technologies which will educate, inform and protect and so that they feel safeguarded from any potential allegations or inadvertent misuse themselves;

- Use electronic communications in an appropriate way that does not breach ethical considerations and the Data Protection Act (DPA) 2018;
- Report accidental access to inappropriate online materials to the placement Designated Safeguarding Officer in order that inappropriate sites are added to any restricted list;
- Be familiar with Behaviour, Anti-bullying and other relevant policies in placement schools or settings so that in the event of misuse or an allegation, the correct procedures can be followed;
- Report incidents of personally directed bullying or other inappropriate behaviour via the internet or other technologies;
- Where there is a safeguarding issue identified, ensure that all safeguarding concerns in connection with a placement are referred to their Designated Safeguarding Officer in placement and their Work Based Learning Tutor who will then alert the Designated Safeguarding Coordinator at the University directly.

Please ensure the student is aware of their responsibilities in this respect, have access to appropriate policies and know who the Designated Safeguarding Officer in placement is and how to contact them.

Data protection

The University of Chester is registered under the Data Protection Act 2018 to enable it to hold and process personal data. Any data supplied by you will be processed in accordance with the Act and will not be disclosed to any third party other than for the purposes of Work Based Learning placement provider administration. This data will be held on a secure placement provider database and destroyed when no longer required. In addition, placement providers and the University comply with the obligations set out in Appendix E regarding data protection.

Diversity & equality

The University of Chester is committed to the promotion of diversity and equality and the elimination of discrimination in all its forms. Placement providers are asked to comply with equal opportunities legislation and address diversity and equality issues fairly and promptly.

Students should be treated fairly, as an individual, with respect and encouraged to reach their full potential irrespective of:

- Race
- Colour

- Nationality
- Ethnic Origin
- Disability
- Age
- Physical Appearance
- Religion or Belief
- Gender
- Gender Expression or Identity
- Sexual Orientation
- Marital or Partnership Status
- Parental Status
- Socio-Economic Background

Placement providers must ensure that any incidents of discrimination, bullying or harassment during the placement are investigated within a reasonable time-frame, dealt with appropriately and reported to the University.

Further information regarding Diversity & Equality can be found in Appendix C and it is important that placement providers read this fully before the placement begins.

Vaccinations

If the placement you have offered involves working in an environmental or community setting, hospital, laboratory, or with animals, you might require your student to have vaccinations such as hepatitis B, MMR, tetanus or even rabies. Please ensure Work Based Learning and the student are informed as soon as possible as the student will be expected to meet any costs required for vaccinations.

Please note that it is the placement provider's responsibility to indicate that the student requires/is recommended particular vaccinations when offering the placement/completing the *Placement Confirmation Form*.

It is the student's responsibility to ensure they receive the correct vaccinations prior to the start of placement.

There may be a charge to students for vaccinations and also consider the length of time required to take a course e.g. hepatitis B is likely to be a course of three vaccinations over a 6-month period.

We advise all students who may require vaccinations to get further information and clinical advice from their General Practitioner (GP) surgery. If issues arise please make contact with the Work Based Learning department on wbl@chester.ac.uk who will then liaise with Student Occupational Health.

Coronavirus (COVID-19) Advice

The University of Chester also advises that students discuss COVID-19 - SARS-CoV-2 policy and guidance with their placement provider prior to the start of their placement opportunity and no later than their University-based module induction week. Clinical advice should be sought from their General Practitioner (GP).

If issues arise, please contact the Work Based Learning department on wbl@chester.ac.uk.

During the placement

WBL Academic Tutor

The week before the placement starts, students are asked to attend a compulsory Induction Programme at University where they are introduced to their WBL Academic Tutor, who is responsible for marking the student's assignment and providing academic support and guidance throughout the WBL period.

The WBL Academic Tutor will also provide support should you need any information, advice or guidance during the placement period. They have been asked to contact you in the first instance by email. If this is not convenient or if you wish to discuss anything in person let them know and they will arrange to telephone you. If this does not happen please don't hesitate to email wbl@chester.ac.uk and we will contact you ASAP.

WEEK ONE:

Induction

On day one of the placement we suggest to students that they take time to familiarise themselves with the organisation. It is expected that students are treated as regular 'employees' in terms of hours (as negotiated and set out in the POD) and conditions of work. We therefore ask that you provide students with an induction at the beginning of their placement to advise them of health & safety regulations, instructions on safe working practices and explain any vital company requirements/policies e.g. absence reporting, internet use, safeguarding guidance (where relevant) etc. It is also important at the beginning of the placement that the student is provided with/has access to any appropriate resources and/or training required to carry out the work agreed during the placement.

During the first week of placement, the student will need to meet with you to discuss their contribution to your organisation and how this placement may help them develop their employability skills (detailed on the appraisal form). Should you need additional information on the academic assessment, the student(s) will have full details of this or you may wish to discuss further with the WBL Academic Tutor.

WEEKS ONE TO FIVE:

Timesheet

To enable the student to gain academic credit they have to verify they have completed at least 150 hours on placement. To do this the student has a timesheet they will ask you to sign. This document will be scanned by the student as it has to be submitted in electronic format. If it is not possible they may ask you to provide some form of alternative verification such as an email (from an identifiable business email account) or electronic copy of a letter (on company letterhead) stating how many hours they have completed and importantly with your contact details so this can be checked if required. This information will be used to confirm that the student has completed the minimum number of hours and to verify the number of days attended when processing travel expense claims. The student cannot pass the module if they do not submit the timesheet.

Appraisal (optional)

A *Placement Provider Appraisal Form* will be made available for you or the workplace mentor to complete and will provide valuable feedback on how the student(s) is progressing with regard to key employability skills, plus any others that you feel are important and wish to comment on.

Whilst the appraisal is **optional** and not required for assessment, it can help to inform and provide evidence for the student's placement reflections and to encourage acting on feedback through development planning.

Returning company materials

You may wish to ensure that at the end of the placement, all work or research undertaken by the student as part of the placement is submitted directly to you and any materials or resources used by the student are also returned (e.g. uniforms, handbooks, IT equipment, swipe-cards etc.)

Absence

Students are expected to be fully committed to the placement and attend throughout the placement period as agreed by both parties.

If they are unable to attend their placement due to sickness or other extenuating circumstances, they are asked to notify you as soon as possible. It is important that any absence is recorded accordingly on the student's timesheet.

If the student is unable to make up the hours lost through absence and thus cannot meet the minimum attendance requirement, we ask that you and the student contact the WBL Academic Tutor or a WBL Placement Coordinator as soon as possible. The student will be required to provide a medical certificate or other written evidence indicating the reason for their absence along with their final timesheet and may, with your agreement, be asked to make up the hours lost outside of the WBL period. If the student is absent from the placement without consent or valid reason, or you have any concerns about attendance or punctuality, please contact the student's WBL Tutor or a WBL Placement Coordinator immediately.

Appendix A: Responsibilities of all parties

Responsibilities of the placement provider

Highlighted below are the responsibilities that we ask you as the placement provider to undertake to help make the placement a success, and to help students meet the criteria required to pass the WBL module.

As always, please do not hesitate to contact us to discuss any queries you may have.

Placement providers agree to:

- Accept the student on placement for five weeks from Monday 22nd April to Friday 24th May 2024 (dates may vary if attending an agreed Early Start WBL placement). This should be a minimum of 150 hours; working pattern to be discussed with student and weekly timesheet to be signed by the placement provider;
- Interview the student and agree placement objectives prior to commencement of the placement;
- Provide a placement that will develop and enhance knowledge and skills as well as promote personal and professional development;
- Offer learning opportunities which are sufficiently challenging and commensurate with the level of learning expected of an undergraduate student;
- Identify any hazards the student might be exposed to during the placement and take appropriate steps to minimize the risk of exposure;
- Ensure, in so far as is reasonably practical, the health, safety and welfare of the student and provide them with appropriate health and safety training;
- Provide an induction at the start of placement covering health and safety issues as well as other organisational procedures;
- Provide supervision, guidance and support required in order for the student to fulfill the placement requirements;
- Indicate whether an enhanced DBS check or vaccinations must be completed prior to commencement of placement;
- Sign a weekly timesheet verifying attendance and hours worked. The timesheet will be used to ensure the student meets the module attendance requirements and also as an official document to submit with claims for travel subsidy. As previously mentioned, if the student does not

complete the minimum attendance requirements outlined above they will fail the module;

- Undertake an optional staff appraisal interview and provide written feedback on the student's performance towards the end of placement (guidelines will be given to the placement provider);
- Supply any uniform, work travel costs and resources required for the student to carry out the placement (N.B. The University will only subsidise travel costs for getting to and from the placement).

The student agrees to:

- Secure and complete a 5-week placement (minimum of 150 hours) from Monday 22nd April to Friday 24th May 2024 (dates may vary if attending an agreed Early Start WBL placement);
- Agree and adhere to a working pattern with the placement provider in advance of their placement;
- Provide a timesheet signed by the placement supervisor to verify the hours/weeks worked;
- Arrange and attend an interview with the placement provider (by telephone, Teams or Zoom if a face to face interview is not possible) to agree the objectives and arrangements for the placement and to complete a Placement Objectives Document (POD);
- Attend the University-based Induction Programme during week commencing Monday 25th March 2024;
- Advise the WBL Team (wbl@chester.ac.uk) in writing and supply supporting medical or appropriate verifiable evidence if they are having difficulties in completing the minimum attendance requirements during the period 22nd April to 24th May 2024;
- Advise their WBL Tutor or a WBL Placement Coordinator if they have any concerns or problems regarding the nature of work, hours of work or treatment in the placement, which they are unable to resolve with the organisation;
- Inform their WBL Tutor or the WBL Team Leader if they have any health and safety or safeguarding concerns whilst on placement, to enable appropriate action to be taken;
- Ensure all agreed work is completed, and keys and/or any borrowed resources e.g. books, photographs etc are returned to their placement provider. Follow any policies the placement provider has in place for keeping information secure and confidential;
- Not put anything on social media relating to the placement/ placement provider without their prior consent and approval;
- Ensure adequate insurance is in place if using own transport to travel to/from and during the placement.

Please note: placement providers are at liberty to terminate the placement at any time and in particular if the students fail to adhere to any of the following:

- Advise the placement provider and WBL Tutor or a WBL Placement Coordinator by telephone immediately if, for any reason, it is not possible to attend the placement;
- Show commitment to the organisation; comply with reasonable instructions, hours of work, policies, guidelines and rules of the organisation. Failure to comply with procedures and poor attendance during the placement may lead to failure of the module;
- Work conscientiously and make a positive contribution to the organisation;
- Abide by the rules and regulations of the placement organisation;
- Take reasonable care of their own health and safety and that of other people who may be affected by their actions;
- Co-operate with the placement provider in complying with the organisation's legal duties;
- Advise the placement provider of any particular requirements they have if they may impact upon the placement;
- Seek permission from the placement provider before using any data or material collected from them or the workplace (e.g. photographs) for use in assessment reports, research, on social media or other purpose in line with the Data Protection Act.

The University agrees to:

- Ensure that the student is provided with information regarding the requirements of the Work Based Learning module;
- Provide the student with placement preparation, support and guidance through the Work Based Learning Team and a University based Induction Programme prior to commencement of the placement. Each student will have an allocated WBL Placement Coordinator for advice and guidance during the placement acquisition process;
- Ensure that the placement provider is provided with information regarding their role and responsibilities with respect to the placement;
- Undertake an approval process prior to commencement of the placement, to ensure the placement meets health & safety, insurance and module requirements;
- Allocate a WBL Tutor to each student. The Tutor will deliver an Induction Programme to the student prior to the placement commencing. The Tutor will contact the placement provider at the start and again towards the end of the placement and will be available throughout the placement to provide advice, guidance and support to the placement provider and student;
- Provide advice and guidance required by the placement organisation and student before, during and after the placement period;
- Monitor the health and safety standards of the placement organisation via documentation, interview and accident/incident information in relation to suitability/appropriateness of placement;
- Subsidise the cost of travel to/from the student's placement minus normal university travel costs for the placement period, up to a 35 mile radius (i.e. a 70 mile round trip) from the accommodation whilst on placement to the main workplace of the organisation per day. This will be up to the maximum value of £200 as per the Terms & Conditions for Payment of Travel Expenses Claims (see the Work Based Learning Travel Expenses Claim Form and The Student Guide for details).

Appendix B: Disclosure & Barring Service (DBS) checks

Applicants for the programmes of study, listed below, are required to undergo a satisfactory enhanced DBS check under the Rehabilitation of Offenders Act (Exceptions Order) prior to entry of placement. Under current statutory requirements students on these programmes are not required to be rechecked to undertake placements that are an integral and/or compulsory part of the programme, e.g. Teaching Practice.

- Initial Teacher Training (BEd & PGCE)
- Early Childhood Studies
- Christian Youth Work
- Nutrition & Dietetics
- Social Work
- Nursing & Midwifery Training (all routes)

Students who are registered for other programmes that are not normally covered by the Exceptions Order can elect to undertake a module of study, including Work Based Learning, which may contain a placement that will involve the student working or having contact with children or vulnerable people (e.g. the NHS, social services and schools). In these cases, the University requires individual students to undergo a satisfactory enhanced DBS check through the University prior to commencing the placement.

However, in line with the enhanced DBS Code of Practice and other relevant legislation, the University may only ask an Exempted question under the terms of the Rehabilitation of Offenders Act (Exceptions Order).

You should also note that under Part V of the Police Act 1997, placement providers may not be in a position to require a person who is not employed by the placement provider to undergo an enhanced DBS check through the placement provider. Applications for all enhanced DBS checks for WBL placements must therefore be made through and countersigned by the University of Chester except for those positions where a specific Home Office Order exists. **It is the placement provider's responsibility to ensure that the student has applied for and received a satisfactory enhanced DBS check through the University if required.**

The University of Chester is statutorily unable to discuss or reveal the contents of an individual student's enhanced DBS check with the placement provider; the University recommends instead that placement providers request to see the

student's copy of the certificate prior to the start of the placement. However, placement providers must abide by the DBS Code of Practice regarding the fair use of disclosures at all times.

In order to facilitate this legal requirement would you please advise Work Based Learning if the proposed placement is covered by the Act and that you require the student to apply for an enhanced DBS check through the Disclosure & Barring Service prior to commencing the placement.

You should also advise Work Based Learning if the student, as part of the placement, will have substantial contact with children and/or vulnerable adults. Please note that this process can take from 6-10 weeks and therefore notice must be given as soon as possible.

Appendix C: Diversity and equality statement

The University is committed to the promotion of diversity and equality and the elimination of discrimination in all its forms. The University aims to ensure that each student is treated fairly and with respect and is encouraged to reach their full potential, irrespective of race, colour, nationality, ethnic or national origin, disability, age, physical appearance, religion or belief, gender, gender expression or identity, sexual orientation, marital, partnership or parental status or socio-economic background and that reasonable adjustments are made for the needs of disabled people. The University strives to make the promotion of diversity, good relations between people of all groups and the elimination of discrimination integral to all of its activities, to ensure that each student and member of staff is treated as an individual, solely on the basis of their aptitude, ability and potential to pursue a programme of study or to fulfil the requirements of a job and to ensure that any incidents of discrimination are investigated and dealt with appropriately.

The University will normally only offer placements to students in organisations that have specifically agreed to investigate within a reasonable time frame, and report back openly to the University, any matters of concern arising from discrimination, bullying and harassment during the placement. All partner organisations and placement providers accepting students on placement should identify an appropriate person whom the student may contact if they have concerns in this regard. Normally, cases such as this will be managed under the placement provider's own established Dignity at Work or Bullying and Harassment procedures.

Where no such policy currently exists, the placement provider may put in place an appropriate process as part of the arrangements with the University which regulate such placements. This will set out the circumstances in which such a procedure might be invoked and confirm the rights of the individual raising the concern, to anonymity and freedom from subsequent victimisation, discrimination or reprisals. A proforma is available from the University to assist providers if they wish to use it.

Appendix D: Special notes for school placements

Nature of the placement

Each year we have a considerable number of students seeking placements in either primary or secondary schools. This provides an invaluable opportunity for them to gain an insight into their career aspiration, and provide them with vital experience to aid a PGCE application. They are not, however, teachers in training and a placement therefore should not be construed as teaching practice. For many students, this will be their first experience of working in a school. Any teaching opportunities that are given to the students are entirely at the school's discretion.

We would recommend a period of observation at the outset of the placement, followed by opportunities to work with individuals and small groups. Opportunities to teach large groups under supervision are entirely at the discretion of the school and may depend largely on the growing confidence the school has in the student. Clearly, the opportunity to plan, execute and evaluate a lesson or lessons is invaluable for the student if the school considers him/her at a sufficient stage of development and awareness to undertake it.

Some of the areas you may be able to offer experience in are:

- Small group or team teaching (with the school mentor in an agreed activity area);
- Observation, which allows the student to **analyse** teaching styles, methods and behaviours which they might subsequently incorporate into their own practice; observation of the pupil's response and behaviour;
- Production of teaching resources, assistance with lesson planning/preparation;
- Insight into preparation of primary school children for transfer to secondary;
- Teaching extra-curricular activity sessions;
- Supporting teachers in organising parent-teacher meetings.

In some cases, students in secondary school placements have been able to split their placement between two subject areas (on condition that the school is happy with this arrangement) — e.g. 3 weeks with biology and 2 weeks with mathematics.

Examples of activities relating to an understanding of the school as an organisation:

- The working structure of the PE department, lines of responsibility, procedures, policies and curriculum and how it fits within the organisation as a whole;
- Underpinning knowledge in relation to safety when working with children (e.g. safety requirements related to the activity the student is observing/group teaching, understanding and application of safeguarding procedures);
- Assistance in IT or other support functions of the school.

Appendix E: Data Protection (“DP”) Provisions

1. The definitions in paragraph 7 below apply to these DP Provisions.
2. Where the University and the Placement Provider Process any personal data (as defined in the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR) (Data Protection Laws) in connection with the placement, including Sensitive Personal Data (as such Personal Data is detailed in the Data Protection Particulars table below) we each acknowledge that the factual arrangements between us dictate the classification of each party in respect of the Data Protection Laws. Notwithstanding this, we anticipate that, in respect of the Personal Data, as between the Placement Provider and the University, for the purposes of this relationship the University will act as the Controller and the Placement Provider will act as the Processor.
3. Nothing in these DP Provisions relieves either of us of our own direct responsibilities and liabilities under the Data Protection Laws.
4. Each of us shall make due notification to any relevant Regulator.
5. Each of us undertakes to the other that we will take all necessary steps to ensure that we operate at all times in accordance with the requirements of the Data Protection Laws and will, at our own expense, assist the other in discharging its obligations under the Data Protection Laws as detailed in these DP Conditions. Neither of us shall, whether by act or omission, cause the other to breach any obligation under the Data Protection Laws.
6. To the extent that the Placement Provider Processes any Personal Data as a Processor for and on behalf of the University (as the Controller) the Placement Provider will:
 - a) only Process the Personal Data for and on behalf of the University for the purposes of providing the Placement and in accordance with any documented instructions from the University;
 - b) take, implement and maintain appropriate technical and organisational security measures which are sufficient to comply with at least the obligations imposed on the University by the Security Requirements; and where requested provide to the University evidence of its compliance

with such requirements promptly, and in any event within 48 hours of the request;

- c) not disclose Personal Data to a third party (including a sub-contractor) in any circumstances without the University's prior written consent, unless required otherwise by law or regulation;
- d) promptly comply with any request from the University to amend, transfer or delete any Personal Data;
- e) notify the University promptly (and in any event within 48 hours) following its receipt of any Data Subject Request or ICO Correspondence and shall:
 - (i) not disclose any Personal Data in response to any Data Subject Request or ICO Correspondence without first consulting with and obtaining the University's prior written consent; and
 - (ii) provide the University with all reasonable co-operation and assistance required by the University in relation to any such Data Subject Request or ICO Correspondence;
- f) comply with the obligations imposed upon a Processor under the Data Protection Laws;
- g) use reasonable endeavours, in accordance with Good Industry Practice, to assist the University to comply with the obligations imposed on the University by the Data Protection Laws, including:
 - (i) compliance with the Security Requirements;
 - (ii) obligations relating to notifications required by the Data Protection Laws to the ICO and/or any relevant Data Subjects; and
 - (iii) without undue delay and where feasible not later than 72 hours after having become aware of it notify Personal Data Breaches to the ICO and/or any other relevant Regulator unless the Personal Data Breach is unlikely to result in a risk to the rights and freedoms of natural persons;
- h) once the Personal Data is no longer relevant to, or necessary for, the Permitted Purpose the Placement Provider shall cease Processing all Personal Data and return and/or permanently and securely destroy so that it is no longer retrievable (as directed in writing by the University) all Personal Data and all copies in its possession or control and, where requested by the University, certify that such destruction has taken place (promptly, and in any event within 48 hours of the request) except to the extent required by Applicable EU Law to retain the Personal Data;
- i) not make nor permit a third party to make a transfer of any Personal Data to a country, territory or jurisdiction outside of the European Economic

Area which the EU Commission has not deemed to provide adequate protection in accordance with Article 25(6) of the DP Directive and/or Article 45(1) of the GDPR (as applicable) except with the prior written consent of the University;

- j) take all reasonable steps to ensure the reliability and integrity of all persons engaged or employed from time to time by the Placement Provider including employees, consultants, contractors and permitted agents who shall have access to Personal Data and ensuring such personnel shall have undergone reasonable levels of training in Data Protection Laws and in the care and handling of Personal Data.

Data Protection Particulars

The subject matter of the Processing	Implementation of a Work Based Learning Placement at the Placement Provider as part of the programme of study of a student at the University.
Nature and purpose of the Processing	<ul style="list-style-type: none"> • Administering offers and delivery of work placement including ensuring suitability for the placement, and the provision of information about attendance and performance; • Provision of services, facilities and support and the protection of health, safety and welfare whilst on placement (which may involve processing of personal data); • Implementation of academic regulations, practices, codes, policies and procedures; • Monitoring of attendance and performance; • Equal opportunities monitoring and the provision of reasonable adjustments or other entitlements under equality law; • To enable effective communication; • Provision of references; and • For law enforcement or safety purposes (for example use of CCTV and video monitoring in areas where such use is made apparent).

The type of Personal Data being Processed	<p>This will typically include information relating to the following:</p> <ul style="list-style-type: none"> • Student Name • Date of birth • Student address • Student email address • Faculty/Department • Degree Name • Mode of study • Year start • Campus • Assessment • Attendance • Special category data (including physical or mental health and disability, sexual life/orientation, religious or philosophical beliefs, racial/ethnic origin, commission or alleged commission of any offence, proceedings for an offence committed or alleged to have been committed (including the outcome or sentence in such proceedings)) as required by the relevant programme of study or regulatory body.
Categories of Data Subjects	<p>Students at the University who are registered on a programme of study leading to an award of the University.</p>

Make the University of Chester **WORK FOR YOU**

The University of Chester has dedicated Work Based Learning Offices in Chester to oversee the placement process. Tutor support is available from the Induction Programme onwards.

Contact us

Work Based Learning – University of Chester

Chester

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For further information and placement resources visit
www.chester.ac.uk/wbl