

CARDIFF
UNIVERSITY

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PLACEMENT LEARNING POLICY

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Introduction

Our Strategy: The Way Forward [2018-2023](#)

Our vision is to be a world-leading, research-excellent, educationally outstanding university, driven by creativity and curiosity, which fulfils its social, cultural and economic obligations to Cardiff, Wales, the UK and the world. By fulfilling our vision we expect to improve our standing as one of the top 100 universities in the world and the top 20 in the UK.

The Way Forward [2018-2023](#) outlines the guiding principles for the way we put this vision into practice, and includes 11 performance indicators that will help us gauge our progress.

Our [education strategy](#) is predicated on the need for consistency and agility in the current fast moving context. It is underpinned by a clear vision of what a Cardiff University education and student experience offers and is focussed on key areas of activity, development and strength.

The University's strategy emphasises the importance of appropriate work experience in developing employability, and commits the University to ensuring that all students have the opportunity to gain employment related experience. Supporting students to access high quality placement opportunities during the course of their studies is central to ensuring that this commitment is met.

Institutional oversight

This Policy has been endorsed by the Academic Standards and Quality Committee (ASQC) in April 2018 and will be kept under regular review to ensure it continues both to support internal processes that function efficiently and effectively and to fully meet the expectations and practices set out in the [revised UK Quality Code for Higher Education](#).

Expectations for standards	Expectations for quality
The academic standards of courses meet the requirements of the relevant national qualifications framework'	Courses are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.
The value of qualifications awarded to students at the point of qualification and over time is in line with sector recognised standards'	From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.
Core practices for standards	Core practices for quality
The provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.	The provider designs and/or delivers high-quality courses.
Where a provider works in partnership with other organisations, it has in place effective arrangements to ensure that the standards of its awards are credible and secure irrespective of where or how courses are delivered or who delivers them.	Where the provider offers research degrees, it delivers these in appropriate and supportive research environments.
	Where a provider works in partnership with other organisations, it has in place effective arrangements to ensure that the academic experience is high-quality irrespective of where or how courses are delivered and who delivers them.
	The provider supports all students to achieve successful academic and professional outcomes.

SECTION 1: Scope and Exclusions

Scope

From 1 August 2017, the Placement Learning Policy (the Policy) provides guidance for the development and management of placement provision¹. It covers all taught and research degree programmes undertaken in collaboration with employers and/or other organisations in Wales, the rest of the UK or internationally.

The purpose of this Policy is to ensure that Cardiff University can discharge effectively its responsibilities for the academic standards of awards and the quality of learning opportunities provided for students, thereby ensuring that the programmes offered by the University are comparable to cognate provision offered elsewhere. In addition, the Policy reflects the University's responsibilities when making changes to existing provision under [consumer protection law](#).

The Policy builds on the processes and procedures outlined in the [Collaborative Provision Policy Framework](#) and the [Programme Approval Policy Framework](#). Whilst the focus of these frameworks is taught provision, it is expected that schools will apply the principles outlined in this policy to ensure that postgraduate research placements are risk assessed and that there are clearly defined support mechanisms in place for students.

It is expected that all placement activity should be developed with reference to other relevant Cardiff University policy documents:

- [Academic Regulations Handbook](#);
- [Programme Approval Policy Framework](#);
- [Collaborative Provision Policy Framework](#);
- [Code of Practice for Research Degrees](#), where appropriate.
- [Study Abroad Policy](#) (new August 2018)
- Examination and Assessment policies including assessment and feedback resources

An overview of all types of placement provision can be found in Annex A with key features including:

- Definition of all types of placement provision;
- Curriculum features;
- Assessment features;
- Level of student support identified;
- University responsibilities;
- School responsibilities;
- Responsibilities of students (generic);
- Responsibilities of placement providers (generic).

¹ Amendments to this policy may be made by the Academic Standards and Quality Committee (ASQC). All amendments will be communicated to the College Pro Vice-Chancellors and Heads of Schools by the Pro Vice-Chancellor (Student Experience and Academic Standards).

Exclusions

The University acknowledges that all placement and work-based learning can provide students with opportunities to gain invaluable skills and knowledge to support their academic and employability objectives. However, **non-credit bearing placement learning** is currently not included under the governance of this policy as it does not contribute to the achievement of the programme/module level learning outcomes as identified by the QAA Chapter B3 and B10.

Where non-credit bearing placement activity is being arranged and/or supported by schools or professional service departments within the University, the provision should be reviewed to ensure that it complies with the relevant provisions of this policy.

SECTION 2: Key Principles

Through its programmes, the University offers various types of placements, and works with many organisations and professional bodies. As well as varying by subject discipline, placements also differ according to how long they last (from approximately one week to a full year), whether they are credit or non-credit bearing and whether they are sourced for or by students internally or through external recruitment procedures. Students may undertake placements and work-based learning inside or outside of the UK.

The Placement Learning Policy identifies a diverse range of activities that come under the broad umbrella term of 'placement' (Annex A); however, for the purposes of this Policy, the University defines placement learning as:

'the learning achieved during an agreed and negotiated period of learning that takes place outside the institution at which the full or part-time student is enrolled or engaged in learning' and where 'the learning outcomes are intended as integral parts of a programme [or module]'

The key principles are designed to ensure that the appropriate level of scrutiny and review is given to all placement activity; that is, sufficient scrutiny to be consistent with our commitment to uphold the highest academic standards and provide safe placement provision that supports an excellent student experience, whilst ensuring that processes are not overly bureaucratic, unwieldy to operate or a barrier to our strategic ambition. The correct level of scrutiny is achieved by operating processes for approval and management that are proportionate to the assessed risk of an individual placement proposal.

Given the wide range of placement provision available, it would not be appropriate to devise a single process for the management of all placements across the institution. Instead, this policy outlines guiding principles for staff relating to the key aspects of approving, managing and monitoring placement activity, namely:

1. Assessment of risk including Health and Safety;
2. Insurance and the University's liability;
3. Equal opportunities; and
4. Management and monitoring of placements.

Where the placement opportunity is provided within the University (e.g. a student placed with a relevant professional services division), the relevant parts of this Policy should be applied.

SECTION 3: Approval of a placement module/programme

All programmes proposals, including those with placement provision, are subject to the processes and procedures outlined in the [Programme Approval Policy Framework](#) and the [Collaborative Provision Policy Framework](#) to take account of the increased risk associated with any learning opportunity which is taking place away from the institution. A brief outline of the process is given below:

Modular provision

The introduction of placement modules (20/30 credits) are subject to the approval of the Board of Studies and the School Board. The key objective is to ensure that there are no potential issues that may negatively affect the student experience or the school's ability to support the provision of employability opportunities for students. Each Board of Studies should consider the following matters:

- What is the overall impact on the programme when a module is being changed / introduced into an existing programme? (*Including the pedagogical rationale and employability benefits of the provision.*)
- Does this impact on the programme level learning outcomes?
- What is the impact on the student experience?
- Have students been consulted about the changes? (*Formal feedback will be required.*)
- Does it impact on other programmes? (*Consideration of the availability of provision to students on joint programmes will be particularly relevant.*)
- Are any further resources needed? (*Including both academic and professional services staff required for sourcing and co-ordinating provision and undertaking pastoral visits, and input from the Careers & Employability Service and Global Opportunities.*)
- Have the potential implications of Competitions and Markets Authority guidance been considered? (*All published material will need to ensure that the nature and availability of the provision is clear.*)

Full-year placements

The overarching principles for the introduction of 120 credits (i.e. a full academic year) of placement learning into existing 360 credit programmes, contributing 10% of the overall degree classification, are considered 'intermediate' under the University's Programme Approval Policy and it is important that the Board(s) of Studies and School Board(s) are included in the discussions regarding the programme information before they are submitted to the College as part of the Stage 1 Approval process for consideration. Whilst the placement year is a module, inclusion of a placement year creates a separate programme of study as the placement variant will be reflected in the programme title (e.g. LLB with a Professional Placement Year).

The general principles applied at each of the key stages are:

Stage 1 Strategic Approval

Strategic Approval is taken at College-level and addresses the key question, '**In principle, do we want to do this?**' Answering this question involves consideration of strategic and business viability issues, including costs and tuition fee income, risks (including reputational risks), student numbers and practical and academic considerations. A key consideration will also be staff resource to support students sourcing/undertaking placement activities.

Stage 2 Academic Approval

This stage asks the question: '**Is this academically robust?**' It involves consideration of curriculum design in respect of specific placement learning outcomes, assessment design and opportunities for re-assessment, the student experience and the proposed schedule of contact with the student and the placement provider when on placement, induction / briefing pre- and post-placement and the monitoring arrangements for the placement. This stage completes the academic approval process.

Stage 3 University Approval

Once the placement provision has been approved, it can be advertised (if appropriate). Before students commence any placement, each placement provider must be appropriately risk assessed by the school (as outlined in Section 3 below).

Further support, advice and guidance is available from the relevant College Quality Officer at Quality@Cardiff.ac.uk.

SECTION 4: Assessment of risk

Before a placement can proceed, each placement provider must be assessed by the school for its capacity to deliver the educational objectives and any broader risk(s) to either the student, school or the University. This assessment should be proportionate to the scale of risk, and undertaken with due diligence. Chapter B10 of the QAA Quality Code cites a number of critical aspects that the University must consider when managing placement activity, including:

- i. ensuring appropriate staffing (Indicator 1);
- ii. being clear where management responsibility lies within the placement provider (Indicator 2);
- iii. undertaking due diligence before a student commences placement, to inform the risk assessment (Indicator 6);
- iv. ensuring written agreements are in place that clarify the responsibilities of each party (indicator 7);
- v. establishing proper academic control mechanisms for the duration of the activity (Indicator 8); and
- vi. making students aware of any conditions that will apply and the division of authority between the University and the placement provider (Indicator 18).

Health and Safety

The Health and Safety at Work Act 1974 places a general duty on the University to do whatever is reasonably practicable to ensure students will not be exposed to risk to their health or safety in the course of work placements. The Universities and Colleges Employers Association (UCEA) have also issued [health and safety guidance](#) for the placement of HE students.

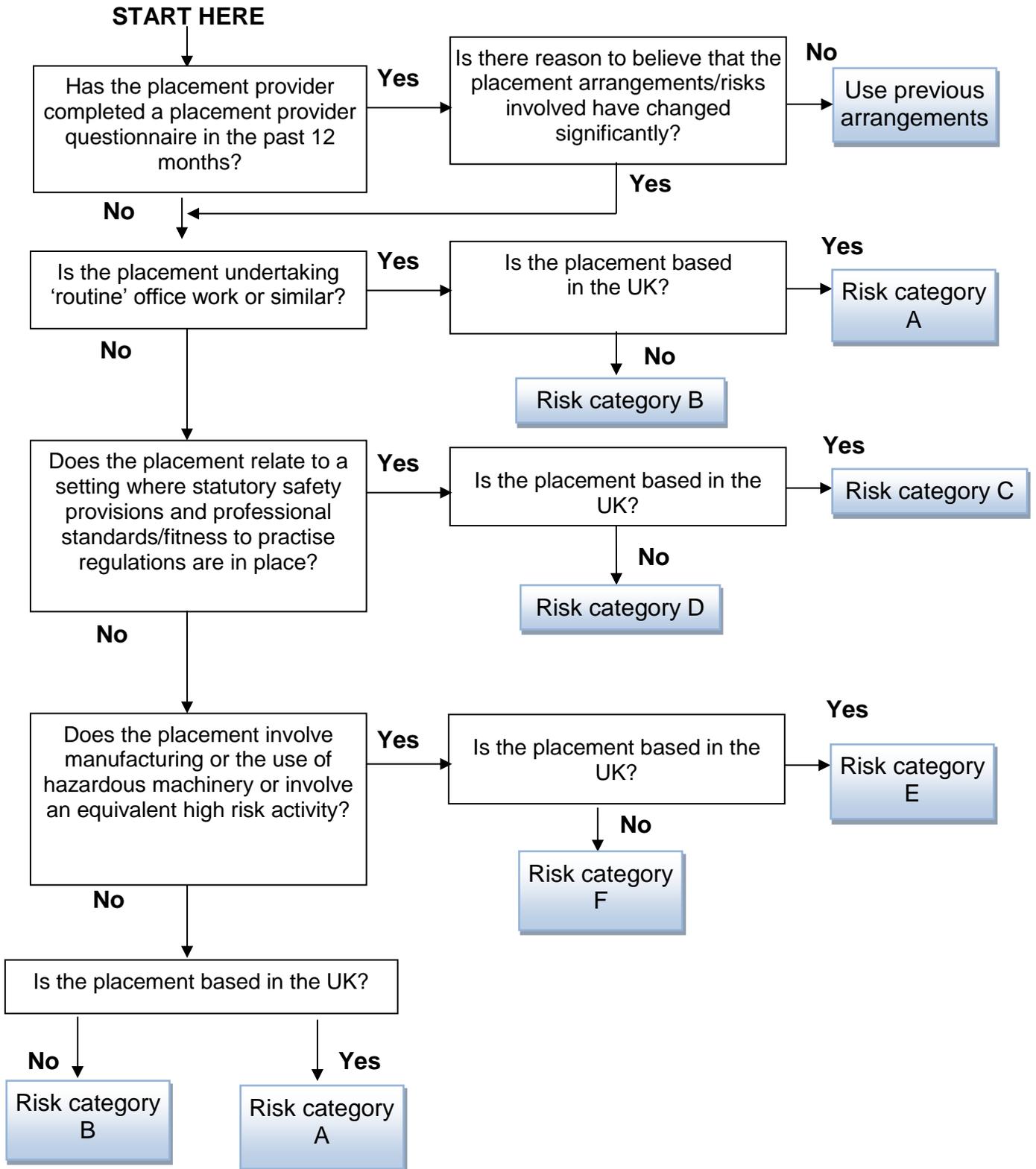
Schools must endeavour to work cooperatively with placement providers in order to produce a reasonable assessment of the placement conditions and to mitigate any risks identified.

Assessing the risk of the placement provider

The University is mindful of the requirement to avoid unnecessary bureaucracy in order to encourage and facilitate student placements with as wide a range of organisations as possible. Figure 1. the **Risk Classification Flow Chart**, is intended to act as a tool for schools when carrying out risk assessment of placement providers. This risk-based approach has two stages:

1. To identify a placement's risk category, based upon its location, environment and likely hazards associated with the work.
2. To establish proportionate control measures to the risk category identified.

Figure 1. Risk classification flowchart



Whilst it is acknowledged that schools may have mature systems in place to manage risk, it is important that all placement opportunities are evaluated correctly to ensure that they comply with the University requirements for Health and Safety, as well as the academic requirements of the programme, in advance of a student commencing a placement.

What happens after you have identified the risk?

Once the risk category has been identified via the **Risk Classification Flowchart**, schools need to make a reasonable assessment of the likely risk before the student commences the placement. The purpose of the risk assessment is to identify and manage any specific risks associated with the proposed placement. Before undertaking a risk assessment, schools may find it useful to refer to:

- **Annex B** which explains the approach that should be taken to the risk assessment for each of the risk categories (A to F);
- **Annex C** which contains pro forma risk assessment documents;
- **Annex D** which contains a guide for assessing and mitigating potential risk factors associated with placement provision.

A summary of the steps required to complete a risk assessment is outlined below:

Step 1: Documentation issued to placement provider

- Issue **standard letter of expectation** along with the **placement provider questionnaire**. When completed, this can be used as the **placement agreement** highlighting the roles and responsibilities of the University, placement provider and student.
- If the placement provider operates in a setting where statutory safety provisions and professional standards/fitness to practise regulations are in place, complete the appropriate documentation required by professional body.
- Particularly where students are responsible for sourcing their own placements, it is likely that a **student declaration form** will have been completed as part of the process of identifying the placement. If not already completed, an appropriate declaration should be obtained prior to the risk assessment being undertaken.
- Set a return date that allows sufficient time for the risk assessment to be completed prior to the student commencing their placement.

Responsibilities of each party – Annex C includes a document setting out the responsibilities of the University, the student and the placement provider, and it may be useful to provide a copy of the document to the provider with the standard letter of expectation.

Step 2: Assessing the level of risk

- Review the placement provider questionnaire and the student declaration form to ensure that it is complete and signed.
- Complete a risk assessment and record the outcome on the **placement risk assessment form**.
- Ensure that any additional information required to complete the risk assessment is obtained and recorded.
- If the risk assessment identifies actions required by the University, placement provider or student before the placement can commence, ensure that the necessary actions are undertaken and documented.
- Ensure that all documentation is retained and stored securely.

Site visits – Consideration should always be given to whether a site visit is required. In many cases the risk assessment will not identify any factors requiring a site visit and, therefore, a visit will not be necessary. Where the risk assessment identifies that a site visit is appropriate, it should be undertaken before the placement is allowed to commence. The reasons why a site visit is/is not being undertaken should be recorded on the placement risk assessment form.

Individual student factors – If a student discloses any information which could pose a risk to their safety, or the safety of others, or raises a requirement for reasonable adjustments whilst on placement, this will need to be discussed with the student before the placement commences. Information disclosed at this stage cannot be communicated to the placement provider without the student's express consent (see Section 5: Equality and Diversity).

Step 3: Actions before the placement begins

- All students will need to receive a briefing and a placement handbook (if not already provided) highlighting their roles and responsibilities whilst on placement, and the availability of University services (such as pastoral support) that can be accessed whilst away from the University. For students on overseas placements, additional information may be required on overseas working.
- Students should be given details of a named contact at the University, such as the placement co-coordinator or personal tutor, who can be contacted in the event that any concerns arise during the placement.
- The school must agree scheduled contact points with the student which may include, visits, Skype, email or telephone calls depending on the nature and location of the visit. The first scheduled contact for semester or year-long placements should be within the first 2 weeks to ensure an appropriate induction has taken place and any reasonable adjustments required have been made.
- Where placements have been identified as belonging to higher risk categories (D and F), it is expected that at least monthly contact between the University

and the student will be scheduled as part of the placement management process.

Placements in settings with statutory safety provisions and professional standards/fitness to practise regulations

Many placements with statutory safety provisions and professional standards/fitness to practise regulations play a central role in the preparation of students for professional practice. Whilst the key principles identified within this policy will still apply, it is likely that schools will need to consider any additional requirements placed upon them or the student and the impact this may have on the achievement of the learning outcomes of the placement activity.

Any additional requirements must be compatible with the expectations of professional bodies including the implications for students failing all/part of the placement assessment.

Clinical Placements

All clinical placements should have **Service Level Agreements** (or alternatives) in place outlining the specific operational, financial and supervisory arrangements for clinical placements. These agreements usually outline:

- The parties involved in the agreement;
- The responsibilities of each party including risk assessments and insurance liabilities;
- Numbers of students involved including a maximum number placed within each clinical department;
- How students will be assessed and by whom;
- Who will give feedback, its timeliness and in what format;
- Evaluation mechanisms for the placement;
- Financial arrangements;
- The duration of the agreement (usually agreements will be renewed every 12 months).

Clinical Placement/Practice Handbooks

Whilst it is acknowledged that the nature and duration of clinical placements will differ between disciplines, schools must provide bespoke information via a placement/practice handbook or an online resource. This may be in addition to a generic student handbook and will usually cover:

- Programme content and structure including details of assessment and re-assessment opportunities (where appropriate);
- The placement allocation process and how students apply for a placement;
- Information about any preparation needed before the start of the placement;
- Roles and responsibilities of key personnel identified as part of the clinical placement and contact details;

- Any local norms and protocols that the student must be aware of/abide by when on placement including the procedure for raising and escalating concerns and fitness to practise requirements.
- Further information on returning to study at the University after placement activity.

As the type and complexity of arrangements will vary, it is important to establish an early dialogue with each party to ensure that all academic, clinical, financial and student support mechanisms are in place. Further advice can be provided by the Quality and Standards Team at quality@cardiff.ac.uk.

SECTION 5: Insurance and University liability

This section provides an overview of the insurance requirements relevant to student placements. Specific queries regarding insurance cover should be raised with the University's [Corporate Financial Services Team](#). However, due to Financial Conduct Authority regulations, the University cannot recommend particular products and cannot charge or recharge students for the costs of insurance.

Insurance terminology

The University is a member of U.M. Association Ltd (UMAL), which provides indemnity cover in respect of claims against member institutions. There are several different types of insurance cover that are relevant to student placements:

- **Employer's Liability Insurance:** covers claims by employees for work-related injury or illness.
- **Professional Indemnity Insurance:** covers claims by clients who have suffered loss as a result of inadequate advice or services from an organisation. (In a clinical setting, the relevant cover is likely to be referred to as Medical Malpractice Insurance).
- **Public Liability Insurance:** covers claims by third parties who are injured, or whose property is damaged, as a result of the business of an organisation.

A guidance note is available for UMAL members, which provides more information regarding insurance provision ([Student Placement Guidelines - Liability Cover](#)).

Assessing whether appropriate cover is in place

In assessing whether appropriate insurance cover is in place, the key questions are:

1. Is the student insured in respect of any injury or loss that they may suffer whilst on placement?
2. Are third parties insured against any injury or loss that they may suffer as a result of the student's actions whilst on placement?

The approach to assessing these issues will differ depending upon whether the placement is in the UK or overseas.

UK Placements – general principles

Cover in respect of injury or loss that the student may suffer

It is a legal requirement for employers in the UK to have Employer's Liability Insurance. The UK Insurance Industry has agreed a convention that students undertaking placements are treated as employees solely for the purposes of insurance against bodily injury. This means that a student on placement will be covered by the placement provider's Employer's Liability Insurance, even if the placement is unpaid.

However, the University has a duty to check that the placement provider has adequate insurance in place, as some organisations are exempt from the requirement to hold Employer's Liability Insurance (e.g. government departments, local authorities and self-employed/sole traders). Where Employer's Liability Insurance is not required, alternative cover may be in place (e.g. government departments usually benefit from Crown Indemnity).

Also the insurance industry's convention is based on the premise that most placements will last no longer than two weeks. Therefore, if an unpaid placement (i.e. a placement where the student is not going to be an actual employee of the organisation) is going to last for more than two weeks, the placement provider may need to notify its insurers to ensure that appropriate cover is in place.

Any damage to a student's property whilst on placement is most likely covered by the placement provider's Public Liability Insurance. However, whilst it is desirable, there is no legal requirement for an organisation to hold Public Liability Insurance.

Cover in respect of injury or loss that a third party may suffer

If a student were to injure an employee, the placement provider's Employer's Liability Insurance should provide appropriate cover. Damage to property belonging to the organisation should be covered by the placement provider's damage policy.

Injuries and damage to any third party's property should be covered by the placement provider's Public Liability Insurance.

If the student is going to be involved in providing advice or services then any liability arising from inadequate performance should be covered by the placement provider's Professional Indemnity Insurance.

Overseas Placements – general principles

Travel insurance

Schools must provide the Corporate Financial Services Team with the details of any student undertaking an overseas placement, as the University will arrange travel insurance for the student via UMAL. Cover will usually be included for emergency medical treatment and repatriation, even if an incident occurs whilst on placement. However, the insurance will only cover the period of the placement (including travel to and from placement), and students wishing to take a holiday, either before or after the placement, will need to arrange their own travel insurance for that additional period. Information about the extent of the cover available via UMAL is available on the [University intranet](#).

Overseas insurance requirements

Insurance requirements outside of the UK vary on a country by country basis therefore, checks need to be undertaken with each placement provider to ascertain the cover available for injury or loss suffered by students and third parties. If there is any doubt regarding whether the level of cover is sufficient, or the placement provider indicates that no cover is available, advice should be sought from the Corporate Financial Services Team, as consideration will need to be given to whether the student should be advised to purchase separate cover on the open market.

Additional considerations

Indemnity cover via UMAL: As the placement provider is responsible for general control and supervision of the placement, any claim arising from the placement would usually be directed to the placement provider. Where a placement provider does not appear to have adequate insurance cover in place, it should not be assumed that cover is available via UMAL, as UMAL cannot assume responsibility for risks that should be insured by the placement provider. Where concerns are identified about the extent of the provider's insurance cover, advice should be sought from the Corporate Financial Services Team as part of the risk assessment process.

Motor insurance: If a student is required to drive a vehicle belonging to the organisation whilst on placement, the placement provider should have the requisite insurance cover in place. If a student is required to drive their own vehicle for 'work purposes' whilst on placement, they must ensure that their own insurance covers them for business purposes. This information should be identified as part of the risk assessment process.

NHS placements: The NHS operates an indemnity scheme in respect of the negligent acts and omissions of staff in the course of their NHS employment. Therefore, where a placement is provided within the NHS, the student will usually have an automatic indemnity in relation to injury or loss suffered by a third party as a result of negligence by the student. The NHS Scheme does not provide cover for any primary care activities undertaken by independent sector organisations (such as

primary medical or dental services). Therefore, enquires need to be made to ensure that cover is available via the practice's insurance.

Professional bodies: A student who is a member of a professional body may be able to access insurance cover as part of their membership.

Summary

UK Placements:

- The student will usually be covered in respect of both personal injury/loss and liability towards any third party by a combination of the placement provider's Employer's Liability, Public Liability and Professional Indemnity insurance policies.
- Before authorising any placement, the school must obtain confirmation that appropriate cover is in place.
- If appropriate cover is not in place advice should be sought from the University's [Corporate Financial Services Team](#).

Overseas Placements:

- Details of overseas placements must be provided to the [Corporate Financial Services Team](#) who will arrange student travel insurance via UMAL.
- For work placements abroad, enquiries will need to be made with the placement provider to ascertain what cover is in place in respect of both personal injury/loss sustained by the student and liability towards any third party.
- Before authorising any placement, the school must be satisfied that appropriate cover is in place.
- If appropriate cover is not in place advice should be sought from the University's [Corporate Financial Services Team](#).

SECTION 6: Equality and diversity

The University's commitment and legislative background

Cardiff University is committed to creating a stimulating and supportive learning and working environment based on mutual respect and trust. We will continue to celebrate and value diversity within the community of staff and students, to promote equality of opportunity and to challenge and strive to eliminate unlawful discrimination.

These principles are outlined in more detail within the University's [Equality and Diversity Policy](#), which is itself underpinned by UK legislation. Under the Equality Act 2010 protected characteristics are the grounds upon which discrimination is unlawful. The protected characteristics under the Act are:

- age,
- disability,
- gender reassignment,
- marriage and civil partnership,
- pregnancy and maternity,
- race,
- religion or belief (including lack of belief),
- sex and sexual orientation.

Students are protected from discrimination by placement providers in the UK by the employment provisions of the Equality Act, whether they are in paid or unpaid positions. This also includes a specific obligation for placement providers to provide 'reasonable adjustments' for disabled students.

The nature of these adjustments may vary depending on the resource capacity of each employer. The University's [Disability and Dyslexia Service](#) can assist employers by ensuring that they are aware of their obligations and by providing good practice guidance and support information where possible.

Checking employer awareness and adherence to principles of equality and diversity

Placement providers should be asked to confirm that they have processes in place which promote and respect the principles of equality and diversity. Where the student has arranged their own placement, confirmation should be obtained via the **placement provider questionnaire**. Where the school and the placement provider work together to recruit/allocate students to placement opportunities, the school must ensure that the selection processes employed are open and fair. Similarly, where the school uses the services of an external organisation to source and/or manage placements, the school must ensure that the organisation adheres to appropriate equality and diversity procedures.

Where a provider appears to be unfamiliar with the legislative requirements, it is suggested that they are directed to the University's [Equality and Diversity Policy](#) and

to information available on the ACAS website regarding accommodating [equalities considerations within the workplace](#).

Student declaration processes

The University is required to ensure that students with protected characteristics are not discriminated against in relation to placement provision, and has to ensure that reasonable adjustments are made in order for disabled students to be able to complete any placement requirements within their programme of study. In order for reasonable adjustments to be made, **students must be given the opportunity to formally disclose their disability** (if they have not already done so) prior to the allocation of a placement.

Where a student identifies a condition or circumstance that may impact upon their ability to complete the placement safely, or that may require a reasonable adjustment, the school should discuss the position with the student. If the information provided by the student appears likely to impact upon the placement, the student must be informed that the placement cannot proceed until the placement provider has been notified of the relevant information and consideration given to how any additional risk can be managed. If the student refuses to consent to the information being disclosed, then the placement cannot proceed. Advice and guidance regarding appropriate support and adjustments can be obtained from the [Disability & Dyslexia Service](#).

SECTION 7: Managing and evaluating placement provision

Cardiff University staff responsibilities

The Head of School or their nominee (e.g. placement co-ordinator) must ensure that the management and evaluation of all placement arrangements adhere to the principles set out in this policy. All students should be assigned to a member of staff, who will be their primary point of contact at the University throughout the placement. This may be a member of academic or professional services staff, but the assigned person should have experience of placement provision and student support.

In addition to receiving support from their workplace supervisor and from a placement tutor, students remain registered as students of the University and are able to access all of the University's support services. Therefore, students should also be allocated a personal tutor with whom the student can liaise in the event that they require pastoral support, particularly in respect of non-placement related issues.

If the nominated member of staff changes during the period of the placement, the student and the placement provider must be contacted immediately and advised who will be undertaking the responsibilities for the remainder of the placement.

Joint honours programmes

Where placement opportunities are available for joint honours students, the home school must ensure that the management and evaluation of all placement arrangements adhere to the principles set out in this policy. All students should be assigned to an appropriate member of staff with placement experience (academic or professional services), usually within the home school, who will be their primary point of contact throughout the placement.

Using external placement agencies

If external agencies are used to source and/or support placement activities, it is essential that they have a clear understanding of all aspects of the required provision, including the academic learning outcomes, any professional body requirements and any specific student needs. Functions, such as organising placements, may be delegated but universities cannot delegate their legal responsibilities. As examples, it remains the duty of the University to ensure that an appropriate risk assessment of the placement has taken place, or that reasonable adjustments are in place for disabled students. The need for consistency of practice and a shared understanding of roles and responsibilities is critical when commissioning external agencies and therefore arrangements with external agencies should reflect the provisions of this policy.

Pre-placement student information and briefing

All students must be provided with briefing information by the school prior to commencing any placement activity. Briefing information should include:

- a placement handbook;
- discussion of planned learning activities, intended learning outcomes and how they will be assessed and the opportunities for re-assessment;
- the risk assessment and recommendations regarding health, safety, welfare and personal insurance cover for the student;
- the student's responsibilities, rights and entitlements in the placement setting;
- language and cultural considerations (for international placements);
- accommodation arrangements (where relevant);
- contact information - both for the University and the placement provider, and also for any other relevant local organisations in the placement setting. All students must be aware of the process for raising concerns whilst on placement with both the school and the placement provider and the additional support provided by the [Student Union](#). For students on clinical-based placements, there will be additional information available on how to raise and escalate concerns;
- student support arrangements including agreed method and schedule of contact throughout the placement;
- any specific needs of the individual student (e.g. disability, health, dietary or religious) and how these will be accommodated within the placement setting.

School register of placement activities

Schools must maintain a register of all placement activities. This should include the following information for each placement:

- the specific area within the school associated with the placement activity (discipline / programme / research team);
- the designated placement co-ordinator/tutor;
- the nature of the placement (e.g. location(s), types of activities);
- any other organisations involved;
- names and contact details;
- statement of responsibilities of the placement provider;
- copy of any formal agreements with the placement provider;
- list of names and ID numbers of students involved in the placement;
- statement of any reasonable adjustments agreed with the placement provider; and
- student's written consent to disability disclosure, where applicable.

Student contact during placement

Placements within modules

For shorter placement periods (i.e. within modules), early contact must be established to ensure students are supported should there be any issues or difficulties that may impact on them achieving the learning outcomes of the module, and to ensure that appropriate induction has taken place. Given the variety of modular provision that exists (from part-day release through to full weeks spent with the provider) schools will need to exercise discretion regarding what constitutes an appropriate point of early contact for the module. However, given the short duration of the placements, it is likely that contact will need to be made by no later than the second session/day of placement activity.

Semester and year-long placements

For semester and year-long placements, schools should consider the feasibility of pastoral visits from a placement tutor, particularly if the placement is in the UK. If it is not possible to visit each student individually, consideration should be given to:

- collaborative visits (i.e. sharing visiting responsibilities with other Cardiff University schools who have students on placement in the same location/region);
- making a pastoral visit to a central 'base' to which a number of students can travel within a day;
- visiting established placement providers on a regular cycle;
- using an external agency.

Where pastoral visits cannot be undertaken, it is especially important to develop appropriate channels of communication for students during their placements. The method and schedule should be explained to the students before the placement commences with the first contact taking place within the first two weeks to ensure that an appropriate induction has taken place and the student has transitioned into the placement environment. The minimum expectations for student contact is twice per semester via Skype and/or telephone with email follow up where appropriate.

Where placements have been identified as belonging to higher risk categories (D and F), it is expected that the school will monitor the specific risks identified as part of the risk assessment process with both the student and the placement provider as part of the placement management process. Students must be aware of the process for raising concerns whilst on placement with both the school and the placement provider.

All students must be aware of the process for raising concerns whilst on placement with both the school and the placement provider and the additional support provided by the [Student Union](#). For students on clinical-based placements, there may be additional information available on how to raise and escalate concerns.

There should also be clearly scheduled points of contact and lines of communication between the school and the placement provider. This should include opportunities for the placement provider to:

- raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct;
- make suggestions to the University about how the placement activity could be improved.

All communication must be logged on the student file and reviewed at the end of the placement. The information may inform any future decisions on the appropriateness of placing with the provider.

Returning from placement

It is important that students are supported in their transition back to the University to resume their academic programme. This may be done on a one-to-one basis or via a group de-briefing session if there are a number of students returning at the same time. Whilst scheduled contact throughout the placement would alert schools to any immediate issues or concerns, a de-briefing session can highlight areas of good practice that can be shared and reported through the Annual Review and Enhancement process.

Monitoring and evaluating placement activities

Schools must ensure that there is a clear, effective and confidential way for students to provide feedback whilst they are on placement to protect the student experience. Feedback should be monitored, evaluated and summarised in an annual report report to the Board of Studies and to the University via the Annual Review and Enhancement Process. This should include information summarising:

- student numbers and achievements on placement;
- any impact of increased student numbers on the resources available to support students;
- feedback from all stakeholders;
- reflection on any changes introduced in placement management, plus comments on any proposed changes to improve placement activity in future years;
- any other comments, including key points summarising any aspects of good practice in placement activity that were considered to be particularly effective.

The Academic Standards and Quality Committee will maintain an institutional oversight of monitoring and reporting of placement activity through the ARE process.

SECTION 8: Support and guidance

As the types of placement provision outlined in Annex A vary in scale, complexity and risk, there will be a number of academic and professional services staff involved in supporting the set-up, delivery and monitoring of placement activity, with more complex proposals requiring a considerable commitment of time and effort. Schools are encouraged to take advantage of the range of relevant expertise that exists across the University. This includes:

- **Careers and Employability Service** (employer liaison and sourcing placements, input into provision design including obtaining and preparation for placements: careers@cardiff.ac.uk).
- **Placement Officers' Network** (contact: Rhian Perridge perridger@cardiff.ac.uk).
- **Travel and General Insurance queries** (Steve Blake (Insurance Officer) blakes@cardiff.ac.uk).
- **Occupational Safety, Health and Environment Unit** (health and safety and risk assessment: safety@cardiff.ac.uk).
- **The Global Opportunities Centre** (opportunities for international mobility: go@cardiff.ac.uk).
- **Disability and Dyslexia Service** (support for students requiring reasonable adjustments: disability@cardiff.ac.uk).
- **Equality and Diversity** (Alison Preece (Equality and Diversity Officer) preecea@cardiff.ac.uk or Catrin Morgan (Equality and Diversity Manager) morganca5@cardiff.ac.uk).
- **UCEA** (general health and safety guidance for the placement of Higher Education students).
- **ASET** (practical guidance for placement staff involved in the day-to-day management of student placements).
- **The Student Union** – [Help and Advice](#) for students on placement
- **GO Wales** - the Go Wales Team at Cardiff University can help source work shadowing opportunities, work tasters and up to six weeks paid work placements. For further details contact Gowales@cardiff.ac.uk

ANNEX A: Taxonomy of Placement Activity

	Work-based Placements / Internships	Study Abroad (including international exchange and Erasmus)	Non-credit bearing work experience and volunteering
Definition	<p>The emphasis of the placement/internship is on gaining professional or technical employment experience. This could be based in the UK or overseas through a full academic year, a semester or a module.</p> <p>The student may or may not be a contracted employee. If employed, the student has the status, remuneration, and access to support structures commensurate with an employee of the organisation.</p>	<p>The student is registered as a student at both the host partner institution and Cardiff. The placement provides a period of academic study with an overseas University, which is credit-bearing within a Cardiff programme. Placements are either:</p> <p>a) Compulsory: to the award of the Cardiff degree (semester or full academic year)</p> <p>b) Optional: students can apply for worldwide placements through the Erasmus+ programme (or other schemes) to study or work in a European country for 2-12 months as part of their degree programme.</p>	<p>This can be negotiated directly between the student and the placement provider or with support from the University (academic school / Global Opportunities Centre) and is not a requirement of the student's programme of study.</p>
Curriculum Features	<p>a) Placement Year: a single 120 credit-bearing placement, as part of a programme of study, generally lasting for one academic year. Inclusion of a placement year creates a separate programme of study as the placement variant will be reflected in the programme title (e.g. LLB with a Professional Placement Year).</p> <p>b) Module: a single or series of credit-bearing modules, as part of a programme of study.</p>		<p>Not integrated in the delivery of the curriculum and may be undertaken during vacation periods or outside of scheduled University contact time.</p>

Assessment Features	<p>a) Placement Year: The learning outcomes for the placement are assessed by Cardiff University and the credits and marks contribute directly towards the calculation of the degree classification (10%).</p> <p>b) Placements embedded in modules: The learning outcomes for the module are assessed through agreed assessment methods.</p> <p>Clear assessment schemes and marking criteria should be development for all credit bearing placement activity</p>	<p>Credit bearing assessment: the placement is assessed, credits and marks achieved at the partner institution are converted through the agreed Grade Conversion process by Cardiff and contribute directly towards the calculation of the degree classification.</p>	<p>No assessment.</p>
Level of Support	<p>Scheduled contact maintained with students which is negotiated before a student starts the placement. There will be a named member of staff at Cardiff and at the placement provider who is the key contact/supervisor/mentor. For semester and year-long placements, the first contact must take place within the first 2 weeks of starting the placement. Higher risk placements must be monitored every month with the student and the placement provider.</p> <p>For shorter placement periods (e.g. within modules), early contact must be established to ensure students are supported should there be any issues or difficulties that may impact on them achieving the learning outcomes of the module.</p>	<p>Scheduled contact and monitoring of students based overseas must be negotiated before a student starts the placement. For semester and year-long placements, the first contact must take place within the first 2 weeks.</p> <p>For shorter placement periods (e.g. within modules), early contact must be established to ensure students are supported should there be any issues or difficulties that may impact on them achieving the learning outcomes of the module.</p>	<p>Regular contact may be scheduled if it is arranged through Global Opportunities Centre.</p>
Cardiff University Responsibilities:	<p>Responsible for ensuring the quality of the educational provision, resources and supervisory arrangements. This is managed at an institutional level through the Cardiff University Quality Assurance Framework.</p>		<p>Careers and Employability and the Global Opportunities Centre can help students</p>

<p>Responsibilities: School/Institute</p>	<p>Operational management, assurance, and support for placement opportunities, including:</p> <ul style="list-style-type: none"> • Assessment of appropriateness of individual placement providers (e.g. through risk assessment mechanisms including insurance). • Taking steps to ensure opportunities are consistent with Cardiff University's Equal Opportunities Policy. • Defining the detailed and specific responsibilities and entitlements relating to students and providers. • Briefing placement providers and making available written guidance such as handbooks, including information on intended learning outcomes. It may be useful to develop a 'learning agreement' with providers. • Providing students with guidance and documentation to support them before, during, and after the placement (e.g. placement handbook). • Control the setting and marking of assessment schemes especially where placement providers may have an input in the delivery of some assessment exercises. • Evaluating effectiveness of placements. 	<p>Operational management, assurance, and support for placement opportunities, including:</p> <ul style="list-style-type: none"> • Assessment of appropriateness of individual placement providers (e.g. through risk assessment mechanisms)*. • Taking steps to ensure opportunities are consistent with Cardiff University's Equal Opportunities Policy*. • Defining the detailed and specific responsibilities and entitlements of students*. • Providing students with guidance and documentation to support them before, during, and after the placement (e.g. year abroad handbook)*. • Advise, scrutinise and approve module selection/student's study plan to ensure the plan meets the programme regulations*. (An Erasmus Learning Agreement is completed for Erasmus study placements.) • Host institution conducts assessment and School is responsible for conversion of marks • Evaluating effectiveness of placements*. <p>* Central support is provided as well for placements coordinated by the International Exchange Programme through the Global Opportunities Centre</p>	<p>identify paid and unpaid work experience opportunities.</p> <p>If the activity is arranged by the University/School the following responsibilities are likely to be assumed:</p> <ul style="list-style-type: none"> • Assessment of appropriateness of individual placement providers (e.g. through risk assessment mechanisms including insurance); • Take steps to ensure opportunities are consistent with Cardiff University's Equal Opportunities Policy; • Highlight scheduled points of contact. <p>If the activity is not formally arranged by the University, there is no responsibility for the University to ascertain health and safety, insurance or scheduled points of contact.</p>
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Responsibilities of Students (Generic)	<ul style="list-style-type: none"> • Secure a suitable placement opportunity (where relevant). • If abroad, obtain a visa and any necessary insurance. • If abroad, register with the local British Consulate. • Comply with any relevant code of professional conduct and behave as a representative of the programme and Cardiff University. • Maintain appropriate attendance and contact levels as agreed with Cardiff University before starting the placement. • Seek out learning opportunities and optimise the learning experience available. • Notify the school if the placement is prematurely terminated. 	<ul style="list-style-type: none"> • To obtain a visa and any necessary insurance for period abroad. • Register with the local British Consulate. • Develop a study plan /learning agreement following guidance provided on module selection and programme regulations. • Notify Cardiff University and have approved any changes to the agreed study plan. • To be aware of and follow the academic regulations at the host institution. • Maintain appropriate attendance and contact levels as agreed with Cardiff University before starting the placement. • Seek out learning opportunities and optimise the learning experience available. • Notify the school if the placement is prematurely terminated. 	<ul style="list-style-type: none"> • Secure a suitable work experience opportunity (where relevant). • If abroad, obtain a visa and insurance. • Check Foreign and Commonwealth Office website for up to date information. • Behave professionally and as a representative of Cardiff University where the opportunity has been arranged with institutional support.
Responsibilities of Placement Provider (Generic)	<ul style="list-style-type: none"> • Provision of appropriate learning opportunities, with a particular emphasis on professional, practical, or technical experience. • Where relevant contribute to the assessment of students. • Comply with all responsibilities under employment legislation. • Comply with Health and Safety legislation and maintain appropriate insurance cover. 	<ul style="list-style-type: none"> • Provision of appropriate learning opportunities, conduct assessments, produce transcript of results. • Comply with Health and Safety legislation and maintain appropriate insurance cover. 	<p>Where the opportunity is supported by the University, the provider would be expected to comply with Health and Safety, employment and insurance legislation as applicable.</p>

	<ul style="list-style-type: none">• Comply with Equality Act (2010) to ensure reasonable adjustments are in place.		
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ANNEX B: Risk Classification and Control Measures

Category	Risk Level	Control measures		
		Initial documentation needed to inform risk assessment	Risk assessment process	Student briefing/ training requirements
A	Low	<ul style="list-style-type: none"> Letter of expectation Check for a completed and signed Placement Provider Questionnaire If completed more than 1 year ago resend to Placement Provider Questionnaire Student Declaration Form 	Risk Assessment is carried out based upon Placement Provider Questionnaire and Student Declaration Form	General student briefing
B	Low/Medium	<ul style="list-style-type: none"> Letter of expectation Placement Provider Questionnaire Student Declaration Form 	Risk Assessment is carried out based upon Placement Provider Questionnaire and Student Declaration Form	General student briefing with students given additional information re overseas working
C	Medium	<ul style="list-style-type: none"> Letter of expectation Course-specific arrangements and placement agreement in place regarding professional body and statutory requirements Student Declaration Form 	<p>Risk Assessment is carried out based upon statutory safety provisions and professional standards/fitness to practise regulations* and Student Declaration Form</p> <p>Standard measures as required by statutory agreements (e.g. DBS checks, etc.)</p>	General student briefing
D	Medium/High	<ul style="list-style-type: none"> Letter of expectation Course-specific arrangements and placement agreement in place regarding professional body and statutory requirements Student Declaration Form 	Risk Assessment is carried out based upon statutory safety provisions and professional standards/fitness to practise regulations* and Student Declaration Form	General student briefing with students given additional information re overseas working
E	Medium	<ul style="list-style-type: none"> Letter of expectation Placement Provider Questionnaire Student Declaration Form 	Risk Assessment is carried out based upon Placement Provider Questionnaire and Student Declaration Form, with specialist input from central University divisions as required	<p>General student briefing</p> <p>Consider additional briefing in relation to any hazardous or high risk activities identified</p>

F	High	<ul style="list-style-type: none"> • Letter of expectation • Placement Provider Questionnaire • Student Declaration Form 	Risk Assessment is carried out based upon Placement Provider Questionnaire and Student Declaration Form, with specialist input from central University divisions as required	<p>General Student Briefing with students given additional information re overseas working</p> <p>Consider additional briefing in relation to any hazardous or high risk activities identified</p>
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* In the event that statutory safety provisions and professional standards/fitness to practise regulations are less stringent than the requirements under this policy, then a Placement Provider Questionnaire should be issued and used to inform the risk assessment.

ANNEX C: Sample Documents

It is acknowledged that some Schools will already have systems in place for arranging and risk assessing placement provision. The documents contained in this Annex set out the minimum enquires that should be undertaken in relation to placement provision. However, they are not intended to be prescriptive and Schools may prefer to develop bespoke documentation provided it covers the minimum enquiries detailed in the sample documents.

- 1 Letter of expectation
- 2 Responsibilities of each party
- 3 Placement provider questionnaire:
 - Risk Category A
 - Risk Categories B to F
- 4 Student declaration form
- 5 Placement risk assessment form
- 6 Example documentation

1) Letter of expectation (sent to all placement providers, preferably via email)

Dear [insert name of Placement Provider contact]

Many thanks for agreeing to provide a placement opportunity for our students.

In order to comply with Health and Safety at Work legislation, the University has to obtain certain information from placement providers. I would be grateful if you could complete the placement provider questionnaire (enclosed) and return this to me by [insert return date].

I have also enclosed a document which explains the responsibilities of the University, the student and the placement provider for your information. However, in the event that there are any medical/fitness restrictions associated with the placement, I would be grateful if you could contact me in order to discuss the position.

Thank you once again for providing this valuable opportunity, and if you require any further information then please do not hesitate to contact me.

Yours sincerely

xxxxxx

Note:

It can be useful to explain to the placement provider how the student will be assessed, and to set out any expectation that the provider will contribute to the assessment process; for example:

The placement forms part of the XXX module, which is an assessed element of the student's degree programme. The student is required to complete a daily placement learning log, which you will be asked to sign. I hope that this will not prove to be too onerous.

2) Responsibilities of each party

Cardiff University School of XXX will:

- Prepare the student for the placement and ensure they are aware of general health and safety aspects; it should be noted this is only general in nature and will not cover any of the specific information needed for any particular job or workplace.
- Provide the opportunity for the student to provide feedback to the School about any problems they have encountered or concerns they have prior to, during or following a placement with regard to health, safety and welfare.
- Respond to any positive and negative feedback relating to health, safety and welfare during the student's placement by informing the Placement Provider.
- Undertake a Placement Risk Assessment and any necessary follow up actions; this will be available to both the Placement Provider and the student.
- Provide a named Placement Co-ordinator.

The Student will:

- Behave in an effective, safe and reliable way.
- Inform the Placement Provider and the School of any personal factors, health concerns (including mental health) or disabilities that may require specific adjustment(s).
- Attend any briefing/induction sessions given by the School or Placement Provider and familiarise themselves with any information provided before the placement begins.
- Inform the School of their contact details for the duration of the placement.
- Follow the rules, practices and processes regarding health and safety of the Placement Provider, including any training and instruction that is required.
- Carry out the work specified under the appropriate supervision of nominated individuals of the Placement Provider.
- Inform the Placement Provider of any concerns with regard to health and safety.
- Consult and inform the School of any changes to the conditions or duration of the placement.
- Report any accidents or near misses to the Placement Provider and the School as soon as possible.
- Inform the School if any concerns with regard to Health and Safety that have been raised with the Placement Provider are not addressed.
- Complete all reports and records requested by Cardiff University or the Placement Provider.
- Provide access to all records maintained during the placement to a visiting member of Cardiff University staff and the placement supervisor, except where there is an issue of commercial sensitivity or national security (in the case of visiting tutor only)

The Placement Provider will

- Provide the student with a full and clear induction in the workplace health and safety arrangements, including arrangements in the event of a fire; in the event of an accident or incident and with regard to the specific hazards that may be encountered in the workplace and the health and safety precautions.
- Have a plan of the activities to be undertaken by the student and associated health and safety training to be undertaken.
- Ensure the student has a Supervisor (English speaking) within the work environment and that the student knows who to contact in the workplace regarding any health, safety and welfare issues.
- Comply with appropriate health and safety legislation.
- Include the student in the risk assessment process for the activities they are involved in, taking into consideration that the student may lack experience in the activity.
- Ensure the student is made aware of the risk and control measures associated with the activities, by way of a suitable risk assessment process.
- Provide appropriate information, instruction, training and supervision in working practices and in the relevant control measures as identified by the Provider's risk assessments to allow them to fulfil their role.
- Have a system for recording and investigating accidents and incidents.
- Notify the named Placement Coordinator at the School of any accidents and incidents involving the student, as soon as possible.
- In cases of serious breaches of discipline by the student inform the named Placement Coordinator at the School.
- Inform the School if a student fails to attend as agreed.
- Define the liability and other insurance cover that will be provided for the activities of the student with regard to the student and to others who could be affected by the student's actions or inactions.
- Facilitate access to the student for visits by the Visiting Tutor (where a visit is planned)

3) Placement provider questionnaire

Risk Category A

As a minimum the placement provider needs to supply:

- confirmation that the provider is willing to accommodate the placement;
- details of the designed supervisor/other contact point for the placement;
- confirmation that appropriate health and safety provision is in place; and
- details of the provider's insurance cover.

It is likely that the information is capable of being obtained using a short pro forma, which can be pre-populated by the School as appropriate, such as:

Placement Confirmation							
I <i>[name and position/job title]</i> confirm that:							
1.	<i>[Organisation]</i> will provide <i>[student's name]</i> of Cardiff University (the student) with a placement from <i>[start date]</i> to <i>[end date]</i> . The placement will provide the opportunity to <i>[include summary of anticipated placement activities]</i> :						
2.	The placement will be unpaid/salaried at the rate of £ <i>[complete as appropriate]</i> .						
3.	The placement will be supervised by <i>[name of supervisor]</i> who can be contacted on <i>[supervisor's contact details]</i> .						
4.	The student will be provided with a health and safety induction appropriate for the placement. <i>[Organisation]</i> has a written health and safety policy, and accepts responsibility for the student under the Health and Safety at Work Act 1974.						
5.	<i>[Organisation]</i> has the following insurance cover in place: <table><tr><td>Employer's Liability Insurance</td><td>Yes/No</td></tr><tr><td>Public Liability Insurance</td><td>Yes/No</td></tr><tr><td>Professional Indemnity Insurance/Medical Malpractice Insurance</td><td>Yes/No</td></tr></table> <p>The student is deemed to be an employee for the purposes of this/these insurance policies, and we have advised our insurers of the proposed placement.</p>	Employer's Liability Insurance	Yes/No	Public Liability Insurance	Yes/No	Professional Indemnity Insurance/Medical Malpractice Insurance	Yes/No
Employer's Liability Insurance	Yes/No						
Public Liability Insurance	Yes/No						
Professional Indemnity Insurance/Medical Malpractice Insurance	Yes/No						
6.	The placement will/will not involve any potentially hazardous working (e.g. lone working, driving on organisational business, working with children/vulnerable adults).						
7.	<i>[Organisation]</i> will advise Cardiff University immediately of any injury or damage involving the student. Should the student be expected to work with machinery, equipment or substances hazardous to health, safety precautions will first have been taken, first aid facilities will be available and training, supervision and protective clothing will be provided.						
8.	<i>[Organisation]</i> does/does not have an Equality and Diversity Policy or equivalent.						
Signed: (electronic signature acceptable)	Dated:						

Risk Categories B to F

Placements in these categories will carry additional risk due to the presence of one or more of the following factors: the setting, the nature of the work involved and the fact that the placement is based outside of the UK. As a minimum, Schools should obtain the following information from the placement provider:

All Placements

Organisation	
Person completing form	Name: Contact Details:
Position/Job Title	
Duration of placement	Start Date: End Date:
Key Duties	The placement will provide the opportunity to:
Remuneration	The placement will be unpaid/salaried at the rate of £
Location of placement	
Placement supervisor	Name: Contact Details:
Health and Safety	The organisation has a written health and safety policy and accepts responsibility for the student under the Health and Safety at Work Act 1974: Yes/No The student will be provided with a health and safety induction appropriate for the placement: Yes/No
Insurance Cover* <i>(*use separate questions for overseas placements – see below)</i>	The organisation has the following insurance cover in place: Employer's Liability Insurance Yes/No Public Liability Insurance Yes/No Professional Indemnity Insurance/ Medical Malpractice Insurance Yes/No The student is deemed to be an employee for the purposes of this/these insurance policies, and the insurers have been advised of the proposed placement: Yes/No
Lone Working	The placement will involve lone/remote working: Yes/No If 'Yes', please provide details:

Business Travel	<p>The placement will require the student to drive either their own or an organisational vehicle: Yes/No</p> <p>If 'Yes', does the organisation have insurance cover in place to cover injury/loss sustained by the student and any third party? Yes/No</p> <p>The placement will involve other travel on organisational business: Yes/No</p>
Additional information	Please give details of any potentially hazardous working not already detailed:
Notification of Incident	<p>The organisation will advise Cardiff University immediately of any injury or damage involving the student: Yes/No</p>
Signed (electronic signature acceptable)	
Dated	

Where particular situational factors may apply, or where the placement is overseas, Schools should consider the following additional questions:

Additional Questions (Situational Factors)

DBS check	A DBS check is required for the placement? Yes/No If 'Yes', please specify who will make the application and who will pay for it:
Client Group	The placement will involve working with a high risk client group (e.g. drug users, offenders, vulnerable adults, children): Yes/No If 'Yes', please provide details:
Working Environment	The placement will involve working in a hazardous location (e.g. construction site, laboratory, working with machinery): Yes/No If 'Yes', please provide details:
Working Conditions	The placement will involve extreme working conditions (e.g. regular outdoor working, working in a cold store): Yes/No If 'Yes', please provide details:
Shift/Night Time Working	The placement will involve shift/night time working: Yes/No If 'Yes', please provide details:
Hazardous Substances/Protective Clothing	The placement will involve working with hazardous substances/use of protective clothing: Yes/No If 'Yes', please provide details and confirm that the organisation will provide all training/protective clothing required:
Equipment/Machinery	The placement will involve the use of equipment/machinery: Yes/No If 'Yes', please provide details and confirm that the organisation will provide any training required:

Additional Questions (Overseas Placements)

English Language Contact	Name: Contact Details:
Vaccinations	Are you aware of any recommended vaccinations? Yes/No If 'Yes', please give details:
Insurance Cover (Employees)	Please describe how employees are covered by insurance/otherwise protected if they are harmed while in the workplace: Will this cover extend to the student? Yes/No
Insurance Cover (Third Parties)	Please describe how third parties (e.g. fellow employees, clients or patients) are covered by insurance/otherwise protected if they are harmed/suffer loss as a result of an employee's actions: Will this cover extend to the student? Yes/No
Insurance Cover (Property)	Please describe whether property belonging to the organisation or to another person is covered by insurance/otherwise protected if it is damaged by an employee: Will this cover extend to the student? Yes/No

Note:

The placement provider/host institution may not be able to provide definitive information regarding required/recommended vaccinations, and schools may find it helpful to consult the [NHS Travel Vaccinations](#) information.

4) Student declaration form

Particularly where students are responsible for sourcing their own placements, it is important to obtain confirmation from the student that they understand the commitment that placement learning requires and that they have prepared for the placement appropriately. Therefore, all students should be required to complete a student declaration form.

Standard Declaration (Risk Category A)

Student Name:	Student ID number:
Mobile Telephone:	University email:
Host Organisation:	Location of placement:
Host Contact (name):	Host Contact (email):
Start Date:	End Date:
Placement Title/Key Duties:	
Do you have a disability, medical condition or protected characteristic which could impact upon your ability to carry out the activities required by the placement safely?	Yes/No
Have you already declared this information to the University	Yes/No
<i>(Do not provide details on this form. If you select 'Yes' you will be contacted by the School to discuss the position. No information will be passed to the placement provider without your consent.)</i>	
Declaration	
<i>(If you are uncertain whether you are able to comply with any aspect of the following declaration, you should arrange to discuss the position with the School before you sign the declaration.)</i>	
I hereby confirm the following:	
<ul style="list-style-type: none"> • I have attended all of the required placement briefing sessions. • I will attend the placement as required by the placement provider. • I will attend all in-placement induction and training sessions. • I will behave in a safe and professional manner, and will follow all Health and Safety procedures and inform the placement provider and the University of any concerns. • I understand that the principal method of contact that the University will use to keep in touch with me whilst I am on placement is email, and I undertake to check my University email account regularly. • I will participate in placement evaluation activities as required. 	
Signed:	Dated:

Note:

Where a student identifies a condition or circumstance that may impact upon their ability to complete the placement safely, or that may require a reasonable adjustment, the School should discuss the position with the student. If the information provided by the student appears likely to impact upon the placement, the student must be informed that the placement cannot proceed until the placement provider has been notified of the relevant information and consideration given to how any additional risk can be managed. If the student refuses to consent to the information being disclosed, then the placement cannot proceed. Advice and guidance regarding appropriate support and adjustments can be obtained from the Disability & Dyslexia Service

Additional Declarations (Risk Category B to F)

Where the placement falls into a higher risk category, due to being potentially hazardous or overseas, then the declaration will need to address any additional risk factors identified, such as:

- I have an appropriate driving licence and insurance cover to be able to undertake all driving required during the placement.
- I have obtained any necessary visas.
- I have obtained any necessary inoculations.
- I understand any limitations to the insurance cover provided by the placement provider and have either a) obtained extra insurance or b) decided to attend the placement without taking this precaution (*delete as appropriate*).

Note:

Where a student indicates that they wish to undertake a placement in respect of which only limited insurance cover is available the school must ensure that the risks are documented and have been explained to the student, so that the student is able to make an informed choice. The school may wish to obtain specialist input from central University divisions. Where the risk is deemed to be unacceptable, the school may refuse to approve the placement.

Maintaining other academic commitments whilst on placement

Some placements will require the student to be away from the University for an entire semester or full academic year. However, where the placement is being undertaken part-time, in addition to other modules, it is likely to be necessary to ensure that the placement can be completed without significant disruption to the student's other academic commitments. Inclusion of the following additional question may be appropriate:

Will attendance at the placement interfere with your ability to meet your other academic commitments?	Yes/No
If 'Yes', please give details:	

5) Placement risk assessment form

When completing a risk assessment, you may find it helpful to refer to the guide for assessing and mitigating risk factors (Annex D). (The risk assessment form is based on the [ASET Good Practice Guide for Health and Safety for Student Placements](#), which contains some worked examples regarding how to approach a risk assessment.)

Student:			
Organisation:		Location of placement:	
Start Date:		End Date:	
General Control Measures	Response	Follow-up action required	Action Completed
Has the organisation been used before?	Yes/No		
If 'Yes' are there any unresolved concerns?	Yes/No		
Has the organisation completed a Placement Provider Questionnaire?	Yes/No		
Has the student received all required briefings?	Yes/No		
Has the student signed a Student Declaration form?	Yes/No		
Risk Factors	Risk Profile	Follow-up action required	Action Completed
Work Factors	Low Medium High		
Travel and Transportation Factors	Low Medium High		
Location and/or Regional Factors	Low Medium High		
General/Environmental Health Factors	Low Medium High		
Individual Student Factors	Low Medium High		
Insurance Limitations	Low Medium High		

Conclusions	Response	Follow-up action required	Action Completed
Is a site visit required before the placement can be approved?	Yes/No		
Are the risks tolerable such that the placement can be approved?	Yes/No		
Approval			
Risk assessment completed by:			Date:
Placement approved by:			Date:

6) Example forms

As previously noted, some Schools already have mature systems in place for arranging and risk assessing placement provision. The following example may be suitable as a student declaration/risk assessment form for use by Schools supporting low risk placements.

PLACEMENT APPROVAL FORM²

Please complete sections 1 and 2 of the form, sign section 3, and submit the form to the School Office by no later than XXX. Sections 4 and 5 will be completed by the School.

1. STUDENT DETAILS

Student surname		Forename(s)	
Student number			
University email address			
Mobile telephone			
Do you have a disability, medical condition or protected characteristic which could impact upon your ability to carry out the activities required by the placement safely?			Yes/No
<i>(Do not provide details on this form. If you select 'Yes' you will be contacted by the School to discuss the position. No information will be passed to the placement provider without your consent.)</i>			

2. PLACEMENT DETAILS

Name of placement organisation			
Business address of placement organisation			
Placement location (if different):			
Nature of business (e.g. secondary school, brass retailer, artist manager)			
Planned start and end dates (give day, date, month). If your placement involves repeat visits, please give all applicable dates			
Placement provider (i.e. person within the organisation who has authorised your placement)			
Name and title (Mr, Ms, Mrs, etc.)		Job title	
Contact tel. no.		Email address	
Workplace supervisor (if different; the workplace supervisor will sign off your Log of Activity)			
Name and title (Mr, Ms, Mrs, etc.)		Job title	
Contact tel. no.		Email address	
Will the placement involve any of the following? (Delete what is <i>inapplicable</i>)			
Significant periods of lone or unsupervised working			Yes/No
Driving/travel in the course of your work (own or company vehicle) [<i>does NOT include driving to or from work</i>]			Yes/No
Working with young people under the age of 18			Yes/No
Working with those with learning or communication difficulties			Yes/No
Working with people in custody			Yes/No
Working with high-risk or vulnerable adults not covered by preceding categories			Yes/No

² Based on documentation developed by the School of Music for the Business of Music II module (MU2272).

Your placement should be timed (e.g. Easter, study week) to cause minimal interference with academic commitments. If the placement is planned in termtime, detail below any classes, School ensemble commitments or other obligations from which leave of absence is sought. (List module codes and titles as applicable, whether for Music or other schools.)

3. STUDENT DECLARATION

(If you are uncertain whether you are able to comply with any aspect of the following declaration, you should arrange to discuss the position with the School before you sign the declaration.)

I hereby confirm the following:

- I have attended all of the required placement briefing sessions.
- I will attend the placement as required by the placement provider.
- I will attend all in-placement induction and training sessions.
- I will behave in a safe and professional manner, and will follow all Health and Safety procedures and inform the placement provider and the University of any concerns.
- I understand that the principal method of contact that the University will use to keep in touch with me whilst I am on placement is email, and I undertake to check my University email account regularly.
- I will participate in placement evaluation activities as required.

Signed:

Dated:

4. SCHOOL RISK ASSESSMENT (to be completed by School)

General Control Measures	Response	Follow-up action required	Action Completed
Has the organisation been used before?	Yes/No		
If 'Yes' are there any unresolved concerns?	Yes/No		
Has the organisation completed a Placement Provider Questionnaire?	Yes/No		
Has the student received all required briefings?	Yes/No		
Has the student signed a Student Declaration form?	Yes/No		
Risk Factors	Risk Profile	Follow-up action required	Action Completed
Work Factors	Low Medium High		
Travel and Transportation Factors	Low Medium High		
Location and/or Regional Factors	Low Medium High		
General/Environmental Health Factors	Low Medium High		
Individual Student Factors	Low Medium High		

Insurance Limitations	Low Medium High		
Conclusions	Response	Follow-up action required	Action Completed
Is a site visit required before the placement can be approved?	Yes/No		
Are the risks tolerable such that the placement can be approved?	Yes/No		

This section completed by (print name: _____)

Signature

Date

5. SCHOOL AUTHORISATION (to be completed by School)

Notes

Placement suitable for module?	Yes/No	_____
Placement provider confirmation received?	Yes/No	_____
Employers' Liability Insurance Cover held?	Yes/No	_____
Risks 'tolerable' (see section 4 above)?	Yes/No	_____
Minimal impact on student academic commitments?	Yes/No	_____
Placement approved?	Yes/No	_____

Signature (Head of School or designate)

Date

ANNEX D: Guide to Assessing and Managing Risk

Risk profiling

Factor	Risk profile	Indications	Possible specific action to reduce risk
Work factors	High	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> • Construction site with work at height, dust, moving machinery, electrical systems. • Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks. • Laboratory work with toxic/hazardous materials. <p>Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).</p> <p>Work with animal bedding or large or dangerous animals.</p> <p>Activities requiring specific licences or qualifications (e.g. diving, flying aircraft, crewing an aerial device).</p> <p>Working involving significant hazards in small companies that do not have professional health and safety advice.</p>	<p>Seeking confirmation from placement provider about expectations of student's prior competency in high risk activities, and ensure student meets these.</p> <p>Confirm that training & supervision will be provided by the placement provider throughout the placement. Include in the written communication with the placement provider.</p> <p>Consider pre-placement site visit.</p>

	Medium	Working in proximity to high risk factors (but not directly with them).	Seek confirmation from placement provider that the student will not be expected to participate in high risk activities, and will be appropriately supervised in medium risk activities. Include in the written communication with the placement provider.
	Low	Office work or other low hazard environments and activities.	None
Factor	Risk profile	Indications	Possible specific action to reduce risk
Travel and transportation factors	High	<p>Significant travel to reach placement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).</p> <p>Demanding travel during placement.</p> <p>Student required to drive other in unfamiliar vehicles.</p>	<p>Brief student on travel arrangements, discuss implications with them.</p> <p>Consider their experience</p> <p>Get confirmation from them that they have relevant driving licences and insurances.</p> <p>Consider reducing risks by providing accompanied travel where practicable.</p> <p>Specify regular contact times.</p>
	Medium	<p>Night travel.</p> <p>Long daily commuting requirement.</p> <p>Student required to drive familiar vehicle in reasonable conditions.</p>	<p>Brief student on travel arrangements. Confirm that these are acceptable to them.</p> <p>Advise them to check that they have the necessary driving licences and insurances.</p>
	Low	<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	None.

Factor	Risk profile	Indications	Possible specific action to reduce risk
Location and/or regional factors	High	<p>Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel).</p> <p>Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).</p> <p>Medical and rescue services not available quickly or locally.</p> <p>Means of communication likely to be difficult or compromised.</p>	<p>Check Foreign and Commonwealth Office restrictions and recommendations.</p> <p>Consult guides on appropriate behaviour, clothing, etc.</p> <p>Arrange briefing/information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous placement or a placement practitioner at a local HEI in the overseas country).</p>
	Medium	<p>Higher than normal risk of civil disorder, crime or comparable danger.</p> <p>Delays likely in communicating with tutors and others.</p> <p>Placements abroad in areas identified as low risks by the FCO.</p>	<p>Check Foreign and Commonwealth Office restrictions and recommendations.</p> <p>Provide information to students on guides on appropriate behaviour, clothing, etc.</p> <p>Supplement general briefing with information about medium risk factors.</p>
	Low	<p>Placements in the UK with no significant local risks.</p>	<p>None</p>

Factor	Risk profile	Indications	Possible specific action to reduce risk
General/environmental health factors	High	<p>Regional/local health risks require mandatory and specific health protection measures e.g. inoculations.</p> <p>Very hot or strenuous working conditions (e.g. manual working outdoors in the sun).</p> <p>Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).</p>	<p>Consult occupational health or medical/health professional for advice regarding immunisations and other preparations.</p>
	Medium	<p>Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases, medical travel kit is a sensible precaution.</p>	<p>Consult occupational health or medical/health professional for advice regarding immunisations and other preparations.</p> <p>A medical travel kit is a sensible precaution.</p>
	Low	<p>No significant environmental health risks.</p>	<p>None</p>

Factor	Risk profile	Indications	Possible specific action to reduce risk
Individual student factors	High	<p>The student has personal factors (e.g. health, disability, linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments.</p> <p>The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.</p> <p>The student's knowledge, understanding, and skills are low for the type or work.</p>	<p>Discuss activities of high risk with the student, try to eliminate or reduce them where possible.</p> <p>Engage with occupational health professional / disability support professionals to develop reasonable adjustments. Confirm these in the written communication with the placement provider.</p> <p>Consider pre-placement site visit.</p>
	Medium	<p>The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support during work, or in social interactions at work.</p>	<p>Engage with occupational health professional / disability support professionals to develop reasonable adjustments. Confirm these in the written communication with the placement provider.</p>
	Low	<p>The student has no long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement.</p>	<p>None</p>

Factor	Risk profile	Indications	Possible specific action to reduce risk
Insurance limitations	High	<p>Locations, activities and/or circumstances that are excluded from the HEI's travel and other insurance cover.</p> <p>Locations where the placement provider's insurance does not cover the student for personal or third party liability associated with the work by the student.</p>	<p>If locations, activities and/or circumstances are excluded from the HEI's travel and other insurance cover, consider alternative placements.</p> <p>If placement is to proceed, additional specific insurances may be available.</p> <p>Consult the HEI's insurance specialist.</p> <p>Brief student on limitations of insurance cover (the small print).</p>
	Medium	<p>Locations, activities and/or circumstances that require prior acceptance from the HEI's insurers before being covered.</p>	<p>If locations, activities and/or circumstances require prior acceptance from the HEI's insurers, ensure notification and acceptance is given.</p> <p>Brief student on limitations of insurance cover (the small print).</p>
	Low	<p>Locations, activities and/or circumstances that are automatically included in the HEI's insurance cover. UK locations (where the placement provider must have employers' liability insurance cover).</p>	<p>None.</p>

ANNEX E: Glossary of Terms

- **Employer's Liability Insurance** covers claims by employees for work-related injury or illness.
- **Placement coordinator** refers to any person within the University who organises or co-ordinates student placements, which form part of a University programme.
- **Placement provider** is the host employer or organisation providing the placement.
- **Placement students** are Cardiff University students working under the control of a placement provider (usually) away from University premises (unless the University is the placement provider). Placement students may be paid by the placement provider or may be undertaking the placement on an unpaid basis.
- **Professional Indemnity Insurance** covers claims by clients who have suffered loss as a result of inadequate advice or services from an organisation.
- **Public Liability Insurance** covers claims by third parties who are injured, or whose property is damaged, as a result of the business of an organisation.
- **Visiting tutor** is any member of the University staff who visits a placement student at the premises of the placement provider during the placement.