



Student Placement Policy & Guidance



Contents

1. Introduction	2
2. Roles and responsibilities	3
3. Management Principles	3
4. Monitoring, recording and reporting processes	4

Appendices

1. Glossary of terms	6
2. Stakeholder responsibilities	7
3. Health and safety for student placement	12
4. Equality and diversity for student placement	15
5. Placing students abroad	18
6. Placing international students in the UK	22
7. PVG considerations	24
8. Confidentiality and data protection	27
9. Insurance and liability	29

Policy owner	Prof Crichton Lang
Date approved	17/12/15
Date of review	
Applies to	

1.0 INTRODUCTION

- 1.1 The university is committed to the development of placement opportunities for students as evidenced through its Strategic Plan 2015/20. As such, it recognises the objective of any placement experience, regardless of length, is to consolidate and complement academic learning, knowledge and skills, while integrating aspects of personal career planning and development. As this is generally a tripartite relationship involving student, placement provider and Higher Education Institution (HEI), this policy sets out a framework for those involved in developing, running or participating in, placement activity.
- 1.2 The university has a legislative and quality responsibility for the management and delivery of placement and other work based activity, including where appropriate, adequate risk assessment procedures, and consideration of issues of insurance liability, legal responsibility and reputational risk. The application of approved policy and practice is therefore mandatory for all placement activity which includes one or more of the following support elements: facilitation, organisation, coordination, monitoring or assessment of experiential learning by the university/academic partner (AP) or any member of staff.
- 1.3 The policy does not apply to unsupported activity, which is defined as student-led (individual or group), which may provide direct or indirect learning opportunities, but is not part of a programme of study or extra- curricular award, and is therefore not the responsibility of the university.
- 1.4 The university has institutional level oversight of the Student Placement Policy, but responsibility for its implementation is delegated to a named senior manager in each AP, who is accountable for its operation, and the management, delivery and monitoring of placement activity within that AP.
- 1.5 The policy draws on current good practice within the university and relevant sector guidelines these include:
 - [UK Quality Code: Chapter B3, B4 and B10](#)
 - [QAA Making it Work - a guidebook exploring work based learning](#)
 - [ASET* Good Practice Guide for Work based and Placement Learning in Higher Education](#)
 - [ASET Good Practice Guide for Health and Safety for Student Placements](#)
 - [UCEA* Health and Safety Guidance for the placement of HE students](#)
- 1.6 The university recognises and values the diversity of placement and work based learning opportunities available across the curriculum. It also recognises that the term 'placement' and 'work-based learning' can be interpreted in a number of ways, and is often subject to cultural/sector or organisational norms. The university has therefore adopted the terminology and definitions outlined in **Appendix 1: Glossary of terms**.

- 1.7 The policy is relevant to all types of placement activity within scope (as defined in 1.2) and wherever activity takes place, including internationally.
- 1.8 Application of policy is supported by best practice guides for staff, students and employers.
- 1.9 Templates for specific forms or documentation referred to within the policy can be found in the Staff Placement Guide.

2.0 ROLES AND RESPONSIBILITIES

- 2.1 Accountability for the application of policy at an institutional level lies with the university's Vice Principal.
- 2.2 Accountability for the application of policy at an AP level should be designated to a named senior manager, referred to as the Placement Manager.
- 2.3 Responsibility for operational delivery of policy and process prior to, during and after placement activity, within each AP should be designated to a named member of staff, referred to as the Placement Co-ordinator.
- 2.4 The university recognises that high quality placement development and delivery is dependent on the establishment of effective relationships between key stakeholders i.e. the university, the AP, the student and the placement provider. In order to ensure clarity, a classification of responsibilities pre, during and post placement is shown in ***Appendix 2: Stakeholder Responsibilities***

3.0 MANAGEMENT PRINCIPLES

- 3.1 Participation in any form of placement activity should contribute to the purpose of the overall programme and or/extra-curricular award.
- 3.2 Planning and management of activity should follow a risk based, proportionate approach and adhere to all relevant university policies and procedures.
- 3.3 Where placement is undertaken through a modular/unit framework, students should be provided with information and documentation as per the regulations set down in the university's [Academic Standards and Quality Regulations](#).
- 3.4 Where additional support and guidance is required, in areas such as, job search, CV and interview preparation, academic staff should seek guidance from, or refer the student to, the university's [Careers and Employability Centre](#).
- 3.5 All placement activity should take into account the [Health and Safety at Work Act 1974](#). Detailed policy guidance is provided in ***Appendix 3: Health and Safety for Student Placement***.
- 3.6 All placement activity should take into account the [Equality Act 2010](#). Detailed policy guidance is provided in ***Appendix 4: Equality and Diversity for Student Placement***.
- 3.7 Where placement activity is to take place abroad, account must be taken of cultural considerations, legislation, visa and insurance requirements. Placements with overseas

organisations require particular care, as it will be necessary to consider overseas jurisdiction issues and the requirements of statutory/regulatory authorities in the territory in respect of indemnity and insurance arrangements. Detailed policy guidance is provided in **Appendix 5: Placing Students Abroad.**

- 3.8 Where placement activity involves the placement of an international student in the United Kingdom, the university is subject to restrictions placed upon activity as set out by [Guidance on application for UK visa as Tier 4 student](#) . Detailed policy guidance is provided in **Appendix 6: Placing international students in the UK**
- 3.9 Where placement activity involves working with children or protected adults, account must be taken of the [Protection of Vulnerable Groups \(Scotland\) Act 2007](#). Detailed policy guidance is provided in **Appendix 7: PVG Considerations.**
- 3.10 In the course of developing or taking part in placement activity, students, staff or employers may have access to confidential or sensitive information concerning individuals, the business of the organisation, or third parties. The university recognises that the correct and lawful treatment of personal data maintains confidence in the organisation and provides for successful operations and the university is committed to a policy of protection the rights and freedoms of individuals with respect to the processing of personal data. The university has adopted a robust [Information Security and Data Protection Policy](#) and all placement activity must take into account the eight principles of the [Data Protection Act 1998](#). Detailed policy guidance on data security and confidentiality is provided in **Appendix 8: Confidentiality and Data Protection.**
- 3.11 In certain placement circumstances the host organisation may require as a condition of acceptance that the student assign to them, by way of a contract, their Intellectual Property rights (IPR) in the work they create or develop while on the placement. . Depending upon the status of the student, the university will accept this practice but the Placement Coordinator should seek to negotiate the ‘best terms’ it can for the student, and negotiate terms in advance of acceptance of the placement by the student. The issue of Intellectual Property rights in a placement should always be viewed on a case by case basis.
- 3.12 All placement activity should be subject to appropriate insurance and indemnity cover. Detailed policy guidance is provided in **Appendix 9: Insurance and Liability**
- 3.13 Where activity requires a signed Tri-partite Learning Agreement (TLA), confirmation of relevant policy requirements in respect of points 3.5, 3.6, 3.10 and 3.12 is mandatory. Other policy requirements should be included in the TLA as appropriate.

4.0 MONITORING, RECORDING AND REPORTING PROCESSES

- 4.1 Placement activity should be monitored on an annual basis. This should include consideration of student, employer and staff feedback on experience and process.
- 4.2 Monitoring should be summarised in a report and be submitted annually to QAEC. This should include the following information:

1. Student numbers and achievement (if applicable);
2. Feedback from all stakeholders;
3. Reflection on any changes introduced in placement management, together with comments on any proposed changes to improve placement activity in future years; and
4. Any other comments, including key points summarising any aspects of good practice in placement activity that were considered to be particularly effective.

4.3 APs are required to keep a record of all placement activities. This should include the following:

1. The subject network/programme associated with the placement activity;
2. A list of the names and student numbers of students undertaking placement activity;
3. The nature of the placement i.e. duration, location, type of activity, assessed or not assessed;
4. Contact details of placement providers; and
5. Copies of formal documentation, at a minimum this must include a copy of risk assessment documentation and signed tri-partite learning agreement, but may also (dependent on circumstances) include, statements of reasonable adjustments, letters of expectation, copies of insurance documentation and students consent to disability disclosure.

APPENDIX 1: GLOSSARY OF TERMS

Student work placement or internship	A period of time a student spends in the workplace as an assessed component of their studies. This includes placements taking place in health, social care and educational settings. The terms 'placement' and 'internship' are interchangeable and as such contain the same features, however it should be noted that their application externally is subject to cultural/sector/organisational norms.
Work experience	A supervised period of time a student spends participating in activity in the workplace relating to their programme of study, which is not directly assessed against specific learning outcomes.
Work shadowing	A period of time a student spends in the workplace observing an identified member of staff and/or role, which is not directly assessed against specific learning outcomes.
Volunteering	A period of time that a student spends on an activity which may benefit society or the environment, or themselves through the development of skills and broader experience. Volunteering may be related to the completion of an extra-curricular award.
Employer Project	A period of time a student spends on delivering an employer generated project requiring specific knowledge or skills, and may or may not require the student to be based on the employer's premises.
International placement or internship	A period of time a student spends in the workplace out with the United Kingdom as an assessed component of their studies.
Work-based learning	Where the student is in full/part time employment and applies their work context through an agreed learning contract as a key component of their learning and assessment.

APPENDIX 2: STAKEHOLDER RESPONSIBILITIES

PRE-PLACEMENT

The university is responsible for:

- Ensuring that where authority is delegated to APs, staff involved in the management and delivery of placement activity are aware of and adhere to approved policy and process
- Regularly reviewing its business risk exposure in respect of risks associated with placement activity. This includes: failure to comply with policy and procedural requirements which may result in criminal or civil action being taken against the student, the university, the AP and/or its employees, adverse financial or public relations exposure and civil liabilities arising from unguarded assurances, promotional claims and exclusions in insurance policies.
- Recognising the role of placement activity in institutional strategies
- Making clear to students what provision is available to support employability development through the Careers and Employability Centre
- The coordination of support and opportunities to share best practice for placement practitioners
- Providing clear role descriptors for those supporting placement activity
- Providing a framework for planning, managing and monitoring placement activity
- Ensuring clarity around institutional responsibilities in relation to legislative requirements
- Providing a framework for effective and efficient record keeping
- Ensuring institutional guidance on the design and development of placement activity is readily available to placement practitioners within academic partners
- Supporting staff development for practitioners involved in placement development and delivery

The AP is responsible for	The student is responsible for	The placement provider is responsible for
Providing guidance on sourcing, securing and learning from placement activity	<p>Seeking advice on sourcing and securing placement opportunities from appropriate sources</p> <p>Seeking and acting on any feedback from unsuccessful applications</p> <p>Making and keeping all appointments with employers and/or placement staff</p>	Liaising with placement coordinators to ensure that opportunities offered meet requirements
Setting clear boundaries for the scope and length of placement activity	Attending activities designed to develop employability and preparatory briefing sessions	Arranging an induction programme and appointing a member of staff responsible for liaising with the student and placement staff
Ensuring all vacancies and opportunities offered to students meet legal requirements	Maintaining records of all applications made and the outcomes thereof, and sharing with placement staff when asked to	Recruiting and selecting students using the same methods and standards that apply to regular recruitment, where appropriate
Ensuring that responsibilities and expectations for all are recorded in the	Agreeing to the arrangements for the placement recorded within	

support information provided to students and employers through the Tri-partite Learning Agreement, including details on legislative requirements	the Tri-partite learning agreement	Agreeing to the arrangements for the placement recorded within the Tri-partite learning agreement
Following institutional policy and process for the authorisation of placement activity	Remembering that they are representatives of the university and behaving professionally at all times during the application process	
Ensuring that all institutional processes in relation to health and safety, insurance, due diligence, risk assessment and visa checks are followed and outcomes recorded	Actively engaging in preparatory activities associated with health and safety, and equality and diversity	Familiarising themselves with the details on health and safety, insurance, equality and diversity and due diligence in supporting information
Referring any non-standard responses to institutional processes to colleagues with specialised expertise within the AP for resolution	Familiarising themselves with the details on health and safety, insurance, equality and diversity and due diligence in supporting information	Ensuring that they complete all UHI institutional processes in relation to health and safety, insurance, due diligence and risk assessment
Ensuring that any students with additional requirements are referred to the appropriate experts, liaising with them as necessary	Ensuring that they complete all institutional processes in relation to health and safety, insurance, due diligence and risk assessment	Accept liability and responsibility for placement students as they would with all other employees
Reserving final authorisation and sign off of placement activity until the institutional processes detailed above are complete		
Clearly communicating how issues with placement activity should be raised, and the timescales within which they will be addressed		Communicating their procedures for managing situations where responsibilities and/or expectations are not met to placement staff
Establishing a regular schedule for maintaining contact with students and employers		
Exchanging and recording contact details for all parties involved in activity	Confirming and exchanging personal and emergency contact details prior to commencing the placement	Confirming and exchanging contact details prior to commencing the placement
Being clear about responsibilities regarding the assessment of student learning	Understanding assessment requirements (if applicable) prior to commencing their placement	

Setting up and maintaining records using appropriate systems

Engaging in staff development to enhance practice

Exchanging ideas with colleagues to ensure the value of placement activity is recognised in programme design, review and monitoring

Support staff development for line managers or mentors of placement students

DURING PLACEMENT

The university is responsible for:

- Establishing a framework for effective record keeping, providing client management systems where appropriate

The AP is responsible for	The student is responsible for	The employer is responsible for
Ensuring that milestones / check in points are established maintained and recorded	Engaging in all reasonable opportunities for development during the placement	Providing induction materials and activities associated with health and safety and equality and diversity
Establishing and managing expectations with regard to support including frequency and method.	Arranging to meet regularly with a line manager/mentor to discuss challenges and ideas	Using the same appraisal and review methods with the student that would be used with other employees
Addressing any issues or concerns that arise during the placement promptly and involving appropriate parties	Reporting any issues or concerns that arise during the placement promptly to placement staff and/or employer as appropriate	Reporting any issues or concerns that arise during the placement promptly to placement staff and / or the student
Where appropriate provide assessment which drives the learning process during placement, rather than just assessing what has been learned at the end (i.e. learning log or e-portfolio)	Capturing learning throughout the placement	Providing suitable supervision and training which enables students to learning and develop within their role
Coordinating evaluation and feedback processes throughout the placement	Reflecting regularly throughout the placement and participating in all opportunities for feedback	Providing regular opportunities for students to feedback on their experience Participating in opportunities to feedback to placement staff

POST PLACEMENT

The university is responsible for:

- Supporting students in presenting their placement activity effectively for future career development
- Enhancing employer engagement in placement activity through future institutional marketing material
- Monitoring and reporting to meet the needs of external bodies
- Monitoring and reporting regarding strategic objectives relating to placements
- Facilitating cross institutional learning from placement activity to enhance the student learning experience
- Establishing a framework for effective record keeping which enables regular monitoring and evaluation of data

The AP is responsible for	The student is responsible for	The employer is responsible for
Enabling students to integrate the learning from their placement into their future studies	Participating in all evaluation and assessment activities to reflect on the impact of placement activity on their employability	Offering either a reference or a testimonial for the student where appropriate
Ensuring that assessment (where applicable) is considered by the appropriate processes, including marking, moderation and external examination	Submitting assessment (where applicable) by published deadlines	
Providing opportunities for the next cohort of students to learn from the experiences of the current cohort	Sharing their reflections on their experience with fellow students	Assisting in reflective practice both with individual students and (where appropriate) the next cohort of students
Coordinating evaluation and feedback processes	Completing all evaluation and feedback activities	Completing evaluation and feedback documentation
Agreeing any follow up arrangements; whether a future placement opportunity is available, employers coming into the provider to talk to students or joining an employer advisory group	Capitalising on future opportunities to undertake project work with the employer as part of an on-going academic study, or to consider graduate employment with the same employer Updating their CV and digital profile	Considering offering future opportunities to an existing or future student cohort
Periodically reviewing the range of placement opportunities and excluding any which are not appropriate Regularly reviewing content of supporting information including health and safety, equality and diversity and due diligence	Providing feedback on the suitability of activities, induction and training with regard to support provided prior to, during and after placement.	Seeking out the students reflections on their experience and the support provided within the organisation
Carrying out monitoring and annual evaluation of activity, disseminating findings internally		

APENDIX 3: HEALTH AND SAFETY FOR STUDENT PLACEMENT

1.0 Scope

- 1.1. The terms of this policy address the university's responsibilities under Section 3 of the [Health and Safety Act 1974](#) and follow guidance issued by the Universities and Employers Association (UCEA) and the UK Work Based and Placement Learning Association (ASET).
- 1.2. The policy applies to all supported placement activity as outlined in under section 1.2 of the university's Student Placement Policy.
- 1.3. The policy is provided to ensure the university fulfils its statutory and common law duties of care towards students undertaking placements.
- 1.4. The proper operation of the Health and Safety for Student Placement Policy is the responsibility of the university's Deputy Principal. He/she may delegate their responsibility under this policy to the Placement Manager in each Academic Partner (AP).
- 1.5. An annual review of the guidelines outlined within the policy is the responsibility of the Placement Practitioner Network.

2.0 Risk Management Framework

- 2.1 The university's risk management framework encompasses general guidance and control measures that are appropriate for managing the full range of placement activity outlined in *Appendix 1: Glossary of Terms*.
- 2.2 The university supports a 6 point risk management approach which encompasses:
 - Review and approval of placements
 - Processes for raising and resolving problems
 - Planning for contingencies
 - Ensuring each party understands their roles and responsibilities
 - Preparation of students
 - Training of staff
- 2.3 The university assesses risk and applies control measures against six key factors:
 - Work factors: these relate to the placement provider and to the work that the student will be carrying out. They include the nature of the work-based hazards to which the student may be exposed. Control measures may include the professional knowledge and expertise of the student.
 - Travel and transportation factors: driving and travel while carrying out the business of the placement provider can be a risk. Placements do not just involve the work carried out for the placement provider, depending on the nature and location of the placement the

student may face significant health, safety and welfare issues associated with their travel to and from the placement and to and from their accommodation.

- Location and/or region factors: the location of the placement can have considerable impact particularly if it is abroad in a country that the student is not acquainted with, though it could apply to international students enrolled at the university and going on placement in the United Kingdom.
- General/environmental health factors: the student may face significant health, safety and welfare issues associated with the environmental conditions in their place of work or the general location, their accommodation, or their food and drink.
- Individual student factors: Each student is an individual. Their health; their knowledge, skills and experience; and their personality could have an impact on health and safety in particular environments. Students with personal factors (e.g. health, disability, linguistic or cultural) which may require specific adjustments or support should have equivalent opportunities in choice of placements. It is the responsibility of the Placement Co-ordinator to work with placement providers to ensure that access and support requirements will be provided for the student when on placement. In addition it is also the responsibility of the Placement Co-ordinator to encourage students with a health condition or disability that may require adjustments or support whilst on placement to disclose this, or to agree for the university to disclose information on this when identifying possible providers.
- Insurance limitations: Insurance is a means of transferring risk by paying for the provision of professional support and financial recompense if things go wrong. Any assessment must include consideration of the extent and limitations of the insurance arrangements of both the university and the placement provider, the contractual arrangements in place and the legal requirements in the country or countries where the placement will take place. More detailed guidance on insurance is explored in Appendix 4: Placing Students Abroad and Appendix 8: Insurance & Liability

2.4 Practical guidance on the application of the framework as outlined above is provided in the staff guide.

3.0 Processes for raising and resolving problems

3.1 The AP and the placement provider must have processes by which students and tutors can raise concerns in order that these problems may be resolved. The student should be encouraged to raise matters first with their workplace supervisor or the placement provider's health and safety contact. The student should also be informed as to what to report to the AP and to whom and how. The APs arrangements should include collection of feedback from students who have been out on placement, and where relevant from visiting tutors, on health and safety issues experienced during the placement and their resolution. This feedback will provide evidence that can be used to inform the annual review of the placement provider.

3.2 The AP must have contingency plans in case there are exceptional circumstances. This is particularly the case where the placement is abroad. This may include providing students with a telephone number or email to contact in an emergency. Other relevant contingency plans may include measures for medical aid and possible repatriation following injury or illness and

assistance in the case of loss of the student's property. Contingency arrangements need to be maintained while students to whom these arrangements apply are on placement.

4.0 Preparing Students

4.1 Students should be prepared as far as practically possible for their placement. In particular, the student should have information about relevant health and safety risk factors and control measures such that they are in a position to understand the risks to their health and safety and can make informed judgements. This is particularly the case where the student is considering or being offered a placement in a higher risk environment. Placements can be used to develop the student's ability to undertake their own risk assessments.

4.2 The AP should provide students with information or direct them to sources of information relating to health and safety risk factors and control measures. In order to be capable of working safely when on certain placements, it may be necessary for the student to have levels of technical and professional competency. Some placement providers may expect or require a placed student to have achieved levels of competencies before arrival. This is in effect what happens with medical students going on elective by which time such students will already have passed some clinical examinations so both school and placement provider can be assured that the student has some basic competences. The same is likely to be the case for other professional posts such as in chemistry, life sciences, or engineering where the provider may expect or require that the AP has trained and assessed certain competences relevant to health and safety. In these cases it would be appropriate to confirm in writing with the placement provider that they will inform the AP of any basic competencies that they require a student to have attained or the AP to have checked before placing the student.

5.0 Staff Training

5.1 Staff who are involved in organising and supporting student placements should be provided with guidance and training on the policies, arrangements and risk assessments and reviews that they must follow.

5.2 Visiting tutors can play a role with respect to health and safety issues. The role and experience (subject-based) required of visiting tutors is likely to be more significant for placements in high hazard work environments. The AP should clarify any expectations of the visiting tutor(s) that arise from the risk assessment.

6.0 Practical Application of the Risk Management Framework

6.1 Operational guidance on the practical application of the risk assessment framework described above is provided in the Staff Guide.

APPENDIX 4: EQUALITY AND DIVERSITY FOR STUDENT PLACEMENT

Scope

- 1.1 The terms of this policy address the university's responsibilities under the [Equality Act 2010](#) and follow guidance contained within the [UK Quality Code for Higher Education: Chapters B3, B4 and B10](#) and the Department for Education and Skills publication on [Providing Work Placements for Disabled Students](#)
- 1.2 The policy will apply to all supported placement activity as outlined in under section 1.2 of the university's Student Placement Policy.
- 1.3 The policy is provided to ensure the university fulfils its statutory and common law duties of care towards students undertaking placements.
- 1.4 The university is committed to equality of opportunity and non-discrimination in all aspects of its work and study. The university will take steps to:
 - Eliminate discrimination, harassment and victimisation
 - Advance equality of opportunity and
 - Foster good relations
- 1.5 The university accepts its obligations to fulfil the statutory requirements relating to equality and diversity, and is committed to ensuring its [Equality Charter](#) is implemented into university policies and encourages implementation across partner institutions.
- 1.6 The proper operation of the Equality and Diversity for Student Placement Policy is the responsibility of the university's Deputy Principal. He/she may delegate their responsibility under this policy to the Placement Manager in each Academic Partner (AP).
- 1.7 An annual review of the guidelines outlined within the policy is the responsibility of the Placement Practitioner Network.
- 1.8 The terms of this policy ensure the university fulfils its statutory duty of care and in doing so clarify roles and responsibilities of the AP. The Equality Act 2010 offers protection from discrimination on the basis of 8 protected characteristics*:
 - Age
 - Disability
 - Gender
 - Gender identity
 - Pregnancy/maternity
 - Race/ethnicity
 - Religion and belief, and
 - Sexual orientation

- 1.9 Students are protected from discrimination by host organisations in the United Kingdom by the employment provisions of the Equality Act, whether they are in paid or unpaid positions.

Under the Act employers are obliged to provide 'reasonable adjustments' for students with disabilities. The nature of these adjustments may vary depending on the resource capacity of each employer

2.0 Checking and confirming employer adherence to equality and diversity

- 2.0 In all circumstances, placement providers should be asked to confirm their adherence to appropriate recruitment and selection processes that allow for reasonable adjustments to working conditions.
- 2.1 In all circumstances, placement providers should be asked to confirm their awareness and understanding of the university's principles of Equality and Diversity.
- 2.2 In all circumstances, confirmation of points 2.1 and 2.2 should be sought through a signed tri-partite learning agreement.
- 2.3 In those circumstances where an employer is not familiar with employment legislation relating to equalities, they should be directed to the employer pages on the universities [Careers and Employability Centre](#) website, and to information available through ACAS on [delivering equality and diversity](#) within the workplace.

3.0 Student disclosure

- 3.1 The university is required to provide reasonable adjustments in order that students with disabilities are able to complete placement activity. In order for accommodations to be made, students must formally disclose their disability (or other personal details e.g. emergency contact details) prior to the allocation/recruitment of a placement and consent to the release of necessary information to staff.
- 3.2 Under the [Data Protection Act](#), information regarding a student's disability or other personal data should never be shared with third parties (including host organisations) without explicit consent from the student concerned. In those circumstances where the sharing of data is a requirement students must be asked to complete a 'consent to share information form'.
- 3.2 Where recruitment for a placement occurs externally to the university, but falls within the category of supported activity employers must adhere to the policy and practice detailed within the university's Student Placement Policy.
- 3.3 Where students are allocated work placements in accordance with the academic requirements of their course (e.g. for Healthcare and Education courses), every effort must be made to accommodate student requirements, and to provide reasonable adjustments in accordance with the Equality Act (2010).
- 3.4 If the host organisation requires further guidance on how to implement 'reasonable adjustments', they must seek guidance from the Placement Coordinator and talk to the

student concerned, as they will be best placed to explain their needs and any adaptations that may be required. In some cases, a pre-placement visit to the working location may be necessary to determine accessibility.

4.0 Bullying and Harassment of or by students

- 4.1 Bullying can be defined as offensive, intimidating, malicious or insulting behaviour. It can be an abuse or misuse of power which is intended to undermine, humiliate, denigrate or injure the recipient. It can take place between peers or between individuals of different levels of seniority. It is unsolicited and unwanted and may involve conduct, words or physical actions which humiliate, patronise, threaten, intimidate or undermine. A single instance of behaviour may in itself not be significant, but the cumulative effect and repetition of such behaviour may constitute bullying.
- 4.2 Harassment can be defined as unwanted conduct affecting a person's dignity and well-being or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It may be related to age, gender, race, disability, religion, nationality, sexual orientation or any personal characteristic of an individual. This conduct is perceived by the victim as demeaning, offensive and unacceptable. It is unwanted and could be considered as violating the individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. The emphasis is on how the behaviour is perceived by the recipient not on the perpetrator's stated intention and the impact on the recipient is more relevant than the motive behind it. The defining factor in determining if behaviour amounts to harassment is that the behaviour is unacceptable and could reasonably be considered to amount to harassment. It can be a single significant incident or repeated unacceptable behaviour. Harassment is a form of discrimination and is generally covered by the Equality Act 2010.
- 4.3 Students should be treated fairly and consistently, with dignity and respect when undertaking placement activity as defined in Appendix 1. Placements should also be free from undue stress, anxiety, fear and intimidation.
- 4.4 Student/placement provider allegations of bullying and/or harassment during a period of placement should be reported in the first instance to the Placement Coordinator, and investigated as per the guidelines laid out in the universities Non Academic Misconduct Policy. In such cases the student's placement activity should be suspended pending the outcome of the investigation.
- 4.5 In cases where there is an allegation of a criminal offence by a student, this must be immediately reported to the police and the Placement Manager. In such cases the university would usually be able to take no action pending the outcome of criminal or legal proceedings. Where there is deemed to be a risk to someone the case should be dealt with as per the process outlined within the universities Non Academic Misconduct Policy
- 4.6 In cases where there is an allegation of a criminal offence by an individual within a host organisation, this must be immediately reported to the police and the Placement Manager. In such cases the university would usually be able to take no action pending the outcome of

criminal or legal proceedings, unless there is judged to be a risk to the student, in which case the student placement activity should be immediately suspended.

APPENDIX 5: PLACING STUDENTS ABROAD

1.0 Scope

- 1.1 The policy is provided to ensure the university fulfils its statutory and common law duties of care towards students undertaking placements out with the UK and follows guidance issued by the Universities and Employers Association (UCEA) and the UK Work Based and Placement Learning Association (ASET).
- 1.2 The policy applies to all supported placement activity as outlined in under section 1.2 of the university's Placement Learning Policy.
- 1.3 The proper operation of the policy is the responsibility of the university's Deputy Principal. He/she may delegate their responsibility under this policy to the Placement Manager in each Academic Partner (AP).
- 1.4 An annual review of the guidelines outlined within the policy is the responsibility of the Placement Practitioner Network.
- 1.5 Risks to health and safety when abroad can be more difficult to control due to different acceptable health and safety standards and language and cultural differences. If an accident or incident occurs the impact can be much greater due to being far from home. Good planning and sensible precautions are therefore vital.
- 1.6 This guidance contained within this policy should be read and acted on prior to formal approval of placement activity out with the UK.
- 1.7 The need for the AP or the student to provide specific insurance cover may vary depending on the nature of the placement and the insurance cover held by the placement provider. The cover available from the APs insurance will depend on the policy wording at each AP. This is not set in stone and may be negotiable with insurers once an assessment has been made of the risks that require cover. Each AP must check insurance arrangements with their Insurance Officer when seeking to place students out with the UK

2 Prohibited countries/parts of countries

- 2.1 The AP should check [Foreign Office website](#) for the most up to date information and advice on which countries or parts of countries should not be visited. If the Foreign Office:
 - Advises against all travel to a particular country, students must not travel to that country

- Advises against all travel to specific parts of a particular country students must not travel to those parts.
- 2.2 The Foreign Office may advise against all but essential travel to particular countries or parts of countries. As a general rule students must not travel to these countries or parts of countries.

3.0 Insurance arrangements

3.1 Injuries to the student during the course of work on placement

- 3.1.2 APs, when seeking information as regards a placement overseas must ask host organisations if their insurance covers liability for injuries or sickness suffered by placement students attributable to their duties with the organisation. 'No' answers must be referred to the APs insurance officer with details of the placement.
- 3.1.3 In France, placement students are subject to a Convention de Stage agreement under which they are regarded as employees and the placement provider generally accepts responsabilité civile for them under French law. However, some non-French organisations providing placement opportunities in France may refuse to accept this responsibility and attempt to transfer the risk to the AP. Should this situation occur the advice and guidance must be sought from the APs insurance officer.
- 3.1.4 If there is no requirement in the country concerned for Employer Liability (EL) type insurance, then the student needs to be made aware that they have no/little legal protection and be advised accordingly by the placement coordinator. In such circumstances the student may want to take out accident insurance, but the AP cannot offer advice about this.
- 3.1.5 A few countries may require EL type insurance (also known as Workers' Compensation Insurance) to be placed locally. A notable example is Australia. This is likely to be cost-prohibitive; unless the placement provider can offer the necessary cover, or the Workers' Compensation bought/ funded, the placement cannot go ahead.

3.2 Cover for the legal liability of the student

- 3.2.1 Students will not usually have Personal Liability Insurance, except the very limited cover under a travel policy (which normally excludes liability arising from work), or if their parents have home contents insurance with a wide liability extension that includes family members normally resident at home. The best way of providing the cover is for the AP to extend its own Public Liability policy to provide an indemnity to students and extend the personal liability cover to indemnify students including whilst working. The extent and coverage available to the student under the AP's policy should be discussed and agreed with the AP Insurance Officer prior to placement approval.
- 3.2.2 Anyone driving a motor vehicle will normally require compulsory motor vehicle third party. Students driving their own vehicles or a relative's for work purposes need to check they have

insurance that covers 'business purposes' and not just 'social domestic and pleasure' use of the vehicle.

3.3 Students liability for injuries and/or property damage they may cause

3.3.1 As the insurance situation is so variable overseas, the AP Insurance Officer should advise on any Public Liability Insurance cover and exclusions for students during authorised overseas placements. However, such insurance will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part.

3.4 Personal accident, travel and health insurance

3.4.1 Residents of the UK are usually entitled to subsidised state healthcare in European Economic Area countries. Students who meet the eligibility criteria must apply for and carry a valid European Health Insurance Card (EHIC) during the period of their placement.

3.4.2 Students are also required to be covered by an appropriate travel insurance policy. This should provide:

- Free emergency assistance and advice, and
- Insurance cover for:
 - Emergency medical expenditure (N.B. an emergency means anything that is unexpected (as opposed to regular treatment for an existing condition); it does not have to be a serious or life-threatening event).
 - Emergency repatriation expenses.
 - Loss of personal belongings, baggage and money.
 - Cancellation and curtailment costs.
 - Personal liability.
 - Legal expenses.
 - Emergency evacuation expenses.
 - Recreational activities (although specific hazardous activities may be excluded).
 - Limited personal accident benefits.

3.4.2 The medical cover can be expected to exclude routine treatments and may limit cover for pre-existing conditions, pregnancy and childbirth. If this is a concern, the placement provider may have private health insurance that the student can buy locally.

3.4.3 Care must be taken when choosing an insurance policy to ensure that it provides adequate cover. Standard holiday travel cover is unlikely to be adequate. APS may choose to offer cover for their students under an appropriate commercial insurance policy. If so it is vital for the AP to comply with FSA regulations, particularly if the insurance premium is to be recharged to students.

3.4.4 Students should also be advised to take out appropriate and adequate insurance for personal activities i.e. extreme sports. The extent of the travel insurance protection varies wildly from one insurer to another and many policies contain small print exclusions such as:

- Life-style exclusions (claims arising whilst under the influence of drugs/alcohol).

- Activity exclusions (excluding claims arising from ‘dangerous’ activities – the definition of ‘dangerous’ varies but may include motor cycling as well as winter sports, i.e. exclusions are not limited to just parachute or bungee jumping).

3.4.5 For placements in the USA the AP must check if there is a requirement on behalf of the placement provider that the student take our medical healthcare insurance and advise the student accordingly.

3.5 Professional liability

3.5.1 In instances where medical or dentistry students are placed abroad, the host organisation must be asked if their insurance covers liability incurred by the student for damage arising from their duties within the organisation. ‘No’ answers should be referred to the APs Insurance Officer with full details of the proposed placement, as the APS insurers may be prepared to cover the placement on an individual basis subject to prior notification.

3.5.2 In instances where medical or dentistry students are seeking a placement in Australia, the host organisation must be asked if their insurance covers the liability of the student for injuries to third parties, including clinical errors, or property damage arising from their duties within the organisation. If the host organisation answers ‘No’ to the question, the placement cannot be approved.

4.0 Passports and visas

4.1 All students preparing for a placement abroad must ensure that they hold a valid current passport that will remain valid for the duration of the placement. Students visiting a country outside the EU must ensure that they have the requisite visas in place prior to departure.

4.2 An international student (who is not a national from the European Economic Area or of Switzerland) with immigration permission to be in the UK and who requires to undertake a work placement in a European country may need to apply for a Schengen Visa from the relevant embassy/consulate up to three months before they travel. Please note that the student is required to have at least three months remaining on their UK visa after the date they plan to leave the Schengen area and return to the UK and that their passport is valid for the length of the work placement. Where the student does not plan to return to the UK they will need to show an onward flight to their home country. More information can be found in [Schengen Visa Information](#). Please note a separate visa will need to be obtained for the Republic of Ireland as they are not part of the Schengen agreement.

5.0 Medical cover and vaccinations

5.1 Students who are EU nationals and travelling to EU countries must carry an EHIC card. Students travelling out with the EU should be advised to contact their local doctor for advice on vaccinations. It is important that these steps are taken at least 3 months in advance of the student’s departure date to allow sufficient time. Students should also be advised to check the [Department of Health website](#) for additional advice and guidance on health precautions needed in different countries.

6.0 Social, cultural and safety considerations

- 6.1 All students travelling aboard for placement must receive a briefing session which outlines and discusses:
- Personal safety
 - Local customs and cultural norms (personal and professional)
 - Personal behaviour and etiquette (personal and professional)
- 6.2 Students must provide an emergency contact in the UK prior to departure and students travelling out with the EU must register with the British Embassy or High Commission on arrival in the country.

APPENDIX 6: PLACING INTERNATIONAL STUDENTS IN THE UK

1.0 Scope

- 1.1 The policy is provided to ensure the university fulfils its statutory duty in respect of the UK Visas and Immigration Tier 4 Sponsor status.
- 1.2 The policy applies to all supported placement activity as outlined in under section 1.2 of the university's Student Placement Policy.
- 1.3 The proper operation of the policy is the responsibility of the university's Deputy Principal. He/she may delegate their responsibility under this policy to the Placement Manager in each Academic Partner (AP).
- 1.4 An annual review of the guidelines outlined within the policy is the responsibility of the Placement Practitioner Network
- 1.5 The Home Office introduced Tier 4 of the Points Based System (PBS) for student immigration in March 2009 to control the entry of students from outside the European Economic Area (EEA) who come to the UK to study.
- 1.6 Sponsor duties encompass record keeping, reporting changes that affect the sponsor licence and reporting changes in student circumstances. Full details of sponsor duties and guidance can be found within [UK Visas and Immigration Policy Guidance for Sponsors](#). Responsibility for each student sponsored commence at the point at which they are issued a Confirmation of Acceptance of Studies (CAS) and end when:
 - The student completes their course
 - The Home Office is informed that they have prematurely ended their course of study
 - They are given permission to stay in the UK with a different sponsor or in another immigration category which means they are no longer sponsored under the university's Tier 4 Licence.
- 1.7 The university has a statutory obligation to meet its sponsorship duties and responsibilities and must report on all Tier 4 sponsored students as required, even if they are doing a work placement which is part of their course. Specifically this includes notification within ten working days of a change in the students agreed work placement activity.
- 1.8 The university as the Tier 4 sponsor remains responsible for students with a Tier 4 (General) visa throughout the entire period of their course and must actively monitor them, this includes during a work placement. Where possible information on the work placement must be included in the Confirmation for Acceptance for Studies (CAS) when this is raised even if the specific details are not known. Details of the work placement address must still be provided to UKVI, although this can be done after the CAS is issued. A CAS is required by the student for them to apply for their Tier 4 (General) visa. More information on this can be found in the university's Tier 4 Guidelines and Procedures, or by contacting the Executive Office Admissions Team.

- 1.9 Failure to comply with requirements may result in action being taken against the university which could result in a decision to revoke or suspend the university's licence.
- 1.10 In the context of placement activity a licence may be revoked immediately where any work placement associated with a course for Tier 4 (general) does not meet the restrictions outlined under Appendix 6, section 2.

2.0 Permitted Activity

- 2.1 The course of study for Tier 4 (General) students may include a work placement provided it is an integral and assessed part of the course. All placement activity involving the placement of Tier 4 students must inform and seek approval from the relevant Tier 4 compliance staff within their AP.
- 2.2 Work placements must not be more than 33 per cent of the total length of the course in the UK.
- 2.3 Exceptions to the 33 per cent rule are:
 - a. Where the course is at degree-level or above and the student is sponsored and taught by HEI, or the course forms part of a study abroad programme. In these circumstances the work placement must not be more than 50% of the total length of the course
 - b. Where there is a UK statutory requirement for the course to contain a specific period of work placement which exceeds this limit
 - c. Where the student is sponsored under Tier 4 (Child) and is aged 16 or above, in which case the work placement must not be more than 50% of the total length of the course
- 2.4 Students who are undertaking a course of study in music or dance at degree level or above, are able to undertake work placements which involve a professional performance, where the performance has been arranged by the sponsoring education provider and is an integral and assessed part of the course.
- 2.5 A student who is enrolled on a higher education course at an overseas higher education institution and comes to the UK to do part of their course may also complete a work placement during their time in the UK. You can assign a CAS to cover the period of UK study and the work placement, if:
 - a. The student will study with a licensed sponsor for at least 50 per cent of the total time they spend on the course in the UK;
 - b. The work the student does will be an integral and assessed part of their overseas qualification; and 50
 - c. The student will work for an employer in the UK for no more than 50 per cent of the total time they spend on the course in the UK.

APPENDIX 7: PVG CONSIDERATIONS

1.0 Scope

- 1.1 The terms of this policy address the university's responsibilities under the [Protection of Vulnerable Groups \(Scotland\) Act](#) and follows guidance issued by [Disclosure Scotland](#).
- 1.2 The policy applies to all supported placement activity as outlined in under section 1.2 of the university's Placement Learning Policy.
- 1.3 The policy is provided to ensure the university fulfils its statutory and common law duties of care towards students undertaking placements.
- 1.4 The proper operation of the PVG Policy is the responsibility of the university's Deputy Principal. He/she may delegate their responsibility under this policy to the Placement Manager in each Academic Partner (AP).
- 1.5 An annual review of the guidelines outlined within the policy is the responsibility of the Placement Practitioner Network.
- 1.6 The Act brings the protection of children and protected adults into one vetting and barring PVG Scheme, administered by Disclosure Scotland. Two lists of individuals who are unsuitable to work with (i) children and (ii) protected adults has been established and individuals listed on either or both lists are barred from undertaking the work from which they are barred. It is an offence for an employer to employ such individuals in regulated work or for the individual to seek such employment.
- 1.7 Under the Act a child is defined as an individual under 18 years. A protected adult is defined as an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service. Protected adult is a service based definition and avoids labelling adults on the basis of their having a specific condition or disability There are four categories of services, receipt of any one of which makes an individual a protected adult
 - Registered care services
 - Health services
 - Community Care services
 - Welfare Services

It is possible for a 16 and a 17 year old to be both a child and a protected adult.
- 1.8 There are two types of regulated work (paid or unpaid):
 - Regulated work with children
 - Regulated work with adults

It is not possible to provide a definitive list of roles, positions or types of employment that constitute regulated work. The Act defines regulated work by reference to: the activities that a person does; the establishments in which a person works; the position that they hold; or the people for whom they have day to day management responsibility. The reason for having two types of work and two corresponding lists of individuals who are unsuitable to do such work, is to allow for the fact that unsuitability to work with one group does not necessarily mean there is automatically unsuitability to work with the other.

2.0 Requirements in respect of placement activity

- 2.1 Where a student placement constitutes regulated work with children, the AP (as the registered body) must request a check against the list of persons barred from working with children.
- 2.2 Where a student placement constitutes regulated work with protected adults, the AP (as the registered body) must request a check against the list of persons barred from working with protected adults.
- 2.3 The AP must comply with the [Code of Practice](#) and other guidance issued by Disclosure Scotland in dealing with requests for and in making decisions on PVG Scheme/Basic Disclosure information.
- 2.4 The AP should only use PVG Scheme/Basic Disclosure information for the
 - Purposes for which it has been provided
 - Have regard to any guidance issued by Disclosure Scotland on the use, storage and destruction of this information
 - Not unfairly discriminate against an individual on the basis of a conviction or other information revealed through the disclosure process.
- 2.5 For regulated work, the terms of the [Rehabilitation of Offenders Act 1974](#) apply. The AP is entitled to ask about previous convictions, whether spent or unspent. Students are not entitled to withhold information on a criminal conviction on the grounds that it is spent under the Act.
- 2.6 Having an unrelated criminal conviction will not necessarily debar a student placement as part of a programme of study. This will depend on the nature of the position and the circumstances and background of the offence or other information contained on a PVG Scheme Record or Basic Disclosure Certificate or information provided directly to the AP by a Police Force.
- 2.7 In cases where a criminal conviction has been brought to the APs attention either by the person or through a PVG Scheme Record/Basic Disclosure check, the Placement Manager within the AP is responsible for completing a Disclosure Assessment Form and considering the following before taking any action:
 - Whether the individual is barred from undertaking regulated work of the type proposed
 - Whether the conviction or other matter is relevant to the position in question

- The severity of the offence or other matter
- The length of time since the offence or other matter
- Whether the individual has a pattern of offending behaviour
- Whether the individuals circumstances have changed since the offending behaviour or other matters
- The level of contact with children (under 18) or protected adults
- The level of supervision the person will receive
- The individual's employment or study 'track record'.

APPENDIX 8: CONFIDENTIALITY AND DATA PROTECTION

1.0 Scope

- 1.1 The terms of this policy address the university's responsibilities under the [Data Protection Act 1998](#) and the [Disability Discrimination Act 2005](#).
- 1.2 The policy applies to all supported placement activity as outlined in under section 1.2 of the university's Placement Learning Policy.
- 1.3 The policy is provided to ensure the university fulfils its statutory and common law duties of care towards students undertaking placements.
- 1.4 The proper operation of the Confidentiality and Data Protection Policy is the responsibility of the university's Deputy Principal. He/she may delegate their responsibility under this policy to the Placement Manager in each Academic Partner (AP).
- 1.5 An annual review of the guidelines outlined within the policy is the responsibility of the Placement Practitioner Network.
- 1.6 Confidentiality issues may arise for the university in situations where, for example, the university is aware of information about a particular student which might be relevant to risk on the placement, for example, a criminal record, "hidden disability" etc. This is an extremely complex area, and situations would need to be considered on a case-by-case basis, with variables including the precise circumstances of the placement and the way in which the confidential information has been received.
- 1.7 Confidentiality and disclosure issues are particularly relevant for students with disabilities. The use and transfer of information about disabled students is restricted by the Data Protection Act 1998. The Disability Discrimination Act (DDA) Part IV Code of Practice advises that AP should seek students' permission to pass on information necessary for making reasonable adjustments, should tell students what use will be made of information they disclose, and ensure that procedures are in place to keep personal information confidential. If a disabled student requests confidentiality under the DDA Part IV, then the Code advises that even for the purposes of making reasonable adjustments, the information should not be passed on. This might mean a lesser adjustment, or no adjustment, being made.
- 1.8 The DDA Part IV does not, however, override Health and Safety legislation, or remove the duty which the University has to protect students, employees and others. There may thus be exceptional circumstances in which the AP comes under a duty to disclose information to third parties such as placement providers, even against the student's expressed desire for confidentiality. Prior to the disclosure of any information consideration must be given to the completion of a data sharing agreement with the placement provider.

- 1.9 Students undertaking a placement may be exposed to and pick up confidential information about the placement provider, its customers and/or products during the course of the placement. The provider may seek to protect itself against unauthorised use or disclosure of such information by requiring the student to sign a confidentiality undertaking. Students should be made aware that any breach of an implied or express confidentiality undertaking would lead to personal liability for the student rather than any liability for the AP.
- 1.10 Students undertaking placements should be made aware that making unauthorised access to computer records is a criminal offence under the Computer Misuse Act 1990.
- 1.6 Students undertaking placement in certain sectors (for example, Social Work or Nursing) are likely to be bound by Professional Codes of Conduct such as NHS Confidentiality Guidelines in order to protect patient confidentiality.
- 1.7 Placements will inevitably involve a disclosure of a student's personal data, in order to facilitate and administer that placement. Such disclosure may be necessary so as to enable both the University and the placement provider to comply with its legal obligations. For example, the AP may pass on details of a student's disability to ensure that his or her special needs are met during the period of the placement (this may only be done with the explicit consent of the student).
- 1.8 On occasion, the information disclosed may be "sensitive personal data" as defined by the Data Protection Act (DPA) 1998. Before making any disclosure of a student's personal data, the AP should ensure that the DPA requirements are satisfied. In practice, this means informing the student of the fact that the disclosure will take place and seeking explicit consent to that disclosure (particularly in relation to sensitive personal data relating to matters such as health, racial/ethnic origin or criminal records).
- 1.9 If the AP transfers data outside the European Economic Area in connection with an overseas placement, it should also be aware that the student's consent will generally be required before disclosure. The AP should obtain a comprehensive and explicit consent from the student authorising the disclosure of their personal data in connection with placements. In the absence of such an explicit consent, the consent of the student to disclosure should be sought. Any student refusing consent would not be able to go on a placement.
- 1.10 Whilst the student is on placement, the APs own data protection policies are effective.

APPENDIX 9: INSURANCE AND LIABILITY

1.0 Scope

- 1.1 The policy applies to all supported placement activity as outlined in under section 1.2 of the university's Placement Learning Policy.
- 1.2 The policy is provided to ensure the university fulfils its statutory and common law duties of care towards students undertaking placements.
- 1.3 The proper operation of the Insurance and Liability Policy is the responsibility of university's Deputy Principal. He/she may delegate their responsibility under this policy to the Placement Manager in each Academic Partner (AP).
- 1.4 An annual review of the guidelines outlined within the policy is the responsibility of the Placement Practitioner Network.
- 1.5 The need for the AP or the student to provide specific insurance cover may vary depending on the nature of the placement and the insurance cover held by the placement provider. The cover available from the APs insurance will depend on the policy wording at each college. This is not set in stone and may be negotiable with insurers once an assessment has been made of the risks that require cover.

2.0 Cover for legal liability to the student

- 2.1 Each AP must hold Public Liability (PL) Insurance to indemnify the AP in the eventuality that it is held legally liable for a student's actions (e.g. if an AP tells a placement provider that a student has certain skills or training that they do not have) and such actions cause injury or property damage. This insurance should indemnify the student in circumstances where the AP would have been responsible had the case been brought against it rather than the individual student. Such insurance will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part.
- 2.2 AP PL insurance does not cover anything that is the legal liability or responsibility of someone else. As the host organisation has control of the student while they are on placement, many responsibilities are their legal liability. Therefore any loss or damage that the student may cause whilst they are under the supervision of the placement provider is the responsibility of the placement provider. Similarly any injury, loss or damage suffered by the student while they are under the supervision of the placement provider is also the responsibility of the placement provider.
- 2.3 Criminal acts committed by a student are not covered under any insurance arrangements.

3.0 Placement Provider – insurance requirements

- 3.1 In the United Kingdom (UK) employers are legally required to hold employers liability insurance (ELI). ELI policies within the UK classify work experience or placement students as employees.
- 3.2 Under UK ELI provisions should an accident at work occur arising from the placement provider's negligence the student will be covered in the same way as an employee.
- 3.3 Although not a legal requirement most UK employers also have a current public liability (PL) insurance, this provides employees and therefore placement students with protection should a claim be brought against the placement provider by other third parties.
- 3.4 Other than the NHS and the MoD, confirmation that the host organisation holds current ELI and PL policies is a mandatory requirement.
- 3.5 Sole traders are not legally required to have ELI, however as soon as they take on a placement student they effectively become an employer. Students should not be placed with a sole trader unless they can confirm that they have the necessary ELI and PL policies in place.
- 3.6 Some employers are exempt from the compulsory insurance requirement. Notably these include Government bodies and family operations. On rare occasions a placement provider may ask the AP to sign a contract that asks them to indemnify the organisation against all loss or damage arising from placement activity. Under no circumstances should the AP enter into this type of agreement with an organisation, as it is likely to fall out with the terms of their PL insurance cover.
- 3.7 Within the UK, employers are vicariously responsible for the negligent acts of their employees including students on placement, if such acts cause injury to others. This liability will be covered by the host organisations EL policy (see above).
- 3.8 Vicarious liability does not apply if the student acts in a wholly unpredictable and irresponsible manner, in which case the individual student may be held personally liable. In most circumstances, as the placement provider is responsible for supervising the placement student during their duties, then there is no liability on the part of the student or the AP in the event of damage to the provider's property or that of any third party where the student is working under the supervision of the provider. The only exception is where the student acts with deliberate malicious intent or in a wholly irresponsible way.

4.0 Professional Liability

- 4.1 Students training for a profession may be held legally liable for professional risks. Insurance for professional or business activities undertaken as part of the placement would normally be covered by professional indemnity insurance or in appropriate cases medical malpractice insurance. This can also be known as clinical negligence, or errors and omissions insurance.

- 4.2 The APs insurance would not normally cover students on these types of work placements and the expectation would be for this to be covered by the placement provider, not least because only the placement provider is in a position to manage the professional or business activities of the student.
- 4.3 Medical and dental students working within NHS hospitals in the UK are covered for professional risks under the Clinical Negligence Scheme for Trusts. The practice's medical malpractice cover should cover those placed with a GP practice in the UK. If the placement is in a private hospital, hospice or nursing home, the Placement Coordinator must ask the placement provider if their insurance covers the liability of the student for injuries to third parties, including clinical errors, or property damage arising from their duties within the organisation. If the answer is 'No' to this question, the Placement Coordinator must refer the placement to the AP insurance officer for further advice before the placement can be approved.
- 4.4 The AP should encourage medical and dental students to join a professional body (e.g. the MDU or MPS) which would provide discretionary medical malpractice benefits for their elective periods on request.

5.0 Motor Insurance

- 5.1 If the student is required to use their personal car for the activity of the placement, they need to check that cover is either offered by their personal motor policy or by the host organisation. The APs Motor Insurance will not apply in this instance.