### Executive summary

This paper provides a minor update on City’s Placement Policy for noting. This policy was originally due for update at the start of the 20/21 to reflect updates to interrelated policies, recent legislative changes (the Equalities Act & Data Protection Act) as well as increasingly diverse placement practice across the institution. Owing to COVID-related delays it was not possible for this to be reviewed and approved by Senate until January 2021 where it was passed without amendment.

This version of the policy contains a further revision to the policy wording to better reflect practice in the Micro Placement Module.

### Action(s) required from the Committee:

<table>
<thead>
<tr>
<th>EQC is asked to note:</th>
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<tbody>
<tr>
<td>a. To note the updated Placements Policy recently approved by Senate.</td>
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<tr>
<td>Name and Type of Policy / Regulation</td>
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<tr>
<td>Placements Policy</td>
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</table>
Student Placements Policy (Draft V4)

Scope

All taught and research programmes leading to an award of City, University of London.

This Policy will apply to partnership provision unless specific alternative arrangements have been agreed between City and the partner institution and included in the Memorandum of Agreement for the partnership.

The principles of this Policy will apply to validated provision. Specific arrangements for validated programmes will be approved at validation of the relevant programme and form part of the Validation Agreement.

Date approved/re-approved Approved November 2019

Date for review January 2021

To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required

To be read in conjunction with

Forms for student placements:
- Tri-party agreement (placements)
- Placement Health and Safety Questionnaire
- Short Term Placement Information Form
- Overseas Work Placement Student Risk Assessment

Health and Safety Guidance Notes for Students on Placements

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
**Student Placements Policy**

1. **Introduction**

   This policy details the provision of placement opportunities for students, either as a required or optional element of their programme, by explaining the different types of placements students can undertake and how these placements are developed and monitored. These opportunities add enormous value to the student experience but must be managed within a robust framework to ensure the quality of the student experience and to satisfy the University’s duty of care for students.

   This policy is informed by and aligns with the expectations of Chapter B10 of the UK Quality Code for Higher Education: Managing higher education provision with others. It has also been developed with reference to the ASET Good Practice Guide for Work Based and Placement Learning in Higher Education (2016) and the University Health and Safety Policy (including Safety Procedure No.13 Work Placements for Students).

   “You”, or “your” refers to the student; “we”, “us” and “ours” refers to City, University of London.

2. **Equality and Diversity**

   It’s our intention to deliver opportunities that are open to all students and that placements offered fully conform to City’s own Equality & Diversity Policy as well as the Equalities Act 2010. It is your responsibility of the student to declare at an early stage if they have any specific support or learning needs so that these can be considered and the ability of the Placement Provider to support those needs appropriately can be assessed. Reasonable adjustments in the context of a placement may differ from those in the academic setting. Arrangements will be considered on a case-by-case basis and any agreed reasonable adjustments must not compromise the achievement of learning outcomes or other requirements for educational standards or professional competencies that are required by PSRBs. Decisions on reasonable adjustments for placement students must be made with reference to other available guidance and information and in liaison with the Student Counselling, Mental and Accessibility Service (SCMHAS), as appropriate.

   Any reasonable adjustments that are agreed must be captured in the Tri-Party Agreement or equivalent

   Placement Coordinators must seek permission (verbal or written) from you before disclosing information on disabilities or other protected characteristics to a Placement Provider.

3. **Overviews and Principles**

   This policy covers any work-based, employment or practical experience that you may undertake as part of a programme that fulfils stated learning outcomes. These learning outcomes may be specific (the development of specialist skills, for example) or more general (developing and understanding of the employment context, for example). A Placement may be a required element of a programme or an optional extra and they may or may not be credit-bearing. Both placements organised by us and placements organised by you to satisfy the requirements of your programme are within the scope of this policy.
The general principles of this policy apply to placements that are required by Professional Statutory and Regulatory Body requirements (specifically practice-based placements in the School of Health Sciences). However, we recognise that processes may already exist or may need to be adapted to meet the specific requirements of professional bodies.

The policy is **not** intended to cover learning outside your programme that is not a planned part of a programme such as part-time, term-time or holiday work/work experience that you may arrange for yourself. However, if a work experience opportunity is sourced, endorsed or recognised by us (inclusion on the transcript, for example), the shortterm placement form should be used.

Additionally, this policy does not cover students who have suspended their studies to undertake a period of time in employment.

4. **Types of Placements**

**Short Term Placements**
These types of placement are usually less than 12 weeks in duration where you are also studying one or modules concurrently with attendance at University, the Short Term Placement form should be followed. You should also use this form and follow this process for other work experience opportunities that have been arranged, sourced, endorsed or recognised by us that may not contribute to an overall degree programme result or award.

**Micro Placements**
Micro Placements are defined as elective, credit-bearing, short placements usually held in June and July of each calendar year.

**Practice Placements**
Practice Placements are defined as placements undertaken on programmes where the final qualification leads to a licence to practice in subject areas such as some Health Sciences or Law programmes.

**Industrial/Sandwich Placements**
Industrial or Sandwich placements are usually long placements (typically 30-52 weeks in length) away from the University. You remain fully registered with the University and there are learning outcomes attached to the experience and the placement is normally acknowledged or represented on your final transcript.

**Term Placements**
Term Placements are usually a full academic term in length 12-15 weeks (full-time). You normally remain fully registered with the University and there are learning outcomes attached to the experience which you may receive credit or acknowledgement for, depending on your programme.

5. **Modes of Undertaking Placements**

Alternative modes of undertaking placements, such as via distance or online methods, are permissible in circumstances where a regular placement may not be possible for you owing to conditions beyond the control of either your placement host or your own circumstances. Any placements that use distance or online participation or engagement would still need to comply with the student code of conduct and the Equalities Act (2010).
6. **General Principles**
This policy sets out the principles and processes which apply to the development, delivery and monitoring of placement learning. Application of this framework ensures that we will operate robust processes to ensure its ultimate responsibility for the quality of placements you may undertake. During a placement period, although you would normally be registered at University and remain subject to University regulations, your direct supervision would be transferred to a Placement Provider for a set period of time.

Therefore, the Placements Policy has three key objectives to:

- Preserve our duty of care for students who undertake placements.
- Ensure that placement activity is appropriate, enriches your experience and enables defined learning outcomes to be met.
- Provide a transparent and consistent framework for the approval, monitoring and review of placement activity.

7. **Definition of terms**
The following terms are used in this policy and its associated guidance. Specific role titles may differ on different programmes, for example, in the School of Mathematics, Computer Science and Engineering placement activity is managed by a specialist team of professional staff. However, in all cases the responsibilities of each role will be clearly defined for you in an appropriate location:

- **The Module or Programme Convenor** refers to the designated person or persons within City with overall responsibility for a programme or module that may include placement activities.
- **The Placement Coordinator/Manager** refers to any person within the School or within the Careers Service responsible for the management of student placements.
- **The Placement Provider** is the host organisation providing the placement.
- **Placement students** are registered City students working under the supervision of a Placement Provider (usually) away from University premises.
- **An Academic Supervisor/Tutor** is any member of academic staff who visits a placement student and/or is responsible for a placement student.
- **Learning outcomes** describe what a student should be able to do or demonstrate in terms of knowledge, skills and attributes by the end of the module or programme.

8. **Approval of Placement Activity**

8.1 **Programme Design**
Placement activity must be an approved part of a programme. Proposals to incorporate these opportunities can be considered either through our Stage 1 and Stage 2 approval procedures (for new programme provision) or through amendments to existing programmes of study. Opportunities to participate in placement schemes must be clearly indicated in Programme Specifications.

During the design and approval of programmes that incorporate placements it is required that proposals define:

- How placement learning contributes to the overall aims and learning outcomes of the
b. Whether placements are mandatory or optional.
c. Who is responsible for sourcing placements.
d. The mode of attendance for placements.
e. How placement activity forms part of the assessment strategy for the module/programme and whether it will be credit bearing or non-credit bearing.
f. The implications for students not securing a placement, not completing the placement or needing to change their placement.
g. The capacity of the Programme Team (or other unit) to manage placement activity.

8.2 Approval of Placement Settings
Each placement setting must be approved by the relevant programme coordinator/manager or programme convenor as appropriate to meet your needs and the requirements of this policy, with the Module/Convenor having overall oversight. The Tri-Party Agreement or equivalent provides a template to ensure that all the relevant matters are considered by the module or programme convenor before a student starts their placement. These include the Code of Conduct, that any relevant Health & Safety issues are given due consideration and where relevant, that reasonable adjustments are made. It is important to note that for some programmes, the requirements of placement settings are defined by the relevant PSRB requirement.

An approved placement must provide the following:

a. A defined role or project within an established organisation. Placements with start-ups and other newer businesses are not automatically excluded, but the University must be assured that all of the other criteria can be met.
b. Clear opportunities for the programme learning outcomes to be achieved.
c. A nominated academic supervisor where applicable and a commitment to regular supervision throughout the placement.
d. Confirmation of employer’s health and safety procedures in place and that provision of training and briefing in relation to these will be provided by the employer. Adequate facilities and resources to support successful undertaking of the placement role.
e. Opportunities to meet the requirements of PSRBs, where appropriate.
f. Employers Liability insurance cover.

9.2 New Placement Providers
Placements can be sourced by us or by you. Arrangements for sourcing placement opportunities may differ between Schools. Each programme handbook will set out how placements are arranged and whom is responsible for finding the placement.

In all cases, an appropriate level of check must be undertaken by the us before you can be placement approved. The Tri-Party Agreement outlines questions that provide an appropriate due diligence process. For some programmes the due diligence processes may be determined by PSRB requirements.

5.1 Pre-placement Visits
The requirement for a pre-visit must be determined through the process of approval of placements settings by a module or programme convenor, or placement coordinator/manager; a pre-placement visit is not normally required unless there are specific concerns raised by either the host, by you or the module or programme convenor or placement coordinator/manager. The purpose of a pre-visit would be to assess the placement setting, discuss any concerns arising from the Placement Provider's risk assessment of the role and to clarify understanding of arrangements for health and award.
safety (using the criteria set out in the University’s Placement Health and Safety Questionnaire or equivalent).

5.2 Placements Abroad
There is a higher element of risk when you undertake a work placement abroad. When considering placements abroad, particular account should be taken of legislation and laws appropriate to the country concerned and consideration of any particular risks associated with the specific region and location.

The Placement Coordinator/Manager should explore both what health and safety procedures are in place and also what insurance might be provided by the Placement Provider to cover any illness or injury suffered by the placement student.

Where satisfactory arrangements are not deemed to be in place, as determined by the module or programme convenor, you will be informed, in writing, of the risk that the placement carries and that you may have little or no legal protection in the event of a workplace incident. If you decide to still undertake the placement, you’ll be advised by the module or programme convenor to seek appropriate advice with regard to alternative insurance cover.

If your placement is abroad, you should complete the overseas work placement risk assessment or equivalent with a sign-off from the module or programme convenor or placement coordinator as appropriate.

9. Student Support, Information and Guidance
When you are on your placement, you will remain a registered student of City, University of London. We will support you by providing clear information and academic guidance before, during and after placement has finished. Our briefing processes will include opportunities for you to discuss any aspect of their placement with us. Please see Appendix B for examples of the types of information that would normally be covered in our student briefings and handbooks.

The Programme (or School) must nominate both a ‘Placement Coordinator’ and an ‘Academic Supervisor’ (or equivalent) who will be responsible, with the Placement Provider, for the development of the Tri-Party Agreement (or equivalent agreement in the case of programmes subject to PSRB requirements etc) and for maintaining contact with you during your placement. Our specific responsibilities, and the Placement Provider’s key contacts are set out in the Tri-Party Agreement.

Visits to you whilst you are on placement by us are encouraged, wherever possible, and are required if your placement is away from the University for a full semester or more.

10. Placement Places
Many placement places will be decided through a documented application and selection process. The processes for applying for placements must be communicated to you before you look for a placement. The process for applying for a placement will ideally be included in programme specifications. In some Schools, SHS for example, placements are allocated to students (other than elective placements). Where placements are allocated, fair and transparent procedures will be determined locally and communicated.
to you.

11. **Health, Safety and Welfare**
The University has a legal responsibility to ensure, so far as it is reasonably practical, that you are not exposed to any risks to your health and safety. Specific details are set out in our Health and Safety Policy. The Student Placements Policy and its associated pro formas ensure that we meet our obligations in the operation of this activity. We will also make reasonable enquiries about arrangements for health and safety before you begin any placement activity.

This duty of care covers you whether placement opportunities are sourced by us or by you. The Placement Coordinator (or equivalent) must ensure that our Placement Learning Health and Safety Questionnaire or equivalent is completed satisfactorily by the Placement Provider. A Placement Provider will only be required to complete one Placement Health and Safety Questionnaire, however, if placement roles and responsibilities vary significantly or if you are located on different sites then additional forms may be required (at the discretion of the Placement Coordinator/Manager).

The Placement Provider should also provide a copy of a placement risk assessment to the Placement Coordinator no more than 2 weeks after the placement has commenced, ideally sooner. A copy of the risk assessment and/or other relevant health and safety information must be provided to the student. The provision of risk assessments is not required for short term placements, but confirmation that an adequate risk assessment has taken place is sought.

Where a Placement Provider has fewer than 5 employees, requirements for health and safety and risk assessment may be different. In these circumstances, the Placement Coordinator/Manager should undertake appropriate due diligence checks (Section 4 of the Tri Party Agreement or equivalent) via a telephone conversation, email or in person and should record relevant information within the Tri Party Agreement form or equivalent.

For some placements, PRSB or other organisation requirements mean that additional precautions must also be taken such as the completion of Disclosure and Barring Service check. These requirements will be set out locally.

The Academic Supervisor/Tutor, or other member of staff, visiting you on placement is not expected to be an expert in health and safety matters, but they should be aware of, and understand their health and safety monitoring role. When visiting you on placement it will be necessary to observe the health and safety processes, discuss any concerns or incidents with you and take action that is considered necessary.

In the case of some international placements, where it is not possible for us to confirm that satisfactory arrangements for health and safety are in place, you may continue with the placement but should note that you have little or no legal protection in the event of a workplace incident. In such cases you should be advised to seek appropriate advice about alternative insurance cover.

All students and Placement Providers should be provided with sufficient advice about ensuring their health and safety in the workplace. The University's briefing sheet 'Health and Safety on Work Placement' provides generic guidance.

**Insurance**
By completing the Placement Health and Safety Questionnaire or equivalent, Placement
Providers confirm that appropriate insurance is in place. It is not necessary for us to retain copies of insurance certificates for Placement Providers. If the placement is outside of the UK, it is the students’ responsibility to ensure they have the correct insurance cover.

If you are on an approved placement in the UK or abroad, travel to and from the placement provider is covered under the terms of the University’s insurance.

Some placements may require additional professional indemnity insurance. Your requirements will be clearly stated within placement information and arrangements for cover will be managed within Schools.

12. **Working with Placement Providers**

We will provide adequate support to Placement Providers. The use of the Tri-Party Agreement helps to define the scope of the placement, the intended learning outcomes and the responsibilities of each party. Further information should also be provided and as a minimum this might include:

a. General programme information.
b. Processes for communicating issues with regard to student performance or other concerns.
c. Expectations for when Academic Supervisors, or other staff, visit students on placement.
d. Any requirements for recording student attendance or participation.
e. The extent and limitations of the student role, the level of skill and experience of the student.
f. Suggestions for strategies that might be used to facilitate placement learning.
g. University Health and Safety information.
h. Full details of any training that is required to participate in the assessment of the student and the relevant Assessment Regulations, where appropriate.

13. **Monitoring and Review**

13.1 **Placement Attendance Monitoring**

Schools must operate a process to ensure that they can monitor appropriately the location of all of their students. Programmes are expected to maintain records of where students are based on placement and to manage regular channels of communication. This is of particular importance for students that are undertaking year-long placements. Placement Providers must inform the Placement Coordinator if a student is unexpectedly absent from their placement for more than 48 hours without authorisation, or if they have any other concerns about the student’s attendance.

13.2 **Requirements for Student Visa Holders**

Where you are studying under a Student visa, the Home Office regulations require your attendance to be monitored at all times, including when on placement as the we continue to be responsible for you. Schools must inform the University’s Visa Compliance Team of planned off-campus activity before it begins. Detailed procedures including the Off Campus Activity Reporting Form, are detailed in the University’s procedures for Off Campus Attendance Monitoring. Changes to any off campus activity must be reported to the Visa Compliance Team. Placement Providers should be briefed by Placement Coordinators on any requirements to monitor attendance in line with this guidance and the correct procedures to follow if there are concerns about your attendance.
13.3 Research Students

If you are enrolled on a Research programme and have a Student visa, you will be permitted to do a work placement provided that it is a formal part of the programme. The Associate Dean (Research) must confirm in writing to the International Visa Advice Team that the work placement is an integral part of the programme.

13.4 Student Feedback

Programmes will have arrangements in place for you to provide feedback on your experience during the placement and at the end; this might be through module evaluations, focus groups or other appropriate means. Feedback opportunities are important contact points and offer an opportunity for us to address any concerns about the placement at an early stage. Issues that arise through your feedback, where appropriate, should be considered at SSLCs, Programme Committees and/or other relevant committees and addressed. Actions should be incorporated in Programme Action Plans and reported back to students on placement. Feedback from the Placement Provider and from External Examiners, where they have had the opportunity to visit students on placement, should also be captured.

13.5 Annual and Periodic Review

Placement provision is subject to evaluation and review as part of the University’s procedures for Annual Programme Evaluation and Periodic Review. Appropriate reflection should be captured in all cases and the number of students involved in placements should be reflected within these documents. Matters that have arisen in placement activity should be addressed in a timely manner.

14. Termination of a Placement

Regular communication is an essential factor in the management of placements. You and Placement Providers are reminded (via the Tri-Party Agreements) and other guidance of the need to inform the Placement Coordinator and/or the Academic Supervisor if there are any concerns so that an early resolution can be sought.

On rare occasions it may be necessary for you or the Placement Provider to terminate the placement early. Terminating a placement could have serious implications for your programme and for future relations with Placement Providers and these should be considered carefully.

In some cases, for any medical or personal reason, it may be necessary for you to take a complete break from your studies, including the work placement. Where this is the case, the Interruption of Studies Policy should be followed.

The Placement Coordinator should provide full guidance and support in these situations, enabling you to continue with your programme of study where appropriate.

We cannot guarantee that it will be able to provide an alternative placement (or access to the same placement) in all cases, however, we will work with you to identify alternative ways for you to meet any required learning outcomes for your programme, where appropriate.

15. Complaints About Placements

A complaint that is raised by you about the provision of a programme, including a work placement, may relate to:
i. matters falling under the authority of the University
ii. matters more properly falling under the procedures of the Placement Provider.

Complaints about placements will normally fall under the jurisdiction of the University and the Student Complaints Policy and procedures will apply. In the first instance, any complaint should be raised informally with Placement Coordinator in order that you are directed to the correct procedure.
Appendix A

Placements Typology

This typology provides guidance on the definitions of types of placement and the associated approval processes, which are proportionate to the nature of the placement. This typology is not exhaustive and does not preclude other types of placements being established under the arrangements for approval set out in the Student Placements policy.

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<thead>
<tr>
<th>Type of placement</th>
<th>Description</th>
<th>Approval Process</th>
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<tr>
<td>Company visits, insight days, observational placements/shadowing</td>
<td>Short-term, supervised activity often as an enrichment activity for student. Rarely any specific learning outcomes attached. Students will not have responsibility for undertaking specific tasks within the organisation.</td>
<td>None required. Student feedback may be sought to support the delivery of future opportunities.</td>
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<tr>
<td>Internships, micro placements</td>
<td>Internships and micro placements are structured periods of work experience. Opportunities may often be in a profession/industry related to the programme of study, but the placement is not a formal requirement of the award. Micro-Placements are placements for students wanting to undertake employment experience that may differ from placements traditionally associated with their degree discipline. Micro-Placements are often undertaken during the summer holiday period.</td>
<td>Where the University has sourced and promoted the opportunity, the Short-Term Placement form should be used to capture the required level of due diligence. Arrangements for micro placements are approved as part of the Programme Approval Process or as amendments to existing programmes. They are reviewed via student feedback mechanisms, Annual Programme Evaluation and Periodic Review. Student feedback on the experience should be sought. Where the student has sourced the opportunity, students should be provided with the standard health and safety briefing/information.</td>
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<tr>
<td>Practice placements</td>
<td>Governed by a formal agreement between the University and employers, these placements are usually undertaken on programmes where qualification leads to a licence to practice, such as in SHS. Students may often do multiple practice placements as part of their programme of study and employers may be involved in Arrangements for placement learning (including assessment) are captured as part of the Programme Approval Process and are reviewed via student feedback mechanisms, APE and Periodic Review.</td>
<td>Formal processes for approving providers and placement opportunities</td>
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<td>Projects</td>
<td>Negotiated periods of work undertaking specific tasks for an employer. Projects can be of various lengths, but they are normally additional to the student’s module diet.</td>
<td>Where the University has sourced and promoted the opportunity, the Short Term Placement form should be used to capture the required level of due diligence. Where the student has sourced the project opportunity: Where possible, students should be provided with the standard health and safety briefing/information.</td>
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<td>Term Placements</td>
<td>Placements of 12-15 weeks (full-time). The student remains fully registered with the University and there are learning outcomes attached to the experience. The placement is a recognised part of the programme, usually through the application of credit. Semester placements might also be undertaken part-time with the student spending 1 or 2 days a week in the work setting.</td>
<td>Arrangements for placement learning (including assessment) are captured as part of the Programme Approval Process and are reviewed via student feedback mechanisms, Annual Programme Evaluation and Periodic Review. The requirements of the policy for the approval of the placement provider/placement opportunity apply in full. Work place visits should be</td>
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<tr>
<td>Sandwich/Industrial Placements</td>
<td>Usually 30-52 weeks in length, this is a period of learning that takes place away from the University setting. The student remains fully registered with the University and there are learning outcomes attached to the experience. The placement is a recognised part of the programme either through the application of credit or through recognition on the transcript or award certificate.</td>
<td>Arrangements for placement learning (including any required assessment elements) are captured as part of the Programme Approval Process and are reviewed via student feedback mechanisms, APE and Period Review. The requirements of the policy for the approval of the placement provider/placement opportunity apply in full. Work place visits should be undertaken during the placement. The Tri Party Agreement will provide further information.</td>
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<td>Work based learning</td>
<td>The student primary role might be considered to be that of employee and they are based in the work setting for the majority of their time. The employment settings the contextual focus for learning throughout the degree.</td>
<td>Arrangements agreed during the programme design and programme approval processes. Review via Annual Programme Evaluation and Periodic Review. Students undertake module evaluations and will be invited to take part in relevant student surveys.</td>
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[Definitions are based on the ASET Good Practice Guide for Work based and Placement Learning in Higher Education]
Appendix B

Student Support and Guidance: Areas to Cover in Pre-Placement Briefings

Schools and Departments may have different ways of approaching a pre-placement briefing of students. A full and considered information session is important for a successful placement experience. The following is a list of subjects that pre-placement briefing delivered by the School or Department should cover:

a. Any academic requirements for the placement (a reminder of formal learning outcomes, assessment requirements etc.). Where there are no specific academic requirements, an indication of the experiential benefits of the placement experience should be provided to the student.

b. A reminder of the purpose and benefits of undertaking a work placement.

c. Arrangements for placement visits and other contact points, including expectations for maintaining contact with the University/Department and how this will happen (phone, emails, log-ins etc.).

d. Support available at City to the student whilst on placement (e.g. on-going access to University services as well as Departmental contact, Students’ Union membership).

e. Health and Safety - general briefing to reinforce information provided in the generic University guidance. Coverage of any specific matters of relevance to placements in particular professions (e.g. engineering, health).

f. Information about the requirements of the Data Protection Act (2018) and client/patient confidentiality.

g. Rights and responsibilities of students and placement hosts the under the equality duty.

h. Support with assessing any personal risk factors that students should consider. This might include supporting students to think in advance about travel to the placement location, late working, accommodation during the placement period etc.

i. Placement paperwork, including the requirements and the responsibilities of each party.

j. Any relevant financial information – fees that must be paid, professional fees or additional insurance that might be required, loans and sources of other funding (if relevant).

k. What to do in the event of an emergency and if things are not going as planned whilst a student is on placement.

l. What will happen when a student completes the placement and returns to University (e.g. requirements for module selection for the following year).

m. Advice on workplace etiquette – professional/corporate culture, dress code expectations and other relevant advice to support student success.

Any other tips for making the most of the placement experience.

n. Opportunities to ask questions of staff and ideally of other students who have undertaken placements.