

Approving placement partners

This guidance is relevant to competitive placement processes and includes those placements where significant responsibility for contractual and legislation or risk exists such as in health, social care, construction or chemical industries. In every case these guidelines are to be interpreted with appropriate attention to the length of placement and relationship with the placement provider. In addition to statutory or legal obligations, it is a matter for each course team to establish specific criteria to align with the requirements of the programme of study.

In securing collaboration with placement partners, an informal working relationship may be representative of the negotiation between the placement provider and University. However, in discharging a duty of care to all students in reference to University guidelines, appropriate and sufficient measures must be in place to ensure minimum requirements are met. The flowchart at Figure 1 illustrates a typical sequence of activity.



With support from students, external partners or professional bodies, Faculties' relevant placement groupings manage data pertaining to potential placement providers using the centralised online vacancy / CRM system. Emphasis is on key University guidelines designed to approve successful placement experiences (refer to Ulster Codes / Guidance) Potential providers and managing agents are advised of the University expectation in relation to placement providers, including statutory and legal responsibility. (refer to Ulster Codes / Guidance) Faculty placement staff investigate and recommend action to address: **Action required** YES for Ulster Codes • General clarification? and quidance? • Specific issues / legal responsibilities? • On-site meeting? NO Document action and YES outcome. Placement **Expectation** provider approved for a Met? maximum 3-year cycle. NO Consultation at Faculty WBL / T&L grouping At end of cycle, review and if appropriate central University Dept (eg informed by feedback Employability & Careers / People & Culture / (academic / work-based Health, Safety & Wellbeing). Document action contacts and placement students) plus reference to and outcome on central University system. relevant policy, etc **Action required** NO YES for Ulster Codes and guidance? **Action required** NO YES for Ulster Codes

and guidance?



Approving placement opportunities

In other accepted guidance it is stated that Placement approval starts at a programme or module planning stage, when the reasons for including placement learning need ato be made clear. The result is well-defined aims, objectives and procedures from registration through to DPP/I module completion and graduation. This addresses issues such as:

- How the learning outcomes of placement integrate with those for the whole programme and any professional recognition.
- Appropriate settings and work roles.
- The recommended timing and duration of placement.
- Whether the placement is to be compulsory or optional.



Faculty placement staff support students in completing groundwork necessary to sourcing a suitable placement. Emphasis is on key policy, procedure and learning outcomes which contribute to successful placement experiences (refer to Ulster Guidance) Prospective placements are identified and Faculty placement staff liaise with current providers or managing agents are advised and potential placement providers of the Faculty expectation in relation to WBL / managing agents to establish a list including statutory and legal commitments. of potential opportunities to meet the (Refer to Ulster Codes / Guidance) programme / DPP/I module outcomes. Faculty staff investigate and recommend **Action required** action to address: YES for Ulster Codes General clarification? and guidance? • Specific issues / responsibilities? • On-site meeting? NO Prepare student YES Expectation (refer to Ulster Codes Met? / Guidance Ref) NO Placement withrawn **Action required** YES for Ulster Codes and guidance? **Action required** YES Prepare student for Ulster Codes (refer to Ulster Codes and guidance? / Guidance Ref) NO