**University of Essex**

###### Work-based / Placement Learning Approval Form

This form should accompany other approval documentation as required for the introduction of new modules and courses with Work-based Learning (WBL) or Placement learning involved. For new courses, it should be submitted with the form for final approval.

**Supporting Work-based / placement learning documents**

The Executive and Faculty Deans, Faculty Education Committees 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. Departments 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 departments 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 |  |
| Feedback from the International Services team |  |
| WBL/Placement provider handbook |  |
| WBL/Placement mentor’s handbook |  |
| Staff handbook |  |
| Feedback from the Health and Safety Advisory Service |  |
| Template learning agreements |  |
| Other (please specify below) | |
|  | |

|  |  |
| --- | --- |
| **Course title and code** |  |
| **Module title(s) and code(s)** |  |
| **Administering department** |  |
| **Key contact person** |  |
| **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**

|  |  |  |
| --- | --- | --- |
| **1** | **Does the 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**

|  |  |  |
| --- | --- | --- |
| **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** | **Please give details of consultation with the International Services team about compliance with Student Visa requirements.** |  |
| **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?** |  |
| **What contact has been made with the University’s Health and Safety Advisory Service[[3]](#footnote-3)?** |  |
| **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**

|  |  |  |
| --- | --- | --- |
| **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**

|  |  |  |
| --- | --- | --- |
| **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**

|  |  |  |
| --- | --- | --- |
| **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**

|  |  |  |
| --- | --- | --- |
| **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?** |  |

Approval

|  |
| --- |
| **Proposed module supported by the relevant Head of Department** |
| **Signed** |
| **Date** |

|  |
| --- |
| **Comments from Quality and Academic Development** |
| **Comments:** |
| **Date** |

|  |
| --- |
| **Proposed module supported by the relevant Dean** |
| **Comments:** |
| **Signed** |
| **Date** |

|  |  |
| --- | --- |
| **Document owner** | Quality and Academic Development |
| **Document author** | Quality and Academic Development |
| **Document last reviewed by** | Aminah Suhail, Quality and Academic Development Manager |
| **Date last reviewed** | October 2023 |
| **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)
3. <https://www.essex.ac.uk/staff/health-and-safety-support/policies> [↑](#footnote-ref-3)