

Placement and Work Experience Learning Policy

Introduction

1. The National Film and Television School (the 'School') aims to embed skills relevant to students' future careers throughout its curriculum, and many courses will include elements of work-based learning, including placement or work experience, in the approach to learning, teaching and assessment. This is delivered through collaboration with external partners and employers.
2. The revised UK Quality Code for Higher Education includes the expectations that an institution working in partnership with other organisations has in place effective arrangements to ensure that the academic experience is high-quality and to ensure that the standards of its awards are credible and secure, irrespective of where or how courses are delivered. Additionally, everyone involved in work-based learning must understand their respective roles, responsibilities and expectations.
3. The purpose of this policy is to set out the principles and processes which apply to the development, delivery and monitoring of placements and work experience and to ensure that the School is providing a high quality, consistent learning experience for all students participating in placements and work experience.

Scope

4. This policy applies to activities that involve staff and students working with partners in a work environment that contributes to their course, and also any work-based learning opportunity which is not formally assessed. It includes:
 - Placements; and
 - Work experience.
5. In placement learning the student is considered a student first and an employee second, i.e. they came to the placement experience by virtue of their study at the School. Learning is achieved during a specified and agreed period of learning that takes place away from the School.
6. A placement is a period of study which is:
 - integral to the course and contributes to the final award;
 - assessed by specific learning outcomes;
 - hosted by an employer/external partner; and
 - involves an agreed transfer of supervision of the student's learning to the employer/external partner for the specified period of time, and where the student remains subject to the School's policies and procedures.
7. Work experience is not a placement and covers activities such as:
 - a period of work or work shadowing with an employer/external partner facilitated by the School that is not integral to the course and does not contribute to the final award;

- a project undertaken with an employer/external partner and facilitated by the School that is not formally assessed; and
- visits to organisations.

Core Principles

8. In placement learning, the intended learning outcomes, assessment criteria and method of assessment should be clearly identified in the module outline and in the Course Handbook. The contribution of the assessment of the placement learning towards the overall award classification should also be clear in the learning outcomes.
9. The arrangements and requirements for assessment of the placement learning must be transparent and set out in the module outline. It should include:
 - any use of placement provider judgement or feedback in determining the academic outcome of the placement learning;
 - any assessment criteria such as completion of a minimum number of days on the placement; and
 - the role of self-reflection by students in the formal assessment of their placement learning (for example completion of a portfolio).

Academic Quality

10. When placement learning is part of a course, as a module or part of a module, it must be approved through the School's course approval process. This will consider whether the design of the placement enables students to achieve specific intended learning outcomes given the timing of the placement within the course, and whether the proposed methods of assessment and feedback are appropriate to the intended learning outcomes and the structure of the placement.

Finding and Approving Placements

11. All placements covered by this policy (i.e. placements that contribute to the final award) must be approved by the relevant Department in accordance with its procedures. A placement must not be undertaken by a student until a formal discussion has taken place with the student regarding the potential issues and risks to consider.
12. Unless otherwise stated within the Course Handbook, it is the responsibility of the student to obtain their own placement. The student's Department will provide the student with advice and guidance on obtaining a placement, which might include advice on known vacancies, preparing a CV and preparing for the interview process (if applicable).

Preparing Students for Placements and Work Experience

13. Departments should consider how best to prepare students for placements and work experience, which could be through talks, distributing information on paper or using online resources. However, the following preparation should be made available:
 - Appropriate briefings on health and safety;
 - Briefings on the expectations of the School towards the students as its 'ambassadors';
 - Identification of particular expectations of the School which relate to student conduct;
 - Familiarisation with the role of the placement provider in the assessment

process (if applicable).

Responsibilities

14. Heads of Department are required to ensure compliance with this policy, and are responsible for:

- Ensuring that a risk assessment of the student's placement has been prepared by the placement provider, if appropriate;
- Ensuring students are aware of their responsibilities at the employer/external partner (including those relating to the assessment of their placement, if relevant, health and safety, insurance etc);
- Ensuring that students are aware of the sources of academic support available to them;
- Ensuring that students are aware of other necessary or useful sources of information available to them;
- Ensuring that the employer/external partner is aware of the basic requirements of the student (educationally, and where appropriate, practically such as the need to attend activities at the School during the period of work);
- The formal assessment of the placement learning (if applicable).

15. The student is responsible for:

- Engaging with the requirements for the assessment of their placement, if appropriate, and seeking support and guidance from their Department if required;
- Observing any relevant codes of conduct and adhering to the expectations of the employer/external partner with regard to professional behaviour in the workplace;
- Communicating with the employer/external partner about any reasonable adjustments that they might require;
- Raising with the employer/external partner any issues arising from the placement or work experience relating to working practices, including employment matters such as bullying and harassment;
- Raising with the School any issues relating to the provision of the placement or work experience.

16. The placement provider is responsible for:

- Providing a safe workplace for the student (including an induction in the provider's health and safety arrangements);
- Providing an induction in working practices and supervision;
- Providing a named supervisor / manager for the duration of the placement;
- Providing learning opportunities which will enable the student to attain the learning outcomes of the placement;
- If the student has a Reasonable Adjustment Plan, ensuring that any reasonable adjustments required by the student and agreed with the student's Head of Department are implemented;
- Providing feedback on the student's performance during the placement as agreed with the student's Head of Department.

Support for Students

17. The support offered by the School to students on placements or work experience should cover at least the following:

- Support when starting and settling into placements or work experience;
- A mechanism by which students may maintain regular routine contact, and get routine support (e.g. telephone, email, Zoom);
- Ensuring that for students with a Reasonable Adjustment Plan, any necessary adjustments are put in place to enable the student to succeed on the placement;
- Advice on dealing with urgent issues or concerns.

Insurance

18. The liability insurance of the employer/external partner should protect the student and any third parties suffering losses through any student's negligent acts, as far as current legislation and common law requires. The placement or work experience provider takes legal responsibility and liability for the student while in the workplace, in accordance with English law.

Monitoring

19. Departments should have mechanisms in place for end-of-placement monitoring to determine any changes that might be required to the placement opportunity or work experience if a student were to be placed again with the same employer/external provider.

20. When placement learning is part of a course, as a module or part of a module, it should be monitored annually through the School's routine quality assurance processes.

21. Other kinds of monitoring and reporting may take place at the end of the placement which are not part of the formal assessment of the placement learning. This might include the provision of formative feedback by the employer/external partner to the student or to the Department.

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