

Placement Learning Code of Practice

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	All LJMU Staff dealing with placement learning
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RELEVANT DOCUMENTS

- SCP23 Placement of Students for Work Experience
- Teaching and Learning Academy, Curriculum Design Guide
- Academic Framework Regulations
- SCP14 Fieldwork, Visits, Expeditions and Adventurous Activities off University Premises
- Legal and Governance Services: Criminal Convictions Policy
- Modern Slavery Policy Statement
- MCP5 Incident Management.
- QAA Quality Code for Higher Education Chapter B3; Learning and Teaching (Sept 12) and Chapter B10 Managing Higher Education Provision with Others (Dec 12)
- GDPR

RELATED POLICIES & DOCUMENTS

- Appendix 1: University Risk Assessment for Placement Learning
- Appendix 2: Placement Health, Safety and Learning Check List
- Appendix 3: Student Placement Conduct and Health and Safety Agreement
- Appendix 4: Student Feedback on Health and Safety Arrangements during Placement Learning

Table of Contents	Page
Introduction	3
Scope of the Code of Practice	4
General Principles for Placement Learning	6
A Risk Based Approach	6
Staff Development	9
Review and Evaluation of Placement Learning	9
Definition, description, paperwork overview and monitoring	10
Group Workplace Day Visits	10
Work Shadowing	10
Projects	11
Short term placements, internships and volunteering	12
Professional, State and Regulatory Body Placements	13
UK sandwich placements	14
Working/studying abroad	15
Erasmus placements	16
Work based awards	17
Registration of Placement Organisations	18
Approval of Individual Placements	18
Students Rights	20
Essential Information to be provided to the student including their Responsibilities	20
Sourcing and allocating placements	22
Overseas Learning Experiences (placement or study)	23
Students studying with a Tier 4 Visa (International Students)	23
Disclosure and Barring Service Checks	23
Dealing with Complaints	24
Monitoring and Evaluation of Placement Learning Opportunities	24
Health and Safety Issues	25
Insurance	26
Insurance guidance for world-wide placements (non EU)	27
Process Flow Chart	29
Example of School Flow Chart	30

Appendices

- Appendix 1: University Risk Assessment For Placement Learning
- Appendix 2: Placement Health, Safety and Learning Check List
- Appendix 3 Student Placement, Health, Safety and Learning Agreement
- Appendix 4: Student Feedback on Health and Safety Arrangements during Placement Learning

This University Code has been written in accordance with the approach approved by QAEC to enhance clarity involving the following terminology:

must = mandatory

should = advisable

may = desirable.

Where these terms are used they are emphasised in bold.

The document refers throughout to **Placement Coordinators** which is a generic title for either of two roles: the **Academic Placement Co-ordinator** who may be the Programme, Subject or Module Leader, placement or project supervisor or the **Administrative Placement Support Staff**. Individual Schools will allocate the roles and their responsibilities. It is acknowledged that there may be variations of nomenclature.

Placement Learning Code of Practice

Introduction

1. The purpose of this Code of Practice is to ensure that the University meets its responsibilities with regard to safeguarding the student learning experience as well as their safety and wellbeing.
2. Liverpool John Moores University (LJMU) has as a strategic objective to be a University known for excellent teaching within an academically engaging and supportive student experience that produces graduates who, as citizens, are prepared for the world of work and are valued as contributors to society as referenced in the LJMU Strategic Plan 2017-2022.
3. The University must comply with the UK Quality Code for Higher Education Chapter B3: Learning and Teaching (Sept 12) and Chapter B10: Managing Higher Education Provision with Others (Dec 12): Indicator 2. This requires the University to have policies and procedures to ensure that 'governance arrangements at appropriate levels are in place for all learning opportunities which are not directly provided by the degree-awarding body. Arrangements for learning to be delivered, or support to be provided, are developed, agreed and managed in accordance with the formally stated policies and procedures of the degree-awarding body'. The Teaching Excellence Framework uses a range of data including continuation rates, student satisfaction and employment outcomes to recognise excellent teaching and provide prospective students with information by which to compare institutions. The provision of high quality work-related learning could impact on student satisfaction and employment outcomes.
4. LJMU has established criteria for work-related learning and work-based learning incorporated into the guidance on developing experiential learning found in the Regulations in Practice, obtainable via the Teaching and Learning Academy. Placement learning is a key means by which Programme Teams can satisfy Academic Framework Regulations for Work Related Learning. The design of curricula for placement learning opportunities should draw on this guidance.
5. This Code of Practice provides a universal reference point for those University Schools and Professional Service Teams that deliver placement learning. It offers guidance on staff liability, unpaid placements and insurance issues. The Code has been produced so all Schools and Professional Service Teams, students and placement providers are clear about what their responsibilities are regarding placement learning and the support and training they will receive. This Code aims to provide clear guidance so that staff and students are able to optimise placement learning opportunities. It sets out a series of principles and procedures that should be followed whenever placement learning is integral to a programme of study at undergraduate or postgraduate level or volunteering through the University.
6. The ultimate responsibility for the implementation of this Code lies within the University. It aims to build upon current best practice to produce a Code that adheres to relevant Indicators set out in QAA Chapters B3 (Learning and Teaching) and B10 (Managing Higher Education Provision with Others) of the UK Quality Code for Higher Education Dec 12: Indicator 6. 'Appropriate and proportionate due diligence procedures are determined for each proposed arrangement for delivering learning opportunities with an organisation other than the degree-awarding body. They are conducted periodically to check the capacity of the other organisations to contribute to fulfil its designated role in the arrangement'.

7. This Code is under-pinned by a risk-management approach. It seeks to ensure quality of provision by providing procedural guidance and setting out expectations that are proportionate to the nature, purpose and extent of the arrangements envisaged.

Scope of the Code of Practice

8. The University defines Placement Learning as follows:

Learning that takes place as a planned and integrated part of a programme of study or LJMU programme requiring students to spend time within a workplace environment for the purposes of satisfying programme objectives and/or learning outcomes.

Placement learning is defined as:

- learning that is a planned and intended part of an academic course or LJMU managed programme, typically taking place outside of the institution with support of a placement provider
- It includes placements arranged by students with the approval of the institution, but does not include part-time, term-time or vacation work that is not a planned part of the course.
- Educational visits arranged by LJMU staff because of the potential to incur risk or liability for the University.

9. Accordingly, this Code of Practice covers placement learning that takes place within a programme of study under the following broad categories:

- **'Industrial placements'** (commonly referred to as 'sandwich placements' including work-based learning and professional experience). Programmes required by the programme and recognised by LJMU through credit or naming on the transcript, whether paid or not.
- **LJMU managed study or working abroad placements** for example working in a commercial setting for a voluntary organisation.
- **Work shadowing and projects** that will require the student(s) to spend periods of time located within the organisation
- **Part-time students or research degree programmes**, such as Professional Doctorate programmes, where the student will be drawing upon the resources and/or support of their employer for work-based research outside of their normal working environment

The Code of Practice also applies to:

LJMU managed internships or other forms of work experience that do not form part of an LJMU degree programme.

- 10 This Code does not apply to:
- Work experiences which students have arranged themselves, such as term-time or vocation work, that is not being undertaken as part of a planned programme of study or other managed internship or work experience, such as Erasmus programmes,
 - students who take a '**year out**' to work or volunteer in an area relevant to their studies but where there is no recognition within the programme structure of the learning derived from the experience nor has University support been offered.
 - **Fieldwork**, defined as 'work undertaken by staff or students for the purposes of teaching, research, or other activities while representing the University off-site' as this has its own Code of Practice: SCP14 Fieldwork, Visits, Expeditions and Adventurous Activities off University Premises: <http://www.ljmu.ac.uk/HSU/65144.htm>. A fieldwork relationship is one that does not normally transfer supervision to a third party. This includes group workplace day visits to organisations sites.
11. In some schools, professional considerations and PSRB requirements may involve a set of requirements and/or procedures over and above those outlined in this Code. In such cases, the requirements of the PSRB **must** always be met. This Code of Practice provides the minimum requirements for LJMU management of placement learning.
12. In this Code, the hierarchy of responsibility is as follows:
- Strategic Management Team and Academic Board
 - Quality Assurance and Enhancement Committee and Education Committee (as relevant)
 - Dean
 - School or Professional Service Director
 - Programme Leader/Subject Leader
 - Designated Academic and/or Administrative Placement Coordinator
13. To reconfirm the term **Placement Coordinator** may be the Academic Programme, Subject or Module Leader, placement or project supervisor or the **Administrative Placement Support Staff**. Where a job role could be undertaken by either the phrase **Placement Coordinator** is used.

General Principles for Placement Learning

14. Programme Specifications, Programme and Module Guides, the Prospectus and Programme Fact Files given to prospective students **must** make it clear when periods of placement learning (work based experience) are an integral part of the programme of study. All documentation **must** be clear to all students including any reasonable adjustments to accommodate disabled students.
15. As an integral part of the programme of study, it should be clear how placement learning contributes to the programme aims and outcomes as listed in the Programme Specification. This is an area that **must** be considered by departments and schools when they design programmes. Where placement learning is included in a programme it **must** be considered during monitoring and review processes. With regard to unpaid placements please see the note on Page 17.
16. It **must** be clear in the Programme Specification how any placement learning experience will be delivered and reviewed and/or assessed. Assessment methods **must** comply with the University's guidelines on assessment methods or Erasmus Learning or Training Agreement. QAA Chapters B3 (Learning and Teaching) and B10 (Managing Higher Education Provision with Others) of the UK Quality Code for Higher Education: Indicator 8 'Degree-awarding bodies take responsibility for ensuring that they retain proper control of the academic standards of awards where learning opportunities are delivered with others'. Indicators 18 'Degree awarding bodies ensure that they have effective control over the accuracy of all public information, publicity and promotional activity which leads to their awards. Information is produced for prospective and current students, which is fit for purpose, accessible and trustworthy. Delivery organisations or support providers are provided with all information necessary for the effective delivery of the learning or support.

Risk-based Approach

17. This Code embraces a risk-management approach to placement learning. The risk-based and risk management approach focuses on six health and safety risk factors. These are aligned with those identified in the UCEA Health and Safety Guidance for the Placement of Higher Education Students (August 2009) and incorporated into SCP23 Placement of Students for Work Experience.
18. QAA Chapters B3 (Learning and Teaching) and B10 (Managing Higher Education Provision with Others) of the UK Quality Code for Higher Education: Indicator 7 requires the University to have a 'written and legally binding agreement, or other document, setting out the rights and obligations of the parties, which is regularly monitored and reviewed. It is signed by the authorised representatives of the degree-awarding body ...and by the delivery organisations, support provider or partner(s) before the relevant activity commences'
19. The Director of School or Professional Service should ensure that a suitable and sufficient assessment of the risk is undertaken prior to the start of the activity and appropriate measures are introduced to meet an acceptable standard of safety prior to the start of the activity. Should the task of risk assessment be delegated to a nominated person then the Director must be satisfied that he/she is competent to undertake this responsibility and has sufficient awareness of the legal obligations to those under supervision. Risk assessments of activities are the responsibility of the member of staff setting or directing the work'. It follows therefore that the most appropriate person to undertake the risk assessment is one with the most relevant qualifications and/or experience. The School Director **must** promulgate an

organisation flow chart (or similar) which clearly defines the appropriate person (s) taking responsibilities for all stages of the placement process.

20. The six health and safety risk factors focus on:

- **Nature of work:** for example, the nature of the work or business of the placement provider may involve exposure to hazardous materials
- **Travel and transportation:** for example, the student might have to travel a considerable distance to get to the placement setting
- **Location and/or regional factors:** for example, a student working in a remote location where access to medical or rescue services might be limited or non-existent and where communication might be problematic
- **Environmental health factors:** for example countries where health risks require inoculations, or where extreme heat or cold might result in serious injury or medical conditions such as heat stroke or hypothermia
- **Individual students:** for example cultural, disability, health, or linguistic factors that might result in increased risk of accident or which might require reasonable adjustments to support the student whilst in the work setting. It is the student's responsibility to disclose to the University any particular needs they may have that may impact on the placement learning risk assessment
- **Insurance limitations:** where students are in work settings or placements that are not covered by the University's or the provider's insurance. For example, a provider may not have personal or third party liability cover for work undertaken by the student. A placement setting might require prior acceptance from the University's insurer before being covered

Detailed advice can be found in Appendix 1.

21. There are three levels of risk: 'Low Risk', 'Medium Risk', and 'High Risk'. The planning, procedures, and information requirements associated with the placement will vary according to the level of risk identified; with a 'lighter touch' for 'Low Risk' placements, and more rigorous processes for 'High Risk' placements.

22. Placement Coordinators **must** judge the risk profile for each placement provider and individual placement activity, including day visits and work shadowing, respectively against the health, safety, insurance, cultural, factors raised using the relevant risk assessment documentation (Appendix 1).

Level of Risk	Approval by
Low Risk	Placement Coordinator
Medium Risk	Programme or Subject Leader
High Risk	Director of School or Professional Service

23. Placements deemed to be 'High Risk' by the Placement Coordinator upon completion of the University Risk Assessment (Appendix 1) **must** be referred to the Director of School or Professional Service. Approval **must not** be delegated to a nominee. Please note even a high risk day visit will require sign off by the Director e.g. ship visits.

24. The University Risk Assessment for Placement Learning (Appendix 1) **must** be used as the basis and record of risk assessment. Some placement learning environments will naturally be 'Low Risk', for example, workplace visit/shadowing, project work or office based work experience within the UK. This will allow greater resources to be focused on higher risk

placements for example, laboratories and workshops and or where the local circumstances or individual student needs present greater health, safety, cultural and welfare issues.

25. A number of specific actions are given in the University Risk Assessment (Appendix 1). Actions required will be dependent upon the issue, the country/region and the level of risk involved. Where the provider does not initially meet the required standard, additional information from the provider will be required. The appendix includes guidance for making a judgement on the level of risk.

If any student is under 18 years of age on the first day of a period of placement you must consider this information in your risk assessment. The LJMU Safeguarding policy provides further detail and context and should be referred to in this instance. Advice and guidance on carrying out risk assessments for this purpose (only) can be obtained from the Health and Safety team, the School/Department/Faculty Designated Safeguarding contact or the Safeguarding Coordinator.

26. The tables in paragraph 34 identify:
- the types of placement learning as defined by LJMU
 - the necessary learning, health and safety documentation required by LJMU
 - the number of significant contacts that should be made with a student during a placement
27. Placements that are subject to PSRB regulations, such as Social Work, Nursing & Midwifery and Education, which have procedures and agreements which meet or exceed those set out in this code and are exempt from the approval process below, have their own approval process, but should still adhere to this policy.
28. Placement learning will require careful management and organisation through the use of the following documentation:
- Appendix 1: University Risk Assessment for Placement Learning
 - Appendix 2: Placement Provider Health and Safety Arrangements and Learning Check List
 - Appendix 3: Student Placement Code of Conduct and Health and Safety Agreement
 - Appendix 4: Student Feedback on Health and Safety Arrangements during Placement Learning

The content of these documents cannot be changed however the following can be changed:

- Local nomenclature may be changed to relevance particular programmes
- The reference to overseas placements can be removed if not applicable
- Formatting of the document can be changed to suit local needs
- Appendix 4 may have additional question included with regard to teaching , learning and assessment evaluation

Amended copies should be lodged with the Careers Team.

These documents are not the only documents required in the placement learning process but will be supported by other locally produced documents e.g. an initial student information document to collect up to date information and placement requirement. Copies of best practice for across the University are held by the Careers Team, Employer Engagement Team.

29. The documentation listed below **must** be retained for 6 years to comply with legislative requirements with regard to potential civil claims against the University. The documents must also be kept in compliance with the Data Protection Act 1998. Erasmus documentation may be required to be kept for longer; please check with the LJMU Erasmus coordinator.
- Appendix 1: University Risk Assessment for Placement Learning
 - Appendix 2: Placement Health, Safety and Learning Check List and Learning Check List
 - Appendix 3: Student Code of Conduct and Health and Safety Agreement

Staff Development

30. Directors of School/Department and Heads of Operation must be certain that all members of staff involved with placement learning are competent to be so. This includes, for example, health and safety, risk assessment, learning, teaching and assessment pedagogy.
31. If required, suitable staff development opportunities must be provided.
32. Staff training should be undertaken by LJMU staff with regard to their role in the management of placement learning at all levels (i.e. Directors of School/Department or Placement Coordinator or academic staff monitoring placements). There should be consideration of the training needs of anyone new to managing placement learning.

Review and Evaluation of Placement Learning

33. Placement learning should be evaluated and reviewed alongside all other learning, teaching and assessment. For modules containing placements then the placement questions from Appendix 4 and/or the module survey should be included for Module Evaluation. Year-long placements should be included in the Annual Monitoring Report.

Compliance with the health and safety aspects of the Code will be reviewed through audits undertaken by LJMU

Definitions and Descriptions

- 34 Within the curriculum, placement visits may vary in duration, the summary table below outlines a description of the type of placement, an indication of the LJMU minimum paperwork and monitoring required

Group Workplace Day Visits		
Placement Type and Description	Placement paperwork and process	On-placement Supervision and Monitoring
Brief visits to a workplace, normally in a group, intended to provide additional context for students' subject-based vocational studies, as well as contribute to students' general organisational and professional awareness. Likely to involve a few hours on site but may also require group transport arrangements, the Field Trips Code of Practice should be followed http://www.ljmu.ac.uk/HSU/65144.htm .		
Work shadowing		
Placement Type and Description	Placement paperwork and process	On-placement Supervision and Monitoring
<p>Placement learning experiences, normally single days, a few days or up to 2 weeks, where a student will spend time in an organisation for the purpose of observing particular pre-determined practices with no expectation that they will contribute to the work of the organisation i.e. there will be no prescribed tasks or responsibilities.</p> <p>Also including those visits organised by service teams such as The World of Work Careers Centre</p>	<p>University Risk Assessment for Placement Learning (Appendix 1) This should be proportionate to the risk while students are under supervision</p>	<p>A workplace supervisor will need to be identified to allow telephone or email contact by supervising academic tutor.</p> <p>To verify that opportunities for observation are in place, where a student is returning to university in between visits to the placement, then telephone/email contact can be supplemented with face to face confirmation that the working environment is safe and suitable</p>
	<p>Student Placement Conduct and Health and Safety Agreement (Appendix 3) (Where students will be attending multiple work environments for work shadowing visits one form may be completed annually)</p>	
	<p>Student Briefing in an appropriate format for the activity</p>	
	<p>Forward to the Careers Team Employer Engagement Team a list of placement organisations.</p>	
	<p>Student Feedback on Health and Safety Arrangements during Placement Learning (Appendix 4)</p>	
	<p>Student feedback informing the evaluation of the learning experience evaluated as per paragraph 33</p>	
<p>For those placements/ internships or volunteering delivered by LJMU outside the curriculum evaluations should be submitted directly to the Quality Assurance and Enhancement Committee and Education Committee</p>		

Projects

Placement Type and Description	Placement paperwork and process	On-placement Supervision and Monitoring
<p>Negotiated pieces of work, either undertaken by individual students or groups of students, that will require the student(s) to spend periods of time located within the organisation for the purposes of undertaking aspects of the project e.g. data collection, observation.</p> <p>To a greater or lesser extent, projects will be negotiated between the student; the academic tutor and the organisation and will enable the student to address module learning outcomes and, where relevant, any objectives of the host organisation i.e. as part of a dissertation.</p>	<p>University Risk Assessment for Placement Learning (Appendix 1) This should be proportionate to the risk while students are under supervision (where multiple students are attending the same placement and where activities to be undertaken and the outcomes to be gained will be the same for all students, one University Risk Assessment for Placement Learning may be used)</p> <p>Learning outcomes should be part of an agreed learning project i.e. a dissertation</p>	<p>Workplace supervisor should be identified.</p> <p>The supervising academic tutor will telephone/email student and follow up with face to face review with the student when they are back on campus.</p>
	<p>Student Placement Conduct and Health and Safety Agreement (Appendix 3)</p> <p>Where students will be attending multiple work environments for short project visits, one form may be completed annually</p>	
	<p>Student Briefing in an appropriate format for the activity</p>	
	<p>Forward to the Careers Team, Employer Engagement Team a list of placement organisations.</p>	
	<p>Student feedback informing the evaluation of the learning experience evaluated as per paragraph 33</p>	

Short-term placements/internships/volunteering organised by the University

Placement Type and Description	Placement paperwork and process	On-placement Supervision and Monitoring
<p>A short-term placement, lasting up to a 14 weeks or a semester of academic study, undertaken by the student either during the semester or over the vacation period where the student will be undertaking work for the organisation but will also be required to use the experience to fulfil modular assessment requirements.</p> <p>Also including those visits organised by service teams such as The Careers Team</p>	<p>University Risk Assessment for Placement Learning (Appendix 1)</p>	<p>A workplace supervisor to be identified</p> <p>A supervising academic tutor to be allocated</p> <p>When placements last up to 6 weeks there should be telephone/email contact.</p> <p>If placements are undertaken full-time in excess of 6 weeks, a visit to the student on placement normally by an academic tutor will be required.</p> <p>Contact with students on placement outside the UK will be rigorous, but the method of contact is at the discretion of the Directors of School/Department</p> <p>Erasmus programmes may have differing requirements. Please check with the LJMU Erasmus office</p>
	<p>Placement Health, Safety and Learning Checklist (Appendix 2) one document may be used for multiple students attending one placement host i.e. schools</p>	
	<p>Student Placement Conduct and Health and Safety Agreement (Appendix 3)</p>	
	<p>Student Briefing in an appropriate format for the activity</p>	
	<p>Forward to the Careers Team a list of placement organisations.</p>	
	<p>Student Feedback on Health and Safety Arrangements during Placement Learning (Appendix 4)</p>	
	<p>Student feedback informing the evaluation of the learning experience evaluated as per paragraph 33</p>	
<p>For those placements/ internships or volunteering delivered by LJMU outside the curriculum evaluations should be submitted directly to the Quality Assurance and Enhancement Committee and Education Committee</p>		

Professional, Statutory or Regulatory Body (PSRB).

Placement Type and Description	Placement paperwork and process	On-placement Supervision and Monitoring
<p>Such placements occur as a required element of programmes where qualification leads to a licence to practice and will be arranged in accordance with the requirements of the relevant Professional, Statutory or Regulatory Body (PSRB). They will be subject to a formal partnership agreement between LJMU and specific employers/organisations. Students will often do multiple placements of various durations at each level of the programme and in different practice settings. Appointed practice-based mentors will often be involved in the assessment of students as required by the PSRB.</p>	<p>PSRB regulations apply; they may mirror or exceed the LJMU minimum of:</p>	<p>As required by the PSRB</p>
	<p>University Risk Assessment for Placement Learning (Appendix 1)</p>	
	<p>Placement Health, Safety and Learning Check List (Appendix 2); One form may be used for multiple students attending one placement host i.e. schools</p>	
	<p>Student Placement Conduct and Health and Safety Agreement (Appendix 3)</p>	
	<p>Student Briefing in an appropriate format for the activity</p>	
	<p>Forward to the Careers Team, Employer Engagement Team a list of placement organisations.</p>	
	<p>Student Feedback on Health and Safety Arrangements during Placement Learning (Appendix 4)</p>	
	<p>Student feedback informing the evaluation of the learning experience evaluated as per paragraph 33</p>	

UK based Sandwich placements

Placement Type and Description	Placement paperwork and process	On-placement Supervision and Monitoring
<p>A placement equivalent to at least a year's academic study (35 weeks) and up to 52 weeks, usually undertaken by students in their penultimate year of study. Placement is not credit-bearing but is a required element of a degree bearing title of a 'sandwich degree'. Students will be undertaking a pre-defined role within an organisation and should be salaried accordingly. Students may use the opportunity, in addition, to gather data/undertake research required for modules in a subsequent level. Students may also be required to complete a piece of academic work to satisfy pass/fail completion requirements of sandwich element of degree</p>	<p>University Risk Assessment for Placement Learning (Appendix 1)</p>	<p>Workplace supervisor/mentor to be identified.</p> <p>A supervising academic tutor will be allocated.</p> <p>This person should every effort to visit the student however; the tutor must have two detailed conversations with the student in their placement, or by telephone/email/skype etc. contact.</p> <p>Students would normally be invited to return to university for a mid-placement conference and supported to reintegrate into University following the placement</p>
	<p>Placement Health, Safety and Learning Check List (Appendix 2)</p>	
	<p>Student Placement Code of Conduct and Health and Safety Agreement (Appendix 3)</p>	
	<p>If outside the UK –registration with the LJMU Insurance Team</p>	
	<p>Student Briefing in an appropriate format for the activity</p>	
	<p>Forward to the Careers Tea, Employer Engagement Team a list of placement organisations.</p>	
	<p>Student Feedback on Health and Safety Arrangements during Placement Learning (Appendix 4)</p>	
<p>Student feedback informing the evaluation of the learning experience evaluated as per paragraph 33</p>		

Work/Study Abroad including Sandwich programmes

Placement Type and Description	Placement paperwork and process	On-placement Supervision and Monitoring
<p>A period of study and/or placement abroad may be incorporated into a student's programme of study or in addition to the study through a LJMU managed placements.</p> <p>Where students will be studying/working abroad for a single semester, provision needs to be made to identify how this will be accommodated within modular structures. This needs to be planned ahead and be part of programme validation or be separately approved through the appropriate LJMU process.</p> <p>Normally students will spend the equivalent of a semester or an academic year abroad, working for an organisation and/or studying within another University.</p>	<p>University Risk Assessment for Placement Learning (Appendix 1)</p>	<p>Workplace supervisor/mentor to be identified.</p> <p>A supervising academic tutor will be allocated.</p> <p>Every reasonable effort should be made to visit the student but overseas visits are at the discretion of the Directors of the School or Department</p> <p>Contact with students on non UK placements will be rigorous. The tutor must have two detailed conversations with the student in their placement or by telephone/email/Skype etc.</p> <p>Students would normally be invited to return to university for a mid-placement conference/ support to reintegrate into University following the placement</p>
	<p>Placement Health, Safety and Learning Check List (Appendix 2)</p>	
	<p>Student Placement Code of Conduct and Health and Safety Agreement (Appendix 3)</p>	
	<p>Registration with the LJMU Insurance Team</p>	
	<p>Student Briefing in an appropriate format for the activity</p>	
	<p>Forward to the Careers Team, Employer Engagement Team a list of placement organisations.</p>	
	<p>Student Feedback on Health and Safety Arrangements during Placement Learning (Appendix 4)</p>	
<p>Student feedback informing the evaluation of the learning experience evaluated as per paragraph 33</p>		

Erasmus Placement Learning

Placement Type and Description	Placement paperwork and process	On-placement Supervision and Monitoring
<p>In the case of study or work abroad arranged through the Erasmus programme, there is additional documentation that will be required.</p>	<p>University Risk Assessment for Placement Learning (Appendix 1)</p>	<p>Workplace supervisor/mentor to be identified. A supervising academic tutor will be allocated. Every reasonable effort should be made to visit the student but overseas visits are at the discretion of the Directors of the School or Department Contact with students on placements will be rigorous. The tutor must have two detailed conversations with the student in their placement or by telephone/email/Skype etc. Students should be offered support to reintegrate into University</p>
	<p>Placement Health, Safety and Learning Check List (Appendix 2)</p>	
	<p>Student Placement Code of Conduct and Health and Safety Agreement (Appendix 3)</p>	
	<p>Registration with the LJMU Insurance Team</p>	
	<p>Student Briefing in an appropriate format for the activity</p>	
	<p>Forward to the Careers Team, Employer Engagement Team a list of placement organisations.</p>	
	<p>Student Feedback on Health and Safety Arrangements during Placement Learning (Appendix 4)</p>	
	<p>Student feedback informing the evaluation of the learning experience should be evaluated as per paragraph 33</p>	
	<p>Erasmus placement and credit transfer documents will need to be completed</p>	

Work Based Awards e.g. part-time students and Professional Doctorates

Placement Type and Description	Placement paperwork and process	On-placement Supervision and Monitoring
Full programmes of study where the student's normal workplace setting is used as a focus for their learning. Student's programme of study is negotiated principally on the basis of work-related objectives	Ethical approval process will incorporate the completion of University Risk Assessment for Placement Learning (Appendix 1)	A work-based mentor should be in place An academic supervisor
	Appendix 4: Student Placement Code of Conduct and Health and Safety Agreement (Appendix 3)	
	Student Feedback on Health and Safety Arrangements during Placement Learning (Appendix 4)	
	Student feedback informing the evaluation of the learning experience should be evaluated as per paragraph 33	

NB Unpaid placements outside of the curriculum. It is not illegal for a person to do unpaid work but it is against AGCAS recommendations for HEIs to advertise such work, this is similar to other national bodies such as Job Centre Plus. Advertising the roles potentially places the University in a position that contravenes the Minimum Wage Act (1998) as workers, as opposed to volunteers, are entitled to be paid the National Minimum Wage. Registered charities are exempt from the Minimum Wage Act (1998).

Volunteering can be part of a student's placement learning within a module; this will be covered by this Code of Practice. However, LJMU recommends that volunteering for a profit making organisation is not undertaken as this may be regarded as 'unpaid work'. The phrase 'Volunteering' is normally used in relation to working for a registered charity which is acceptable as a form of unpaid work under the Minimum Wage Act. Volunteering should be undertaken with organisations with a transparent volunteering policy in place. Further advice can be found at <https://www.gov.uk/national-minimum-wage-work-experience-and-internships>.

Registration of Placement Organisations

35. Organisations **must** be registered with LJMU before a placement takes place to comply with the QAA Quality Code for Higher Education Chapter B3: Learning and Teaching (Sept 2012) and Chapter B10: Managing Higher Education Provision with Others (Dec 2012) Indicator 1: 'A strategic approach to delivering learning opportunities with others is adopted. Appropriate levels of resources (including staff) are committed to the activities to ensure that the necessary oversight is sustained.' Indicator 10 'All higher education providers maintain records (by type and category) of all arrangements for delivering learning opportunities with others that are subject to a formal agreement.'
36. The registration will be through the completion of Placement Health, Safety and Learning Check List (**Appendix 2**). The Careers Team, Employer Engagement Team will act as a central hub for registration of organisations.

Approval of the Individual Placements

37. All individual placements **must** be approved by the Director of School/Service **or designated nominee** as in paragraph 22. In doing so, the Director of School/Service, or their nominee, has a duty to ensure, so far as is reasonably practical, that students undertaking a placement with the specified provider, are not exposed to unavoidable risk for example appropriate health and safety measures are in place, the placement will meet any learning requirements, and that appropriate due diligence has been undertaken with regard to the University's reputation.
38. Placement Coordinators **must** ensure that placement learning hosts are aware of their responsibilities before the commencement of the placement. Responsibilities are best communicated through the Placement Health, Safety and Learning Check List (**Appendix 2**).
39. **All** student placement activities **must** be approved *in line with the level of risk, detailed in paragraph 22*. The person approving the placement activity **must** be assured that the placement will provide the following:
 - The possibility for the student to achieve the intended learning outcomes at the required standard and level as per the guidance in the Methods of Practice
 - Support for the student on the placement from a designated member of University staff. In accordance with University guidance/standards in paragraph 34
 - An experience that complies with the requirements of any relevant statutory, regulatory, professional or funding bodies.
 - Wherever possible, there should be reasonable provision for students with disabilities. Under the Equality Act 2010, it is unlawful for an education provider to disadvantage a disabled student. This Act applies to all activities institutions undertake wholly or partially for students, including placements. Placement Coordinators are responsible for liaising with the placement provider regarding access and support needs with advice from the University's Student Advice and Wellbeing Team as required.
 - Recognition of Erasmus study by either transfer of credits or some mechanism for assessing the learning value of work placements, perhaps formalising outcome in place e.g. acknowledgement on graduation certificate/HEAR report if credit transfer is not practical.

*NB. Every placement **must** have prior approval from the University. In the case of delays in documents being returned to the University for approval, the students should be informed that the placement cannot go ahead. An auditable trail **must** be kept of all requests to obtain information from both the placement provider and student. Students who commence placements without University agreement will not be insured; this **must** be made explicit in guidance to students and placement providers.*

40. Where the activity includes transfer of credit the appropriate mapping of curriculum and approval through the normal process **must** be undertaken before the placement begins.
41. Placement Coordinators **must** ensure that placement learning hosts are aware of and willing to undertake any role they may have in the assessment of students in a fair and appropriate manner.
42. Placement Coordinators **must** ensure that placement learning hosts are aware that it is their responsibility to ensure that the student placed with them receives adequate support and guidance pertaining to their role and/or activities within the placement organisation.
43. Placement Coordinators **must** ensure that placement learning hosts are aware that they are expected to provide the University with feedback about the progress of the placement as requested. Any feedback that is required by professional validating bodies must be explicitly stated.
44. The Placement host concerned **must** be assured that placement providers are willing and able to provide the student with a safe, legal (legislation in respect of the host country) and appropriate working environment and that they are aware that it is their legal responsibility to provide this.
45. **General Data Protection Regulations (GDPR)**
All data held with respect to placements **must** adhere to the GDPR. Records of host organisations must record their permissions for LJMU to contact them using the LJMU letter issued June 2017 (Appendix 5).

Students **must** be informed of how their personal data will be stored, shared and disposed of, and for what duration it will be retained.

Student Rights

46. The student has the right to be placed with an organisation that enables the student to achieve the intended learning outcomes as agreed in the Programme Specification, Programme objectives and Module outcomes or Practice Guides for Professional Nursing.
47. Students have the right to be provided with the information and support described further on in this document, that takes into account the needs of the individual student. A clear timeline should be available in module guides.
48. Students should be informed that they have the right to work in a safe environment and they should be referred to relevant Health and Safety Legislation
49. Erasmus students have the right to receive a copy of the Erasmus Quality Charter detailing their rights in respect of their learning experience.

Essential Information to be provided to the Student including their responsibilities

50. The Placement Coordinator must ensure that all communication and published materials for students in respect of placements are transparent about costs additional to the fee that will be incurred by students, for example travel and insurance appropriate to the placement.
51. The students should be informed about the process of sourcing a placement and/or their role in that process. See paragraph 58-63
52. Students are required to complete and sign a University approved placement conduct agreement **Student Placement Conduct and Health and Safety Agreement (Appendix 3)**. Placement Coordinators **must** arrange for students to sign this conduct agreement before commencement of their placement. This agreement should contribute to the University Risk Assessment for Placement Learning (Appendix 1) as will the Placement Health, Safety and Learning Check List (Appendix 2) and thereby forms a tripartite agreement between the student, the University and the placement provider. Only those sections indicated on the templates may be amended.
53. The student has a responsibility to notify the Placement Coordinator of any individual factors or circumstances that may affect their performance while on placement, both prior to the placement and any changes whilst on placement. Placement Coordinators may refer cases to Occupational Health for guidance.
54. Students **must** be provided with a University briefing prior to commencement of their placement. This briefing should involve meeting students individually or as a group. Where attendance is not possible, the information should be conveyed to the student via other means e.g. electronic means. Students on other programmes such as Erasmus must receive an induction attended by both the LJMU Erasmus coordinator and placement tutor.
55. Before a placement begins, the Placement Coordinator **must ensure that the student has the following information**, normally within a module or programme guide:
 - A contact name at the University for any queries they have before the commencement of their placement
 - Preparation needed for any cultural changes they may experience and advice on how to adapt to these
 - Any extra advice that may be needed because of a student's disability

- Advice on dealing with practical considerations, such as travel arrangements, insurance and finding accommodation
 - The intended aims and learning outcomes to be achieved through the placement and the assessment methods to be employed
 - Guidance on the working environment, including any occupational health considerations and legal/ethical considerations
 - Information about departmental support
 - A contact at their placement
 - A contact at the University, to provide academic and pastoral care
 - Contact details of Student Advice and Wellbeing
 - The 24 hours emergency contact number 0151 231 2222
 - Information about who to contact if they wish to make a complaint about any aspect of the placement
 - The consequences of failing to complete all or part of their placement
 - The consequences of non-progression to the placement stage
 - The process for termination of a placement
 - Students should be made aware that whilst on placement, they are representatives of Liverpool John Moores University and as a result they **must** behave in a professional and responsible manner protecting LJMU's relationship with placement providers
 - How their data will be used, stored and shared under the General Data Protection Regulations 2018
56. Students are responsible for reviewing their learning experience during and after the placement and for providing feedback to the University as required and in a timely manner if a health and safety issue arises whilst on placement.
57. On completion of a year placement students should be re-orientated to their programme of study on their return to the University. This may be through induction.

Sourcing and allocating placements

58. Placement Coordinators with the help and support of Careers Team, Employer Engagement Team, if required, will support the sourcing of placement opportunities drawing on their employer and alumni networks and databases.
59. The Placement Coordinator **must** ensure the **appropriateness** of a specific placement for a particular student. The following points **must** be considered:
- any disabilities the student may have
 - the principle of equal opportunity
60. The following points may be taken into consideration where appropriate and possible:
- the student's preference for type of placement
 - the student's preferences for geographical location of placement
 - The academic ability of the student may also determine the nature and type of placement.
61. If the student is responsible for selecting, organising and securing a placement, they **must** be given sufficient notice of this responsibility as per module or internship requirements and **must** be given adequate guidance from the Placement Coordinator. This guidance may include:
- issues arising from any disabilities
 - issues of equal opportunity
 - student's preference for type of placement and the appropriateness for level of study
 - student's preferences for geographical location of placement
62. Where the University uses an agency to secure placements, the Placement Coordinator from the department or school concerned **must** be assured that the agency can provide placements that meet the requirements of the University and the students.
63. Where a department or school permits students to organise their own placements, the student **must** understand that any change made to the originally approved placement provider will require a new approval for example a change to a different provider will require a new full approval process

Overseas Learning Experiences (work placement or study)

64. Overseas placements must be registered with the University through the on-line form found at <https://www2.ljmu.ac.uk/secured/forms/insurance-form/index.aspx>

The following data will be required:

- Faculty/School
- Country to be visited
- Town/City/Region
- Start Date
- End Date
- Date Return to UK
- Visa required/Obtained Y/N
- Vaccinations Required Y/N
- Obtained European Health Insurance (EHIC) Y/N
- Type of Placement
- Host Organisation Name
- Host Organisation Address
- Host Organisation Contact Name
- Completed Risk Assessment attached
- Placement Approved by

The resulting database will provide information in the case of an emergency; it is accessible by Faculty Heads of Operations, the Insurance Team, the Health and Safety Team and the Employer Engagement Manager in the Careers Team.

Students studying with a Tier 4 Visa (International Students)

65. Students studying with the University on a Tier 4 Visa can undertake a placement (including a placement abroad) providing UK Border Agency (UKVI) requirements are met. The University Placement Coordinator **must** contact the University UKVI Monitoring and Reporting Officer within Student Administration Services, Academic Registry, with regard to arrangements for students studying with the University on a Tier 4 Visa. This **must** be done in adequate time of the proposed commencement of the placement to ensure that appropriate processes are in place prior to the start of the placement. The UKVI regularly updates its guidance in respect of sponsors' responsibilities; it is therefore essential that advice is sought from the University UKVI Monitoring and Reporting Officer at the earliest opportunity.

Disclosure and Barring Service checks

66. Placements which involve engagement in Regulated or Controlled Activity as defined by the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012 will necessitate application for a Disclosure and Barring Service (DBS) check prior to the commencement of the placement. Where a DBS check is a prerequisite for a placement, the Placement Coordinator **must** make this clear in all communication and published material.

67. Enhanced DBS checks typically take four weeks to be processed by DBS (longer during busy periods) and so Placement Coordinators must ensure that students who require a DBS check complete the application in plenty of time to ensure that it is returned prior to commencement of the placement.

68. The School must make arrangements to have a process in place to allow students to obtain a DBS check and have trained staff in place to countersign DBS checks as appropriate. More information can be found at <http://www.ljmu.ac.uk/corporate/68189.htm>

Dealing with Complaints

69. Before the commencement of the placement, both students and placement providers **must** be given information about whom to contact if they wish to make a complaint about any aspect of the placement. Often, complaints can be quickly resolved if they are raised promptly with the relevant staff member. Students are expected to try and resolve any complaints locally with the relevant Department, Faculty, School, in the first instance.
70. Directors of School/Department **must** ensure that a member of staff within the school or service is responsible for receiving and investigating any complaints from placement providers referring to placement learning.
71. Complaints **must** be dealt with promptly and appropriately and in an impartial manner.
72. Records **must** be kept of all complaints and the follow up action taken. These must be reviewed as part of the monitoring and evaluation processes to ensure that complaints are being handled effectively.
73. Unresolved concerns on the part of a student about the provision of education or other service by the University, fall within the scope of University Regulations for the investigation and determination of complaints by students
<http://www.ljmu.ac.uk/corporate/SPR/complaints.htm>

Monitoring and Evaluation of Placement Learning Opportunities

74. It is expected that Faculties will recognise the time commitment; including travelling time and expenses incurred by staff to adequately undertake the monitoring required by this Code. Staff should be allocated adequate hours to deliver the monitoring outlined in the matrix paragraph 34.
75. Health and Safety concerns **must** be dealt with immediately and require immediate reporting to the Faculty Head of Operations.

76. Programme Leaders **must** monitor annually, all aspects of placement learning. As a minimum, the following areas must be assessed through Appendix 4:
- Student feedback following placement
 - How successful placements are at enabling students to meet their intended learning outcomes
 - The standard of support and guidance provided for students
 - How effectively complaints are dealt with
77. Those placements managed by non-Faculty based teams (i.e. Careers Team, Erasmus or Volunteering), should be reviewed annually, as appropriate. Erasmus programme students must also complete on-line feedback.

Health and Safety Issues

78. Health and Safety issues, either identified immediately, by return of the Student Feedback on Health and Safety Arrangements during Placement Learning form, Appendix 4, must be reported to the Faculty Head of Operations for action and reported to the Careers Team, Employer Engagement Team for the central register to be noted by the Placement Coordinator.
79. Upon notification of an accident or the need to contact the Next of Kin (of a student) should follow the process for dealing with and reporting of adverse events. Host organisation **must** be informed of either next of kin information or that in an emergency they should contact the University's emergency number 0151 231 2222). See Appendix 2.
80. Any areas of concern must be given serious consideration and an action plan should be produced to rectify the problem. Issues and problems should be referred to the Faculty Heads of Operations. Please forward the details to the Insurance Team.
81. In the case of a major incident (for example a natural disaster – definitions are provided in MCP5 Incident Management,) the University system for dealing with emergencies should be followed and contact details for all parties, including the University's emergency contact telephone number (0151 231 2222), exchanged.
82. Directors of School/Department (or nominees) must ensure monitoring procedures meet any additional requirements of professional, statutory or regulatory bodies.

Insurance

83. Three different types of insurance apply to student placement activity. They are set out below. Each of these insurances will apply to student placement activity whether it has been arranged by the student, a placement co-ordinator within a Faculty, or an external agent.
84. The insurance cover held by LJMU will be adequate to protect both the University and relevant students in all events other than in a situation where the student has suffered injury as a result of negligence by the host organisation and the host organisation has either no, or inadequate, **Employers Liability** insurance. This is only likely to occur outside Europe.
85. The University offers Comprehensive **Travel and Personal Accident Cover (Travel & PA)** to students on placements as follows:
- Medical Expenses including Medical Repatriation
 - Personal Property
 - Business Equipment
 - Money
 - Disruption
 - Personal Accident
 - Personal Liability
 - Political Evacuation
 - Legal Expenses
86. Accidents can happen at any time and may not happen within the workplace. In these instances **Travel & PA** cover will apply. This will be the case even if a student on placement activity combines the placement with further travelling for personal purposes.

Public Liability

87. LJMU holds **Public Liability** insurance cover up to the value of £25m. This insurance covers the University in the event of a claim arising out of our own negligence. A claim could be brought by the student against the University.
88. It also covers the University, and the relevant student, for any claim made as a result of a negligent act carried out by our student whilst they are on placement. A claim could be brought by the placement provider against either the student or the University.

Employer's Liability

89. Host organisations providing student placements are asked by LJMU to accept liability for the student for the duration of the placement as the student is directly under the control and supervision of the Host. This is evidenced by obtaining a copy the **Employer's Liability Certificate of Insurance**.
90. Within the UK a reciprocal arrangement is in place within the Insurance sector and most Employer's Liability insurance policies accept the student as a "temporary employee" within the Host Organisation.

Insurance guidance for world-wide placements (non EU)

91. Issues can arise when the host organisation either has inadequate liability insurance (**Employer's Liability** or equivalent), or no liability insurance, in place. This can be the case when placements are outside Europe. This can leave the student and / or LJMU exposed **in the event of negligence**.
92. In the event that the student is involved in a non-fault accident within the workplace then **LJMU Travel & Personal Accident insurance** cover will apply as above.
93. In the event that the student is involved in an accident in the workplace arising from the host organisation's negligence **LJMU Travel & Personal Accident insurance** (Paragraph 83) will still apply. However, there may not be any possibility of the student obtaining additional financial compensation for the injury from the host as they have no, or inadequate, insurance to cover this. In these circumstances the student may seek to obtain additional financial compensation from LJMU. In these circumstances the claim would only be successful should the University be proved to have been negligent in approving the placement. This is because LJMU cannot be liable for the acts of the host organisation, but is liable for its own acts. The Vice Chancellor with the University Senior Management Team have considered this aspect, agreeing that the exposure to the University is minimal and hinges on proof of negligence. **The risk assessment process outlined in this code will provide evidence that the University has undertaken due diligence.** This can include researching the organisation for previous poor health and safety issues.
94. It is acceptable for LJMU to inform the student that they should not go on a particular placement for a variety of reasons including insurance, cultural, governmental advice, reputational or ethical reasons. It is also acceptable for the University to permit a placement to take place in a country where the insurance arrangements are not comparable to the UK. This may be a low risk placement or a high risk placement. In any event, the decision to allow the placement to proceed, rests with the Directors of School/Department, see paragraph 93.
95. Further advice can be obtained from <https://www.gov.uk/foreign-travel-advice>. Cultural Advice and other advice is available through <http://online.goinglobal.com/default.aspx> which is available to staff and students to assist with:
- Getting a job overseas
 - How to apply for international jobs
 - Visa / Work permits
 - Living / moving abroad
 - **Local culture and business practice**
 - Where to look for job vacancies
 - International employment trends
96. A copy of the travel cover summary is available on the insurance website. Should placement providers require evidence that the University has Public Liability insurance in place for its students, a "To Whom it May Concern" letter can be downloaded from the University Insurance Website.
97. Placement providers overseas should be asked by the Placement Coordinator if their liability insurance includes cover to the student for any damage arising from their duties within the organisation and injuries to third parties, including clinical errors. If the provider answers "No"

to these questions, the placement must not go ahead without permission from the School Director.

NB There *must* be registration of overseas placements with the insurance office as per paragraph 64

98. Motor Insurance

Students asked to use their private car whilst on placement for business purposes , other than driving to and from the placement, must check with their motor insurers to ensure that they have 'business use' on their policy, not just 'social, domestic and pleasure' use.

Year Placements

99. If placement extends beyond twelve months, (due to students commencing in May at the end of the L5 academic year and continuing until they return to University in September a year later), the LJMU Insurance Officer should be informed.

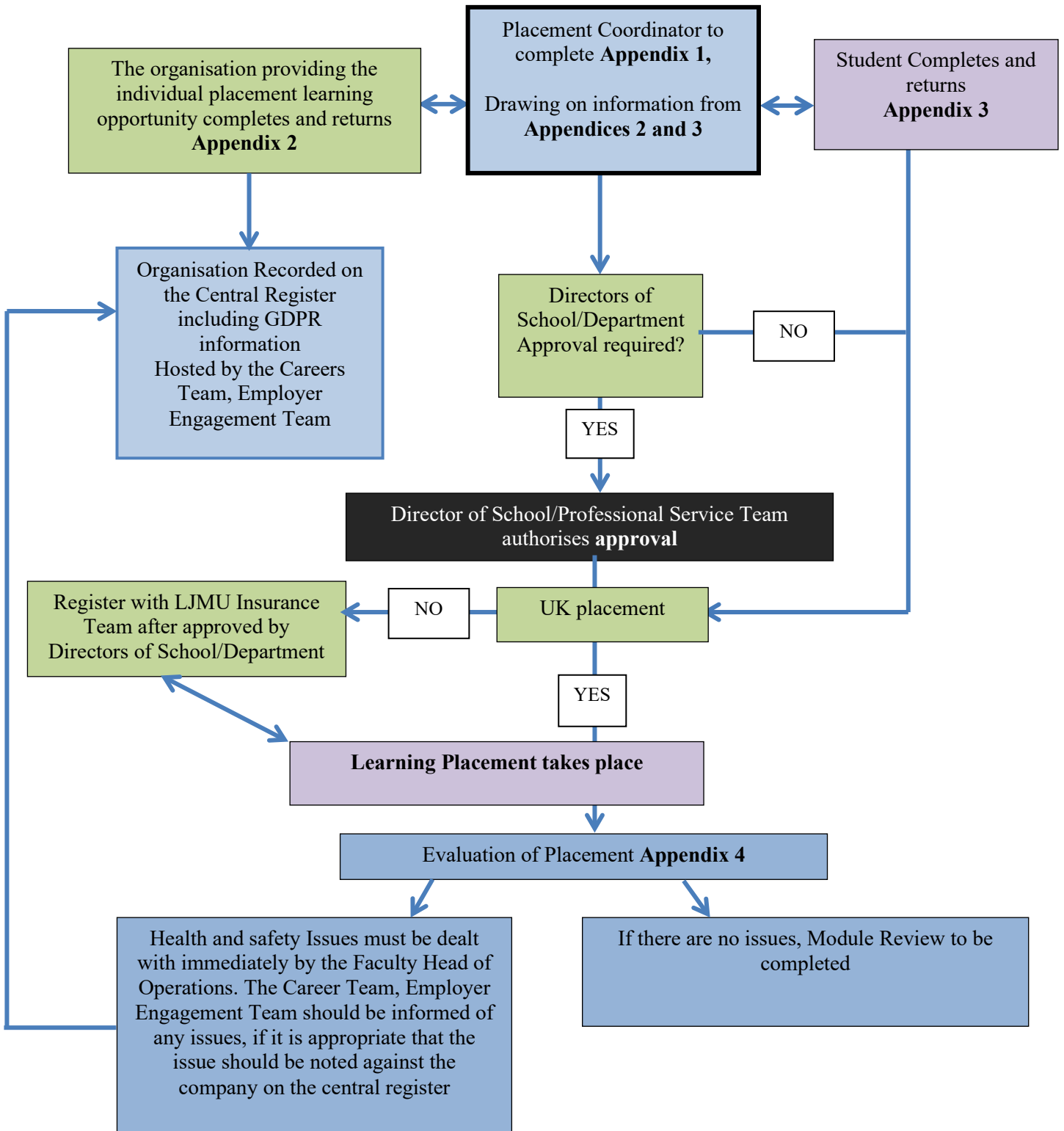
100. Health Care and Allied Professions

Students working within NHS hospitals in the UK are covered for professional risks under the Clinical Negligence Scheme for Trusts. The practice's medical malpractice cover should cover those placed with a GP's practice in the UK. If the placement is in a private hospital, hospice or nursing home, the Placement Coordinator needs to ask the provider if their insurance covers the liability of the student for injuries to third parties, including clinical errors, or property damage arising from their duties within the organisation. If suitable insurance cover cannot be arranged the placement must not go ahead.

101. <http://www.ljmu.ac.uk/fin/>

With all insurance policies both in the UK and overseas, cover will not be in place should the student deliberately act irresponsibly or maliciously. For Further Information please contact LJMU Insurance Officer, Rachael Smith, r.smith@ljmu.ac.uk - 0151 904 6431.

**Code of Practice Placement Learning
Process Flowchart**



'The School Director must promulgate an organisation flow chart (or similar) which clearly defines the appropriate person(s) taking responsibility for all stages of the placement process' (Code of Practice Placement Learning, para 19).

ELSS response to the Code of Practice of Placement Learning

Local nomenclature identified

Code of Practice	ELSS - Local nomenclature
Placement Coordinator	Work Related Learning Team (WBLT) managed by
Programme/Subject leader	Module Leader in conjunction with Programme Leaders
Director	Director

Module Code	
Duration of Placement	
Time of the Year	
Number of students 2015/16	

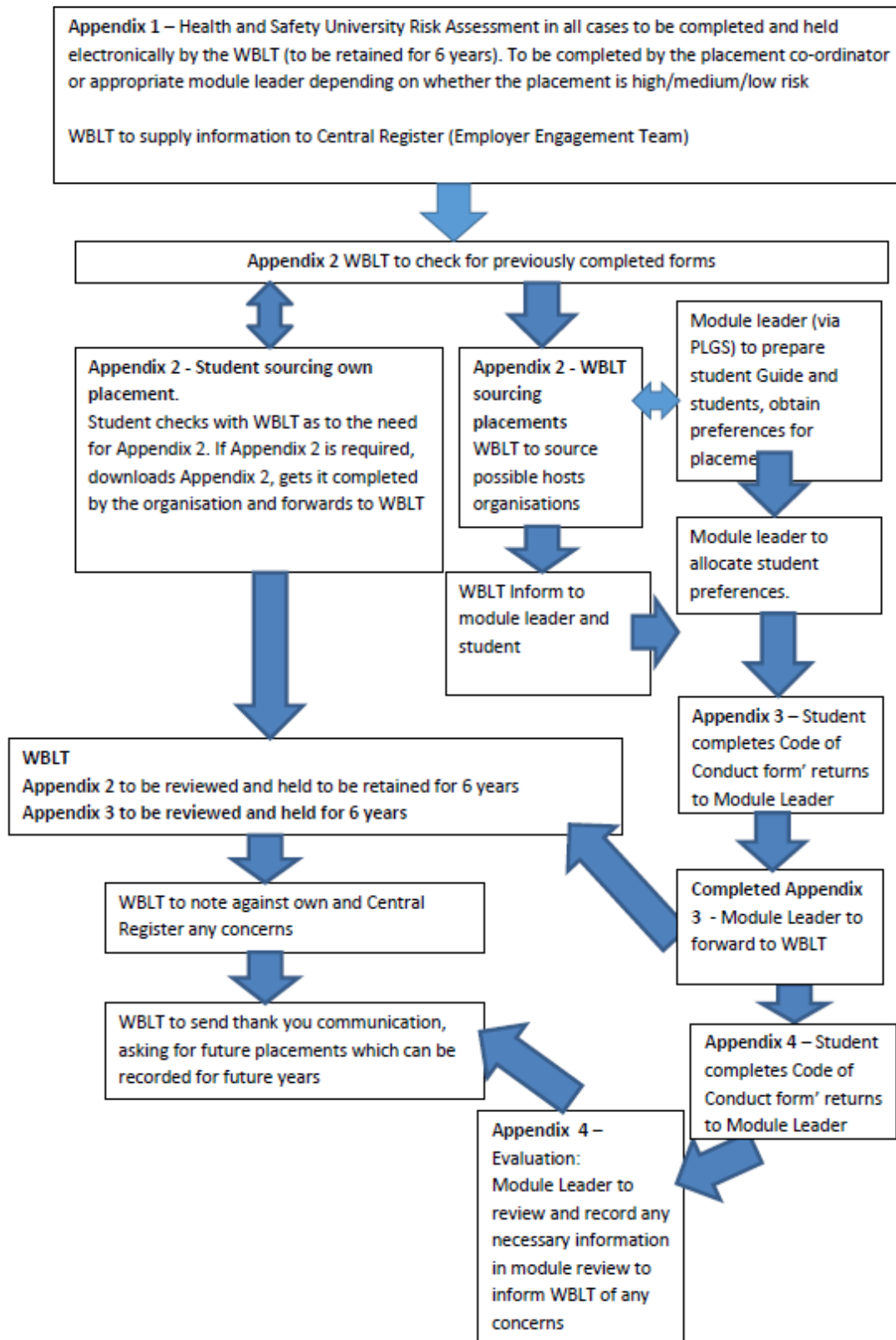
Appendix 1 and 2 -The WBLT are responsible for ownership, and maintaining records of these documents and forwarding records to the Careers Team for the Central Register of placements. The host provider is responsible for completion of Appendix 2 and students who are self-sourcing are responsible for ensuring host providers complete Appendix 2.

Appendix 3 and 4 – Module Leaders MUST ensure that:

- a) students receive the necessary information required (e.g. paragraph 45-63);
- b) students complete both Appendix 3 and 4;
- c) forms are reviewed and acting upon any issues raised;
- d) they forward the completed appendices 3 and 4 to the WBLT for future reference.

It is suggested that PLGS complete a and b for their tutor groups (10 students) and forward the information to the Module Leaders and/or WBLT.

Completing the Appendices



Appendix 1
Placement Learning Code of Practice

University Risk Assessment Form for Placement Learning

To be completed prior to approval of placement by LJMU staff

Please note there are guidance notes for the completion of this form commencing on page 3

Section 1 - to be completed for each placement organisation

Section 2f - extra rows can be added or an appendices attached for multiple students in one organisation, or this information can be managed electronically e.g. in SharePoint

Company/Organisation		
Registered Address:		
Address and location of placement (if different to above)		
Student Name:		
Programme:		
Student Number (6 digit):		
Programme and module or activity (e.g. LJMU Internship)		
Type of activity (please highlight or tick):		Location of placement (please highlight or tick):
Workplace visit		UK
Work shadowing		EU
Project work		International
Work placement		Voluntary placement with a charity
Sandwich year		
Start and end dates:		

Complete for each organisation. This document can be managed electronic spreadsheets			
1. General control measures for the placement venue	Please highlight or circle	Describe any necessary action	Has the action been completed?
Has the Placement Provider confirmed they have:			
Employer's Liability Insurance	Yes/No		
Public Liability Insurance	Yes/No	NB if the organisation is overseas please describe due diligence undertaken see paragraph 92 /93 in the Code of Practice.	
Has Appendix 2 (<i>Placement Health, Safety and Learning Check List</i>) been completed by the organisation?	Yes/No		
Does the Placement Provider have a Health and Safety Adviser or a contact for Health and Safety?	Yes/No		
Has the placement provider agreed to support the learning aims of the placement?	Yes/No		

Has the student been provided with information about the placement, including his/her responsibilities and the importance of the Placement to the Programme i.e. via the Student Placement Code of Conduct and Health and Safety Agreement (Appendix 3) and the Handbook?	Yes/No		
Do any concerns remain unresolved?	Yes/No		

Section 2f must be completed for each student being placed in one host organisation. Insert rows for each student or attach as an appendix or this can be held electronically

2. Risk assessment and further specific actions necessary for the student or student group, based on guidance provided at the end of this form	Original risk profile (high, medium or low) based on guidance provided at the end of this form	Describe any necessary action to reduce the risk, based on guidance provided at the end of this form	Has the action been completed?	Risk profile, following action taken (high, medium or low)
a) Work factors			Yes/No	
b) Travel and transportation factors			Yes/No	
c) Location and/or regional factors		Has the student(s) been referred to Going Global and the Government website (para 94 of the CoP)	Yes/No	
d) General/environmental health factors			Yes/No	
e) Insurance limitations			Yes/No	
f) Individual student factors (Appendix 3) <i>(insert rows for each student or attach an appendices when multiple students are placed with this organisation)</i>		(include any requirement for referral to the Occupational Health Unit)	Yes/No	

3. Conclusions	Please highlight or circle	Describe any necessary action	Has the action been completed?
Is a site safety visit required before placement is approved?	Yes/No		
Are the risks tolerable such that the placement can be approved?	Yes/No		

Signed by an authorised representative for and on behalf of **Liverpool John Moores University**

Signed:

Print Name:

Date:

Prepared by (print name):

Date:

Have the above actions been completed?

Yes/No

Placement approved.

Signed:

Or

Refer this placement to the Director of School/Institute where any of the factors mentioned in section 2 above remain high risk after the required action has been taken.

Signed:

Date:

Director of School/Institute

Placement approved/Not approved (please attach an explanation)

Signed:

Date:

Print Name:

NB: This document **must** be retained for 6 years to comply with legislative requirements with regard to potential claims against the University. The documents **must** be kept in compliance with the Data Protection Act 2018 including GDPR 2018.

Please return the completed form to the following address in writing or electronically before the placement is due to commence: *(School/Institute details as appropriate)*

Thank you for your cooperation.

GUIDANCE FOR PLACEMENT RISK PROFILING AND RISK REDUCING ACTIONS

Please note: the purpose of this Guidance is to enable the person approving the placement to complete Section 2 of Appendix 1 (University Risk Assessment Form for Placements).

Factor	Risk profile	Indications	Possible specific action to reduce risk
Work factors	High	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> • Construction site with work at height, dusts, moving machinery, electrical systems • Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks • Laboratory work with toxic/hazardous materials <p>Community work with known high risk groups of clients or locations (e.g. drug abusers, homeless, violent patients).</p> <p>Work with animal bedding or large or dangerous animals.</p> <p>Activities requiring specific licences or qualifications (e.g. diving, flying aircraft).</p> <p>Work involving significant hazards in small companies that do not have professional health and safety advice.</p>	<p>Seek confirmation from the placement provider about their expectations of student's prior competency in high risk activities, and ensure the student meets these.</p> <p>Confirm that training and supervision will be provided by the placement provider throughout the placement. Include this in the written communication with the placement provider.</p> <p>Consider pre-placement site visit.</p> <p>Consult occupational health professionals if the mandatory competencies include health standards.</p>
	Medium	<p>Working in proximity to high risk factors (but not directly with them).</p>	<p>Seek confirmation from the placement provider that the student will not be expected to take part in high risk activities and will be properly supervised in medium risk activities. Include this in the written communication with the placement provider.</p> <p>Consult occupational health professionals if the mandatory competencies include health standards.</p>
	Low	<p>Office work or other low hazard environments and activities.</p>	<p>None.</p>
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>	<p>Brief the student on travel arrangements and implications with them.</p> <p>Consider their experience.</p> <p>Obtain confirmation that they have the relevant driving licence and insurance.</p> <p>Consider reducing risks by providing accompanied travel where practicable.</p> <p>Specify regular contact times.</p>
	Medium	<p>Night travel.</p> <p>Long daily commuting requirement.</p>	<p>Brief student on travel arrangements. Confirm that these are acceptable to them. Professional bodies</p>

		Student required to drive a familiar vehicle in reasonable conditions.	may define the commuting requirement differently. Obtain confirmation that they have the necessary driving licence and insurances.
	Low	No significant travel, comfortable daily commute. No driving associated with placement.	None.
Location and/or regional factors	High	Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel). Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp). Medical and rescue services not available quickly or locally. Means of communication likely to be difficult or compromised.	Check Foreign and Commonwealth Office restrictions and recommendations. Consult guides on appropriate behaviour, clothing, etc. Arrange for briefing/information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. a student on previous placement or a practitioner at a local HEI in the overseas country).
	Medium	Higher than normal risk of civil disorder, crime or comparable danger.	Check Foreign and Commonwealth Office restrictions and recommendations. Provide information to students on guides to appropriate behaviour, clothing etc. Supplement general briefing with information about medium risk factors.
	Low	Placements in the UK with no significant local risks.	None.
General/ environmental health factors	High	Regional/local health risks require mandatory and specific health protection measures e.g. inoculations. Very hot or strenuous working conditions (e.g. manual working outdoors in the sun). Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).	Consult occupational health or medical/health professional for advice regarding immunisations and other preparations.
	Medium	Regional/local conditions require some precautionary measures e.g. optional inoculations against diseases.	Consult occupational health or medical/health professional for advice regarding immunisations and other preparations. A medical travel kit is a sensible precaution.
	Low	No significant environmental health risks.	None.
Individual student factors	High	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. The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments.	Discuss high risk activities with the student; try to eliminate or reduce them where possible. Engage with occupational health professional/disability support professionals to develop reasonable adjustments. Confirm

		<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>	<p>these in the written communication with the placement provider.</p> <p>Consider a pre-placement site visit.</p>
	Medium	<p>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.</p>	<p>Engage with occupational health professional/disability support professionals to develop reasonable adjustments. Confirm these in the written communication with the placement provider.</p>
	Low	<p>The student has no long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement.</p> <p>Student has relevant knowledge, understanding and skills for the type of work.</p>	<p>None.</p>
Insurance limitations (see Appendix 3 for more detailed guidance)	High	<p>Locations, activities and /or circumstances that are excluded from the HEI's travel and other insurance cover.</p> <p>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.</p>	<p>If locations, activities and/or circumstances are excluded from the University's travel and other insurance cover, consider alternative placements.</p> <p>If placement is to proceed, additional specific insurances may be available.</p> <p>Consult the Insurance Officer.</p> <p>Brief the student on the limitations of insurance cover (the small print)</p>
	Medium	<p>Locations, activities and/or circumstances that require prior acceptance from LJMU's insurers before being covered.</p>	<p>If locations, activities and/or circumstances require prior acceptance from the University's insurers, ensure notification and acceptance is given.</p> <p>Brief the student on the limitations of insurance cover (the small print).</p>
	Low	<p>Locations, activities and/or circumstances that are automatically included in LJMU's insurance cover.</p> <p>UK locations (where the placement provider must have employers' liability insurance cover).</p>	<p>None.</p>

Placement Health, Safety and Learning Check List

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

If you require any further assistance or guidance please contact _____

Section 1: Student contact details: To be completed by the University before the form is completed by the host organisation			
LJMU staff may remove any text in italics			
Type of activity (please delete to leave the correct information)		Location of placement (please delete to leave the correct information)	
<i>Work placement</i> <i>Sandwich year</i> <i>Erasmus placement</i>		<i>UK</i> <i>EU</i> <i>International</i> <i>Volunteering with a registered charity</i>	
Student name:			
Programme of study:			
Student ID number: (6 digits)		Private email:	
Living Address whilst on placement:			
Mobile Telephone Number:			
Land Telephone Number:			
Optional – if not being sent to the host organisation please remove this section			
Next of kin details are available on SIS (Student Information System or student):			
Name:			
Relationship:			
Address:			
Home Telephone Number:		Mobile:	
Visiting Tutor Details:			
Tutor's name:			
Workplace address:			
Work telephone no:		Email:	
For overseas placements, please complete the following. Please remove this section if it is a UK placement:			
Faculty/School/Institute			
Country to be visited			
Town/city/region			
Start date			
End date			
Date of return to UK			
Is a Visa required?	Yes / No	Obtained	Yes/No
Are vaccinations required?	Yes / No		
Has European Health Insurance (EHIC) been obtained?	Yes/No		

Section 2: Learning outcomes To be completed by the Subject Head/Programme Leader module Leader

Please provide details of the intended Learning Outcomes as per the module guide or programme aims.	
Subject skills/knowledge as required by the module/placement By the end of the placement the student will be able to demonstrate and apply knowledge and skills in the following areas:	
Professional/personal skills as required by the module/placement By the end of the placement, the student will be able to demonstrate development of:	
Student's personal aims and objectives, if known prior to the placement. If not they should be discussed with the student as they commence the placement – The aims and objectives of the placement are to meet the intended programme learning outcomes as identified above.	
Section 3: Placement details To be completed by the Company	
Placement Learning Provider Supervisor/Contact details:	
Company name and registered number if applicable :	
Company address:	
Address where student is based on placement (if different from above):	
Company Supervisor's name:	
Company Supervisor's email:	
Job role:	
Work telephone number:	Mobile no:
Company Health and Safety Officer's name & telephone:	
Data Protection - The University is legally obliged to keep placement records for 6 years. We would also like to use your information to be able to contact you about future working with LJMU? You can contact LJMU at any time to withdraw your consent via employerengagement@ljmu.ac.uk	
	Yes/No
Dates and duration of the placement:	
Placement description:	
Health and safety arrangements	
We confirm that the company/organisation has Public Liability Insurance or its equivalent (a copy of the current Certificate must be produced if requested) If No please explain why: e.g. an overseas organisation Describe alternative arrangements	Yes/No
We confirm the company/organisation has Employer's Liability Insurance or its equivalent. If no please explain why: e.g. an overseas organisation Describe alternative arrangements	Yes/No <u>Copy of the Certificate is required</u>
Does the Student(s) require any specific skills/abilities prior to the start of the placement? Please describe:	Yes/No

We confirm that we will treat the student as a member of our staff and that we will: <ul style="list-style-type: none"> - comply with health and safety legislation (applicable to the country hosting the placement) - resolve health and safety issues with the student(s) promptly

We confirm that we will provide the student(s) with a full and clear induction to the organisation and its working practices, including:

- relevant risk assessments and health and safety arrangements
- fire precautions and emergency evacuation arrangements
- how to report accidents, incidents and unsafe conditions
- First Aid arrangements
- health and safety training
-

We confirm that in the cases of accidents and incidents involving a student or breaches of discipline by a student, we will advise and consult the University Placement Coordinator immediately.

We confirm that we will plan the work or study programme and ensure that students receive adequate support, guidance and all round experience, to enable them to achieve the intended learning outcomes as specified within the Individual placement learning agreements.

We confirm that we will advise and consult with the Visiting Tutor or Placement Co-ordinator at LJMU in cases of serious accidents, incidents or breaches of discipline by the student(s)

We confirm that we will provide the University with feedback about the progress of the placement when requested, including any feedback required by professional validating bodies.

Where a placement requires a DBS check to allow work with Young people and vulnerable adults, we confirm that we will provide the necessary information and signatures to allow students to obtain DBS (Disclosure and Barring Service) checks.

The Placement Learning Provider and the University agree that a placement agreement may be terminated by the University on the grounds of misconduct or other serious breaches by either party provided that the University is satisfied that the relationship between the Placement Learning Provider and the Student has irretrievably broken down. This does not affect the general right of the Placement Learning Provider to temporarily suspend a placement on reasonable grounds (including, but not limited to unforeseen events, accidents or incidents involving a student or misconduct by a student). Any suspension must be reported to the University within 24 hours of the circumstances giving rise to the suspension coming to the attention of the Placement Learning Provider. **The host organisation must hold and destroy LJMU participant data in accordance with the Data Protection 2018 including the GDPR regulations.**

Placement Learning Provider/Supervisor (please sign):

The above statements are true to the best of my knowledge and belief

Signature:

Print Name:

Job Title :

Date:

Placement Learning Code of Practice Appendix 3

Student Placement Conduct and Health and Safety Agreement

To be completed by the Student prior to the Placement* commencement.

*This phrase incorporates work shadowing and volunteering as appropriate

(This document may be placed in a module guide, in duplicate, allowing the students to sign a copy and keep a copy. Students attending multiple placements may complete one cope for each academic year as long as they inform their placement coordinator of any changes in their circumstances).

Students Name			
Programme			
Student Number		Date:	
Are you aged under 18	please circle	Yes	No

This agreement outlines the expectations of the University and the responsibilities of the Student in respect of the provision of a placement learning, work shadowing, visits or volunteering, while on your programme at LJMU.

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

If the Student has to be withdrawn from the Placement for disciplinary reasons, action may be taken in accordance with the University's Student Disciplinary Regulations <https://www.ljmu.ac.uk/~media/files/ljmu/public-information-documents/student-regulations/guidance-policy-and-process/student-code-of-behaviour-and-disciplinary-procedures-15-16.pdf?la=en>

The Student agrees:

- To actively promote a good reputation for LJMU and your fellow students and to not bring LJMU's reputation into dispute
- To inform the University of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require reasonable adjustments to be made whilst on placement, work shadowing or volunteering opportunity. This includes the development of new underlying health conditions relevant to Covid-19 vulnerability
- To attend/complete any health, safety or other briefing provided as part of their placement, visit or work shadowing opportunity and familiarise themselves with all information provided
- To abide by all rules regarding health and safety requirements, and other practices and procedures of the host organisation or any information given by the Occupational Health Unit

- To carry out the work or study programme specified by the Placement Learning Provider under the supervision of the specified Mentor(s)/Contact(s), as appropriate to the learning experience
- To assess their learning experience, providing feedback to the University as required
- When on placement to report the University Placement Coordinator if any incidents, issues that occur or any concerns about health and safety at their host organisation or Placement Coordinator, that jeopardise the success of the learning experience
- To allow personal data which is reasonably believed to be relevant to the host organisation to be shared by the University and the Placement Learning Provider, if appropriate
- To confirm that any vehicle insurance covers travel to/from work and business use if requested to travel during the placement (if driving to the placement by private vehicle)
- To consult with the University prior to seeking any changes in the terms and duration of the placement or volunteering, not applicable to work shadowing
- To share next of kin information with the placement host
- Students who will be travelling across borders are required to familiarise themselves with, and follow, local restrictions that apply to the nation they are visiting
- The Student is advised that their employer may ask them to be able to produce a recent negative Covid test result. Whenever lockdown restrictions are in place, they are also advised to seek and carry a letter-headed note from their placement host that they can produce, if challenged, as 'a reasonable excuse' for travelling to and from placement. This note should make clear that they are a university student on work placement, carrying out work that cannot be completed remotely

I have read and agree to the above.

I confirm that I am aware of – and will meet - my responsibilities to help control the spread of Covid-19 and to keep colleagues within my host workplace safe. This includes observing any setting-specific measures that are communicated to me and ensuring I notify both the University and my placement supervisor should I develop Covid-19 symptoms and self-isolate.

I confirm I have completed an individual risk assessment related to Covid-19.

(Complete where applicable) My individual risk assessment revealed I am in the 'high' or 'very high risk' category.

I confirm I have discussed my options with my academic team / placement unit and have agreed the following actions:

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

Student name (print in CAPITALS):

Signature:

(Note: Given the present circumstances, this can be electronic rather than physical. A return from your LJMU account is also acceptable as proof of identity)

Please return the completed form to the following address in writing or electronically before the placement is due to commence: (Insert School/Institute details as appropriate)

Thank you for your cooperation.

All data will be held, stored and destroyed in accordance with the Data Protection 2018 including the GDPR regulations.

<i>LJMU office use only</i> Further action required: Yes/No
Approved by University Placement Tutor/Co-ordinator for and on behalf of LJMU
Signed:
Print name:
Job title:

Placement Learning Code of Practice

Student Feedback on Health and Safety Arrangements during Placement Learning

(To be completed by the Student at the End of the placement)

Your input into the improvement of placement learning is important to ensure that the health, safety and learning arrangements you experienced at the Placement are consistent with what has been promised by the Placement Learning Provider. To that end, please complete the form below giving feedback about your Placement experience. The form should be returned to the person and address at the end of the form.

Student name:			
Student signature:			
Date:			
Person number (6 digits):			
Programme of study:			
Type of activity (please highlight of circle)		Location of placement (please highlight or circle):	
Company/organisation address:		Placement start date:	Placement end date:
	Question	provide additional information where asked	
Learning	Were the work or tasks you were given to complete at the work placement at an appropriate level to your abilities ? If your answer is No, please describe why in the box opposite to enable LJMU to work with the host organisation to improve future placements.	Yes/No	
	Were the work or tasks you were given within the scope of degree studies ? If your answer is No, please describe why in the box opposite to enable LJMU to work with the host organisation to improve future placements.	Yes/No	
	Did you gain valuable experience from your placement outside of your degree subjects e.g. developed personal skills, experience of a different environment, or obtain network contacts? If your answer is No, please describe why in the box opposite to enable LJMU to work with the placement host for future placements.	Yes/No	
	Did the placement build on or contribute to your degree subject knowledge ? If your answer is No, please describe in the box opposite to enable LJMU to work with the placement host for future placements.	Yes/No	
Accidents	Did you have any accidents or witness any accidents or unsafe practices that you are concerned about? <u>If your answer is Yes, please describe in the box opposite.</u>	Yes/No	

		Were you asked for emergency contact details?	Yes/No
Training and induction		Did you receive any induction training?	Yes/No
	If so, did the induction training include:		
		- relevant risk assessments and health and safety arrangements?	Yes/No
		- fire precautions and emergency evacuation arrangements?	Yes/No
		- how to report accidents, incidents and unsafe conditions?	Yes/No
	- First Aid arrangements?	Yes/No	
	- Ask you for your Next of Kin information?	Yes/No	
	- Were you provided with on-going training?	Yes/No	
Supervision	(A)	Were you allocated a supervisor whom provided you with instruction regarding hazards and health and safety precautions?	Yes/No
	(B)	Were you left in charge of any situation where you felt you needed more training or closer supervision? <u>If your answer is Yes, please describe in the box opposite.</u>	Yes/No
General		Would you recommend this placement to another LJMU student?	Yes/No
		Did you have any concern	Yes/No
Additional comments? Any additional feedback is welcome.			
All data will be held, stored and destroyed by LJMU in accordance with the Data Protection 2018 including the GDPR regulations.			

Thank you for your cooperation.

Please return the completed form by email to..... or hand in to