



Higher Education Work Placement Policy 2026 - 2028

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. POLICY STATEMENT

- 1.1. This policy establishes the framework for ensuring that work placements undertaken as part of programmes delivered at the College by University Centre Askham Bryan (UCAB) are appropriately managed, monitored, and vocationally relevant to students' studies or career aspirations. This includes requirements relating to placement organisation, as well as health, safety, and safeguarding.
- 1.2. The College have a duty to ensure appropriate standards of health and safety within placement settings. Students must not commence any placement until all required procedures have been completed in line with the HE Work Placement Procedure or Veterinary Nursing Work Placement Procedure.

2. PURPOSE

- 2.1. Our aim is to give all students the opportunity to:
 - Apply academic learning within a professional context, enhancing engagement and achievement.
 - Prepare for employment by exploring career pathways and workplace expectations.
 - Develop vocational awareness and inform career planning.
 - Gain insight into organisational structures and functions within industry or community settings.
 - Develop awareness of individual strengths and areas for development and improve self-assessment skills.
 - Meet the vocational needs of their qualifications.

3. SCOPE AND LIMITATIONS

- 3.1. This policy applies across all sites, to all staff, students and visitors to College premises where higher education is delivered and those enrolled onto higher education courses.
- 3.2. In the case of placements for Higher Education Veterinary Nursing programmes the

responsibilities may differ from those stated in this policy, as these will be managed by the Veterinary Nursing Department and its Placement Team. Refer to Veterinary Nursing Placement Procedure.

3.3. The duration and structure of placements will vary according to programme requirements and any applicable validating university or Professional, Statutory and Regulatory Body (PSRB) standards.

3.4. This policy does not apply to placements arranged independently by students or their families that have not been formally approved by the College.

4. RESPONSIBILITIES

4.1. The Work Placement Teams and Curriculum Heads of Department with Higher Education provision will have overall responsibility for ensuring compliance with this policy. The Curriculum Head of Department will be assisted by the Work Placement Team and Curriculum Team Leaders to ensure compliance with this policy.

4.2. The College Work Placement Team and the Veterinary Nursing Placement Team will maintain a register of work placement employers. Where a work placement is undertaken with an organisation that has a formal partnership, contract or strategic relationship with the College, a named contact will be designated to manage that partnership or relationship.

4.3. Module Leaders for modules where work-based learning is embedded:

- Guide students in identifying suitable placement opportunities.
- Act as a point of contact for students with regards to any module assessments.
- Facilitate completion of placement documentation and logging of hours and ensuring timely addition to relevant trackers to monitor student progress.
- Liaise with the relevant work placement teams regarding completion of hours and student progress.
- Liaise with the relevant work course regarding completion of hours and student progress.

4.4. Student Services Staff undertaking work placement checks will (for non-Vet Nursing placements):

- Provide support in sourcing placements.
- Conduct placement checks which may be undertaken in person or remotely via online meetings, telephone discussions, or documented evidence review (e.g. email)
- Assist employers and or students with risk assessments where additional needs are identified.
- Undertake additional risk assessments where required (e.g. lone working, travel, residential placements).
- Complete employer agreements.
- Ensure required documentation is completed and recorded.
- Implement reasonable adjustments identified through risk assessments.
- Act as a contact point for students and employers.

- Take appropriate action where placements begin without approval in line with Higher Education Work Placement Procedure.

4.5. Veterinary Nursing Placement Team will:

- Provide support in sourcing placements.
- Conduct required placement checks and risk assessments where required.
- Complete any required training practice/centre agreements.
- Ensure required documentation is completed and recorded.
- Support implementation of reasonable adjustments identified through risk assessments.
- Act as a contact point for students and training practices.

4.6. Curriculum Team Leader's and their teams will:

- Ensure familiarity with this policy and related procedures.
- Integrate placement requirements into curriculum planning.
- Ensure students understand that placements must not begin without approval from the relevant Work Placement Team.
- Record potential workplace risks and risk assessment processes.
- Review placement-related assessments for relevance and effectiveness.

4.7. Students will:

- Secure placements (independently or with support) in a timely manner.
- Attend interviews and/or trial shifts with placement providers if necessary.
- Behave appropriately whilst on placement and act in accordance with the ABC Student Code of Conduct.
- Notify the placement contact and their course manager and Student Services in the event of absence for any reason on the first day of absence and on subsequent days.
- Notify the course manager of any accident sustained whilst on placement.
- Obtain approval from their Course Manager and the Work Placement Team before changing placements.
- Take responsibility for their own health and safety or that of others who may be affected by their actions throughout the duration of their placement.
- Co-operate with the Employer by following instructions, using any safety equipment that has been provided and taking part in relevant training.
- Act professionally as representatives of the College and University Centre.
- Ensure placements do not conflict with their timetable.

4.8. **NOTE:** Students dismissed from a placement due to conduct or attendance (excluding certified illness) will be required to secure their own alternative placement, which may delay completion if additional checks are needed. Dismissal from a placement may trigger relevant student behaviour and/or Fitness to Practise procedures.

4.9. Work Placement Providers will:

- Provide a safe and appropriate working environment.
- Maintain up-to-date risk assessments.
- Ensure work is relevant and appropriately supervised.
- Deliver health and safety training and induction.

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- Provide necessary equipment and protective clothing.
- Ensure the students know relevant emergency procedures, contact names and locations within the placement.
- Report accidents or unexplained absences promptly to the college.
- Support safeguarding requirements.
- Provide feedback on student performance and placement arrangements.

5. SAFEGUARDING

5.1. Enhanced checks are required where placements involve:

- Students identified by the College as vulnerable for educational, medical, behavioural, or home circumstance reasons.
- Placements located in particularly isolated environments.
- Placements which include a residential element.

5.2. Placements will only be approved where adequate safeguarding measures are in place. Where risks cannot be sufficiently mitigated, placements must not proceed.

6. MONITORING AND REVIEW

6.1. The Heads of Curriculum Departments and Student Services will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed every two years by the Assistant Principal HE and Academic Registrar, supported by the Work Placement Team Leader and relevant Heads of Curriculum and Curriculum Team Leaders.

7. SUPPORTING/RELATED DOCUMENTS

7.1. This policy should be read in conjunction with Higher Education Work Placement Procedure and the Veterinary Nursing Work Placement Procedure.

8. RELEVANT LEGISLATION

8.1. In all aspects of this policy the College will comply with the following legislation:

- Health and Safety at Work Act 1974
- Equality Act 2010

9. DOCUMENT HISTORY

Date of Issue: 22nd September 2026

Approved on: HEAB Chairs Actions 20th July 2026 and Policy Group 26th August 2026

Next review: August 2028

SLT Owner: Assistant Principal HE and Academic Registrar

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Publication requirements: PUBLIC