



STUDENT WORK-BASED PLACEMENT GUIDELINES

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1. INTRODUCTION

The Botswana Open University (BOU) has the duty to care for students undertaking work-based placements in premises within or without the institution. There is therefore a need for the University to have guidelines that embody a model for work-based placements. The model shows the academic and supporting functions involved. These Guidelines provide a set of principles and minimum requirements, based on existing good practice, which will be of benefit to those involved in managing and organising periods of work-based placement learning within programmes of study.

2. SCOPE

2.1 These Guidelines apply to placements within an approved programme structure with a credit-rated period of learning undertaken as part of a taught programme in an industrial, business, educational or other work environment. The work-based placement may extend over an entire academic year or a shorter period within the academic year or during a vacation. The work-based placement may be compulsory or optional.

2.2 These Guidelines do not cover:

2.2.1 A period of work-based placement which is not credit-rated, even if it is related to the student's programme of study and has been arranged by a member of staff.

2.2.2 Any extra-curricular work which is not credit-rated (such as part-time, term-time or vacation employment, volunteering, internships or shadow schemes), which students have arranged for themselves, even if related to the student's programme and/or even if the student was supported by University staff in securing the position.

3. ROLES AND RESPONSIBILITIES

3.1 The different roles within the management of work-based placements are as follows:

3.1.1 Heads of Departments have responsibility for ensuring that these Guidelines are implemented in their academic areas and that the relevant staff are aware of and comply with the Guidelines.

3.1.2 Placement Co-ordinator is a designated member of staff within the Department who manages the placement documentation on behalf of the Department (with support from the Lecturer/Tutor as required) and ensures that all arrangements are in place. The Co-ordinator provides guidance to colleagues and manages the records on work-based placements.

3.1.3 Lecturer/Tutor is the designated academic within the Department who ensures that the individual work-based placement and its structure/content are appropriate to the programme of study. They are also responsible for liaison with the Work-based Supervisor and completion of an agreed Health and Safety process before the placement starts. In conjunction with the Work-based Supervisor, the Lecturer/Tutor is responsible for monitoring the progress of the student during the placement. After the placement, the Lecturer/Tutor should liaise with the Work-based Supervisor regarding the student's performance and associated feedback.

3.1.4 Work-Based Supervisor is the designated person within the placement provider organisation who liaises with the Lecturer/Tutor and is responsible for supervising the student while on placement.

3.2 The different responsibilities are as follows:

3.2.1 Departments are responsible for:

- Implementing these Guidelines.
- Ensuring students are aware that placements must be approved by the Department.
- Ensuring that the placement provider has appropriate insurance, health and safety, and welfare arrangements in place.
- Providing a contact person (Lecturer/Tutor) throughout the placement.

- Ensuring that learning opportunities and outcomes are appropriate to the programme of study.
- The form and conduct of assessments used and the corresponding award of credit.
- Maintaining appropriate collated records of all credit bearing placements.

3.3.2 The Placement Co-ordinator within the Department is responsible (with support from the Lecturer/Tutor) for:

- Approving all placements on behalf of the Department.
- Ensuring that colleagues are aware of the University's minimum requirements for student placements.
- Guiding colleagues in the implementation of the student placements.
- Liaising with colleagues to identify/share best practice.
- Managing and maintaining the Department placement records.
- Representing the Department on University working groups on work-based placements.

3.3.3 Lecturers/Tutors within the Department will:

- Ensure that the individual placement and its structure/content are appropriate to the programme of study.
- Ensure that the specified contracts are signed by the Work-based Supervisor and the Placement Student (see Appendix 1 and 2).
- Contact each student whilst on work-based placement, preferably with a visit, to discuss progress, provide programme/course information, check log books/diaries and complete assessments.
- In conjunction with the Work-based Supervisor, the Lecturer/Tutor is responsible for monitoring the progress of the student during the placement.

- After the placement, the Lecturer/Tutor should liaise with the Work-based Supervisor regarding the Student's performance and associated feedback.

3.3.4 The Work-based Supervisor within the host placement organisation will:

- In collaboration with the Lecturer/Tutor, scope and agree the anticipated project and deliverables for the student placement.
- Provide guidance to the student in finding appropriate accommodation if necessary.
- Be responsible for the student while on placement.
- Facilitate a relevant induction into the workplace.
- Arrange meetings with the student to discuss progress.
- Liaise with the Lecturer/Tutor concerning the student's progress and performance.

3.3.5 The Placement Student is responsible for:

- Conducting themselves in a professional and responsible manner which upholds and enhances the reputation of the University.
- Ensuring that if they secure their own placement they seek approval from the Department prior to commencement. Failure to do so may result in the placement not being recognised as part of the study programme.
- Ensuring that all documentation requiring their input specified by the Work-based Supervisor and/or Lecturer/Tutor is submitted by the required date.
- Being fully aware of the health and safety aspects of the placement.
- Informing the Lecturer/Tutor of any health issues, including any disability which may affect their health and safety while on placement, prior to finalisation of arrangements for the placement.

- Complying with the Placement Provider's normal working practices/and induction.
- Contacting the Lecturer/Tutor if a problem arises relating to the work programme and any other issues affecting their work-based placement.

4. ASSESSMENT AND MODERATION

4.1 Work-based placements are undertaken as part of the credit awarded for the programme and are therefore assessed. The following principles apply:

- The assessment of the work undertaken during the placement may use a variety of methods appropriate to the programme of study.
- The placement's contribution to a programme's overall assessment must be transparent.
- Deadlines for the submission of assessed work must be made explicit and timely.
- The results of the assessed components of a placement should be recorded within a student's transcript. The Placement Provider should be involved in providing feedback on the student's performance while on work-based placement.
- The assessed components of work-based placements shall be duly moderated.

5. QUALITY ASSURANCE OF WORK-BASED PLACEMENTS

5.1 For each placement, Departments must assure themselves that students will receive a beneficial experience appropriate to their programme of study by participating in the work-based placement. Attention should be paid to the following areas:

- Examination of the academic content, standards and learning outcomes of the placement and its value in relation to the whole study programme.

- The need for regular contact between the Lecturer/Tutor and the Work-based Supervisor.
- The need for a mechanism for student feedback on the placement, both during and following completion.
- The moderation of all assessed components of work-based placements.

6. RISK

- 6.1 The risks associated with work-based placements shall be included in the Risk Register of the Division of Academic Services with appropriate mitigation measures put in place.
- 6.2 Each academic department shall produce a risk management plan for the work-based placements of its students.
- 6.3 The University's insurance shall provide appropriate cover.
- 6.4 The Deputy Vice Chancellor – Academic Services is responsible for overseeing compliance to the Guidelines.

7. REVIEW

These Guidelines shall be reviewed every three years or as necessary.

APPENDIX 1: WORK PLACEMENT CONTRACT

For completion by the responsible BOU Department.

This is to confirm that (**Work-based Supervisor**) at..... (**Host Placement**) is willing to offer a work experience placement to (**Placement Student**) for the period from..... to

The Placement Student will be under the overall supervision of although he/she may work with other members of staff during the placement period.

I confirm that a risk assessment has been completed for the Placement Student.

Signed (Head of Department) Date

For completion by the Work-Based Supervisor

On behalf of I accept the above mentioned placement and confirm that the following student will attend for the agreed period:

Name of Placement Student

I am aware of the academic requirements of the placement and my role in enabling the student to achieve the envisaged academic outcomes.

I understand that there may be information which the student has access to during the placement which may be of a confidential nature and I have explained the importance of respecting this confidentiality both during and after the placement period.

I have been made aware of any relevant medical condition that the student may have (eg. skin allergies, asthma, need for regular medication etc) and have been provided details in an attached note.

I have provided relevant information in case of emergency.

Signed (**Work-based Supervisor**): Date:.....

APPENDIX 2. CONTRACT ACCEPTANCE

For completion by the Placement Student.

I accept the offer of a work placement at(**host placement**)

I am aware of the academic requirements of the placement and my role in seeking to achieve the envisaged academic outcomes.

I agree to abide by the normal work practices of the host organisation.

I understand that during the placement I may become aware of information which needs to remain confidential. I agree to respect this confidentiality and not to disclose any such information without permission either during or after the placement period

I agree to follow all health and safety instructions and understand that if I am concerned about my safety in any way I should raise this immediately with my **Work-based Supervisor**.

Signed: Date: