



HE Professional Placement Procedures

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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 2 years

Purpose of the Procedures

These Procedures apply to all students undertaking a Higher Education programme where there is a requirement to complete a professional placement.

The College's Professional Placement Policy states that the College is committed to ensuring that:

- Students have access to a safe, secure, and appropriate professional placement.
- Students are supported by a process that 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
- 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

Roles and Responsibilities

The Vice Principal for Curriculum is responsible for:

- Ensuring that the policy is operationalised through adherence to the procedures.
- Ensuring the strategy implemented meets the needs of all awarding bodies, PSRBs, students, employers and placement providers

The Heads of Department for Curriculum are responsible for ensuring:

- High-quality advice and guidance is provided to all students before the commencement of a professional placement. This engagement must be documented on the appropriate College system and provide students with the key details of their placement, contact details whilst they are on placement, and expectations of a student on placement.
- All students completing a professional placement are made aware of the importance of the experience linked to future career aspirations and the completion of their programme.
- Learning outcomes linked to the Professional Statutory Regulatory Body (PSRB) are identified in programme development (approved by relevant awarding bodies) and planned through the timetabling process
- All documentation related to a professional placement are maintained to an audit standard
- All students complete a post-placement evaluation. The results of the evaluations will be evaluated each semester and on an annual basis to improve the student experience.
- Where negative feedback has been given by a student regarding a placement, a member of the department will contact the placement provider to discuss the feedback. Where concerns have been addressed a visit to the placement provider will be undertaken and the Head of Curriculum for the relevant department will decide on whether placements should continue with the provider. If the provider is removed all planned and existing placements will be stopped. This will be recorded on the College system.
- The delivery of a flexible curriculum, with timetabled professional placement, that allows all students to complete a professional placement in the academic year.

- Students are engaged post-placement to analyse the impact of their placement; how skills gained whilst on placement can support their achievement and how the experience of placement is impacting the student's future plans.
- Identification of students who are not ready to complete a placement or have issues with attendance/behaviour that might negatively impact the completion of their placement. Where appropriate, referral to Fitness to Practice Policy and Procedures will be made.

The Director of Student Recruitment & External Relations is responsible for ensuring:

- That all students enrolling on a Higher Education programme are made aware through the enrolment process of the professional placement that is planned within the programme they are planning to study. Any requirements associated with professional placements (including, but not limited to, additional course costs, health checks or DBS requirements) are clearly communicated.

Related documents

Professional Placement Policy
Curriculum Blueprint 2023-2024
Timetabling Policy 2023-2024
Data Protection (GDPR) Policy
Health & Safety Policy
DBS Policy