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GUIDELINES FOR WORK-BASED AND PLACEMENT LEARNING

Minimum Standards for work-based and placement learning at Cardiff Metropolitan University

With the increased focus on the employability of graduates across the UK, placement and work-based learning has become a key part of many degree courses. Cardiff Metropolitan University articulates this in its Student Engagement Strategy.

Achieving this ambition will require a greater proportion of Cardiff Met's undergraduate population to undertake work-based and placement learning. To ensure that this is both possible and of high quality, the university has set out the following as minimum standards for all credit bearing work-based and placement learning modules. These requirements are based on the standards set out in the QAA Quality Code², as well as ASET's good practice guidance on placements for universities³. In some circumstances students will be allocated a placement but in the main,

Students will:

- a) Receive appropriate support to search and apply for relevant work-based and placement learning opportunities.
- b) Understand clearly the learning outcomes they are expected to achieve through their work-based or placement learning experience.
- c) Complete Health & Safety training to an acceptable standard before the commencement of their work-based or placement learning.

Cardiff Metropolitan University will:

- a) Ensure that the work-based or placement learning opportunity will give the student the opportunity to achieve the agreed learning outcomes.
- b) Ensure that a risk assessment of the work-based or placement learning opportunity is completed before the student commences the opportunity.
- c) Ensure that a written agreement setting out the responsibilities of all parties exists between the university, the student and the work-based or placement learning provider.
- d) Maintain contact with provider and student during the work-based or placement learning experience.
- e) Maintain a clear and transparent process for addressing any issues that might arise during the work-based or placement learning experience.
- f) Ensure that records pertaining to work-based and placement learning are maintained in Career Hub.
- g) Evaluate each work-based and placement learning opportunity in partnership with the provider and the student.

It is understood that PSRB's or other accrediting bodies will have additional requirements, and the responsibility for complying with these will rest with the Programme teams.

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¹ <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/work-based-learning>

³² <http://www.asetonline.org/wp-content/uploads/2014/11/ASET-Good-Practice-Guide-2014.pdf>