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| **School Staff Organising Student Work Placements must consider:** |
| [**University Code of Practice on Student Placements and Exchanges**](https://www.dundee.ac.uk/media/dundeewebsite/qualityframework/documents/Student%20placement-exchange.CoP-Nov%202017.pdf) | **Practice Requirements (PR)** | **Indicator** | **Evidence** | **Does the evidence meet the University’s PR: Yes or No (If ‘No’ then refer to the Appendix)** | **Action Points** |
| **Restrictions:**  |
| 1.4.1 | Restrictions on Student Work Placements for students from outside the EU | Careful consideration must be given for students from outside the EU where there may be restrictions due to visa stipulations  |  |  |  |
| 1.4.3 | The potential for the involvement of the Immigration Compliance Office (ICO) | Has the ICO been made aware of any international students undertaking work placements |  |  |  |
| **Responsibilities:**  |
| 2.1.2 | Establishing and Approving work placements | Ensure that a School system is in place to provide students with detailed information about their placement, expectations for placement learning |  |  |  |
| 2.2.1 | Procedures for Approving placements | Ensure that the School has a defined procedure for approving placement activities |  |  |  |
| 2.2.2 | Inclusion of Disabled Students | Consideration must be given to the means for enabling and supporting participation by disabled students |  |  |  |

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| **University Code of Practice on Student Placements and Exchanges** | **Practice Requirements (PR)** | **Indicator** | **Evidence** | **Does the evidence meet the University’s PR: Yes or No (If ‘No’ then refer to the Appendix)** | **Action Points** |
| **Appropriateness of placements:** |
| 2.3.1 | Completion of student Risk Assessments | Consideration must be given to the completion of a risk assessment for each student |  |  |  |
| 2.4.3 | Intended Learning Outcomes (ILO) | Consideration must be given to the clear articulation of how the achievement of the ILO will be assessed and on the consequences of the failure to achieve the ILO |  |  |  |
| 2.4.4 | Student transition into and out of placement | Consideration must be given to the clear articulation to staff and students of how the student(s) will be supported in transitioning both into the placement and back into academic study |  |  |  |
| **Management of the placement by the School:** |
| 2.5.1 | Staff with responsibility for managing placements | The School must identify a member of University staff to take responsibility for managing each placement or group of placements |  |  |  |
| **The placement provider:** |
| 2.6.1 | Definition of the responsibilities of the University and placement provider | Have the responsibilities of the University and the placement provider been defined in writing |  |  |  |
| 2.6.2 | Capability of the placement provider to meet their stated responsibilities | Has an evaluation of the capability of the placement provider to undertake these responsibilities been undertaken including responsibilities related to the Equality Act (2010) |  |  |  |
| **University Code of Practice on Student Placements and Exchanges** | **Practice Requirements (PR)** | **Indicator** | **Evidence** | **Does the evidence meet the University’s PR: Yes or No (If ‘No’ then refer to the Appendix)** | **Action Points** |
| 2.6.3 | Clear articulation of lines of communication between School and placement provider | Are there clearly defined points of contact and lines of communication between the School and the placement provider |  |  |  |
| **School Register of placement activities:** |
| 2.7.1 | Maintenance of School placement record | Does the School’s record of placement activities comply with the University’s requirements |  |  |  |
| **Student information and briefing:** |
| 2.8.1 and 2.8.3 | Student Briefing on placement activities | Has the School provided the students with adequate briefing information prior to commencing their placement activities including the preparation of a record of any confidential briefing meetings between School staff and the students |  |  |  |
| **Monitoring of placement activities:** |
| 2.9.1 | Monitoring and Review Arrangements | Does the School have adequate monitoring and review procedures in place for student placements including opportunities for the gathering of feedback |  |  |  |
| **Staff professional development:** |
| 2.10.1 | Staff development to support placement activities | Has the School organised appropriate staff development to permit to prepare staff to undertake the arrangement and supervision of placement activities. The Academic Skills Centre can be contacted for advice |  |  |  |

**Appendix**

**PROFORMA FOR THE PREPARATION OF AN AUDIT PROCESS ACTION PLAN**

**This *proforma* can be used to identify those areas of the above audit process which *‘The evidence does not meet the University’s Good Practice Requirements’* and help define the actions that must be undertaken to meet those requirements**

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| ***University Code of Practice on Student Placements and Exchanges*** | ***Action Required*** | ***Resources Required*** | ***Person Responsible*** | ***Estimated Achievement or Review Date*** |
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