

# Student Work Experience and Off-campus Learning Policy



## ***Controlled Document – refer to Intranet for latest version***

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## **Purpose**

To ensure that in all cases students experience a quality learning environment, where placements, activities and learning experiences are consistent with the course aims; are conducted in a safe and structured manner; and that all assessments occurring during work experience are fair, consistent and valid.

This policy sets out the parameters for UCOL students, staff and industry employers in situations where students undertake off-site workplace or clinical experience as a part of their programme. The nature of such arrangements may vary considerably from situations where students remain under the direct supervision of UCOL staff, to arrangements where an industry or community partner actively contributes to the supervision and assessment of the student.

Terms used: on-the-job training; internships; work experience; work integrated learning; practical; work-based learning; clinical; practicum; workplace learning; placements; fieldwork; off-campus learning; educational visits; trips; activities; field trips; industry workplaces; live performance.

## **Scope**

- A. Student work experience applies to all UCOL programmes which include off-site, practical, work-based or clinical components as part of the approved curriculum.
- B. Off-campus learning is defined as any required learning experiences that take place away from an approved UCOL instruction site. It includes but is not necessarily limited to:
  - supervised educational visits/trips/activities with the lecturer in attendance
  - supervised educational visits/trips/activities with a contracted provider
  - lecturer-directed unsupervised educational visits/trips or low-risk off-campus activities.

The off-campus learning may involve a group of students being away from their home campus for less than a day, overnight or for several days. It may involve students travelling in UCOL vehicles, hired vehicles or their own vehicles.

## **Responsibility**

Academic Board, through its delegation to Academic Approvals Committee (AAC), is responsible for ensuring that practical, work-based or clinical components are adequately detailed in curriculum documents.

Implementation of this policy is the responsibility of all staff especially Programme Leaders, Heads of Schools, Executive Deans.

## Policy Statements

1. All programmes which include work experience/placements will consult with industry and/or the profession as part of the approval and accreditation process.
2. The integration of practical or work experience and its contribution to the graduate profile will be detailed in the curriculum/programme document.
3. Contracts or agreements with agencies/providers of experience for students will comply with UCOL's policies and guidelines for practical experience and work placements. All Student Placement Agreements must be on the approved contract template and entered in UCOL's Contract Management System.
4. Delivery and assessment procedures for all assessed work experience will be detailed in the curriculum document, and assessment and moderation procedures must comply with the relevant policies.
5. All student work experience and off-campus learning will comply with Health and Safety policies, including site inspection, trip and activity planning, and risk assessment and management.
6. Qualifications of assessors and supervisors in the workplace must comply with the requirements of internal and external stakeholders.
7. Students who will be working as core workers with children are subject to safety checks and police vetting under the Children's Act 2014.
8. The safety and wellbeing of students under the age of 17 years who are undertaking work experience with regular and/or overnight contact with an adult, without a parent, guardian or other adult present, will be protected as per the provisions of the Children's Act Policy (Staff and Contractors).
9. The rights and responsibilities of students, staff and employers must be communicated to students prior to entering the workplace.
10. Students who are placed on work experience with employers who have a 'zero tolerance for drug and alcohol policy' may be required to undertake a drug and/or alcohol test. Complying with the employer's policy is compulsory for the student to meet the requirements of their programme.
11. Prospective students will be provided with a realistic estimate of the costs, if any, for work-based or clinical experience requirements in the curriculum.

## Relevant Legislation

- Health and Safety at Work Act (2015)
- Accident, Rehabilitation and Compensation Insurance Act (1992)
- Human Rights Act (1993)
- Children's Act (2014)

## Related Documentation

- [UCOL AQMS Standard 8: Off-site Practical/Workplace Components](#)
- [Contract Development and Management Policy](#)

- [Contract Development and Management Procedure](#)
- [Student Work Experience Procedure](#)
- [Student Learning Off-Campus Procedure](#) (includes Low-risk off-campus educational visit plan)
- [Off-Site Trip or Activity Planner Form](#)
- [Work Placement Guidelines](#)
- [Children’s Act Policy \(Student Placement\)](#)
- [Children’s Act Procedure \(Student Placement\)](#)
- Children’s Act Policy (Staff and Contractors)
- [Assessment and Moderation Policy](#)
- [Moderation Procedure](#)
- [Assessment Procedure](#)
- [Alcohol Policy](#)
- [Drug Free Campus and Substance Abuse Policy](#)
- [Health and Safety Policy](#)
- [Activity Planning and Risk Assessment Management System \(RAMS\) Guidelines](#)
- Hazard and Risk Management Procedure
- [Risk Assessment and Management System \(RAMS\) Template](#)
- [Risk Assessment and Control Policy](#)