



Work Placements

Guidelines and Information for work placement providers

Introduction

The University of Gloucestershire is extremely grateful that there are placement providers who recognise the importance of experience and are able to offer our students valuable opportunities. This document provides information, recommendations and guidelines for all those parties and is supplementary to the student's own Module Guide. Thank you for your attention to this important document.

What is a placement?

Placement is a well-known and widely used term and for clarity we define placements within the University of Gloucestershire as:

'A period of learning through work, providing appropriate and relevant experiences, that are undertaken as an integral part of the student's programme of study. Placement learning will be academically assessed. The placement is agreed or negotiated and usually occurs away from the University at a place of work or within another organisation, but the student remains enrolled with the University.'

Across the University there is variance in the type, duration and academic assessments associated with work placements depending on different course areas. Some placements are for twelve months working full-time others can be for specific blocks of full-time work and in other areas students can spread their placement across a number of weeks or even the year and can complete the placement on a part-time basis. Another term used for placement within the University of Gloucestershire is Professional Practice where the placement experience is a mandatory requirement for graduates to commence a career in their chosen discipline.

Objectives of a placement

- To provide practical experience in the application of theory and knowledge gained at University
- To acquire and develop new and existing vocational skills
- To develop personal skills such as communication, team working, time management and problem solving
- To appreciate the structure, management style, procedures and policies of an organisation
- To provide potential opportunities after graduation and provide excellent material for CV's
- To acquire knowledge and skills to help students plan their career development
- For students to make a contribution to the host organisation
- Students must complete a minimum number of hours, days or weeks in an appropriate setting, in line with module requirements.

Student Experience Agreement

We regard the placement as a three-way partnership between the provider, the student and the University and to comply with the duty of care we owe to our students we are required to ensure that all three parties are aware of their responsibilities.

These responsibilities are detailed in our [Student Experience Agreement](#).

Before the student(s) start any placement activity we ask that providers access this document and then complete the Agreement section.



Overview of the different types of placement

Four year Sandwich Degrees

This gives the student the opportunity to undertake a 12 month placement after their second year of study. Students in the School of Business and Technology and on courses Education Studies and Geography have the option to undertake a four year sandwich degree.

Placement modules occurring during the academic year

The majority of our undergraduate subjects have placements integrated into the normal academic year. These placements range in length from 15 to 100 hours and are normally undertaken by the student on a casual part-time basis to fit in around their course and other commitments.

Professional Practice

These are compulsory placements undertaken in every year of study, in order to progress to qualified status all elements of the placement must be passed as satisfactory to allow students to meet the professional requirements of the qualification. Professional practice placements are taken by students in the following subject areas:

- Teacher training (BEd Primary, PGCE Primary and Secondary)
- Social Work
- Health & Social Care
- Nursing and Paramedic Science

Disclosure & Barring Service (DBS)

A DBS check is a search of police records to reveal any spent and unspent convictions, cautions, reprimands and final warnings.

The University undertakes UK DBS checks, at the enhanced level, on students studying in the following areas as a condition of enrolment onto the course.

- Education Studies, BEd and PGCE
- Social Work
- Health & Social Care
- Early Years Childhood Studies
- Nursing and Paramedic Science

Students taking Sport related subjects are required to undertake a UK DBS check, at the enhanced level, as a condition of undertaking a placement module (the only exception to this is if a DBS check is not required by the placement provider).

For other undergraduate courses that include a placement DBS checks are only required if the student will be working with children or vulnerable adults.

If your organisation wishes to see the student's disclosure form then please address this request directly to the student.

Assessment

For the purposes of passing their placement module students need to gather and complete a portfolio of evidence to demonstrate their learning against objectives identified in their Module Guide. If you would like more detailed information about the specific placement module being undertaken by your student(s) please direct this request initially to them as they will have been given more details by their Module Tutor.

University Contact details

If you have questions on any matter relating to our students or work placements please email placements@glos.ac.uk