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**Work Placements & Work-Based Projects Policy:   
A Code of Professional Practice**

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Contents

[1. Background and Purpose 4](#_Toc208580516)

[1.1 What is excluded from this policy? 4](#_Toc208580517)

[1.2 What is required and covered by this policy? 4](#_Toc208580518)

[1.3 Supporting Standard Documentation 6](#_Toc208580519)

[1.4 Relevant & Related Policies 6](#_Toc208580520)

[1.5 Point of Contact 7](#_Toc208580521)

[1.6 Version Control 7](#_Toc208580522)

[2. Our Terminology 8](#_Toc208580523)

[3. Our Guiding Principles for Work-Based Learning 9](#_Toc208580524)

[4. Supporting successful and impactful work-based learning 10](#_Toc208580525)

[5. Guidance for University Staff 13](#_Toc208580526)

[5.1 Roles and Responsibilities 13](#_Toc208580527)

[5.2 Assessment 13](#_Toc208580528)

[5.3 Adherence to good governance 13](#_Toc208580529)

[5.4 Ensuring Student Health, Safety & Wellbeing 14](#_Toc208580530)

[5.5 International Placements and Projects 17](#_Toc208580531)

[5.6 Preparing staff for work-based learning 18](#_Toc208580532)

[5.7 Supporting host organisations 18](#_Toc208580533)

[5.8 Preparing students for professional practice 19](#_Toc208580534)

[5.9 Managing relationships and obtaining feedback 19](#_Toc208580535)

[5.10 Dealing with issues and complaints 20](#_Toc208580536)

[5.11 Supporting student transition back into university 21](#_Toc208580537)

[6. Guidance for Students 22](#_Toc208580538)

[6.1 A Student Placement/Project Handbook 22](#_Toc208580539)

[6.2 Keeping you safe 22](#_Toc208580540)

[6.3 Be prepared 22](#_Toc208580541)

[6.4 Adhere to process and procedure 22](#_Toc208580542)

[6.5 Demonstrate professionalism 23](#_Toc208580543)

[6.6 Keeping in contact 23](#_Toc208580544)

[6.7 If you have an issue or a complaint 24](#_Toc208580545)

[6.8 Accessing student support services 24](#_Toc208580546)

[6.9 Non-credit bearing internships 24](#_Toc208580547)

[7. Guidance for Host Organisations 25](#_Toc208580548)

[7.1 Host Organisation Handbook 25](#_Toc208580549)

[7.2 Supporting skills development 25](#_Toc208580550)

[7.3 Providing a safe and supportive environment 25](#_Toc208580551)

[7.4 Supporting good governance 26](#_Toc208580552)

[7.5 Providing confidentiality 27](#_Toc208580553)

[7.6 Keeping us updated at a Mid-Point Check-in 27](#_Toc208580554)

[7.7 If you have an issue or complaint 27](#_Toc208580555)

[7.8 Giving us your feedback 27](#_Toc208580556)

[7.9 Linking students to support services 28](#_Toc208580557)

[8. Further sources of advice and guidance 28](#_Toc208580558)

[**APPENDICES** 29](#_Toc208580559)

[WBL1: Scoping Template 29](#_Toc208580560)

[WBL2.1: Work Placement & Risk Assessment Form 32](#_Toc208580561)

[WBL2.2: Work-Based Project Agreement & Risk Assessment Form 37](#_Toc208580562)

[WBL3: Pre-Placement/Project Checklist 42](#_Toc208580563)

[WBL4: Employer Evaluation Survey 44](#_Toc208580564)

[Sample Student Placement/Project Handbook 46](#_Toc208580565)

[Sample Host Organisation Handbook 57](#_Toc208580566)

[Sample Mid-Point Check-In Document 69](#_Toc208580567)

[Sample confirmation email to students and host employers 71](#_Toc208580568)

## Background and Purpose

Embedding Work-Based Learning (WBL) within our university degree programmes is a vital mechanism to enhance students' practical skills, facilitate the use of knowledge in the applied world and suitably prepare and connect our students and graduates for their role as the future workforce. The University of Stirling aims to produce confident, aspirational graduates who can successfully compete in a global economy.

In line with the university’s strategic objectives and commitment to further developing WBL opportunities for students across our programmes, this policy will act as a guide which supports those colleagues developing or delivering a module or a programme which contains a work placement and work-based project to ensure it is a positive, safe and successful experience for all stakeholders.

This policy and associated documentation set out the formal requirements for the quality management of WBL.

This policy outlines:

* The responsibilities for all three key stakeholders: the university, the student, and the organisation.
* The expectation that risk will be managed and mitigated for WBL activities.
* The process and procedures which should be followed to ensure a safe and high-quality learning opportunity for students undertaking WBL activities.

### 1.1 What is excluded from this policy?

WBL is also a spectrum of activities from short work-related experiences like company site visits and through to fully immersive work-based placements and projects. This policy only covers credit bearing work placements and work-based projects completed as part of the university degree.

Vocational programmes, such as those in nursing, social work or education may be subject to additional and specific requirements for external or professional body compliance. This policy is not intended to cover all requirements for professionally accredited programmes such as teaching, social work, housing, nursing or paramedic training that are governed by professional bodies and follow their own due process. Therefore, any existing and future programmes with related professional accreditation and statutory requirements such as those mentioned above are exempt from this policy.

Also excluded are activities across modules where students are asked to reflect on their own personal work or volunteering experiences which have been self-sourced and completed separately to their studies. As these experiences have not been completed as part of their degree, they will be exempt from this policy although may form part of reflective activities in modules where relevant.

Co-curricular internships and placements which are source by students and are completed alongside their studies (not for academic credit) are also excluded from this policy.

### 1.2 What is required and covered by this policy?

It is recognised that the way in which a work placement or a work-based project is organised and managed, will vary according to specific module and programme aims, learning outcomes and assessment strategies.

Whilst there can be some flexibility in aspects of the adaptation to the format of the template documentation provided in this policy, there must be:

* Documentation completed and retained which evidences academic agreement and sign-off has been obtained for all credit bearing work placements and work-based projects.
* Risk assessments and mitigation completed and retained for all credit bearing work placements and work-based projects.
* Necessary checks relating to student health, safety and wellbeing which working with external partners have been undertaken, recorded and retained.
* Feedback obtained from students and host organisations for all credit-bearing work placements and work-based projects to inform continuous improvement in WBL activities.

This will be required for all credit-bearing work placements and work-based learning projects as detailed below:

|  |  |
| --- | --- |
| **Credit bearing work placements** | UG and PG placements where learning is embedded into and assessed through a module. Modules may be an optional or a compulsory element of a programme.  Student/s could be based on external site, working remotely or hybrid working. |
| **Credit bearing work-based projects (including dissertations)** | UG and PG research projects working collaboratively with an external partner to meet an external need which has been negotiated and agreed. This includes individual or group projects.  Projects normally completed remotely with student/s not necessarily physically based in an external environment. |
| **Credit bearing university sourced work placements/work-based projects** | This policy should be adhered to by all University staff involved in the sourcing of student work placements and work-based projects which are credit bearing and contribute towards a student’s degree award. |
| **Credit bearing student sourced work placements/work-based projects** | This policy should be adhered to by all students who self-source work placements and/or work-based projects which are credit bearing and contribute towards their degree award. |
| **Credit bearing short term work-based projects** | Activities completed as part of a credit bearing module or an element of assessment whereby students work on a short-term business challenge or project and may be required to be based within a workplace. This would be shorter activity than a dissertation or research project. |
| **Graduate Apprenticeships** | Graduate Apprenticeships should follow the principles of this policy however separate guidance and regulations are set by Skills Development Scotland. |

### Supporting Standard Documentation

As part of this policy, standard templates documents are provided which provide all stakeholders with templates that will ensure all work placements and work-based projects are safe, relevant and interesting for students whilst meeting the academic requirements of their programme of study. These templates should be used across all credit-bearing work placements and work-based projects.

If required, any changes to format, amending of questions/sections or removal of questions/sections which staff believe not to be relevant to their activity should be discussed with Head of Work Based Learning to ensure that these continue to satisfy university requirements.

These document templates can be found in Appendices:

* **Scoping Template (WBL1)**: Provided by the faculty/division to organisations interested in hosting a work placement and/or work-based project. Allows academic lead to make an assessment on the suitability of a potential placement or project.
* **Work Placement Agreement & Risk Assessment Form (WBL2.1) OR Work-Based Project Agreement Form & Risk Assessment Form (WBL2.2):** The relevant document should be completed based on whether the activity being undertaken by the student is a work placement, or a work-based project. The form has been configured to cover aspects which are relevant and appropriate to these different activities. Forms should be completed in collaboration with all stakeholders, this captures and record the specific objectives and outcomes that will be achieved through the work of the student/s alongside risk assessment of the work placement or work-based project.
* **Pre-Placement & Project Checklist (WBL3):** This provides a final check and balance that all required steps have been completed ahead of the work placement or work-based project commencing.
* **Employer Evaluation Survey (WBL4):** This will be issued to all organisations who hosts students through work placements and work-based projects to obtain feedback on their experiences.
* **Sample Mid-Point Check-In Document:** A guideprovided to help Module Coordinator or academic supervisors shape what feedback they require from the host organisation when a student is half-way through their work placement/work-based project.
* **Sample Student Placement/Project Handbook:** A guide document to be supplied to students in advance of them commencing their work placement/work-based project, ideally via relevant Canvas page. This outlines key dates, roles and responsibilities of each partner and key contact information.
* **Sample Host Organisation Handbook:** A guide document to be supplied to organisations in advance of them beginning work with a student on work placement or work-based project. Ideally issued to employers when they are advised their proposed placement/work-based project has been selected. This guide outlines key dates, roles and responsibilities of each partner and key contact information.
* **Sample Confirmation Email Template:** A guide for staff to confirm all final details to both student and host employer prior to work-based learning commencing. ￼

### Relevant & Related Policies

Please note that other policies and procedures may need to be considered alongside this policy including:

* [University Ethics Panel: Process relating to student dissertations](https://www.stir.ac.uk/research/research-ethics-and-integrity/student-dissertations/)
* [University Health & Safety Policies: Off Campus Activities Policy](https://www.stir.ac.uk/about/professional-services/estates-and-campus-services/safety-environment-security-and-continuity/safety/a-z/)
* [Student Skills and Employability Vacancy Handling Policy: For employers recruiting our students](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.stir.ac.uk%2Fmedia%2Fstirling%2Fservices%2Finternal%2Fcareers-and-employability%2Fcareers%2Fdocuments%2FVacancy-Handling-Policy.docx&wdOrigin=BROWSELINK)
* [Staff Student Personal Relationships Policy](https://www.stir.ac.uk/internal-staff/human-resources-and-organisation-development/policies-and-guidance/staff-student-personal-relationships/?)
* [Assessment Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/assessment-policy-and-procedure/)
* [UKVI information for staff and students](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/student-information/visas-and-immigration/)

### Point of Contact

The University’s Work-Based Learning Team, based within Student Skills and Employability, have developed this policy to support those involved in the delivery and hosting of WBL activities. They can be contacted directly for further guidance and advice via:

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01786 467 496

### Version Control

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## Our Terminology

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| Authentic Assessment | Assessment which provides students with the opportunity to apply skills and learning in authentic ways, which develop their graduate attributes and reflect “real world” application. Using a range of assessments across programmes and through stages of study to develop confidence and mastery. More information for academic staff on developing authentic assessment can be found on the university’s [Learning & Teaching site](https://stir-my.sharepoint.com/personal/lj34_stir_ac_uk/Documents/Authentic%20and%20compassionate%20assessment%20(sharepoint.com)). |
| Company Visits/Site Visits | Usually undertaken as a supervised group activity, either as part of the curriculum or outside, as an enrichment activity for students. |
| Credit Bearing | Activity for which the student will receive academic credit towards their degree programme upon successful completion. |
| Internship | A paid work opportunities which are non-credit bearing which students may undertake alongside their programme of study to gain work experience, for example a paid summer internship. |
| Organisation | A company, business, association or institution engaging in commercial, industrial, professional and/or not-for-profit activities. We work with organisations across sectors (private, public, third sector and social enterprise) and size (multinational, large corporate, small-to medium enterprise (SME), micro enterprise and sole trader). |
| Programme | A course of study leading to a named academic award. |
| Work-Based Learning (WBL) | Involves learning through work, learning for work and/or learning at work. It consists of authentic structured opportunities for learning which are achieved in a workplace setting or are designed to meet an identified workplace need. This type of learning typically has a dual function of being designed to meet the learning needs of the employees, developing their knowledge, skills and professional behaviours, and meeting the workforce development needs of the organisation. |
| Work-Based Project | A negotiated consultancy style research project including dissertations whereby the student will undertake a piece of research to deliver agreed outcomes from the project. To be considered as an exploratory research role. |
| Work Placement | Where a student will undertake a set period of time, normally in hours, to undertake and deliver specific tasks for a host organisation. To be considered more as ‘doing’ tasks. |
| **Working Models** | |
| Onsite Working | A student is based on site at the business premises for the duration of their work-based placement or project. |
| Remote Working | All meetings and information sharing during the work placement or work-based project are conducted remotely and not on the employer site. |
| Hybrid Working | There may be a blended approach, e.g. the work placement or work-based project may be largely remote (e.g. at the University), however the student may be expected to attend an onsite induction or presentation at the business premises. Note: further details on university process for UKVI compliance requirements can be found in this policy at 5.4.5 Meeting Visa Requirements. |

## Our Guiding Principles for Work-Based Learning

Reflecting both [QAA UK Quality Code, Advice and Guidance for Work-based Learning](https://www.qaa.ac.uk/the-quality-code/advice-and-guidance/work-based-learning) and [ASET Principles of Good Practice](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.asetonline.org%2Fwp-content%2Fuploads%2F2023%2F06%2FASET-Good-Practice-Toolkit-2022.docx&wdOrigin=BROWSELINK), the University of Stirling are committed to:

* Accepting and recognising the value of WBL, work placements and work-based projects to employability. As detailed in the university’s strategic plan and associated Learning & Teaching strategy, as an institution we are fully committed to growing and developing WBL opportunities for students across our programmes.
* Partnering and working collaboratively with stakeholders in the planning and management of work placements and work-based projects.
* Clearly understanding and defining the roles, responsibilities and expectations of all parties involved.
* Collaborating to ensure that all work-based learning opportunities are inclusive, safe and supported.
* Engaging in structured opportunities for learning and development including developing authentic assessment opportunities for students throughout their programme of study.
* Establishing sustainable relationships and networks, locally, nationally and internationally.
* Designing, monitoring, recording, evaluating and reviewing outcomes and feedback to facilitate continuous improvement.

**All** work placements and work-based projects should:

* Be designed and developed in partnership with employer partners, students and stakeholders.
* Have clear learning outcomes that align with module learning outcomes and, where relevant, business objectives and ensure a high-quality experience for all.
* Be underpinned by formal agreements between the University, organisations and students.
* Be assessed from a Health and Safety and student welfare perspective with due process followed for recording and mitigating risk.
* Be discussed in initial meetings with host organisations to fully define the scope of the work placement or work-based project before being formally approved and agreed prior to any work being undertaken by students.
* Meet requirements of any relevant professional, statutory and regulatory bodies as articulated in approved programme documentation.
* Be completed in line with the university's policies and procedures.

## Supporting successful and impactful work-based learning

This policy provides the process and procedure which should be followed for all credit-bearing work placements and work-based projects to enable us to achieve our objectives whilst ensuring high quality experience for stakeholders, student safety, satisfying the academic standards required and delivering value add for partner organisations.

Each stakeholder has an essential role to play in the effective development and implementation of student work placements or work-based projects.

The two figures below demonstrate the end-to-end processes for managing work placements and work-based projects highlighting the key areas of responsibility for each stakeholder.

**Figure 1: Work Placement and Work-Based Project Process: Scoping to Sign Off**

Whilst we acknowledge that the process of scoping projects and students being allocated to these will be adapted to meet the needs of each programme/module, to comply with quality guidelines and to ensure health and safety is adhered to, it is fundamental that the necessary standard WBL documentation is completed prior to any live activity taking place.

This means there **must** be a completed Work Placement/Work-Based Project Agreement and Risk Assessment Form (WBL2.1 OR 2.2) held on file by the faculty/division **ahead of work placement or work-based project commencing.** A helpful checklist (WBL 3) will provide a final check and balance for faculty staff to ensure that all requirements have been met prior to the work placement or work-based project commencing.

All of these documents should be retained for auditing purposes noting that WBL is subject to external auditing procedures.

The university can also provide a standard template for implementing a separate Confidentiality Agreement should this be required.

It is worth noting that we accept there may be some time required between stages 1 and 2 whereby academic Module Coordinators or delegated academic colleagues, such as academic supervisors, can discuss and clarify the final scope of a placement or project with the host organisation prior to students commencing. This is an essential academic-led activity to ensure that the project will deliver value to the organisation whilst also meeting the academic requirements and rigour of the programme/module. Therefore, a conversation may be required to define and agree a final scope and outcomes for both parties before it is possible to move forward to stages 3 and 4 ahead of students commencing their activity with the organisation.

Note: This process should be completed in addition to any required university procedure such as ethics approval for research projects or equivalent.

**Figure 2: Work Placement and Work-Based Project Process: Completion and Evaluation**

Typical process for managing work placements and work-based projects and highlights the need for obtaining feedback from organisations to inform future practice.

**Figure 1: Work Placement and Work-Based Project Process: Scoping to Sign Off**

**Figure 2: Work Placement and Work-Based Project Process: Completion and Evaluation**

## Guidance for University Staff

As a university, it is a responsibility to ensure that students successfully achieve what is required of them academically through a credit bearing work placement or work-based project whist making sure that they do so in a way which guarantees their health, safety and wellbeing at all times.

All faculty staff, both academic and professional service colleagues, have a role to play in delivering successful work-based activity. Each stakeholder should understand their respective roles and responsibilities as well as the expectations involved in supervising and supporting students effectively whilst they undertake external work placements and projects.

Faculties and divisions within are responsible for the academic standard and quality assurance of any WBL opportunities. It should be decided at programme level whether it is the responsibility of the student or the programme team, or both, to seek and secure live WBL activities.

If such learning activities are a compulsory, integrated part of a degree programme, the faculty/division has ultimate responsibility for sourcing suitable opportunities, agreeing a process for managing allocation of opportunities to students, communicating timelines to students and clearly defining expectations for students.

Support for sourcing work placements and work based projects can be sought from the central Work Based Learning Team who also have an employer engagement remit and can help to support the sourcing of placements for faculties/divisions.

### 5.1 Roles and Responsibilities

As included in the sample Student Placement/Project Handbook and sample Host Organisation Handbook (see Appendix), we must clearly define the roles and responsibilities of each partner – the university, the student and the organisation.

As the faculty/division is responsible for the management and delivery of academic modules, the responsibilities aligned to the university focus on ensuring academic standards are met, whilst ensuring also providing continued support to student and ensuring their safety and wellbeing whilst on placement.

### 5.2 Assessment

All assessment related to credit-bearing Work Placements and/or Work-Based Projects should be set and marked by university staff only. Whilst there may be scope for work placement or work-based project providers to contribute evidence towards an assessment where appropriate, for example by providing an attendance record or views on achievement of goals, assessment ultimately lies with the academic staff. Academic staff should also consider the procedure to be followed if a student was to fail to complete a work placement or work-based project successfully.

### 5.3 Adherence to good governance

It is the responsibility of the faculty/division to ensure that all students have fully completed all the required standard documentation prior to them commencing any work on their work placement or work-based project.

Standard templates are provided to all staff to use so that we, as a university, are undertaking the necessary steps and risk assessments required for students to undertaking a work-based placement or project that meets the academic rigour required to meet their degree requirements whilst also being safe and protected as our students. This includes:

* **Scoping Template (WBL1)**: Provided by the faculty/division to be completed by the potential placement or project host organisation to allow the academic lead to make an assessment on the suitability of a potential placement or project.
* **Work Placement Agreement & Risk Assessment Form (WBL2.1) OR Work-Based Project Agreement Form & Risk Assessment Form (WBL2.2)**: The relevant document should be completed based on whether the activity being undertaken by the student is a work placement, or a work-based project. This should be completed at the stage a work placement or work-based project has been agreed and prior to any work being undertaken by the student/s. This will capture and record the specific objectives and outcomes that should be achieved through the work of the student/s. Risk assessment required will be relative to the type of placement or project being undertaken.

It is vital that this form (WBL2.1 or WBL2.2) captures every aspect of a student/s work placement or work-based project to ensure that the university representative signing this agreement can make a clear assessment and informed judgement on the suitability of the potential placement/project and level of risks involved before a student commences activity with an employer.

* **Pre-Placement/Project Checklist (WBL3):** This is a final check and balance to ensure everything is in place and necessary steps completed ahead of the student commencing activity.
* **Final Confirmation Email:** A communication should be issued to all employers and students prior to work-based learning commencing which will ensure that all parties have access to the necessary and relevant information ensuring no student and/or host is missing information due to projects being self-sourced.
* **Mid-Point Check-In:** Students will be on work-placements and work-based projects for varying timescales, and it is important to ensure that their Module Coordinator or academic supervisor is kept updated on their progress throughout the WBL experience and made aware of any issues. This should be via a mid-point check-in which will ensure that a student is on track to meet their academic requirements from their WBL as well as allowing for early identification and resolution of any issues that may have arisen since their WBL commenced. A sample has been provided in the Appendix to help Module Coordinator or academic supervisors shape what feedback they may require from the host organisation when a student is half-way through their work placement/work-based project. Details of the mid-point check-in must be included in the Host Organsation handbook which will have been emailed to all employer hosts prior to the wok placement/work-based project commencing.
* **Employer Evaluation Survey (WBL4):** Used to obtain feedback from host organisations which will be used in process of continuous improvement.

If required, any changes to format, amending of questions/sections or removal of questions/sections which staff believe not to be relevant to their activity should be discussed with Head of Work Based Learning to ensure that these continue to satisfy university requirements.

Completed documents should be managed and saved within divisional offices in accordance with university requirements to ensure these are accessible for future auditing and reporting. Documentation should be retained by faculties/divisions for 2 years in line with GDPR requirements.

Faculties will be required to provide data on their WBL activity, which includes statutory reporting of credit-bearing WBL data to HESA, as well as summary of feedback from students and organisations and plans for continuous improvement. This will be used by the WBL team to collate an annual report of WBL across the institution.

### 5.4 Ensuring Student Health, Safety & Wellbeing

The health, safety and wellbeing of our students during their studies always remains paramount. Whilst students are technically to be treated as employees whilst undertaking work placements or projects, there are several aspects staff centrally in WBL and within faculties/divisions should ensure prior to work-based activity commencing.

#### 5.4.1 Completing Due Diligence

Whilst we are open to approaches from organisations of all sizes and sectors, we must ensure that our students are placed with organisations which are legitimate, responsible, and able to offer appropriate WBL opportunities. To ensure this, there are simple checks that should be completed ahead of any work-placements or work-based projects being offered to students.

Staff, which includes colleagues in faculties/divisions who currently directly source and select organisations as work placement or work-based project hosts, and those in central WBL team who explore and direct potential hosts to faculties/divisions, should complete and record appropriate checks on organisations to ensure that they are suitable for hosting WBL before these are offered to students. Where support is provided with business engagement from the central WBL team, these checks will be completed and recorded by the WBL team before the opportunities are shared with the faculty/division. This may include, for example, checking their company or charity registration, reviewing their website (if available), or having an initial conversation with the organisation to ensuring suitability for hosting students.

The basic information required to initiate these checks should be collected from the organisation during initial scoping and is included in Scoping Template (WBL1) which includes if they have appropriate business insurances. Checks should satisfy relevant staff that the organisation is reputable and will provide a safe and suitable experience for students.

#### 5.4.2 Validating Insurance Requirements

While the University holds its own employer and public liability insurance, this only covers claims against our negligence and not someone else’s. In line with the [Health and Safety (Training for Employment) Regulations (1990)](http://www.legislation.gov.uk/uksi/1990/1380/contents/made), when undertaking relevant training in the UK, for health and safety purposes you are treated as an employee of the host organisation.

For our work-based activity, this safeguards both the organisation and the student. Therefore, all students on work placement or UK-based work-based project with an organisation are expected to be covered by the business's Employer and/or Public Liability insurances. Organisations will be asked to confirm which insurances they hold when work placements or work-based projects are being scoped and this will be recorded on Initial Scoping Form (WBL1).

Please note:

* Organisations in the UK with both Employer Liability and Public Liability insurance can host both onsite and/or remote work placements or work-based projects.
* Organisations in the UK with only Public Liability can only host remote work placements or work-based projects. No on-site work is permitted.
* Organisations outside of the UK, who do not have equivalent business insurances, can only host remote work placements or work-based projects.
* Where equivalent business insurances cannot be evidenced for overseas organisations, further guidance can be sought from the central Work-Based Learning Team should the need be for the placement to be onsite. This will need to be considered on a case-by-case basis.

#### 5.4.3 Conducting Risk Assessments

All work-based placements and projects should be assessed for risk before these are approved for students to undertake. This should be established during the discussions with the organisation, the student and the with the Module Coordinator or academic supervisor when agreeing the placement or project (Stage 4 in Figure 1).

Any risks identified appropriately mitigated prior to students undertaking the work-based placement or project. This includes any work placements and work-based projects sourced by the university, faculty/division as well as those self-sourced by students.

This is an essential part of the process which will be satisfied with the full completion of relevant Work Placement and Risk Assessment Form (WBL2.1) or Work-Based Project Agreement and Risk Assessment Form (WBL2.2).

**Note:** It must be emphasised to students and host organisations completing these agreements and risk assessments that they must consider and document the full detail of every aspect of their work placement or work-based project and that all relevant information must be included within the agreement and risk assessment form. The Module Coordinator or university representative signing the forms off must be able to fully understand what the student will be doing, where they will be based, what risks have been identified and how these have been mitigated or if adjustments of needs are necessary. As they can only make decisions based on the information provided, students and employers must provide all the necessary and specific detail. For example, if a student has been asked to stay overnight on-site during a placement or project, this must be fully detailed on the agreement and risk assessment including the specifics about the arrangements which have been agreed and how any risks identified have been mitigated so that the Module Coordinator can assess that request and make an informed decision.

Remote placements and projects may carry a lower level of risk than those on employer sites, but the unique environment of each organisation and even the type of placement/project will need to be considered and so a risk assessment will be essential.

A risk-based approach should be applied taking the levels of risk, which will vary significantly across type of WBL, activities being undertaken and sectors in which WBL takes place. No work placement or work-based project can be completely risk free.

Faculties/divisions should assess accurately based on the nuances of their work placements and/or work-based projects and categorise levels of risk accordingly. Whilst we understand that conducting site visits and other checks require resource, these are vital elements of the process thus we recommend considering levels of risk in the following way:

* Low: overall risk level low against all factors; good existing understanding of organisation and workplace; may be remote placement; no concerns raised via due diligence checks; engaged contact and good communications with organisation; previous host of successful work placement or work-based project; suggest minimum of virtual meeting with new employer and/or initial visit and 3-year cycle to confirm continued suitability.
* Medium: overall risk level assessed as medium; may include work with sensitive data or higher risk factors; may include work with new organisation or an organisation self-sourced by the student; requires virtual meeting as minimum to assess organization and suitability, ideally a site visit for all; new employers and 3-year cycle to confirm continued suitability.
* High: new employer with potential hazards for onsite activity; site visit required to confirm suitability.

For placements that are overseas, faculties/divisions should be aware of the relevant legislation to the appropriate country and consult the university’s [Off Campus Activity Policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.stir.ac.uk%2Fmedia%2Fstirling%2Fservices%2Festates-and-campus-services%2Fdocuments%2FOff-Campus-Activities-Policy-Rev2-Apr-22.docx&wdOrigin=BROWSELINK) alongside this work-based learning policy. For high-risk environments or exceptional circumstances, the university Health & Safety team must be contacted via [safetyandenvironment@stir.ac.uk](mailto:safetyandenvironment@stir.ac.uk)

Samples of completed Work Placement/Work-Based Projects Agreements and Risk Assessments are available to staff as guidance via the [Student Skills and Employability Staff Hub](https://stir.sharepoint.com/sites/StudentSkillsandEmployability/SitePages/The-Work-Based-Learning-Policy.aspx).

Where guidance is required by faculty/divisions in this process, advice and guidance can be provided by the central WBL Team on completion of risk assessments.

5.4.4 Protecting Vulnerable Group*s* (PVG) Scheme

PVG membership will normally be required for any student who will be working with children under 18 years or protected adults as part of their placement/project.

Organisations are asked to identify if PVG membership is required during the Initial Scoping (WBL1). If students are required to be members of the Disclosure Scotland PVG scheme to complete their placement or project, they must be fully registered prior to commencing any UK work-based activity.

If this is required, an application will need to be completed and appropriate membership fee paid. There are nominated staff in each faculty who can process and authorise checks. It is strongly encouraged that faculties/divisions meet the cost of joining the PVG Scheme for students required to undertake a work placement or research as part of their degree programme. However, it will be for the faculty/division to agree if the application is to be made and fee be met by the faculty budget or by the host organisation. Further information available at [Types of disclosure - mygov.scot](https://www.mygov.scot/disclosure-types)

If the organisation hosting student is outside of the UK, an alternative form of a background check will be required for work with children under the age of 18 and vulnerable groups. Whilst there is not currently a single source of guidance readily available on process and requirements across all countries, it is essential that guidance is actively sought on policy relating to a specific country to ensure necessary checks can be completed to ensure student safety.

Whether PVG membership or equivalent is required or not should be documented on the Work Placement/Work-Based Project Agreement & Risk Assessment Form (WBL 2.1/2.2).

#### 5.4.5 Meeting Visa Requirements

Students on student visas can undertake work-based placements and/or projects during their studies. As these are assessed as an integral part of a course at degree level or above, the university are required to record any work-based or fieldwork a student embarks on and report this to UKVI.

Aligning with institutional UKVI procedures and processes within faculties, details of the student and related work-based activities are required to be sent to the Student Immigration Team before any international student undertakes work-based activity. For each student holding a visa, faculties/divisions will be required to provide detail of:

* Student number/Student name.
* Contact name and telephone or email for the organisation.
* Location of placement/project if different from organisation address.
* Placement/Project start date.
* Placement/Project end date.
* Maximum number of hours per week each student will be working.
* Confirmation of progression monitoring procedure while student on placement/project.

Please note that work placements and/or work-based projects can be paid or unpaid and can be full time, including during term time. If students hold a visa permitting employment for up to 20 hours per week, they can do this work in addition to the time spent on their credit bearing work-based placement or project which does not contribute towards their 20-hours per week maximum working hours.

### 5.5 International Placements and Projects

Students may wish to travel to complete in person work placements and work-based projects with organisations based outside of the UK. To support this, there needs to be a risk-based approach to assessing the suitability and safety of any work-based learning opportunity prior to this commencing. As a university, we must ensure student safety and security as the ultimate priority.

It is essential that in addition to completing the standard documentation, that staff in faculties/divisions undertake an extended risk assessment for international activity which includes:

* Location: Reviewing current travel advice from [Foreign, Commonwealth and Development Office](https://www.gov.uk/foreign-travel-advice) (FCDO) Foreign travel advice - GOV.UK (www.gov.uk) and having a comprehensive understanding of relevant legislation and relevant cultural aspects of the country.
* Travel: How will student travel overseas and locally during placement/project and any risk attributable to travel.
* Accommodation: Understanding where students would stay during their time overseas, how this will be sourced and funded, how can their safety and security be ensured and what measures are in place.
* Partner Organisation: Due diligence on partners would be required to enable an informed decision to be made on their capacity to host students, mechanisms in place to ensure student safety, suitability of placement/project in relation to academic requirements and to confirm which insurances they hold which are equivalent to the insurances requested of organisations in the UK (i.e. Employer Liability and Public Liability)
* Funding and Expenses: Understanding what financial support, if any, will the University faculty/division provide for students who wish to go abroad for placement/projects. What, if any, financial support will the organisation provide for students.
* PVG checks or equivalent: As noted above, for international placements and projects you should consider the need for an alternative form of a background check will be required for work with children under the age of 18 and vulnerable groups. This should be recorded on the Work Placement/Work-Based Project Agreement and Risk Assessment Form (WBL2.1/2.2).

Advice and guidance can be sought from central WBL Team as well as Internationalisation and Partnership colleagues should you have any queries on assessing suitability and safety of international placements, projects and partners.

You should also review the [Off Campus Activities Policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.stir.ac.uk%2Fmedia%2Fstirling%2Fservices%2Festates-and-campus-services%2Fdocuments%2FOff-Campus-Activities-Policy-Rev2-Apr-22.docx&wdOrigin=BROWSELINK) alongside this policy.

### 5.6 Preparing staff for work-based learning

Training materials and sessions will be continually developed by the central WBL Team to support faculty and divisional staff who will be responsible for implementing this policy within their programmes and modules.

Useful materials, samples of completed forms and guides will be shared with staff via the [Students Skills and Employability Hub](https://stir.sharepoint.com/sites/StudentSkillsandEmployability/SitePages/The-Work-Based-Learning-Policy.aspx) which will continue to be developed as a key resource for staff. We recommend book marking this site for future use and frequently revising information and best practice which will be shared with staff via this platform.

Also, in partnership with Learning and Teaching Enhancement colleagues, we will work to design a suite of training for staff to enhance the development of impactful and effective WBL in the curriculum and authentic assessment design in programmes and modules and how this can be achieved across disciplines.

### 5.7 Supporting host organisations

Each Module Coordinator should ensure that there is a brief, yet detailed Host Organisation Handbook has been prepared and distributed to organisations hosting work placements and/or work-based projects which provides guidance, essential information and key dates relating to the programme/module they are supporting. A [sample Host Organisation Handbook](#_Sample_Host_Organisation) can be found in the Appendix of this policy.

If students have self-sourced a work placement/work-based project, it will remain the responsibility of the Module Coordinator to ensure that a copy of the Host Organisation Handbook has also been distributed to the organisation contact. The final confirmation email to all students and host employers will ensure this occurs in a timely way. **Do not rely** on this being distributed by the student themselves.

Host Organisation Handbooks should also be made available via the [university website](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/employer-handbooks/) and can be shared with the central WBL team to arrange for this to be published online on a dedicated webpage for student and host organisation handbooks.

Organisations shall be provided with a named point of contact within the programme/module who they can contact whilst hosting a student. Note this would be contact within normal business hours only. Organisations are advised that should there be any issues with or concern for a student in terms of their work, health or wellbeing, that they contact this named point of contact immediately. This can be discussed and addressed with the student as quickly as possible, and the necessary support provided to resolve this.

### 5.8 Preparing students for professional practice

Module Coordinators, or relevant academic staff who deliver teaching to students prior to WBL, should ensure that students are suitably prepared to successfully undertake work placements or work-based projects. Engaging externally on live business projects will bring with it additional requirements for students, who are required to be well prepared in advance to be the best representation of themselves and their capabilities as well as ambassadors for the university whilst engaging in the external workplace environment. Students must be made aware of the university’s expectations and for staff to also manage student expectations about their work-based experience.

Module Coordinators must ensure that students are properly briefed prior to undertaking any work-based learning activity. It is advised that this includes key aspects including, the effective scoping and managing project to time and objectives, general business etiquette, communication skills, how to work effectively with host organisations, presentation skills and importantly, professional behaviours, reflective writing and how to make the most of their WBL experience to grow their professional network.

Staff are encouraged to include and embed support from the WBL and the Careers teams in Student Skills and Employability in their student preparations. Both WBL and Careers teams can deliver session to students, direct staff to existing resources and are keen to be involved early in preparatory work ensuring students are fully equipped for their WBL activities.

The WBL team has developed and launched a [‘Work-Based Learning Ready!’ Digital Badge](https://stirling.eu.badgr.com/public/badges/EOvqr1WxS-Sn83RTNJBU-g) as part of the university’s [Professional Skills Academy](https://canvas.stir.ac.uk/courses/17718). This short course is available to all students and can be delivered in curriculum to help prepare students for their work placements and projects. To find out more, please contact Lynsey Joyce, Head of Work-Based Learning or email [uosprofessionalskillsacademy@stir.ac.uk](mailto:uosprofessionalskillsacademy@stir.ac.uk)

### 5.9 Managing relationships and obtaining feedback

We would be unable to deliver WBL without the support of the organisations who provide work placements and work-based projects for our students, so we must effectively manage these partnerships, stay in contact with them, commit to obtaining feedback and making continuous improvements.

#### 5.9.3 Mid-Point Check-Ins

Students will be on work-placements and work-based projects for varying timescales, and it is important to ensure that their Module Coordinator or academic supervisor is kept updated on their progress throughout the WBL experience. This should be via a mid-point check-in which will offer host employers the opportunity for early identification and resolution of any issues that may have arisen since their WBL commenced.

A mid-point check-in exemplar has been provided in the Appendices section to help Module Coordinator or academic supervisors shape what feedback they require from the host organisation when a student is half-way through their work placement/work-based project. We suggest this is created as a MS Form and a link provided to employers in their Host Organisation Handbook.

Any issues raised in a mid-point check-in should then be fully explored by the Module Coordinator or relevant academic supervisors to prevent any further issues developing which may jeopardise the work placement/work-based project.

#### 5.9.2 Employer Evaluation

Staff are required to issue an electronic evaluation survey, Employer Evaluation (WBL4) or a suitable equivalent, to all organisations who have hosted student work placements and/or work-based projects ensuring that feedback on the experience is actively sought and can be considered in the design of future activities.

Whilst it is the responsibility of the student to ensure that any agreed tangible output from work placements or work-based projects that was agreed with a host organisation, for example production of a report or presentation, is delivered to the organisation, academic staff (Module Coordinator, academic supervisor or equivalent) may remind and encourage students for this happens in a timely manner.

### 5.10 Dealing with issues and complaints

We are realistic that work placements and work-based projects do not always go as planned and there needs to be a process to deal with complaints when they arise.

#### What if a work placement or work-based projects breaks down?

If a student advises you that there is an issue with their work placement/work-based project, you should attempt to prevent the relationship between the student and host organisation from fully breaking down to allow them to complete the planned work. However, this may not always be possible. Collaborations can break down with a student having to be removed from the work placement/work-based project and the WBL ending earlier than anticipated.

If a student advises that they are unable to complete their work placement or work-based project, the Module Coordinator or relevant academic supervisor should contact the host organisation initially to fully explore the issue the student has shared and gain their perspective of the situation.

If an employer advises that they no longer wish to support a student on their WBL experience, the reasons for this should be fully discussed with the employer first and then with discussed separately with the student.

Following the engagement with both the student and the host organisation, if the decision is taken to terminate a work placement or work-based project early, the Module Coordinator or relevant academic supervisor should formally contact the host organisation confirming that the work placement/work-based project will end early and clearly and professionally state the reasons for this action. The student should also be advised that the work placement or work-based project has ended early and have alternative work or next steps required to complete the module confirmed to them as quickly as possible.

#### What should I do if an employer host or student wishes to make a complaint?

We recognise that situations may occasionally arise where a member of the University community feels that the level of service they have received has not met expectations. In these instances where an host organisation or student wishes to make a formal complaint, they should be directed to follow the university’s standard [Complaints Handling Procedure.](https://www.stir.ac.uk/about/contact-us/complaints/)

### 5.11 Supporting student transition back into university

Where students have been working externally on a work placement or work-based project for a significant period of time, staff should give thought and plans on how to help and support the student transition back into study at the university and settling them back into their programme.

Consideration should be given to what might have changed in the intervening period whilst they have been working externally, what updates the student may require, a refresher on skills and how they can apply newly formed skills from their experiences in an applied setting.

## Guidance for Students

As a student, undertaking live work-based learning provides you with the opportunity to apply the theoretical learnings from the classroom to practice and demonstrate these in the applied world.

It is essential that you approach these opportunities to engage with organisations externally with a positive mindset and attitude. These connections may be able to provide guidance and support not only during your studies but in your future career, so it is critical that you make the most of these opportunities during your students.

### 6.1 A Student Placement/Project Handbook

What is expected of students during their work-based learning experience and the responsibilities of students are set out in the Student Placement/Project Handbook (sample in Appendix). This will be made available to you prior to commencing any work placement/work-based project.

The organisations we work with know you are still a student and in the process of learning and developing skills, so they do not expect you to be the full package. However, when you are engaging and working externally, we want you to be the best representative of yourself as well as an advocate of the university.

During any credit-bearing work placement or work-based project, you are entitled to:

* a safe working environment.
* be treated in accordance with applicable employment and equal opportunities legislation.
* receive feedback on your performance.
* the opportunity to provide feedback on the relevance and quality of the activity.
* support from university staff prior to, during and after your work placement or work-based project.

### 6.2 Keeping you safe

In line with the [Health and Safety (Training for Employment) Regulations (1990)](http://www.legislation.gov.uk/uksi/1990/1380/contents/made), when undertaking relevant training in the UK, for health and safety purposes individuals are treated as an employee of the host organisation. For our work-based learning activity, this safeguards both the organisation and you as a student. Therefore, all UK-based organisations are asked to confirm they hold Employer and/or Public Liability insurances or equivalent for overseas placements prior to hosting students on work placement.

It is also advised that students [Safezone App](https://www.stir.ac.uk/about/professional-services/estates-and-campus-services/safety-environment-security-and-continuity/safezone/) while on placement or conducting any work on an external site.

### 6.3 Be prepared

You must fully engage with all preparatory activities as set by your programme/Module Coordinator which will ensure you are prepared to fully participate in and to successfully complete your work-based learning and any related assignments.

Students should also consider having a current CV and up-to-date LinkedIn profile as many organisations now use this to connect to students directly. We would strongly encourage all students to utilise the vast resources readily available from the Careers team including [Careers on Canvas](https://canvas.stir.ac.uk/courses/3162) and [Career Set](https://canvas.stir.ac.uk/courses/3162/pages/careerset-cv-checker).

If you have an undisclosed learning disability, students can also access support from [EmployAbility](https://www.employ-ability.org.uk/), of which they University of Stirling are partners, if you feel you require more support to prepare for the workplace.

### 6.4 Adhere to process and procedure

You are required to ensure full compliance with this policy prior to and during any work placement or work-based project. Whether you have sourced a placement or project yourself, or this has been sourced for you by the university, you must ensure this has been fully approved and signed off by your Module Coordinator prior to you undertaking any activity externally.

You should participate fully in the completion of the Work Placement/Work-Based Project Agreement and Risk Assessment Form (WBL2.1/2.2) as well as reviewing the responsibilities outlined for students in the Student Placement/Project Handbook.

**Note:** It is essential that Work Placement/Work-Based Project Agreement and Risk Assessment Form (WBL2.1/2.2) captures every aspect of a your work placement or work-based project to ensure that the university representative signing this agreement can make a clear assessment and informed judgement on the suitability of the potential placement/project and level of risks involved before a you commence any activity with an employer. No work placement or work-based project will be completely risk free however and we must follow risk assessment processes fully to mitigate risk and align to national standards such as those set by [ASET](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.asetonline.org%2Fwp-content%2Fuploads%2F2023%2F06%2FASET-Good-Practice-Toolkit-2022.docx&wdOrigin=BROWSELINK). The Module Coordinator or university representative signing the forms off must be able to fully understand what you will be doing, where you will be based, what risks have been identified and how these have been mitigated. As they can only make decisions based on the information provided on WBL2.1/2.2, students and employers must provide all the necessary and specific individual detail s (such as ARUAs, off-site working etc).

Samples of completed Work Placement/Work-Based Projects Agreements and Risk Assessments are available [via the website](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).

#### 6.4.1 Student Placement/Project Handbook

You will receive a student placement/project handbook prior to commencing your work-based learning which will confirm key information and dates relating to your specific module.

### 6.5 Demonstrate professionalism

Whilst completing your work placement or work-based learning project, you must be aware of and adhere to all legislative requirements (including GDPR) as well as Health and Safety requirements set out by the organisation during the induction. You should always behave in a professional manner and carry out the activities assigned to you with the highest levels of professionalism.

If it has been agreed with the host organisation that you will deliver a tangible output, for example production of a report or presentation, it is your responsibility as the student who has completed that work to ensure this is delivered to the organisation when fully complete. Academic staff (Module Coordinator or academic supervisor) will ensure this is completed and the organisation receives the output agreed.

If you are not completing a WBL Ready! preparatory session as part of your module, you can also consider completing activities from the university’s [Professional Skills Academy](https://canvas.stir.ac.uk/courses/17718) to help prepare you for your WBL and the wider world of work.

### 6.6 Keeping in contact

We appreciate that broad scope of placements and projects may change when live, however this should not impact your academic output which is required for you degree programme.

If, for any reason, the agreed activity as details in your Work Placement/Work-Based Project Agreement and Risk Assessment Form (WBL2.1/2.2) changes significantly during your time with the organisation, you must contact your Module Coordinator or academic supervisor immediately to discuss. Whilst we want you to have a great experience, we also need to ensure that you are safe, that all parties agree, and that any activity aligns to the academic requirements of your programme.

Although you will be classed as an employee during the work placement or work-based project, you are still a University of Stirling student and as such, will continue to have access to all [Student Support Services](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/) available including [mental health and wellbeing support](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/your-mental-health-and-wellbeing/).

Please note that, you must only use your student email for all correspondence relating to a work placement or work-based project as these are part of your degree studies. You must not contact organisations using your personal email address.

#### 6.6.1 Checking In

Your programme or module may also require you to ‘check-in’ at points during your work placement or work-based project so be sure to know what is required of you from the outset.

Your host organisation will be able to complete a mid-point check-in which will ensure that are progressing well and allow for early identification and resolution of any issues that may have arisen since your WBL commenced.

### 6.7 If you have an issue or a complaint

There may be instances where your work placement or work-based project runs into difficulties, it may not be going as planned or you may be having an issue with your host organisation. You may feel anxious about an issue or don’t feel confident to raise a problem with your host organisation and we strongly encourage you to contact your Module Coordinator in these instances. It is better to tackle problems and issues early

If this occurs, you should contact your Module Coordinator as quickly as possible and share all of the relevant details of what is being encountered. Contact details for your Module Coordinator will be include din your Student Handbook. Your Module Coordinator will then liaise with the host organisation to investigate further.

All formal complaints will follow the university’s standard [Complaints Handling Procedure.](https://www.stir.ac.uk/about/contact-us/complaints/)

### 6.8 Accessing student support services

Whilst on work placement or work-based projects, you can always access [Student Support Services](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/).

If there are any issues or concern from the host organisation in terms of your work, health or wellbeing, they have been instructed to advise the university point of contact on your programme/module. This is so the university can discuss and address the issue with you directly and provide the necessary support required.

### 6.9 Non-credit bearing internships

We appreciate that, at times, students can source internships and placements for experience which do not form part of their degree and therefore are not credit bearing. Please be advised that these do not fall under the remit of this policy.

At present, the University of Stirling cannot sign externally drafted contracts, and we do not currently have an approved internship agreement, or a Convention de Stage as used in Belgium and France.

Under UK law, an intern is an employee of a given company, and as such UK universities usually take no responsibility for a student (in the UK or elsewhere) during this period. Any contract would be between the student and the employer and should be agreed between these parties only.

Alternatively, colleagues in Internationalisation and Partnerships may be able to review any internship contract and provide further advice. In this specific instance, you should contact [studyabroadOUT@stir.ac.uk](mailto:studyabroadOUT@stir.ac.uk)

Should you require evidence of your enrolment as a current student at the university, this can be obtained via the Portal.

## Guidance for Host Organisations

We couldn’t offer our students live work-based learning opportunities without your support and we are exceptionally grateful to all employers and organisations that help us to offer students experiential learning opportunities each academic year.

Yet we know that hosting a student on a work placement or collaborating on a work-based project can at times come with some challenges. We want to tackle any barriers and address issues, foreseen or otherwise, head on to ensure that both you as an organisation receive the value you need from a placement or project in the same way that our students are successful in achieving the academic credits required for their programme of study.

The responsibilities of organisations will be set out by each programme in a Host Organisation Handbook (sample in Appendix) and this should be provided to you when you are selected as a host organisation.

We hope this policy and supporting documentation clearly outlines what each stakeholders’ responsibilities are and how we as a university guarantee a positive, safe, and successful work-based experience for both our students and our employer partners.

### 7.1 Host Organisation Handbook

All host organisations will receive further advice from the faculty/division team responsible for the module in the form of a Host Organisation Handbook which will provide guidance, information and key dates relating to the programme/module they are supporting. For ease of access, these handbooks will be emailed to you prior to the work-based learning commencing and also be made available via the [university website](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/employer-handbooks/).

Further guidance will be provided for those undertaking a mentoring role which will be guided by the specifics of the programme/module.

This handbook will also provide the organisation with a key point of contact at the university.

### 7.2 Supporting skills development

We are exceptionally proud of our students and what they consistently demonstrate through their studies and application of their learning. Yet, we must caveat all work-based experiences as our students are still in the process of learning and so development of both their academic knowledge and professional skills is ongoing.

Students are not yet fully experienced graduates, but they are the future workforce. We aim to offer them the opportunity to engage with employers, to build confidence and apply learning on live business projects and challenges enabling further development across their individual knowledge, skills and behaviours.

In recognition and support of that, we ask that our partner organisations provide a nurturing and supportive environment in which our students can apply their knowledge alongside developing their personal expertise from application in a real-world setting.

Be assured we are committed to ensuring that your organisation gets real value from engaging with students on placements or projects, and we have many examples of exceptionally high-quality work students have completed as work-based learning, so this does offer a valuable and accessible additional resource to your organisation.

### 7.3 Providing a safe and supportive environment

While the University holds its own employer and public liability insurance, this only covers claims against our negligence and not someone else’s.

In line with the [Health and Safety (Training for Employment) Regulations (1990)](http://www.legislation.gov.uk/uksi/1990/1380/contents/made), when undertaking relevant training in the UK, for health and safety purposes individuals are treated as an employee of the host organisation. For our work-based learning activity, this safeguards both you as an organisation and the student. Therefore, all students on work placement or a work-based project with an organisation are expected to be covered by the business's Employer and/or Public Liability insurances.

You will be asked to provide the details of which insurance you hold when we are initially scoping work placements and work-based projects (via Initial Scoping Form WBL1).

Please note:

* Organisations in the UK with both Employer Liability and Public Liability insurance can host both in person and/or remote placements or projects.
* Organisations in the UK with only Public Liability can only host remote placements or projects, no on-site work allowed.
* Organisations outside of the UK, who do not have equivalent business insurances, can only host remote placements or projects.

### 7.4 Supporting good governance

We have developed our documentation and process to be as streamlined as possible whilst continuing to meet the requirements of our internal governance process. As an organisation who wishes to host a student on a work placement or work-based project, we ask that you support us by providing information at various stages prior to any work-based learning activity being undertaken, for your safety and to create a successful experience for all parties.

**Stage 1: Work Placement or Work-Based Project Scoping** – to enable us to understand the needs of your organisation and where a student could potentially support, we ask that you provide a scoping document initially. This should include as much information and detail that you can provide on your business and what you would like to achieve from having a student onboard with you. Whilst this can be important organisational activities, we suggest these are not business critical and your placement or project may be adjusted by our academic colleagues to satisfy the academic rigour required, although this will be fully discussed and agreed with you. Our placements and projects are currently scoped using [digital forms on our website](https://www.stir.ac.uk/student-life/careers/employers/recruiting-our-students/student-projects/) (WBL1) so you can submit these directly to the programmes of interest.

**Stage 2: Completing required WBL documentation** – to ensure that everyone involved understand the roles and responsibilities of each stakeholder, the anticipated outcomes of the work-based activity and ensuring a safe and supportive environment for students whilst on work placement or work-based project, we require a Work Placement/Work-Based Project Agreement and Risk Assessment Form (WBL2.1/2.2) to be completed.

This provides specific details of the activity to be completed as part of the work-based learning and explicitly outlines how any risk identified have been mitigated.

**Note:** We must emphasise that when completing these agreements and risk assessments forms, the student and host must consider and document the full detail of every aspect of their work placement or work-based project. All relevant information must be included within the agreement and risk assessment form. The Module Coordinator or university representative signing the forms off must be able to fully understand what the student will be doing, where they will be based, what risks have been identified and how these have been mitigated. Any additional needs or requirements (e.g. ARUAs) or individual requests or requirements (e.g. for off-site working) must be included within WBL2.1/2.2. Module Coordinators can only make decisions based on the information provided, both students and host employers must provide all the necessary and specific detail. For example, if a student has been asked to stay on-site during a placement or project or work an unusual work pattern, this must be fully detailed on the agreement and risk assessment including the specifics about the arrangements which have been agreed and how any risks identified have been mitigated so that the Module Coordinator can assess that request and make an informed decision.

### 7.5 Providing confidentiality

In addition to the completion and submission of the necessary documentation, the university can provide a standard agreement template which providing additional confidentiality for the duration of the work-based activity and for 5 years following completion.

This may be relevant for placement or projects where there is commercial sensitivity or private data involved however it is not a requirement for all work placements or work-based projects.

Please liaise with your contact in the faculty or division should you require this agreement to be issued and signed.

### 7.6 Keeping us updated at a Mid-Point Check-in

Students will be on work-placements and work-based projects for varying timescales, and it is important to ensure that their Module Coordinator or academic supervisor is kept updated on their progress throughout the WBL experience and made aware of any issues. This can be via a mid-point check-in if required detailing if a student is on track and allowing for early identification and resolution of any issues that may have arisen since their WBL commenced. An exemplar is provided in the Appendix.

A mid-point check-in form will be shared with you by the date the student commences their WBL activity. Any issues raised during this mid-point check-in will then be fully explored by the Module Coordinator or relevant academic supervisors to prevent any further issues developing which may jeopardise the students’ progress on their work placement/work-based project.

### 7.7 If you have an issue or complaint

We would encourage you to get in touch with the named point of contact on the formal Work Placement/Work-Based Project Agreement Form (WBL2.1/2.2) and as detailed in your Host Organisation Handbook as soon as possible if there are any issues during the student’s experience. Please do not wait until the mid-point to advise of an issue, challenge or concern but contact us as soon as possible to alert us to this.

We recognise that situations may occasionally arise where a member of the University community feels that the level of service they have received has not met expectations. In these instances where an host organisation wishes to make a formal complaint, they should follow the university’s standard [Complaints Handling Procedure.](https://www.stir.ac.uk/about/contact-us/complaints/)

### 7.8 Giving us your feedback

We aim to continually improve our work-based learning experience both for our students and our employer partners. Whilst you will not be required to provide any feedback that will directly impact a student’s assessment, you will be asked to share your experiences with us following a work placement and/or work-based project via an **Employer Evaluation Survey (WBL4)** will be issued electronically by the division managing the placement or the central WBL Team after the work placements or work-based project has ended.

As a university we are committed to taking ideas and suggestions on board to make improvements where possible. We will use organisation’s feedback to identify where we can make positive improvements to the process and overall experience of hosting a student placement or project. We want to be able to close the feedback loop where possible. And where we cannot make changes for valid reasons, we will explain why this is.

### 7.9 Linking students to support services

We know that students can experience personal and study-related challenges at any time, and these may occur when they are off-campus on work placement or working externally on a project. Be assured that we will continue to provide them with full support during these times.

Students have been advised that they still have full access to all [Student Support Services](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/) available including [mental health and wellbeing support](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/your-mental-health-and-wellbeing/) whilst on work placement or work-based projects.

If you become aware that a student is experiencing challenges such as poor mental health or there is a critical issue with a student whilst they are on work placement or work-based project, you should:

1. Advise the student that you will be informing the university point of contact within the programme/module of the situation.
2. Contact the named point of contact in the programme/module at the university to advise of the situation so this can be discussed and addressed with the student as quickly as possible.
3. Direct the student to the University’s Student Support Services so they can immediately access support required from the university service.

Students have been advised of this process so are aware of this linkage back to university services where required.

## Further sources of advice and guidance

University of Stirling Work-based Learning Team: [Engaging with our Students](https://www.stir.ac.uk/student-life/careers/employers/) and [employers@stir.ac.uk](mailto:employers@stir.ac.uk)

University of Stirling Professional Skills Academy: [Professional Skills Academy](https://www.stir.ac.uk/student-life/careers/professional-skills-academy/)

University of Stirling Careers: [Careers](https://www.stir.ac.uk/student-life/careers/)

ASET Good Practice Guide: [ASET-Good-Practice-Guide-Work-based-and-Placement-Learning](https://www.asetonline.org/wp-content/uploads/2023/04/ASET-Good-Practice-Guide-Work-based-and-Placement-Learning.pdf)

QAA: [QAA UK Quality Code, Advice and Guidance for Work-based Learning](https://www.qaa.ac.uk/the-quality-code/advice-and-guidance/work-based-learning)

## **APPENDICES**

## WBL1: Scoping Template

*Note to University staff: This is the suggested format and can be tailored to the needs of each programme by faculties/divisions including adding or editing questions as required. These forms are created as MS Forms templates which organisations can access, complete and submit from the WBL pages of the University* [*website*](https://www.stir.ac.uk/student-life/careers/employers/recruiting-our-students/student-projects/management-consultancy-projects/)

**Work Placement & Work-Based Project Scoping Form**

This should be completed in line with the University’s [**Work Placement and Work-based Project Policy**](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).

This form supports organisations to scope out initial requirements for work placements and work-based projects. It focuses on:

1. What you as an organisation hope to achieve including anticipated outcomes.
2. What requirements and skills you think are necessary for the placement/project to be successful.
3. Clarifying practical issues such as location, travel, PVG, confidentiality and IP requirements.

Thank you for your interest.

*STAFF CONTACT NAME  
STAFF CONTACT EMAIL ADDRESS*

**Data protection**  
By completing the form below, you are consenting to us, the University of Stirling, processing your personal information for these purposes, if you are not content with this, please do not proceed. Your data will be held in securely stored on University servers and will only be accessible to relevant staff in the related faculty and staff members of the Work-based Learning Team. The data will be deleted after two years. You have rights in relation to the personal data we process about you, for more information see <https://ico.org.uk/your-data-matters/> or contact the University’s Data Protection Unit [data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk).

|  |  |  |
| --- | --- | --- |
| **About you and your organisation** | | |
| Organisation Name | |  |
| Brief description of organisation (including website/social media) | |  |
| Contact Name | |  |
| Role in organisation | |  |
| Telephone Number | |  |
| Email Address | |  |
| Organisation Address | |  |
| Company Number (optional) | |  |
| Type of organisation | | Private sector  Public Sector  Third Sector and Social Enterprise  Other |
| Size of Organisation | | Multinational  Large Corporate  SME (10-250 employees)  Micro SME (1-10 employees)  Sole Trader |
| **About your potential Work Placement or Work-Based Project** | | |
| How many placements/projects are you offering? | | 1  2  3  4 or more  Unsure |
| Will students be working with any children or vulnerable groups during the placement/project and thus require a [PVG](https://www.mygov.scot/pvg-scheme)? | | Yes  No |
| What is the likely work pattern for completing the placement/project? Please give an indication of required hours, preferred days, flexibility, intensive over a few weeks. | |  |
| Is there any specific equipment required to successfully complete the placement/project? | | Yes – please provide detail:  No |
| Will you provide travel expenses, subsistence or direct costs to the student? | | Yes  No |
| Have you already identified a student to complete this placement/project? | | Yes – please provide name of student:  No |
| **If submitting more than one proposal, please include as 1, 2, 3 etc in each of the sections below.** | | |
| Title of placement/project | |  |
| Placement/Project outline (please provide as much detail as possible on relevant background) | |  |
| Placement/Project aims – what would you like to **achieve by the end** of this activity? | |  |
| What are your **anticipated outcomes** from this placement/project? | |  |
| Are there any **specific tasks** the student/s will need to carry out during the placement/project? | |  |
| Are there any **specific skills and/or experience** you would like the student to have? | |  |
| Are there any issues around **confidentiality, intellectual property, GDPR legislation or travel** that need to be considered prior to confirming the project? | |  |
| Are there other considerations not covered that you would like to highlight here? | |  |
| **Employer Insurances:** | | |
| Students normally have the same coverage that employees or volunteers have whilst working with an external business or organisation to safeguard both the employer and the student. Students on placement or conducting a project with a business are expected to be covered by the business's Employer and Public Liability insurances. Please note:  - Organisations in the UK with both Employer Liability and Public Liability insurance can host both onsite and/or remote placements/projects.  - Organisations in the UK with only Public Liability can only host remote placements/projects, no on-site work is permitted.  - Organisations outside of the UK, who do not have equivalent business insurances, can only host remote placements/projects. This means students will only be able to complete activity remotely and be supported virtually.  Please advise what insurances your organisation has by answering the questions below noting that you will be asked to provide policy details as required prior to the placement/project commencing. | | |
| My organisation has Employer Liability insurance | Yes  No  Don’t know | |
| My organisation has Public Liability insurance | Yes  No  Don’t know | |
| Will you require the student be based onsite, remote or hybrid during the placement/project? | Onsite  Remote  Hybrid  Not sure at this stage | |
| If any time will be spent onsite, please provide address and location for this activity |  | |
| **Finding Out and Keeping in contact** | | |
| Where did you hear about this opportunity to work with our students? | | University website  University staff  University Business News email  LinkedIn  Interface  Word of Mouth  Other: please specify |
| Would you like to be informed of future opportunities for working with students through placements/projects? | | Yes  No |
| We encourage all organisations that engage with the University of Stirling to also register with Stirling TARGETconnect <https://stirling.targetconnect.net>.  This is the Student Skills and Employability client relationship management system as well as a portal for adding job vacancies and booking attendance at events.  If you are registered with Stirling TARGETconnect we will add information you have provided in this form onto your organisation record in line with our Stirling TARGETconnect Employer Privacy Notice <https://bit.ly/EmployerPrivacyNotice>. Upon registration, you can choose to receive communication from us such as our quarterly 'Business News' mailing to let you know about other initiatives and events you may like to participate in to engage with Stirling students and graduates. Please also see the Employer Privacy Notice for more information about how we process personal data and your data subject rights. | | |

**Thank you for completing your initial scope. We will be in contact shortly.**

## WBL2.1: Work Placement & Risk Assessment Form

**Work Placement Agreement & Risk Assessment Form (WBL2.1)**

**This should be completed in line with the University’s** [**Work Placement and Work-Based Project Policy**](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/)

|  |  |  |
| --- | --- | --- |
| **Contact Details** | | |
| **Student Contact** | Name: |  |
|  | Student Number: |  |
|  | Module Code: |  |
|  | Email: |  |
|  | Phone: |  |
|  | | |
| **University Contact** | Name: |  |
|  | Role: |  |
|  | Email: |  |
|  | Phone (only Teams number if available): |  |
|  | | |
| **Main Organisation Contact** | Organisation: |  |
|  | Contact Name: |  |
|  | Role: |  |
|  | Email: |  |
|  | Address: |  |
|  | Phone: |  |
|  | | |
| **Secondary Organisation Contact** (in case of absence etc.) | Name: |  |
|  | Role: |  |
|  | Email: |  |
|  | Phone: |  |

|  |  |
| --- | --- |
| **Agreed activity and outcomes** | |
| Title of the placement /Brief overview |  |
| Agreed aims of the placement |  |
| Anticipated outcomes FOR THE ORGANISATION |  |
| Anticipated outcomes FOR THE STUDENT |  |

|  |  |
| --- | --- |
| **About the Work Placement Project** | |
| Placement start date: |  |
| Placement end date: |  |
| This placement/project is: | Onsite  Remote  Hybrid |
| For onsite or hybrid, confirm location and address: |  |
| For onsite or hybrid, please clarify:   * Is this a company owned site? * Is this a public meeting place or publicly accessible place? If yes, full details are required to be included in the risk assessment. | Yes  No  Yes  No |
| If working remotely, what arrangements are in place to ensure all stakeholders are in regular communication, that progress is monitored and unexpected issues arising are managed effectively? |  |
| Insurances held by the organisation: | Employer Liability  Public Liability |
| Agreed working pattern: |  |
| Minimum number of hours to be completed (where required): |  |
| Any equipment required to carry out placement, if so, what devices are required? |  |
| Is the student entitled to claim travel expenses, subsistence or reclaim related project costs from the organisation? | Yes  No |
| Will students require a PVG check (or equivalent for outside UK)? | Yes  No |
| If a PVG check (or equivalent outside UK) is required, who is managing this? | Organisation  University faculty/division |
| Will this placement involve research which require ethics approval from the relevant university ethics panel? Note: this is a [separate approval process](https://www.stir.ac.uk/research/research-ethics-and-integrity/) required where research will be conducted as part of a placement/project. | Yes  No |

|  |  |
| --- | --- |
| **Data Protection & Confidentiality** | |
| Does the organisation require an additional confidentiality agreement to be signed in advance of the placement/project? | Yes  No |
| Does the organisation meet the requirements of the [General Data Protection Regulation](https://www.gov.uk/data-protection) including the requirements for ensuring personal data is held securely? | Yes  No |
| Does the student agree to agree to comply with all [General Data Protection Regulation](https://www.gov.uk/data-protection) laws, rules and guidelines? | Yes  No |

|  |  |
| --- | --- |
| **Health, Safety & Wellbeing** | |
| Does the organisation agree to comply with all health and safety legislation and be responsible for the health and safety of the student whilst on its premises or elsewhere in connection placement/project activities? | Yes  No |
| Has the organisation offered a placement/project previously and been reviewed regarding health and safety? | Yes  No |
| Does the organisation have a procedure for providing general health and safety training for people employees, including use of equipment, vehicles etc. that will be provided to the student during an induction? | Yes  No |
| Does the provider have a procedure for recording and reporting accidents and incidents? | Yes  No |
| Does the provider have a procedure for complaints that the student may use if necessary? | Yes  No |
| Has the organisation agreed to make reasonable adjustments for the student where required? | Yes  No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RISK ASSESSMENT: Assessing & Mitigating Risk**  **(*Informed by ASET Good Practice Guide)*** | | **Level of Risk Identified** | **How will risks identified be mitigated?** | |
| **Categorising Risk:** The university takes a risk-based approach for WBL activities and ask that you categorise each element based on the factors below. Please assess your WBL activity accordingly and accurately: | | | | |
| **Work:** Hazards and work factors that have the potential to cause harm, working with high risk groups, working unusual work patterns outside standard business hours  High: Work with hazards that have potential to cause permanent injury or fatalities  Medium: Working in proximity to but not directly with high risk factors  Low: Low hazard environments and activities | | High  Medium  Low |  | |
| **Travel and Transportation:** Travel, driving, commuting, attending conferences and events on behalf of the host organisation  High: Significant travel, demanding travel, prolonged or on local transport facilities known to be high risk, required to drive others, or in unfamiliar vehicles  Medium: Long daily commuting requirement, student required to drive familiar vehicle in reasonable conditions, night travel  Low: No significant travel, comfortable daily commute, no driving | | High  Medium  Low |  | |
| **Location and/or Region:** Level of crime, civil disorder, lone working, working in locations that are not owned by the host company, working in areas that are publicly accessible, working in areas closed to the public, staying overnight at an employer site  High: Significant risk of civil disorder, crime or similar danger, unavoidable lone or remote working in proximity to significant risk, medical and rescue services not available quickly or locally, means of communications likely to be difficult or compromised, request from host for overnight stays in site **(Note: would always require prior approval)**  Medium: Higher than normal risk of civil disorder, crime or comparable danger, delays likely in communicating with staff and others, placements/projects abroad in areas identified as low risk by the [FCDO](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office)  Low: Placements in the UK with no significant local risks | | High  Medium  Low |  | |
| **General and Environmental Health:** Health protection including vaccinations, environmental factors including weather  High: Regional/local health risks requiring mandatory and specific health protection measures, for example vaccinations, very hot or strenuous working conditions, very cold working condition  Medium: Regional/local conditions require some precautionary measures, e.g. optional vaccinations, sensible precautions required  Low: No significant environmental health risks | | High  Medium  Low |  | |
| **Individual Student:** Student’s additional needs, adjustments, skills required  High: Student has personal factors which may increase the risk of illness or accident even following adjustments, the student’s knowledge, understanding, and skills are low for the type of work  Medium: The student has personal factors which may require specific adjustments or support during work, or in social interactions at work  Low: The student has no personal factors likely to cause episodes of illness or require specific support whilst on placement/project, student has relevant knowledge, understanding and skills for the type of work | | High  Medium  Low |  | |
| Is a site safety visit required before placement is approved? | | Yes  No | | |
| If yes, who within faculty/division completed this and date of visit: | |  | | |
| Are the risks tolerable such that the placement/project can be approved? | | Yes  No  If not why? | | |
| **Signatories** | | | | |
| Please review, check and sign to confirm that you have completed and agree to the following: | | | | |
| The information provided on this form is correct and provides all detail on the activity.  You will abide by the principles of the university’s [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).  You understand and agree to your role and responsibilities as detailed in the [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).    All actions to mitigate identified risk have been completed.  You have received, read and understood the Student Handbook. | Student  (PRINT NAME) | | Signature  (electronic) | Date |
| The information provided on this form is correct and provides all detail on the activity.  You will abide by the principles of the university’s [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).  You understand and agree to your role and responsibilities as detailed in the [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).    All actions to mitigate identified risk have been completed.  You have provided and up to date Student Handbook and Host Organisation Handbook to each party. | University  (PRINT NAME) | | Signature (electronic) | Date |
| The information provided on this form is correct and provides all detail on the activity.  You will abide by the principles of the university’s [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).  You understand and agree to your role and responsibilities as detailed in the [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).    All actions to mitigate identified risk have been completed.  You have received, read and understood the Host Organisation Handbook. | Organisation  (PRINT NAME) | | Signature (electronic) | Date |

Note: Documentation should be retained by faculties/divisions for 2 years in line with GDPR requirements

## WBL2.2: Work-Based Project Agreement & Risk Assessment Form

**Work-Based Project Agreement & Risk Assessment Form**

**This should be completed in line with the University’s** [**Work Placement and Work-Based Project Policy**](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/)

|  |  |  |
| --- | --- | --- |
| **Contact Details** | | |
| **Student Contact** | Name: |  |
|  | Student Number: |  |
|  | Module Code: |  |
|  | Email: |  |
|  | Phone: |  |
|  | | |
| **University Contact** | Name: |  |
|  | Role: |  |
|  | Email: |  |
|  | Phone (only Teams number if available): |  |
|  | | |
| **Main Organisation Contact** | Organisation: |  |
|  | Contact Name: |  |
|  | Role: |  |
|  | Address: |  |
|  | Email: |  |
|  | Phone: |  |
|  | | |
| **Secondary Organisation Contact**  (in case of absence etc.) | Name: |  |
|  | Role: |  |
|  | Email: |  |
|  | Phone: |  |

|  |  |
| --- | --- |
| **Agreed activity and outcomes** | |
| Title of the project /Brief Overview |  |
| Agreed aims of the project |  |
| Anticipated outcomes FOR THE ORGANISATION |  |
| Anticipated outcomes FOR THE STUDENT/S |  |

|  |  |
| --- | --- |
| **About the Work-Based Project** | |
| Project start date: |  |
| Project end date: |  |
| This project is: | Onsite  Remote  Hybrid |
| For onsite or hybrid, confirm location and address: |  |
| For onsite or hybrid, please clarify:   * Is this a company owned site? * Is this a public meeting place or publicly accessible place? If yes, full details are required to be included in the risk assessment. | Yes  No  Yes  No |
| If working remotely, what arrangements are in place to ensure all stakeholders are in regular communication, that progress is monitored and unexpected issues arising are managed effectively? |  |
| Insurances held by the organisation | Employer Liability  Public Liability |
| Will students require a PVG check (or equivalent for outside UK)? | Yes  No |
| If a PVG check (or equivalent outside UK) is required, who is managing this? | Organisation  University faculty/division |
| Any equipment required to carry out placement, if so, what devices are required? |  |
| Is the student entitled to claim travel expenses, subsistence or reclaim related project costs from the organisation? | ☐ Yes  ☐ No |
| Will this project involve research which require ethics approval from the relevant university ethics panel?  Note: this is a [separate approval process](https://www.stir.ac.uk/research/research-ethics-and-integrity/) required where research will be conducted as part of a placement/project. | Yes  No |

|  |  |
| --- | --- |
| **Data Protection & Confidentiality** | |
| Does the organisation require an additional confidentiality agreement to be signed in advance of the project? | Yes  No |
| Does the organisation meet the requirements of the [General Data Protection Regulation](https://www.gov.uk/data-protection) including the requirements for ensuring personal data is held securely? | Yes  No |
| Does the student agree to agree to comply with all [General Data Protection Regulation](https://www.gov.uk/data-protection) laws, rules and guidelines? | Yes  No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Health, Safety & Wellbeing** | | | | | |
| Does the organisation agree to comply with all health and safety legislation and be responsible for the health and safety of the student whilst on its premises or elsewhere in connection project activities? | | | | Yes  No | |
| Has the organisation offered a project previously and been reviewed regarding health and safety? | | | | Yes  No | |
| Does the organisation have a procedure for providing general health and safety training for people employees, including use of equipment, vehicles etc. that will be provided to the student during an induction? | | | | Yes  No | |
| Does the provider have a procedure for recording and reporting accidents and incidents? | | | | Yes  No | |
| Does the provider have a procedure for complaints that the student may use if necessary? | | | | Yes  No | |
| Has the organisation agreed to make reasonable adjustments for the student where required? | | | | Yes  No | |
| **RISK ASSESSMENT: Assessing & Mitigating Risk**  **(*Informed by ASET Good Practice Guide)*** | | **Level of Risk Identified** | **How will risks identified be mitigated?** | | |
| **Categorising Risk:** The university takes a risk-based approach for WBL activities and ask that you categorise each element based on the factors below. Please assess your WBL activity accordingly and accurately: | | | | | |
| **Work:** Hazards and work factors that have the potential to cause harm, working with high risk groups, working unusual work patterns outside standard business hours  High: Work with hazards that have potential to cause permanent injury or fatalities  Medium: Working in proximity to but not directly with high risk factors  Low: Low hazard environments and activities | | High  Medium  Low |  | | |
| **Travel and Transportation:** Travel, driving, commuting, attending conferences and events on behalf of the host organisation  High: Significant travel, demanding travel, prolonged or on local transport facilities known to be high risk, required to drive others, or in unfamiliar vehicles  Medium: Long daily commuting requirement, student required to drive familiar vehicle in reasonable conditions, night travel  Low: No significant travel, comfortable daily commute, no driving | | High  Medium  Low |  | | |
| **Location and/or Region:** Level of crime, civil disorder, lone working, working in locations that are not owned by the host company, working in areas that are publicly accessible, working in areas closed to the public, staying overnight at an employer site  High: Significant risk of civil disorder, crime or similar danger, unavoidable lone or remote working in proximity to significant risk, medical and rescue services not available quickly or locally, means of communications likely to be difficult or compromised, request from host for overnight stays in site **(Note: would always require prior approval)**  Medium: Higher than normal risk of civil disorder, crime or comparable danger, delays likely in communicating with staff and others, placements/projects abroad in areas identified as low risk by the [FCDO](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office)  Low: Placements in the UK with no significant local risks | | High  Medium  Low |  | | |
| **General and Environmental Health:** Health protection including vaccinations, environmental factors including weather  High: Regional/local health risks requiring mandatory and specific health protection measures, for example vaccinations, very hot or strenuous working conditions, very cold working condition  Medium: Regional/local conditions require some precautionary measures, e.g. optional vaccinations, sensible precautions required  Low: No significant environmental health risks | | High  Medium  Low |  | | |
| **Individual Student:** Student’s additional needs, adjustments, skills required  High: Student has personal factors which may increase the risk of illness or accident even following adjustments, the student’s knowledge, understanding, and skills are low for the type of work  Medium: The student has personal factors which may require specific adjustments or support during work, or in social interactions at work  Low: The student has no personal factors likely to cause episodes of illness or require specific support whilst on placement/project, student has relevant knowledge, understanding and skills for the type of work | | High  Medium  Low |  | | |
| Is a site safety visit required before placement is approved? | | Yes  No | | | |
| If yes, who within faculty/division completed this and date of visit: | |  | | | |
| Are the risks tolerable such that the placement/project can be approved? | | Yes  No  If not why? | | | |
| **Signatories** | | | | | |
| Please review, check and sign to confirm that you have completed and agree to the following: | | | | | |
| The information provided on this form is correct and provides all detail on the activity.  You will abide by the principles of the university’s [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).  You understand and agree to your role and responsibilities as detailed in the [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).    All actions to mitigate identified risk have been completed.  You have received, read and understood the Student Handbook. | Student  (PRINT NAME) | | Signature  (electronic) | | Date |
| The information provided on this form is correct and provides all detail on the activity.  You will abide by the principles of the university’s [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).  You understand and agree to your role and responsibilities as detailed in the [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).    All actions to mitigate identified risk have been completed.  You have provided and up to date Student Handbook and Host Organisation Handbook to each party. | University  (PRINT NAME) | | Signature (electronic) | | Date |
| The information provided on this form is correct and provides all detail on the activity.  You will abide by the principles of the university’s [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).  You understand and agree to your role and responsibilities as detailed in the [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).    All actions to mitigate identified risk have been completed.  You have received, read and understood the Host Organisation Handbook. | Organisation  (PRINT NAME) | | Signature (electronic) | | Date |

Note: Documentation should be retained by faculties/divisions for 2 years in line with GDPR requirements.

## WBL3: Pre-Placement/Project Checklist

This is a final check and balance to ensure all necessary steps have been completed and documented ahead of the student commencing WBL activity.

|  |  |  |
| --- | --- | --- |
| **University Staff Completing Checklist** | **Relating to Student/Student Number** | **Placed with Organisation** |
|  |  |  |

|  |  |
| --- | --- |
| **University Governance Check** | |
| A Work Placement/Work-Based Project Agreement & Risk Assessment Form (WBL2.1/2.2) has been completed and retained in line with the University’s Work Placement and Work-Based Learning Policy. | Confirm |
| The host organisation has been provided with a Host Organisation Handbook and made aware of their responsibilities through the handbook. | Confirm |
| The student has been provided with a Student Placement/Project Handbook and made aware of their responsibilities through the handbook. | Confirm |
| **Suitability of Placement Check** | |
| Students have been provided with sufficient information and guidance to make an informed choice about the placement/project opportunity. | Confirm |
| Students with disabilities have been provided with sufficient information and guidance to make an informed decision about suitability of the placement/project and whether they require any reasonable adjustments. | Confirm |
| **Health & Safety Check** | |
| A risk assessment has been completed and signed off for the work placement/work-based project following discussion with the host organisation. This Risk Assessment and is fully completed and documented in WBL2.1/2.2 (as appropriate). | Confirm |
| The host organisation is aware of their obligations under GDPR legislation and has appropriate data protection policies and practices in place. | Confirm |
| The student is aware of their obligations under GDPR legislation and will adhere to any additional confidentiality agreements in place. | Confirm |
| Procedures are in place to deal with queries, concerns or issues complaints that may arise during the work placement/work-based project and have been provided to both the organisation and the student. | Confirm |
| **Academic Integrity Check** | |
| The student has been allocated an academic supervisor or equivalent academic staff to support them and to ensure the work placement/work-based project stays on track. | Confirm |
| Learning outcomes are defined, relevant to the programme and achievable within the setting of the work placement/work-based project opportunity. | Confirm |
| Students have been informed of assessment deadlines and procedures, including marking criteria. | Confirm |
| **Mid-Point Review Check** | |
| A Mid-Point Check-in form has been issued to the host organisation prior to the work placement/work-based project commencing to offer check in and alert us to any issues with the work placement/project. | Confirm |
| **Evaluation Check** |  |
| Mechanisms are in place to obtain student feedback on their experience in line with standard university procedure. | Confirm |
| Employers will be issued with the Employer Evaluation Survey upon completion of the work placement/work-based project to allow feedback and full evaluation of the experience. | Confirm |

## WBL4: Employer Evaluation Survey

*Note: this will be issued via MS Form.*

**Employer Evaluation Survey**

Thank you for hosting and mentoring a University of Stirling Student. Your input and support to the student really helps shape and develop their skills and experience for their future career. We hope this has been a positive experience for you and your organisation.

We are always keen to learn from our partner's experience of hosting student projects so we can continually improve how we deliver this important service. We would really appreciate it if you could complete this short evaluation form to help us understand what works best for business when hosting placements and projects.

If you have hosted more than one project, please complete a form for each project.

If you have any enquiries, please contact [employers@stir.ac.uk](mailto:employers@stir.ac.uk)

**Data protection**

By completing the form below you are consenting to us processing your personal information for these purposes, if you are not content with this, please do not proceed. Your data will be held in a password protected file, and will be stored on University servers and will only be accessible to relevant staff in the Faculty and staff in Student Skills & Employability WBL Team. The data will be deleted after one year. *Y*ou have rights in relation to the personal data we process about you, for more information see <https://ico.org.uk/your-data-matters> or contact the University’s Data Protection Unit [data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk).

|  |  |
| --- | --- |
| Organisation Name: |  |
| Name of individual completing survey: |  |
| How did you first hear about the possibility of hosting a student placement/project? | I have offered student placements/projects previously.  The university contacted me directly.  I saw it advertised on LinkedIn.  I attended a university event.  I contacted the university directly.  Word of mouth from other organisations/contacts.  Other (please specify) |
| What type of work based learning did you host? | Work Placement (student allocated for a set number of hours)  Work-Based Project (student completed a research-style project) |
| When did you host the student: | *Date* |
| Did you host: | Onsite  Remotely  Hybrid |
| Which faculty was the student from: | Faculty of Arts & Humanities  Faculty of Natural Science  Faculty of Social Sciences  Faculty of Health Sciences & Sport  Stirling Management School |

|  |  |
| --- | --- |
| How would you rate your experience of hosting a student in a placement or project? | Rating  (1 star being poor to 5 stars being excellent) |
| How straightforward was the administrative process from initial interest to having the student undertaking a work placement/work-based project? | Rating  (1 star being very difficult to 5 stars being very easy) |
| How would you rate the supported provided to shape a work placement/work-based project proposal to your needs? | Rating  (1 star being poor to 5 stars being excellent) |
| How would you rate the outcomes you agreed achieved by the student on work placement/work-based project? | Rating  (1 star being poor to 5 stars being excellent) |
| Was supporting a student on work placement/work-based project as you expected? | Rating  (1 star being harder than expected to 5 stars being easier than expected) |
| How would you rate the impact the student had on your business? | Rating  (1 star being poor to 5 stars being excellent) |
| How would you rate the student(s) performance in terms of: |  |
| Communication with the organisation | Rating  (1 star being poor to 5 stars being excellent) |
| Working on the work placement/work-based project | Rating  (1 star being poor to 5 stars being excellent) |
| Delivering on the work placement/work-based project | Rating  (1 star being poor to 5 stars being excellent) |
| Adding value to the business in terms of ideas and innovation | Rating  (1 star being poor to 5 stars being excellent) |
| Can you describe how the student(s) has impacted on your organisation? | *Text response* |
| What has been the most valuable part of this project for your business? | *Text response* |
| What was the most challenging part of hosting student(s) and why? | *Text response* |
| What suggestions do you have for improving the process and delivery of organising placement/projects? | *Text response* |
| Would you consider hosting a student work placement/work-based project in the future? | Yes  No  Unsure |
| Would you be willing to provide a case study or quote on your experience of this work placement/work-based project? | Yes  No  Unsure |
| If yes, please provide feedback below: | *Text response* |
| Any other comments or feedback you wish to share: | *Text response* |

**Thank you for supporting our students and the University and providing feedback on your experience.**

## Sample Student Placement/Project Handbook

This should include any essential or useful information you would want the student to have prior to starting their work placement or work-based project.

This sample provides some ideas of what to include, but it can be developed to the needs of each faculty/division.

**Suggested Contents**

* **Introduction**
* **Dates for your diary**
* **Ongoing access to student support services**
* **Roles and responsibilities of each partner**
* **Key tips to a successful work placement/work-based project**
* **If you have an issue or concern**
* **Contact Details**

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**Student Placement/Project Handbook**

***For students undertaking work placements & work-based projects with external organisations***

**Introduction**

Ahead of you commencing your work placement/work-based project with an external organisation, we wanted to ensure you had all the information you need to ensure this is a positive, valuable and beneficial experience for you as a student and as a future professional in the workplace.

This guide is designed to:

* Highlight key dates for your diary.
* Provide clarity on the roles and responsibilities of each partner in this work-based learning.
* Give a step-by-step guide to a successful work placement/work-based project experience.

If you need to contact the university during the work placement/work-based project for any reason, please use the contact details provided at the end of this document.

This work placement/work-based project is offered in line with the [**University’s Work Placement & Work-Based Project Policy**](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/)

**Dates for your diary** *– what are key dates organisation needs to know*

* You will be advised of your allocated student no later than 1 March 20XX.
* Students will contact you directly to begin engagement no later than 10 March 20XX.
* Students will begin their placement/projects no later than 30 April 20XX.
* Work Placement/Work-Based Project Agreement Form and Risk Assessment should be signed no later than 30 April 20XX. Students cannot begin until this is completed.
* The placement/project will end no later than 30 June 20XX.
* Ongoing review: Supervisor/Mentors should meet with their student(s) regularly (e.g. weekly, fortnightly or at agreed points) to discuss progress. At mid-point, supervisors/mentors and students can discuss if they feel the placement/project is not progressing according to the placement agreement and/or if there are any other concerns.
* You should complete, sign and submit the required module documentation (e.g. diary/log/statement confirming that the student has completed X hours on placement). Without receipt of this, the student will fail their module.
* Hosts will be provided with necessary forms at the time they are informed of the student allocation.
* Circumstances may necessitate some flexibility in which case please contact the Placement and/or Module Co-ordinator. Contact details are provided at the end of this document.
* *Note any relevant semester dates (e.g. reading weeks, semester start/end, exams) which may impact student engagement/attendance in those weeks.*

**Ongoing access to student support services**

We know that students can experience personal and study-related challenges at any time, and these may occur when they are off-campus on work placement or working externally on a project. Be assured that we will continue to provide all our students with full support during these times.

You will continue to have full access to all [Student Support Services](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/) available including [mental health and wellbeing support](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/your-mental-health-and-wellbeing/) whilst on work placement or work-based projects.

Organisations hosting have been advised on how to support students when they become aware that a student is experiencing challenges such as poor mental health or there is a critical issue. The process for this is:

1. The organisation will advise the student that they will be informing the university point of contact within the programme/module of the situation. This ensures that the student is aware that the organisation is linking the university back to the student to provide support.
2. The organisation will contact the named point of contact at the university to advise of the situation. This ensures it can be discussed and addressed with the student as quickly as possible.
3. The organisation will direct the student to the University’s Student Support Services so they can immediately access support required from the university service.

**Keeping yourself safe**

When you are on an employer site, you should adhere to all health and safety requirements. During work placements and work-based projects, you are to be treated as an employee of the organisation so should be kept safe. Please remember that you should only communicate with organisations using your student email.

It is advised that students [Safezone App](https://www.stir.ac.uk/about/professional-services/estates-and-campus-services/safety-environment-security-and-continuity/safezone/) while on placement or conducting any work on an external site.

**Stakeholder role and responsibilities for successful Work Based Learning**

As a host organisation, you are vital to the university’s delivery of work-based learning. For this to be successful and impactful for each stakeholder, we all have a role to play.

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Aim** | **The University** | **The Student** | **The Organisation** |
| **Providing impactful work-based learning opportunities** | Approve work placements and/or work-based projects in line with agreed process, procedures and policy to ensure their academic legitimacy and rigour and student safety. This includes placements or projects which students have independently self-sourced. | Ensuring work placement and/or work-based project is approved by the University prior to commencing any activity. This includes any placements or projects students may have self-sourced. | Work with the student and university to formally agree the parameters of the work placement/work-based project. Ensure that the student does not complete work not defined in original agreement except those which are mutually agreed or directly contribute to delivery or the placement and/or project. |
|  | Ensure the faculty/division has appropriate academic supervision is available for students undertaking work placements/work-based projects. |  |  |
|  | Offer high quality learning opportunities which meet the learning outcomes set for modules and programmes. |  | Providing appropriate, meaningful and satisfactory work and/or projects for the student relating to skill development, interests, and available time. |
|  | Uphold academic standards and the quality of provision leading to academic awards, regardless of where the student learning is taking place. This includes the faculty/division providing appropriate academic supervision for students undertaking work placements/work-based projects. | Adhere to all relevant academic policies, procedures and protocols and continue to engage with academic staff as agreed or requested whilst on work placement/work-based projects. |  |
|  | Provide appropriate support and advice for students planning, undertaking, and returning from work placement and/or work-based projects. | Behave in a professional manner whilst on work placement and/or work-based project and carrying out assigned tasks, including observance of any procedures or practices, with highest levels of professional standards. | Share as much information as possible about the organisation, its policy, clients, programmes and activities as appropriate to the nature of the work placement or work-based project. |
|  | Ensure all WBL related assessment is set and marked by university staff. Placement/project providers may contribute evidence towards an assessment where appropriate, but assessment remains with the academic staff only. | Complete assessed assignments in a timely fashion according to the specified module submission dates. Have a clear and full understanding of the consequences failing to successfully complete the work placement and/or work-based project. | Provide any evidence or input where required/requested by university to contribute towards a student’s assessed element. |
| **Keeping all students safe** | Ensure that WBL opportunities adhere to the Equality Act (2010), are inclusive, that the needs of disabled students are considered and that reasonable adjustments are in place, which meet the requirements outlined in relevant legislation. | Inform the organisation of any special requirements e.g. relating to any disabilities, illnesses or special medical requirements or additional support needs. | Provide reasonable adjustments for disabled students in accordance with the Equality Act (2010). |
|  | Process details of all international students due to undertake work placements in line with university procedure on student visa/UKRI. |  |  |
|  | Ensure the health, safety, and welfare of students when on work placement or work-based project and that a risk assessment has been completed within the faculty/division prior to activity commencing. | Approach health and safety work placement and work-based projects with common sense, following all rules and immediately reporting any concerns regarding this to the named contact in the employer organisation and their relevant university contact. | Provide a safe and healthy working environment for students undertaking work placements and work-based projects. |
|  | Provide clear information on health and safety expectations to both employer organisation and to students. This should be included in the preliminary meeting between employer organisation and the student when placement/project is agreed. | Attend induction and complete all induction activity set by the host organisation including health and safety programme as required. | Providing an induction session for the student and assign any necessary training for them to complete. |
|  | Identify, assess, and mitigate external risks associated with work placements and/or work-based projects in line with the university's WBL policy. | Comply with all legal workplace standards as advised by the employer organisation relating to quality assurance, environmental standards and health and safety. | Advise student of all expectations, legal requirements and standards as part of the induction session. |
| **Protecting stakeholders** |  | Hold adequate and valid insurance cover if students using own vehicle during work placement/work-based project. | Hold valid and appropriate business insurances are held (employer and/or public liability) relevant to the type of activity the student will undertake. |
|  | Ensure that appropriate disclosure checks have been completed by the relevant faculty/division or organisation (if arranging) for any activity which may involve working with children or vulnerable adults. | Ensure personal membership of PVG Scheme, or equivalent, is in place before undertaking a work placement or work-based project involving working with children and/or vulnerable adults. | Ensure that university is aware of any requirements for PVG Scheme membership requirements in advance of student undertaking any work placement/work based project. |
|  | Ensure all parties are aware of any issues relating to confidentiality, Data Protection and intellectual property (IP) rights. A standard Confidentiality Agreement template can be provided by the university as required. | Ensure full awareness and understanding of any issues relating to confidentiality, Data Protection and intellectual property (IP) rights related to the work placement and/or work-based project. | Ensure any confidential data provided by the organisation is marked as such when provided to the student. Request a confidentiality agreement from the university where required. |
|  | Ensure any personal data shared relating to a student for the purposes of administration, communication and overall operation or the work placement and/or work-based project will be in line with GDPR requirements and the University policy on [Data Protection](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/). | Have a full understanding of GDPR requirements and what you are required to do to keep data safe when working with the organisation. |  |
| **Supporting students to thrive** | Train staff to understand requirements of WBL and to successfully support students undertaking work placements/work-based projects and returning to study from periods of work-based learning. | Fulfil hours/complete the work placement or work-based project in the format agreed with the university and organisation or determined by the module or programme requirements. |  |
|  | Equip and suitably prepared students to undertake and manage work-based learning opportunities. | Attend, fully participate and contribute to university-based sessions relating to the module and the work placement and/or work-based project. | Ensuring students have access to the systems and information required to undertake the agreed work. |
|  | Clearly explain to students the consequences of failing to successfully complete work placement/work-based projects. | Be fully aware of consequences of failing to successfully complete the work placement/work-based project. | Ensure clear lines of communication and understanding between the organisation and student and how the work will be tracked and monitored for progress. |
|  | Meet the requirements of any relevant professional, statutory and regulatory bodies as articulated in approved programme documentation. | Present and behave in a professional manner at all times in accordance with the University of Stirling [Student Charter](https://www.stir.ac.uk/study/important-information-for-applicants/student-code/) and any other codes of practice as set out by any external body that accredits their degree. |  |
|  |  | Respecting the culture and working practices of the employer organisation, whilst representing the University. | Encouraging respect from fellow workers/volunteers/clients toward the student. |
|  | Providing students with opportunities to identify and articulate their learning from their experiences. |  | Providing an opportunity for the student to make suggestions, give/receive feedback and develop a sense of being a part of the organisation where appropriate. |
|  |  |  | In cases where other tasks are being undertaken out with the agreed placement/project that the student is paid in accordance with statutory UK law / minimum wage legislation. |
| **Effective communication across all partners** | Ensure employer organisations hosting placements/projects and students undertaking them have all necessary information on the requirements of the placement/project via a Student Placement/Project Handbook and a Host Organisation Handbook. | Use the Student Placement/Project handbook provided by the university to support your understanding of the work placement/work-based project and what is expected of you as a partner. | Share Host Organisation Handbook with staff in the organisation where appropriate/as required ahead of the work placement/work-based project starting. |
|  | Provide a named point of contact at the university to the student and employer organisation for the duration of the work placement and/or work-based project. The named contact will be responsible for monitoring and tracking progress and managing communication between partners. | Be fully aware fully aware of the details of their named points of contact at both the university and the employer organisation to ensure they can be contacted as required. | Provide a named point of contact in the organisation for the duration of the work placement/work-based activity. This person should have the time and experience to take responsibility for the mentoring, supervision, and support of the student. |
|  | Ensure an emergency point of contact is held students whilst on work placement/work-based project should lack of student contact be of concern and alternative contact be required. | Provide an emergency point of contact to the university and employer organisation for the duration of the work placement and/or work-based project. |  |
|  |  | Inform the university and employer organisation as soon as possible if not able to attend their work placement and/or work-based project through short term issues, such as illness. | Inform the university of the student is absent without permission or a no known reason. |
|  |  | Advise the university contact if the work placement and/or work-based project is changed significantly to what was agreed and approved (e.g. the content of the project or the method of delivery). | Notify the university immediately if there are any significant changes required to the agreed work placement and/or work-based project. |
|  | Ensure students and employer organisations are encouraged quickly to feed back any concerns and risks. | Notify the university contact immediately if they or the employer organisation wishes to terminate the work placement and/or work-based project. | Notify the university immediately the organisation wishes to terminate the work placement and/or work-based project. |
|  | Undertaking student evaluation of the module to obtain student feedback. | Complete module evaluation to provide feedback to the university on the work-based learning experience. |  |
|  | Undertake employer evaluation of the work placement or work-based project to obtain employer feedback. |  | Provide feedback to the university through completion of a formal employer evaluation to assist with continuous improvement. |

**Key tips to a successful work placement/work-based project** - c*ould include:*

**In addition to your academic objectives, consider:**

* What skills do you want to develop further?
* How can you capture your skills development?
* How can you progress professional networks, make new connections, keep in touch?

Whilst working with an organisation, you should be professional, be the best representative of yourself and the university. But also use the time wisely to make connections with the staff you encounter and learn as much as possible.

**Professional ‘soft’ skills you will develop perhaps without noticing:**

* **Communication:** Active listening, verbal communication, nonverbal communication, written communication, presentation skills.
* **Time Management:** balancing priorities, meeting deadlines, planning, delegating, goal-setting, blocking out time, working efficiently.
* **Teamwork:** Working towards a shared goal, collaboration, accountability, mediation, managing and resolving conflict, delegating tasks.
* **Problem Solving:** adaptability to different scenarios, using your initiative, strategic thinking, doing things differently.
* **Critical Thinking:** analyse situations, consider the options, make informed decisions.
* **Adaptability:** resilience, flexibility, adjustment to changing circumstances, responsive to change.
* **Emotional Intelligence:** understanding your emotions and emotions of others, navigate complex social dynamics, self-awareness, empathy, motivations, build strong relationships.

**Don’t underestimate the importance of attitude**

* Remember, anyone can acquire knowledge and develop skills.
* Attitude = desire and what drives performance and behaviour.
* Let your attitude reflect you as an individual – it’s your signature.
* Ability is the combination of knowledge, skills and attitude.

**If you have an issue or concern**

There may be instances where your work placement or work-based project runs into difficulties, it may not be going as planned or you may be having an issue with your host organisation. You may feel anxious about an issue or don’t feel confident to raise a problem with your host organisation and we strongly encourage you to contact your Module Coordinator in these instances via the contact details below. It is better to tackle problems and issues early.

All formal complaints will follow the university’s standard [Complaints Handling Procedure.](https://www.stir.ac.uk/about/contact-us/complaints/)

**University Contact Details**

Module Coordinator (email)

Generic Admin Support (email) / AN other (email)

## Sample Host Organisation Handbook

This should include any essential or useful information you would want the host organisation to know prior to the work placement or work-based project commencing.

This sample provides some ideas of what to include, but it can be developed to the needs of each faculty/division.

**Suggested Contents**

* **Introduction**
* **Dates for your diary**
* **Roles and responsibilities of each partner**
* **Steps to a Successful Work Placement/Work-Based Project**
* **If you have a complaint**
* **Contact Details**

When complete this should be emailed to [Lynsey Joyce](mailto:lynsey.joyce@stir.ac.uk) to be added to the [university website](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/employer-handbooks/).

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**Host Organisation Handbook**

***For staff in organisations supporting our students during their Work Based Learning***

**Introduction**

We thank you for your participation and support for our students and hope this is a positive and beneficial experience for your organisation.

This guide is designed to:

* Provide background information on the module which the student is completing.
* Outline your role as a host organisation and/or Mentor.
* Highlight key dates for your diary.
* Give a step-by-step guide to a successful work placement/work-based project experience.

We are keen to engage with our hosts organisations and welcome feedback (link to employer evaluation MS Form).

If you have any comments or questions during the work placement/work-based project, please contact us using the contact details provided at the end of this document.

This work placement/work-based project is offered in line with the [**University’s Work Placement & Work-Based Project Policy**](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/)

**About the module –** *provide some context for why the student is undertaking WBL*

This placement/project module as part of the **ABC PROGRAMME** aims to enhance students’ employability by engagement in work-based learning as part of their studies to give them the opportunity to apply their learning whilst developing their professional skills and behaviours in preparation for the workplace.

The placements/project entail a X hours/Y weeks working with your organisation.

This year we are allowing students to conduct their placements/projects either in-person (face-to-face), remotely (online) or a combination of in-person and remote (hybrid).

The intended **Learning Outcomes** of the module are:

* LO1
* LO2
* LO3

**What skills will the students bring** *– what have students developed so far on programme*  
Our students offer wide and varied skills sets which will vary depending on the nature of each individual student, but they may include the following skills which have been obtained through their programme to date, these include:

* Critical and analytical thinking
* Cross-cultural awareness and understanding
* Research skills
* Evaluation and analytical skills
* Data/Statistical analysis
* Reasoned arguments and ethical judgments
* Problem solving skills
* Interpretation and evaluation of evidence
* Interpersonal and team working skills
* Decision making, following guidance and taking the initiative
* Written and verbal communication skills Teamwork
* Data analysis and problem solving
* Communication skills
* Negotiation skills
* Decision making, following guidance and taking the initiative

**Dates for your diary** *– what are key dates organisation needs to know*

* You will be advised of your allocated student no later than 1 March 20XX.
* Students will contact you directly to begin engagement no later than 10 March 20XX.
* Students will begin their placement/projects no later than 30 April 20XX.
* Work Placement/Work-Based Project Agreement Form and Risk Assessment should be signed no later than 30 April 20XX. Students cannot begin until this is completed.
* The placement/project will end no later than 30 June 20XX.
* Ongoing review: Supervisor/Mentors should meet with their student(s) regularly (e.g. weekly, fortnightly or at agreed points) to discuss progress. At mid-point, supervisors/mentors and students can discuss if they feel the placement/project is not progressing according to the placement agreement and/or if there are any other concerns.
* You should complete, sign and submit the required module documentation (e.g. diary/log/statement confirming that the student has completed X hours on placement). Without receipt of this, the student will fail their module.
* Hosts will be provided with necessary forms at the time they are informed of the student allocation.
* Circumstances may necessitate some flexibility in which case please contact the Placement and/or Module Co-ordinator. Contact details are provided at the end of this document.
* *Note any relevant semester dates (e.g. reading weeks, semester start/end, exams) which may impact student engagement/attendance in those weeks.*

**Stakeholder role and responsibilities for successful Work Based Learning**

As a host organisation, you are vital to the university’s delivery of work-based learning. For this to be successful and impactful for each stakeholder, we all have a role to play.

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| **Key Aim** | **The University** | **The Student** | **The Organisation** |
| **Providing impactful work-based learning opportunities** | Approve work placements and/or work-based projects in line with agreed process, procedures and policy to ensure their academic legitimacy and rigour and student safety. This includes placements or projects which students have independently self-sourced. | Ensuring work placement and/or work-based project is approved by the University prior to commencing any activity. This includes any placements or projects students may have self-sourced. | Work with the student and university to formally agree the parameters of the work placement/work-based project. Ensure that the student does not complete work not defined in original agreement except those which are mutually agreed or directly contribute to delivery or the placement and/or project. |
|  | Ensure the faculty/division has appropriate academic supervision is available for students undertaking work placements/work-based projects. |  |  |
|  | Offer high quality learning opportunities which meet the learning outcomes set for modules and programmes. |  | Providing appropriate, meaningful and satisfactory work and/or projects for the student relating to skill development, interests, and available time. |
|  | Uphold academic standards and the quality of provision leading to academic awards, regardless of where the student learning is taking place. This includes the faculty/division providing appropriate academic supervision for students undertaking work placements/work-based projects. | Adhere to all relevant academic policies, procedures and protocols and continue to engage with academic staff as agreed or requested whilst on work placement/work-based projects. |  |
|  | Provide appropriate support and advice for students planning, undertaking, and returning from work placement and/or work-based projects. | Behave in a professional manner whilst on work placement and/or work-based project and carrying out assigned tasks, including observance of any procedures or practices, with highest levels of professional standards. | Share as much information as possible about the organisation, its policy, clients, programmes and activities as appropriate to the nature of the work placement or work-based project. |
|  | Ensure all WBL related assessment is set and marked by university staff. Placement/project providers may contribute evidence towards an assessment where appropriate, but assessment remains with the academic staff only. | Complete assessed assignments in a timely fashion according to the specified module submission dates. Have a clear and full understanding of the consequences failing to successfully complete the work placement and/or work-based project. | Provide any evidence or input where required/requested by university to contribute towards a student’s assessed element. |
| **Keeping all students safe** | Ensure that WBL opportunities adhere to the Equality Act (2010), are inclusive, that the needs of disabled students are considered and that reasonable adjustments are in place, which meet the requirements outlined in relevant legislation. | Inform the organisation of any special requirements e.g. relating to any disabilities, illnesses or special medical requirements or additional support needs. | Provide reasonable adjustments for disabled students in accordance with the Equality Act (2010). |
|  | Process details of all international students due to undertake work placements in line with university procedure on student visa/UKRI. |  |  |
|  | Ensure the health, safety, and welfare of students when on work placement or work-based project and that a risk assessment has been completed within the faculty/division prior to activity commencing. | Approach health and safety work placement and work-based projects with common sense, following all rules and immediately reporting any concerns regarding this to the named contact in the employer organisation and their relevant university contact. | Provide a safe and healthy working environment for students undertaking work placements and work-based projects. |
|  | Provide clear information on health and safety expectations to both employer organisation and to students. This should be included in the preliminary meeting between employer organisation and the student when placement/project is agreed. | Attend induction and complete all induction activity set by the host organisation including health and safety programme as required. | Providing an induction session for the student and assign any necessary training for them to complete. |
|  | Identify, assess, and mitigate external risks associated with work placements and/or work-based projects in line with the university's WBL policy. | Comply with all legal workplace standards as advised by the employer organisation relating to quality assurance, environmental standards and health and safety. | Advise student of all expectations, legal requirements and standards as part of the induction session. |
| **Protecting stakeholders** |  | Hold adequate and valid insurance cover if students using own vehicle during work placement/work-based project. | Hold valid and appropriate business insurances are held (employer and/or public liability) relevant to the type of activity the student will undertake. |
|  | Ensure that appropriate disclosure checks have been completed by the relevant faculty/division or organisation (if arranging) for any activity which may involve working with children or vulnerable adults. | Ensure personal membership of PVG Scheme, or equivalent, is in place before undertaking a work placement or work-based project involving working with children and/or vulnerable adults. | Ensure that university is aware of any requirements for PVG Scheme membership requirements in advance of student undertaking any work placement/work based project. |
|  | Ensure all parties are aware of any issues relating to confidentiality, Data Protection and intellectual property (IP) rights. A standard Confidentiality Agreement template can be provided by the university as required. | Ensure full awareness and understanding of any issues relating to confidentiality, Data Protection and intellectual property (IP) rights related to the work placement and/or work-based project. | Ensure any confidential data provided by the organisation is marked as such when provided to the student. Request a confidentiality agreement from the university where required. |
|  | Ensure any personal data shared relating to a student for the purposes of administration, communication and overall operation or the work placement and/or work-based project will be in line with GDPR requirements and the University policy on [Data Protection](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/). | Have a full understanding of GDPR requirements and what you are required to do to keep data safe when working with the organisation. |  |
| **Supporting students to thrive** | Train staff to understand requirements of WBL and to successfully support students undertaking work placements/work-based projects and returning to study from periods of work-based learning. | Fulfil hours/complete the work placement or work-based project in the format agreed with the university and organisation or determined by the module or programme requirements. |  |
|  | Equip and suitably prepared students to undertake and manage work-based learning opportunities. | Attend, fully participate and contribute to university-based sessions relating to the module and the work placement and/or work-based project. | Ensuring students have access to the systems and information required to undertake the agreed work. |
|  | Clearly explain to students the consequences of failing to successfully complete work placement/work-based projects. | Be fully aware of consequences of failing to successfully complete the work placement/work-based project. | Ensure clear lines of communication and understanding between the organisation and student and how the work will be tracked and monitored for progress. |
|  | Meet the requirements of any relevant professional, statutory and regulatory bodies as articulated in approved programme documentation. | Present and behave in a professional manner at all times in accordance with the University of Stirling [Student Charter](https://www.stir.ac.uk/study/important-information-for-applicants/student-code/) and any other codes of practice as set out by any external body that accredits their degree. |  |
|  |  | Respecting the culture and working practices of the employer organisation, whilst representing the University. | Encouraging respect from fellow workers/volunteers/clients toward the student. |
|  | Providing students with opportunities to identify and articulate their learning from their experiences. |  | Providing an opportunity for the student to make suggestions, give/receive feedback and develop a sense of being a part of the organisation where appropriate. |
|  |  |  | In cases where other tasks are being undertaken out with the agreed placement/project that the student is paid in accordance with statutory UK law / minimum wage legislation. |
| **Effective communication across all partners** | Ensure employer organisations hosting placements/projects and students undertaking them have all necessary information on the requirements of the placement/project via a Student Placement/Project Handbook and a Host Organisation Handbook. | Use the Student Placement/Project handbook provided by the university to support your understanding of the work placement/work-based project and what is expected of you as a partner. | Share Host Organisation Handbook with staff in the organisation where appropriate/as required ahead of the work placement/work-based project starting. |
|  | Provide a named point of contact at the university to the student and employer organisation for the duration of the work placement and/or work-based project. The named contact will be responsible for monitoring and tracking progress and managing communication between partners. | Be fully aware fully aware of the details of their named points of contact at both the university and the employer organisation to ensure they can be contacted as required. | Provide a named point of contact in the organisation for the duration of the work placement/work-based activity. This person should have the time and experience to take responsibility for the mentoring, supervision, and support of the student. |
|  | Ensure an emergency point of contact is held students whilst on work placement/work-based project should lack of student contact be of concern and alternative contact be required. | Provide an emergency point of contact to the university and employer organisation for the duration of the work placement and/or work-based project. |  |
|  |  | Inform the university and employer organisation as soon as possible if not able to attend their work placement and/or work-based project through short term issues, such as illness. | Inform the university of the student is absent without permission or a no known reason. |
|  |  | Advise the university contact if the work placement and/or work-based project is changed significantly to what was agreed and approved (e.g. the content of the project or the method of delivery). | Notify the university immediately if there are any significant changes required to the agreed work placement and/or work-based project. |
|  | Ensure students and employer organisations are encouraged quickly to feed back any concerns and risks. | Notify the university contact immediately if they or the employer organisation wishes to terminate the work placement and/or work-based project. | Notify the university immediately the organisation wishes to terminate the work placement and/or work-based project. |
|  | Undertaking student evaluation of the module to obtain student feedback. | Complete module evaluation to provide feedback to the university on the work-based learning experience. |  |
|  | Undertake employer evaluation of the work placement or work-based project to obtain employer feedback. |  | Provide feedback to the university through completion of a formal employer evaluation to assist with continuous improvement. |

**Steps to a Successful Work Placement/Work-Based Project** - c*ould include:*

**Student Induction/Onboarding** – should include expectations for induction covering**:**

* + - * Health and Safety arrangements and relevant risk arrangements.
      * Fire precautions and emergency evacuation arrangements.
      * Procedure for report accidents, incidents, and unsafe conditions.
      * Dress code if any when on work site.
      * Absence requirements.
      * Hours of work.
      * Company guidelines and policies on remote/hybrid working.
      * Access to the required IT equipment/systems/data sources etc.

**What a Student Mentor in the organisation needs** *– could include following plus any necessary skills/experience:*

* **Good Communication:** Clear and effective communication is crucial for Mentors to convey information, provide feedback, and offer guidance. Communication skills also help in building rapport and trust with students.
* **Active Listening:** Good Mentors listen attentively without interrupting. This skill allows Mentors to understand student’s needs, concerns, and goals effectively.
* **Empathy:** Mentors should be able to understand and empathize with their student experiences, challenges, and emotions fostering a supportive and understanding Mentor-Mentee relationship.
* **Patience:** Mentoring requires patience, especially when students are facing difficulties or progress is slow. A patient Mentor provides encouragement and support.
* **Coaching and Feedback:** Mentors should be skilled in providing constructive feedback and coaching to help students improve their skills, behaviours, and performance. Effective feedback is specific, timely, and focused on growth.
* **Problem-solving**: Mentors need to help students identify and solve problems they encounter. This skill involves critical thinking, creativity, and resourcefulness.
* **Adaptability**: Good Mentors are adaptable and flexible in their approach to mentoring. They recognize that each student is unique and may require different strategies or support methods.

**How students will be assessed** *– what is assessment comprised of and when is assessment due.*

**What if student needs support?**

We know that students can experience personal and study-related challenges at any time, and these may occur when they are off-campus on work placement or working externally on a project. Be assured that we will continue to provide them with full support during these times.

Students have been advised that they still have full access to all [Student Support Services](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/) available including [mental health and wellbeing support](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/your-mental-health-and-wellbeing/) whilst on work placement or work-based projects.

If you become aware that a student is experiencing challenges such as poor mental health or there is a critical issue with a student whilst they are on work placement or work-based project, you should:

* Advise the student that you will be informing the university point of contact within the programme/module of the situation.
* Contact the named point of contact in the programme/module at the university to advise of the situation so this can be discussed and addressed with the student as quickly as possible.
* Direct the student to the [University’s Student Support Services](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/your-mental-health-and-wellbeing/247-student-support/) so they can immediately access support required from the university service.

**Mid-Point Check In**

***\*Insert link to MS Form for mid-point check-in***

It is important to ensure that a student’s Module Coordinator or academic supervisor is kept updated on their progress throughout the work placement or project experience and be alerted to any issues. This will take place via an optional mid-point check-in allowing for early identification and resolution of any issues that may have arisen since their work based learning commenced.

Any issues raised during this mid-point check-in will then be fully explored by the Module Coordinator or relevant academic supervisors to prevent any further issues developing which may jeopardise the students’ progress on their work placement/work-based project

**If you have an issue or complaint**

We would encourage you to get in touch with the named point of contact detailed below as soon as possible if there are any issues during the student’s experience. Please do not wait until the mid-point to advise of an important issue, challenge or concern but contact us as soon as possible to alert us to this.

We recognise that situations may occasionally arise where a member of the University community feels that the level of service they have received has not met expectations. In these instances where an host organisation wishes to make a formal complaint, they should follow the university’s standard [Complaints Handling Procedure.](https://www.stir.ac.uk/about/contact-us/complaints/)

**University Contact Details**

Module Coordinator (email)

Generic Admin Support (email) / AN other (email)

## Sample Mid-Point Check-In Document

*Note: We suggest this be created as an electronic MS Form so that a link can be shared with the host organisations in their handbook and returned by an agreed date to highlight any issues.*

This form should be completed by the mentor supporting the student on their work placement/work-based project if there are any issues you would like to flag.

Details provided can be kept confidential from the student although it is recommended that the content is used for their mid-review discussion to help with their progress and personal development during the remainder of the work placement/work-based project. It will be kept in the student’s portfolio of evidence for assessment of their placement.

A final review of the student’s progress and evaluation of the work placement/work-based project process will be requested for all students at the end of the activity.

If you have any enquiries, please contact the Module Coordinator (provide email and/or telephone)

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Mentor Name** |  |
| **Student Name** |  |

**Please comment as appropriate on how the student has progressed to date.**

|  |  |  |
| --- | --- | --- |
| **Has the student:** | **Response** | **Comments** |
| Demonstrated commitment to the tasks given? | Yes  No |  |
| Followed instructions appropriately? | Yes  No |  |
| Shown effective time management skills? | Yes  No |  |
| Shown initiative and/or ability to work independently? | Yes  No |  |
| Shown professional behaviour? | Yes  No |  |
| Communicated effectively and appropriately? | Yes  No |  |
| Worked confidently in the workplace? | Yes  No |  |
| Adhered to the rules, regulations and codes of conduct of the organisation? | Yes  No |  |
| Developed rapport with colleagues/or clients? | Yes  No |  |
| Is the work placement /work-based project is progressing to your satisfaction? | Yes  No |  |
| **Any other comments /or concerns:** | | |
| **Submitted by:** | | |

## Sample confirmation email to students and host employers

*This is a guide of what can be sent to students and employers jointly prior to the commencement of work-based learning*

Dear Students and Work-Based Learning Hosts

Before your work placement/work-based projects commence, we wanted to provide some final and essential information which we hope will ensure that your experience runs smoothly.

Please find attached:

* A fully signed copy of the Work Placement / Work-Based Project Agreement & Risk Assessment form for your records.
* A copy of the Student Handbook relating to this placement/project.
* A copy of the Host Organisation guide relating to this placement/project.
* A copy of the Mid-Point Check-In form to be submitted halfway through the placement/project to alert us to any issues *(if not in employer handbook as a e-link).*

Should you have any questions or queries, please do not hesitate to contact

*CONTACT DETAILS*

Hosts, thank you for your support and providing this invaluable experience for our students.

Students, please remember to make the most of this opportunity to apply your learning, further develop your knowledge and develop new skills and networks.

We wish you all the very best for your work-based learning and look forward to receiving your feedback in due course.

With best wishes