



Policy Statement:

Lancaster University recognises the value of well-managed, work-based placements in enriching the learning experience of our students. It is the policy of the University to encourage the provision of such placements where there will be positive outcomes for students, placement providers and the University itself.

Policy Objectives:

This policy is designed to offer staff responsible for organising and facilitating work placements the structure on which to consider the creation, implementation and management of a placement scheme in their department, section or faculty.

Placements should enable our students to further develop subject specific knowledge and skills such as critical and reflective thinking, self-awareness, career planning, problem solving, creativity, team working, commercial awareness and communication. It is crucial that all staff involved in supporting, supervising and managing placements are clear about the approvals process for these placements. While there is an understandable focus on the health and safety aspects, staff also need to ensure that a proposed placement aligns with a student's programme of study and supports their learning.

2 Definitions:

- a) are usually part of credit-bearing modules, are undertaken as an integral part of a programme and are usually hosted by a third party outside the University in a professional working environment which can be in the private, public or third sector.
- b)

- a) Features a fair recruitment and selection process.
- b) Enhances a student's knowledge while building on their academic studies.
- c) Allows personal and professional development in line with that offered to other staff.
- d) Features regular communication from employers which includes feedback about their progress.
- e) Has been designed with consideration of the needs, abilities and career aspirations of our students.
- f) Where applicable, meets minimum wage legislation.

- a) Facilitate suitable preparation for the students dependent on their level of study and duration of placement.
- b) Support the placement students through the application process and offer detailed, timely, bespoke feedback.

- h) Prior to going on placement students should receive all relevant information in the form of a Placement Handbook.

8 Approval:

The variety of opportunities on offer at Lancaster and the wide range of organisations and sectors in which our students work means that it will never be completely possible to lay down a definitive set of criteria by which the suitability of a placement is ascertained.

Approval of the placement lies with the placement organiser. Whether the placement can be approved will depend on a number of factors:

- a) The placement location and surrounding area, including consideration of the health, safety and wellbeing of students.
- b) How will the proposed placement offer the student the opportunity to achieve and demonstrate the intended learning outcomes of any related module?
- c) There should be a link between the placement and the student's programme of study.
- d) Does the organisation have the capacity to train, support and manage the student during the placement?
- e) Any specific or special needs of the individual student e.g. disability, health, dietary, religious, and how these will be accommodated within the placement setting; and any reasonable adjustments that need to be made to meet the student's disability-related needs.

9 Health and Safety

10 Contractual arrangements:

There must be a formal agreement between the University and the employer but the nature and content of these agreements can differ depending on the type of activity. For example, a letter