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| New Course Approval |  |
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| Work-based / Placement Learning Approval Form |

For new courses, this form should be submitted with the development stage form for approval.

**Supporting WBL / placement documents**

The Dean/Deputy Dean of Partnerships, and Validation Panels will want to ensure that students, staff and WBL/placement providers are given appropriate and timely information, support and guidance prior to, throughout, and following their WBL and placement learning. Partner Institutions should demonstrate that they will provide guidance which covers the areas set out in the guidelines for work-based and placement learning, and which incorporates areas detailed on this form.

The following documents are examples of how this information may be provided, although Partner Institutions may opt for alternatives. Where final versions of guidance are not available, drafts or examples of the format to be used can be presented. Final versions may need to be approved prior to course start.

**Please indicate which documents have been attached:**

Student handbook [ ]

WBL/Placement provider handbook [ ]

WBL/Placement mentor’s handbook [ ]

Staff handbook [ ]

Template learning agreements [ ]

Other (please specify below) [ ]

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| --- | --- |
| **Partner Institution** |  |
| **Course title and code** |  |
| **Module title(s) and code(s)** |  |
| **Faculty/Department/Centre** |  |
| **Key contact at Partner Institution** |  |
| **Tick any as appropriate:** | **Part of new course [ ]** **Adding WBL/placement to an existing course? [ ]** **Module(s) during a stage [ ]** **Year-long placement [ ]**  |

**Department’s WBL / Placement experience and approach**

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| --- | --- | --- |
| **1** | **Does the Partner Institution/Department currently offer WBL / placements?** |  |
| **2** | **Are there established procedures / policies / handbooks in place?**Please list briefly. |  |
| **3** | **Is the WBL / placement in a curriculum area which is new to the department?** |  |
| **4** | **What training / support will staff be provided with related to the provision, support and administration of WBL/placements?[[1]](#footnote-1)** |  |

**WBL/placement design and contribution towards the course**

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| --- | --- | --- |
| **5** | **What contribution will the WBL / placement make to the degree classification?[[2]](#footnote-2)****Is it a requirement of the award?** |  |
| **6** | **How has the WBL / placement been incorporated into the programme design and learning outcomes?** |  |
| **7** | **What are the requirements of the relevant professional, statutory, or regulatory body?** |  |
| **8** | **Is the WBL/placement learning less than 50% of the total length of the course?** |  |
| **9** | **How will the placement provide the required learning opportunities?**(e.g. through a learning agreement between the department and the placement provider) |  |
| **10** | **What are the criteria for selecting the WBL / placement provider?** |  |
| **11** | **How will health and safety risks be managed?** |  |
| **12** | **What are the department’s responsibilities in relation to securing a placement?** |  |
| **13** | **What are the student’s responsibilities in relation to securing a placement?** |  |
| **14** | **Are there any financial implications?** |  |
| **15** | **Are there any statutory requirements or relevant legislation which need to be considered? How are these to be met?** |  |
| **16** | **How will the WBL/placements be advertised?** |  |
| **17** | **When and how will students need to apply for a WBL/placement?** |  |
| **18** | **What criteria are students required to meet to apply for a WBL/placement?** |  |

**Assessment**

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| --- | --- | --- |
| **19** | **How will the WBL/placement learning be assessed?** |  |
| **20** | **What guidance are staff and students provided with on marking, assessment and feedback?** |  |
| **21** | **How will the assessment be incorporated into existing arrangements for internal moderation and external examining?** |  |
| **22** | **What opportunities for re-assessment are available? What is the impact of failure/non-completion?** |  |

**Liaison with WBL / placement provider**

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| **23** | **What mechanisms are in place to ensure placement providers are fully aware of their role and responsibilities?** |  |
| **24** | **What mechanisms are in place to ensure WBL/placement provider staff are appropriately qualified and competent to fulfil their role, and how is this monitored?** |  |
| **25** | **What guidance is provided on the WBL/placement provider’s role in assessment and feedback / reports on student performance?** |  |
| **26** | **What mechanisms are in place for reporting and resolving any problems or complaints?** |  |

**Student Support**

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| --- | --- | --- |
| **27** | **Who are the first points of contact for the student?** |  |
| **28** | **What briefing materials will students be provided with?** |  |
| **29** | **What academic support will be available to the student?****What will be provided by the department and what will the responsibility of the placement provider be?** |  |
| **30** | **What pastoral support will be available to the student?** |  |
| **31** | **What procedures are in place where a placement can no longer continue?****How will the student still be able to meet the relevant learning outcomes?** |  |
| **32** | **What mechanisms are in place for students to report any problems or complaints, and for these to be resolved?** |  |

**Monitoring and review**

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| --- | --- | --- |
| **33** | **What mechanisms will there be for the monitoring and evaluation of the WBL/placement?** |  |
| **34** | **What mechanisms will there be for student feedback on the WBL/placement learning elements of their course?** |  |
| **35** | **What mechanisms will there be for WBL/placement provider feedback?** |  |

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| **Supported by the relevant Head of Department/Head of HE at Partner Institution** |
| **Signed**  |
| **Date**  |

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| **Comments from Partnerships Team / Deputy Dean of Partnerships** |
| **Comments:** |
| **Date**  |

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| --- |
| **Supported by the Dean of Partnerships**  |
| **Comments:** |
| **Signed**  |
| **Date**  |

**Document review information**

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| --- | --- |
| Document owner | Quality and Academic Development, University of Essex |
| Document author | Quality and Academic Development |
| Document last reviewed by | Dawn Mott, Partnerships Manager (Development and Oversight) |
| Date last reviewed on | February 2022  |
| Review frequency | Annually |

1. This should include all aspects of the role, including health and safety issues. [↑](#footnote-ref-1)
2. See Rules of Assessment for four year honours degrees. Variations from the standard Rules will need to be approved by Senate. [↑](#footnote-ref-2)