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**Academic Quality Handbook**

**Chapter I: Collaborative Partnerships**

**Appendix I.6: Placement Guidance and Templates**

1. **Introduction**
   1. A placement is defined by Trinity Laban as a designated learning opportunity which normally takes place outside the formal learning environment of Trinity Laban either in the workplace or at another institution and where the learning outcomes are an intended part of a programme of study. A placement may be credit bearing or it may be experiential in that it informs the learning whilst not being directly assessed. A placement may be of any duration dependent on its function and purpose and is not defined by its length.
   2. Trinity Laban operates a range of work-based placement learning opportunities, from that which last between 2-3 hours to those that make up a substantial part of a taught programme (i.e. a prolonged placement series). This guidance document covers placements and work-based learning experience undertaken as part of undergraduate programmes and taught postgraduate programmes. It sets out the responsibilities of the Programme Leader before, during and after the placement.
   3. This guidance only applies to internships or vacation work organised by individual students where these are required or assessed in order to meet the learning outcomes of a programme or module.
   4. The expectations set out in this Guidance are the minimum requirements for the management of placements. Programme teams can have in place additional steps or mechanisms for the management of placements.
2. **Responsibilities of the Programme Leader**
   1. The Programme Leader is ultimately responsible for the placement arrangements on their programme. Where the placement forms a part of a module with a separate Module Leader, the Programme Leader will collaborate with and support the Module Leader to ensure that appropriate arrangements, as set out in this Guidance, are in place.
   2. When setting up and managing a placement element as part of a module or programme, Programme Leaders should contact the below teams for advice on specific questions or issues:

* Student Services – in relation to students with disabilities and specific learning needs;
* Human Resources – for matters related to employment law;
* Quality & Governance (Registry) – in relation to placement agreements, assessment and evaluation arrangements;
* Admissions (Registry) – in relation to requirements set by student visa regulations for overseas students; and
* Trinity Laban’s Learning & Participation Departments – for the provision of placement opportunities for students and facilitation of links to host organisations such as schools, local authority music services, arts and cultural organisations.
  1. Before the students start their placement(s), the Programme/Module Leaders must discuss the placement expectations and arrangements with the students during class and provide at least the following information to the students in a placement handbook/on a Moodle page:
* learning outcomes of the placement activity (from the Module Specification);
* the assessment requirements for the placement (from the Module Specification) (where relevant);
* institutional support available to students during placements;
* emergency contact details;
* the process for dealing with problems and complaints (first points of contact at Trinity Laban);
* attendance requirements and monitoring arrangements for the placement, including who to inform of planned or unforeseen absences;
* expectations for students during placements (see the Placement Agreement template).
  1. Placement hosts can be identified in a number of ways (by the programme team or by an individual student). Where the placement host has been identified by a student, the Programme/Module Leader should consider the suitability of the placement host on the basis of the following factors:
* Suitability of the placement activities provided by the proposed host to ensure the student can meet the learning outcomes;
* Availability and appropriateness of staff at the placement host to adequately supervise the student;
* Any risks associated with the location, type, size or other context of the placement host related to health and safety, equality of opportunity and the student’s individual needs.
  1. If the Programme/Module Leader identifies any issues with the above, they must be discussed with the student. After discussion, if the student still wishes to go ahead, the Programme Leader should escalate their concern to the Director of Faculty or Registrar, as appropriate, for a final decision.
  2. Once a placement host has been identified and agreed, the following steps must be taken:

1. A Placement Agreement is completed by the Programme Leader/Module Leader and sent to the placement host and the student for signing. A template for the agreement can be found at the end of this Guidance. The agreement can be amended to ensure it is fit for purpose for the specific placement activities. The student cannot start their placement until all parties have signed the agreement.
2. The Risk Assessment template (available at the end of this Guidance) should be sent to the placement host and student at the same time with the agreement. The placement host should complete the Risk Assessment with the student and return to the Programme/Module Leader. The Programme/Module Leader should seek advice from the central teams listed above for any high risks identified through the assessment.
3. The Placement Activity Planner (template available at the end of this Guidance) should be completed by the Programme/Module Leader and sent to the placement host and student for review and signing.
   1. Programme teams can use their own templates that are specifically designed for their programme as long as the templates cover at least the equivalent information set out in the templates in this Guidance.
   2. Once the above three documents have been completed and signed by all three parties, the student can start the placement. The Programme/Module Leader should save the signed documents so that they can be retrieved at a later date if required.
   3. During the placement period, the Programme/Module Leader should

* Regularly contact all students on placement to check how they are doing. How often contact is made depends on the length and nature of the placement.
* For placements lasting for one term or more, arrange at least one meeting with the placement host and the student(s) on that placement to review progress against the learning outcomes and discuss and resolve any issues.
* Towards the end of the placement, ask the placement host for feedback on their experience of hosting the student(s)
  1. If the host, student or Trinity Laban end a placement before it is due to finish for any reason, the Programme/Module Leader should liaise with the student to establish the implications for their programme of study. Where the student has not had the opportunity to satisfy the learning outcomes associated with the placement, they will normally be required to find an alternative placement or to take part in an alternative learning experience. If mitigating circumstances apply, the student may make a request for additional consideration in order to defer the placement to a later date.
  2. After the placements have completed, the Programme/Module Leader should seek feedback from the students on their experience of the placement. The placement host and student feedback should feed into the Annual Programme Evaluation (APE) report for the applicable programme.

Placement Agreement

SECTION ONE: PLACEMENT INFORMATION

Student Name:

Student ID:

Programme/year:

Instrumental department (where relevant):

Email address:

Contact telephone number:

Placement/WBL Host:

Supervisor/Mentor:

Email address:

Contact telephone number:

Trinity Laban Placement Coordinator:

Email:

Contact telephone number:

Placement address:

Placement start date:

Placement duration/end date:

Normal hours of work:

Is a DBS check required to undertake this placement? Y/N

If yes, DBS date of issue and certificate number:

SECTION TWO: THE AGREEMENT

This agreement is made between Trinity Laban Conservatoire of Music and Dance, and [Provider name] (the Host), and [Student name] (the Student), collectively ‘the Parties’

This agreement sets out the responsibilities of the Parties in respect of the above-named placement or work-based learning activity, and will take effect from the placement start date indicated in section 1.

1. RESPONSIBILITIES OF TRINITY LABAN

Trinity Laban will:

* 1. Provide contact details of a named Placement Coordinator to the Host, who will act as the main point of contact and source of advice for the duration of the placement.
  2. Agree a programme of work for the duration of the placement with the Host and the Student and, where the placement forms part of the requirements for the award of credit, ensure that the placement activities are aligned with the learning outcomes of the relevant module.
  3. Assist the student in preparing for the placement and ensure that they have continued access to TL support services during the placement.
  4. Seek feedback from the Host at the end of the placement related to the Students’ skills and competencies for use in the evaluation and development of the relevant programme.
  5. Assist the Host to make reasonable adjustments to work activities or the placement environment in respect of a student’s disability.
  6. Ensure that, where relevant, students receive a disclosure and barring service (DBS) check and are fully briefed on their safeguarding responsibilities.
  7. Ensure that, where relevant, students undertaking placements are not prevented from doing so on account of their immigration status.
  8. Hear any complaint made by either of the other Parties and take appropriate action in accordance with Trinity Laban’s Complaints and Student Disciplinary Procedures.

1. RESPONSIBILITIES OF THE PLACEMENT HOST

The Host will:

* 1. Agree a suitable programme of work in consultation with the Student and TL and ensure that the Student receives adequate training for the tasks undertaken.
  2. Complete a risk assessment in relation to the activities to be undertaken and provide Trinity Laban with a copy of this in advance of the placement.
  3. Where required, confirm hours of attendance to Trinity Laban.
  4. Nominate a supervisor with responsibility for allocating and supervising the student’s activities on a day-to-day basis.
  5. Provide the student with a workplace induction, including relevant health and safety policies, workplace conduct regulations and (where relevant) safeguarding procedures.
  6. Ensure that placements comply with the requirements of the Equality Act 2010 and do not discriminate against students on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
  7. Discuss the Student’s progress with the TL Placement Coordinator and provide a written report as required.
  8. Ensure that the Student is covered for all potential liabilities by suitable Employer Liability Insurance or equivalent.
  9. Report any accidents, incidents or unacceptable behavior on the part of the Student to the TL Placement Coordinator.
  10. Notify Trinity Laban and the Student at the earliest opportunity if it is not possible for the placement to proceed as planned, on the agreed dates.

1. RESPONSIBILITIES OF THE STUDENT

The Student will:

* 1. Attend the placement as specified in the Placement Agreement, within the hours agreed with the Host, ensuring that all reasonable steps are taken to arrive at the workplace on time.
  2. Organise their own travel to and from the workplace.
  3. Inform the Host and Trinity Laban of any illness or other unforeseen circumstances that prevent attendance on the agreed dates (unauthorized absences may result in termination of the placement).
  4. Not accept any work or other commitment that prevents attendance on the agreed dates.
  5. Act in accordance with Trinity Laban’s Equality and Diversity Policy and not discriminate within the meaning of the Equality Act 2010 against any person on the grounds of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
  6. Take responsibility for their individual safety within the workplace, adhering to the Host’s health and safety policies and reporting any unsafe working practices to Trinity Laban.
  7. Keep confidential and personal or sensitive data encountered during the placement and to only access such information where permission is given by the Host.
  8. Ensure that they do not work alone with children or vulnerable adults unless such work is an agreed part of the placement and a DBS certificate has been obtained.
  9. Ensure that any disabilities or health concerns are disclosed to Trinity Laban in advance of the placement and agree that TL may share any information with the Host that enables them to make the required reasonable adjustments to the workplace.
  10. Maintain contact with your Personal Tutor and/or Programme Leader for the duration of the placement
  11. Where the placement is arranged by Trinity Laban, provide feedback at the end of the placement for programme or module evaluation purposes.
  12. Notify Trinity Laban of any changes to the dates and times of the placement agreed with the Host or of any intention to withdraw from the placement.
  13. Ensure that they are able to fulfil the requirements of their programme (including engagement with all assessments) in addition to undertaking the agreed placement.

SIGNED:

**Placement host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_**

**Placement Coordinator (TL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_**

SECTION 3: RISK ASSESSMENT

Placement provider to complete and return to the Trinity Laban Placement Coordinator

1. Travel and transportation risk assessment

*The placement host should:*

* *Discuss travel arrangements with the student and confirm that these are acceptable.*
* *Advise student using their own vehicle to check that they have the necessary insurance.*

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| --- | --- | --- |
| **Medium Risk?** | **Yes / No** | Night travel/ long daily commute |
| **Low Risk?** | **Yes / No** | No significant travel, comfortable daily commute: no driving associated |

1. Student risk assessment:

*The placement host should:*

* *Discuss the physical work environment and establish whether the student requires any adjustment in order to be able to work safely and effectively*
* *Discuss the types of tasks and activities planned for the placement and establish whether the student requires any adjustment in order to be able to work safely and effectively*

|  |  |  |
| --- | --- | --- |
| **High Risk?** | **Yes / No** | 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 which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness. |
| **Medium Risk?** | **Yes / No** | The student has personal factors which may require specific adjustments or support during work, or in social interactions at work. |
| **Low Risk?** | **Yes / No** | The student has no long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement.  Student has relevant knowledge, understanding and skills for the type of work |

SIGNED:

**Placement provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_**

Section 4: Planned activities

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| --- | --- | --- |
| **Intended learning outcomes or objectives for the placement/activity** | **Agreed work activities** | **Approximate number of hours associated with this activity** |
|  |  |  |
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SIGNED:

**Placement host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_**

**Placement Coordinator (TL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_**