



HE Professional Placement Policy

Document title:	HE Professional Placement Policy
Audience:	All College Staff and Students
Version:	1
Approved by:	Senior Leadership Team
Date approved:	August 2023
Date of next review:	August 2025
Document Owner	Vice Principal Curriculum
Equality Impact Assessment	Yes
Student Friendly Version	No

Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every two years

Purpose of the Policy

This policy applies to all students undertaking a Higher Education programme where not currently employed.

The College is committed to ensuring that:

- Students have access to a safe, secure, and appropriate placement.
- Students are supported by a process which is clearly defined and explains the procedures which must be followed in relation to professional placement for students.
- Students are able to document their professional placement journey on an appropriate College system
- The placement meets the requirements of the validating body, Professional, Statutory or Regulatory Body (PSRB), student, placement provider, and funding authorities.
- The placement provides students with the opportunity to gain professional competencies and experience which supports the acquisition of knowledge and skills relating to their qualification and progression to highly skilled employment or further study

The delivery of professional placement will be supported by:

- Procedures which reflect this policy and are explicit in roles and responsibilities of staff and students
- The Curriculum strategy to provide a curriculum that meets the needs of learners, employers and the community
- Appropriate staffing and resources to provide an outstanding professional placement
- High-quality advice and guidance for students undertaking professional placement
- A robust quality assurance process which identifies strengths and areas for improvement

Monitoring and Review

- The positive impact of this policy will be monitored by the Vice Principal Curriculum.
- Targets associated with this policy will be monitored through the College's Performance Review cycle.
- In approving this policy, the College's SLT have confirmed that no students will be disadvantaged as a result of their protected characteristics and this policy supports the College's commitment to Equality, Diversity and Inclusion.

Related documents

Professional placement Procedures

Curriculum Blueprint 23-24

Timetabling Policy 23-24

Data Protection (GDPR) Policy

Health & Safety Policy

DBS Policy