

## Code of Practice for Work Placements

### Introduction

This Code of Practice for work placement sets out guidelines specifying the purpose and expected practices for, **University College Birmingham**, the **participating employer**, and the **student**. It meets the requirements of good practice and guidelines identified by the relevant industry and sector bodies.

Work placement is an important element of University College Birmingham programmes, as they provide students with the opportunity to develop practical skills, relate theory to practice and develop employability skills. The placement will also assist students in progressing towards a career in their chosen sector, and as such, it is important that students are given the opportunity to work in an organisation that is appropriate to their needs.

### Purpose of work placement

- Provide opportunities for structured practical experience of the industry.
- Enable students to develop employability skills, apply theory, reflect on their skills, self-awareness, confidence, maturity, and responsibility.
- To help the future workforce pipeline of the industries we support.
- Where applicable, for Higher Education students, enable them to develop graduate attributes.

### University College Birmingham commitment

- Ensure all parties are fully aware of placement requirements, including the importance of health and safety.
- Provide the student with advice on placement practices and procedures and the demands of the industry they will work in to maximise their learning experience.
- Upskilling students on industry relevant information including, Health and Safety, Safeguarding and Prevent.
- Maintain regular contact with the student and the employer.
- Provide the student with feedback on their performance in placement.
- Support the student and the employer with any issues.
- Where applicable, for Higher Education students, provide clear guidelines on the work placement learning outcomes and assessment procedures.



## Employer commitment

- Ensure Health and Safety requirements are met in the workplace.
- Complete and submit all relevant placement documentation.
- Complete and sign the student's Health and Safety Handbook as part of the induction with the student.
- Provide opportunities in the workplace to enable the student to meet the learning outcomes.
- Provide any training required to complete the placement.
- Fully supporting students during their placement and provide feedback.
- Inform University College Birmingham immediately of any non-attendance, disciplinary or Safeguarding issues.
- Ensure students' work hours are reasonable and consistent with work patterns of other staff.
- Maintain regular contact with the student and University College Birmingham.
- Where relevant, for Higher Education students, agree in advance a proposal for the student's programme of work whilst on placement

## Student commitment

- To successfully complete their placement and seek out learning opportunities throughout.
- Engage fully in preparation for work placement including attending any relevant employability sessions.
- Take responsibility for their learning, professional behaviour and appearance.
- Be aware of individual responsibilities with regards to Health and Safety and Safeguarding, this includes raising any other concerns with their Employability Tutor and/or employer.
- Follow all instruction and direction given.
- Keep their Employability Tutor updated regarding progress on placement.
- Act as an ambassador of University College Birmingham.
- Take responsibility for the completion of logbooks / assignments and associated placement documentation.
- Ensure excellent attendance and punctuality in placement and inform their Employability Tutor and their placement if unable to attend.
- Abide by all rules, policies and procedures including Health and Safety, social media, and appropriate IT use. This may include the use of personal phones during work time.
- Where relevant, for Higher Education students, take responsibility for discussing accommodation provision with the employer prior to placement commencing.
- Where relevant, for Higher Education students, inform their Employability Tutor of any sickness / non-attendance lasting 5 or more days – this is especially important for students studying on a visa.