

INFORMATION FOR PLACEMENT PROVIDERS

These guidelines are written for placement years, although they may also be applicable for placement units.

The sections of these guidelines outlined in boxes throughout the text indicate the university's **minimum requirements** for the operation of student placements.

The University of Bristol values the learning opportunities provided by the wide range of institutions (commercial companies, hospitals, charities, farms, professional practices and so on) that host its students for periods of work experience and aims to have constructive relationships with them.

In order to recommend placements to our students, placement organisers must obtain assurances that host institutions:

- Provide learning opportunities that enable students to achieve their intended learning outcomes;
- Provide appropriate support and supervision for students during their placements;
- Fulfil their responsibilities under health and safety legislation, having regard to the level of skills and experience of placement students.

In addition, schools ensure that:

- Students are placed in an environment where they are treated equally, regardless of nationality, race, disability etc.;
- Facilities available for students (e.g. library and computing provision, teaching facilities, laboratory facilities, working environment etc), and those facilities specifically available for students who have support requirements due to a disability, are of an appropriate standard.

Where professional work involves patient or client confidentiality, the university understands the need to respect this. Where placements involve work of a commercially sensitive nature, the university is aware of the need to enter into confidentiality agreements.

Placement providers should be assessed in the following areas:

- **Commitment:** employers are asked to demonstrate their commitment to developing students and employable graduates.
- **Recruitment:** employers comply with fair practices in recruitment and selection and comply with equal opportunities legislation.
- **Induction:** they have clear and defined induction processes, which are formalised and compulsory, covering key areas including health and safety.
- **Learning and development:** employers provide optimum learning opportunities to enable students to achieve their intended learning outcomes.
- **Assessment:** they have suitable means of assessing student progress and providing constructive feedback.
- **Resources and support:** employers understand their role in supporting students and their learning.
- **Relationships:** where applicable, employers build and maintain relationships with the university.

- **Placement evaluation and monitoring:** employers have in place mechanisms for effective monitoring of placements or placement programmes and aim for continuous improvement.
- **Facilities:** the placement provider has appropriate facilities that are fit for purpose.
- **Health and Safety:** the placement provider must have adequate Health and Safety procedures in place, that comply with UK legislation. In accordance with the Office for Students Condition of Registration E6, the University requires that all placement providers take reasonable steps to prevent and respond to incidents of harassment and sexual misconduct involving students on placement. Placement providers must review the University Harassment and Sexual Misconduct policy, and where placement providers fall within the scope and definition of "staff" under that policy, they must act in compliance with the policy.
- **Values:** the mission statement of the placement provider aligns with the University's Vision and Strategy.

Placement organisers must inform students of their rights and responsibilities while on placement. It is important that students are aware of the responsibility they have for their own health and safety, and that of others.