

A11 Student Work Placement Policy

Table of Contents

1	Introduction	2
2	Scope	2
3	Associated Policies and Procedures	2
4	Policy	2
4.1	<i>Duty Holders</i>	2
4.2	<i>Responsibilities of SAE Institute</i>	4
4.3	<i>Responsibilities of the Provider</i>	4
4.4	<i>Process for Approval of Work Placement</i>	5
4.5	<i>Mutual Agreement</i>	6
5	Policy History	7

1 Introduction

This policy regarding student work placements:

- Ensures that all student work placements are planned, organized and managed properly.
- Ensures that students and staff involved in the placement are not subjected to unacceptable risks to their health and safety, or creating unacceptable risks for the placement provider or others.
- Aims to help achieve the best outcomes for all parties involved in any student work placement.

2 Scope

The policy applies to all work placements undertaken by students of SAE Institute. A *work placement* is defined as a period:

- Of experience taking place within a business, charity, educational institution, professional individual, or other provider and working environment external to SAE Institute.
- During which the student remains registered with SAE Institute.
- Where an SAE student is under the direct supervision of a third party.
- Where a student undertakes professional activity in a creative media or related field, relevant to their programme of study, and contributing to academic credit.

3 Associated Policies and Procedures

This policy should be read in conjunction with the following:

- A08 Assessment Policy
- A18 Student Code of Conduct
- Local or national legislation, as appropriate

4 Policy

4.1 Duty Holders

SAE Institute: The educational provider with whom the student is registered; SAE retains responsibilities to the student during the period of work placement, as detailed below. SAE ensures the placement meets the necessary requirements, as outlined herein. SAE awards academic credit to students who have successfully met the requirements of any module in which there is an option or requirement for approved work placement activity. SAE

maintains a duty of care for students on work placements and will assign a member of faculty to support and liaise with the student throughout their placement.

Provider: The third party (usually an employer) who takes on direct supervision of the student during the agreed period of work placement. Providers are subject to local, national, and regional legislation, and have the primary duty to ensure the health and safety of the student engaged in placement activities, that is, work activities within their control. The Provider will be supplied a copy of, and be required to abide to, relevant SAE policies prior to the commencement of the placement.

Student: A currently registered student at SAE Institute, seeking to complete a work placement for academic credit as a part of a programme of study. The student undertaking a work placement as a part of their studies at SAE Institute, the student is expected to:

- Abide by all rules and regulations, and any working practices, of the provider with whom they are undertaking the placement.
- Arrange for any necessary transport to and from the placement site.
- Ensure compliance with all health and safety regulations while engaged in work.
- Ensure that they discuss the type and extent of insurance cover that applies to their placement with the provider.
- Carry out the work assigned to them under the supervision of the provider (or placement supervisor).
- Inform the provider of any health and safety concerns that arise.
- Inform the provider of any impairments or disabilities which might impact upon the work undertaken, and may require reasonable adjustment or additional support.
- Maintain contact with SAE Institute through the appointed placement tutor during the period of work placement.
- Report any serious concerns regarding the placement, including any health and safety issues not addressed satisfactorily by the provider, to SAE.
- Report any illness or absence in a timely manner to both SAE and the Provider, including any absence resulting from advice regarding the requirement to isolate for disease suppression and mitigation reasons.
- Act as a representative of SAE Institute at all times, abiding by the Institute's A18 Student Code of Conduct, behaving and dressing in an appropriate manner, and in all other ways conducting themselves in a professional manner.

4.2 Responsibilities of SAE Institute

SAE Institute endeavours to support students in securing work placements but cannot guarantee this provision in all instances due to fluctuations in demand and availability. The student's Academic Coordinator, Programme Coordinator, or other designated member of faculty will assist, wherever possible, a student in securing a work placement by:

- Ensure that the student is prepared to enter a working environment without presenting a health and safety risk to themselves or others.
- Provide the student with information on any placement opportunities that arise.
- Ensure that the student is aware of this policy and follows the correct procedure for obtaining a work placement.
- Correspond with the work placement before commencement to ensure that there are no undue risks to the student's health and safety, and that the placement offers experiential learning that will be of benefit to the student and related to their field of study.

SAE Institute maintains responsibility for the student during the period of their work placement, and will assign a member of faculty (academic supervisor) who will:

- Maintain regular contact with the student during the period of work placement, through timetabled face-to-face tutorials, electronic communications, or any other appropriate means.
- Maintain secure records relating to the Provider, the details of the work placement, and the progress of the student as relevant to the student's health and safety, academic progress, and the potential for future engagement with the Provider. Any records kept will be with the explicit consent of the Provider, and comply with all GDPR regulations.
- Provide the student with a means of contact for a relevant member of staff while on placement, in case of emergency.

With regards to insurance, SAE Institute is **only liable in respect of something that is the fault of the Institute**; during the process of ensuring suitability of the Provider for the work placement, SAE will request evidence that they have valid (Employer's Liability) insurance to cover the work activities of the student for the duration of the placement period. Students will not be permitted to engage in a work placement with a Provider who cannot present said certification.

4.3 Responsibilities of the Provider

In agreeing to take a registered SAE student on a work placement, the Provider of the placement—namely an employer and/or placement supervisor—undertakes to:

- Accept responsibility for direct supervision of the student on placement.
- Nominate a placement supervisor as the primary point of contact for the student at the Provider.
- Provide insurance cover for the student as they would for any employee engaged in the same workplace activities.
- Provide all necessary health and safety training for the student, including an overview of fire safety, accident and incident reporting procedures, first aid, and any other health and safety aspects as relevant.
- Further to the health and safety aspects outlined above, the Provider should Inform the student and SAE Institute of any access issues to the place of work as a result of disease control e.g., temporary closure due to coronavirus.
- The Provider should also inform SAE Institute of any health-related issues that may require the student to quarantine or isolate to mitigate against transmission of associated disease, e.g., coronavirus.
- Engage the student in the manner and form of work agreed prior to commencement of the placement, providing a programme of work experience that will aid the student's professional development in the creative media industries, or notify SAE in writing of any changes to the agreed work.
- Provide the student with a full and clear induction to the working practices with which they will be engaged.
- Provide guidance to the student on the expectations for their work, and any requisite training or support to enable them to complete their assigned duties in a satisfactory manner.
- Facilitate a visit by SAE's placement tutor, if required, for the purposes of assessing the student's activity, or providing any necessary support for the student in either a professional or pastoral capacity.
- Contact SAE should the need arise, with any issues relating to the student's behaviour, performance, wellbeing, or unscheduled absences.
- Complete a supervisor report, if requested, providing honest feedback on all aspects of the student's performance during the period of work placement. This report may be submitted as a part of assessed work by the student.

4.4 Process for Approval of Work Placement

Work placement is arranged only where it is an approved component of a module.

- Students opting to take the elective must first discuss their choice with the Academic Coordinator and/or Programme Coordinator.
- The student is required, potentially with the help of SAE campus staff, to identify and secure a placement opportunity (or opportunities) which will cover the minimum hours of work activity as specified in the module requirements.

- N.B. It is **NOT the responsibility of SAE Institute** to secure a placement for a student as a component of any relevant module(s). However, faculty and other campus staff will help to support students in doing so where possible.
- Students should complete the **Work Placement Agreement Form (Appendix A)** and submit this to their Academic Coordinator and/or Programme Coordinator **at least three weeks prior** to the start date of the relevant module.
- The Academic Coordinator and/or Programme Coordinator should review the work placement proposed for suitability with regards to professional working environments, appropriate work activities related to the field of study, health and safety concerns, and anything else of note.
- Once an Agreement Form has been accepted by the Academic Coordinator, they will allow the student to be registered for the relevant module.

4.5 Mutual Agreement

The approval of an Agreement Form, completed by the student and the Provider, signifies mutual agreement of the following:

- Students will be subject to employment legislation of the nation or region where appropriate, including any stipulation of absolute maximum working hours per week – please refer to local legislation as required. As the student will usually be completing work placement simultaneous to other taught modules, it is strongly advised that normal working hours while on placement be generally limited to a maximum of 26 hours per week.
- SAE will not request any form of fee or payment from the Provider for engaging a student in a work placement; nor will the Provider request any form of fee or payment for accepting a student on a work placement.
- The Provider should note that any work that is completed by the student using SAE facilities, including any hardware or software procured with an educational license, cannot be used for commercial purposes.
- The student will not normally receive any wages for any activities completed during the normal course of the work placement; however, any agreement around financial recompense between the student and the Provider, including payment of expenses, may be made if both parties are agreeable. SAE will not be involved in any such discussions or agreements.

5 Policy History

Policy Created:	March 2021
Date of Last Revision:	November 2021
Approved by:	UPSQC, November 2021