University College Cork

Preparation of Students Going on Student Placement Procedure

Version 1.00

The purpose of this procedure is to provide a framework for preparing students of University College Cork going on Student Placement. This procedure is a supplement to the University's Student Placement Policy which sets out the University's minimum required standards in the organisation and management of Student Placements.

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Preparation of Students Going on Student Placement

Document Location

http://www.ucc.ie

Revision History

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0.01	13/05/2016	Initial draft
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Consultation History

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
0.1	13/05/2016		

Approval

This document requires the following approvals:

Name	Title	Date
Caroline Fennell	Senior Vice-President Academic and Registrar	13/09/2016
UMTO	University Management Team – Operations	13/09/2016
Academic Council		

This procedure has been approved by the Senior Vice-President Academic and Registrar, University Management Team – Operations (UMTO). Any additions or amendments to this or related policies will be submitted by the Corporate Secretary to UMTO for approval or to whatever authority UMTO may delegate this role. These procedures will be reviewed annually by the xxx who will consult as necessary before submitting any amendments for approval.

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2 PURPOSE

The purpose of this procedure is to provide a clear and straightforward process for preparing a Student going on Placement. This procedure is a supplement to the University's Student Placement Policy which affirms UCC's commitment to its duty of care to Students while on Student Placement.

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3 PROCEDURE FOR PREPARING A STUDENT GOING ON PLACEMENT

This Procedure will inform Members of UCC of their responsibilities in preparing a Student for Placement.

For all Placements the following steps must be taken when preparing a Student:

> **Step 1: Prepare Student for Securing a Placement**
>
> **Step 2: Secure a Placement**
>
> **Step 3: Prepare Student for Going on Placement**

Note: On some Placements the role of Placement Co-ordinator and the role of Academic Mentor may be performed by the same person.

3.1 Step 1: Prepare Student for Securing a Placement

The Student's Department/School/Unit (hereafter referred to as the Unit) is responsible for ensuring a Student is prepared to secure a Placement. The preparation should commence in the academic years prior to the year of Placement. This preparation may be provided on an individual or group basis.

For example, the following may be offered:

➢ CV preparation training;
➢ CV workshops;
➢ interview workshops;
➢ practice interviews;
➢ careers/academic advice;
➢ skills for the workplace.

3.2 Step 2: Securing a Placement

There are two methods by which a Placement may be sourced. These are:

1. a Placement sourced by the Student which must be approved in advance by the Unit;
2. a Placement sourced by the Unit.

3.2.1 Student Sourced Placement

To successfully source a Placement the following must occur:

1. the Student submits details of the Placement for approval to the Placement Co-ordinator;
2. the Placement Organisation provides a Placement description;

3. the Placement description is checked by the Placement Co-ordinator to ensure the Placement meets the programme requirements;
4. a risk assessment of the Placement Organisation is completed by the Placement Co-ordinator. (Please see the Placement Risk Assessment procedure for further details);
5. the Placement Co-ordinator ensures the Placement is appropriate for the Student by being cognisant of any reasonable arrangements required in specific cases;
6. the Placement is approved by the Head of the Unit;
7. approval of the Placement is recorded on The Unit's records;
8. the Placement Co-ordinator ensures the Placement Organisation enters into a contract/agreement with the Student.

If, for any reason, the Placement is not approved then the Student must either source another Placement or will follow step 3.2.3 below.

3.2.2   Unit Sourced Placement

Many Placement opportunities are sourced by Units within UCC. The following steps must be followed when sourcing a Placement:

1. the Placement Organisation provides a Placement description;
2. the Placement description is checked by the Placement Co-ordinator to ensure the Placement meets the programme and academic requirements;
3. a risk assessment of the Placement Organisation is completed by the Placement Co-ordinator. (Please see the Placement Risk Assessment procedure for further details);
4. the Placement Co-ordinator ensures the Placement is appropriate for the Student by being cognisant of any reasonable arrangements required in specific cases;
5. the Placement is approved by the Unit;
6. approval of the Placement is recorded on The Unit's records;

These opportunities are then available for eligible Students.

Each Unit will follow their own procedures for matching Students to Placement opportunities. Generally, a Student either applies for or is allocated a Placement. In some cases, the Student can indicate their preferred Placement but they are not guaranteed of any such preferences. Permission must be received from a Student before their CV is sent to a Placement Organisation.

The matching of a Student to a Placement may be a joint effort between UCC and the Placement Organisation. However, the final decision rests with the Placement Organisation.

Once a Student has been matched to a Placement, a discussion will take place, if necessary, to establish if reasonable arrangements are required. The required reasonable arrangements will be discussed with the Placement Organisation. If they can be accommodated then the Placement can proceed.

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If a Student is successful in securing a Placement, they will receive an offer of Placement. If a Student refuses an offer of Placement, then The Unit is not normally under obligation to find an alternative Placement for that Student.

3.2.3   Alternative to Placement

Every Unit which provides credit-bearing Placements must have a backup plan in place in case a Student is unable to obtain a Placement. The Unit and Student must make all reasonable efforts to find a suitable alternative for the Student.

Some of the alternatives that may be considered by the Unit could include some or all of the following:

1. option of transferring to a different programme;
2. a research project;
3. alternative modules;
4. voluntary work;
5. civil society contribution;
6. business simulation exercises.

3.3   Step 3: Preparation for Going on Placement

The Unit has a duty of care to prepare the Student for their time on Placement. A risk assessment of the Placement will have been carried out by The Unit. The Unit has a responsibility to risk assess the Placement and the Student has a responsibility to advise the Unit of any issues that may affect their ability to successfully complete their Placement.

The Unit and/or the Student may already have considerable knowledge of the Placement Organisation and the tasks that the Student will be undertaking. At the very least, the Student should know where and to whom they should report to on the first day. They should also be informed if there is any significant risk arising from the tasks they will be expected to do and the risk control measures which the Placement Organisation has implemented.

If the Placement involves interaction with children or vulnerable adults then the UCC Child Protection Policy https://www.ucc.ie/en/ocla/policy/ and the UCC Garda Vetting procedure must be followed irrespective of location.

Briefing sessions will be run by the Unit on a group or individual basis.

The Placement Co-ordinator will brief the Student(s) on matters such as:
1. Student responsibilities;
2. The Unit responsibilities;
3. Placement Organisation responsibilities;
4. requirements/criteria to pass the Placement;
5. visa requirements where appropriate;
6. insurance requirements;
7. critical incident procedure.

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The Student will be assigned an Academic Mentor and a meeting will be arranged, either on a group or individual basis.

At this meeting:
1. the Academic Mentor will explain/provide:
    a. the method(s) of communication during Placement, as per the Unit's procedures;
    b. the learning competencies/outcomes for the Placement;
    c. the feedback process;
    d. the contact details of the Student's Academic Mentor and Placement Co-ordinator.
2. the Student will:
    a. provide the contact details to be used to contact them during Placement;
    b. be given the opportunity to ask any questions they have regarding the Placement.

It is mandatory for a Student to attend any compulsory briefing session(s) before they can go on Placement and attendance records must be kept by the Placement Co-ordinator or Academic Mentor.

If a Student is going on a Placement abroad through the Erasmus programme, they should be provided with a copy of the information sheet "Security and well-being: a briefing for outgoing ERASMUS students". Please see Appendix 1.

Prior to going on Placement the Student must:
1. organise the logistics such as accommodation, travel, etc. for their Placement and provide evidence if requested;
2. confirm they have attended the compulsory briefing(s) and have organised the necessary logistics;
3. provide contact details in case of an emergency and confirm that they give permission for this person to be contacted.

The Placement Co-ordinator, working with the Student, will ensure that a Placement contract/agreement, between the Student and Placement Organisation, is agreed and signed by both parties. This may be a contract (work-based Placement), learning agreement (educational-based Placement) or practice agreement (medical-based Placement).

The Student should also be reminded, before they go on placement, that they are ambassadors for the University and that their behaviour must be professional and in keeping with both the student charter and student rules. The Student shall be advised that the UCC Student Rules apply while they are on Placement.

See http://www.ucc.ie/en/studentexperience/policies/

4 ROLES AND RESPONSIBILITIES

For all Placements the following steps must be taken when preparing a Student:

> **Step 1: Prepare Student for Securing a Placement**
>
> **Step 2: Secure a Placement**
>
> **Step 3: Prepare Student for Going on Placement**

Note: On some Placements the role of Placement Co-ordinator and the role of Academic Mentor may be performed by the same person.

4.1 Step 1: Prepare Student for Securing a Placement

Participants	Responsibility
Placement Co-ordinator	1. Provide Student with training and information on the skills required to secure a Placement
Student	1. Attend any training or information sessions 2. Read any training or information documentation provided 3. Attend any interviews arranged 4. Accept any Placement offer made 5. Prepare a CV/application(if applicable) to submit to potential Placement Organisation

4.2 Step 2: Securing a Placement

Participants	Responsibility
Student	**Student Sourced Placement** 1. Source a Placement **2.** Submit details of Placement for approval **All Placements** 1. Advise University of any issues that may affect their ability to successfully complete the Placement
Placement Organisation	1. Provide the necessary co-operation and documents to enable a risk assessment to be performed 2. Provide a description of the Student's duties during the Placement
Academic Mentor/ Placement Co-ordinator	1. Check Placement description meets programme and academic requirements 2. Offer alternative to the Student if Placement not obtained 3. Perform a risk assessment of the Placement Organisation if one has not already been done 4. Identify and facilitate reasonable arrangements required for individual students

4.3   Step 3: Prepare Student for Going on Placement

Participants	Responsibility
Placement Co-ordinator	1. Organise and invite Student(s) to briefing session(s) 2. Brief Student on relevant details of Placement 3. Advise Student of insurance requirements if the Placement duration is greater than 90 days 4. Maintain records of attendance at briefing session(s)

Academic Mentor	1. Organise meeting with Student(s) to explain:
	   a. method(s) of communication while on Placement
	   b. learning competencies/outcomes for Placement
	   c. contact details of Academic Mentor and Placement Co-ordinator
	   d. feedback process

Student	1. Attend briefing session(s) with Placement Co-ordinator and Academic Mentor 2. Provide contact details to Academic Mentor 3. Sign contract/agreement and provide copy to Placement Co-ordinator on request 4. Organise logistics and provide evidence to Placement Co-ordinator where required 5. Provide emergency contact details to Placement Co-ordinator
Placement Organisation	1. Provide contract/agreement

5   RELATED POLICIES AND PROCEDURES

These procedures underpin the following University policies and procedures:

a) Student Placement Policy
b) Critical Incident Procedure
c) Placement Risk Assessment Procedure
d) Monitoring and Communication during Student Placement Procedure

UCC staff should ensure compliance with the above policies and procedures in addition to this Preparation of Students Going on Placement Procedure.

6 Appendix 1: A Briefing for Outgoing Erasmus Students

Security and well-being: a briefing for outgoing ERASMUS students

Study abroad: understanding the risks

The opportunity to study abroad is a highly valued element of university education today, one that is mainly supported in UCC through the ERASMUS programme. As you know, UCC has a wide range of international partnerships: these are the universities in which you will be studying in 2016–17.

We realize that you may be understandably concerned about the heightened risk which travel abroad entails at present, given that the situation in many parts of the world is more unstable or more unpredictable than in the past.

The purpose of this document is to brief you on steps you should take in the course of your studies, and also to advise you on the sources of information and advice available to you.

Several of the countries in which UCC students will be studying next year have recently witnessed very serious incidents, with extreme loss of life. While we hope that such incidents will not recur, it is important to bear in mind the heightened risk that now exists, and to take appropriate steps to continue to be secure and safe in the course of your residence abroad.

We urge you to take a measured view. All international travel involves some element of risk and you yourselves may already have had experience of visiting other countries as tourists or in the context of school visits. What is different about international study is that you are called upon to be more self-aware and more self-sufficient. At the same time, other students from UCC will often be placed in the same university as you, and you will also have the opportunity to connect with students from other Irish universities, as well as local, other ERASMUS and other international students. Your social network is an invaluable source of advice, information and day-to-day support.

The university in which you will be studying is also there to support you, and you should not hesitate to turn to the relevant services there (including the International Office and the Students Union) for advice and information.

Study abroad is a special opportunity for academic and personal self-development, and the countries in which you will be studying all offer wider social and cultural opportunities too. In preparing for your semester or year abroad, it is important to reach informed choices in a context where risks may be greater than in the past. Just now, it is important also to develop your own personal commitment to a shared responsibility for greater vigilance and solidarity.

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Be aware of the environment in which you will be studying

UCC students will be studying throughout the EU in 2016–17, and in the US, Canada, Asia and Latin America.

Within the context of ERASMUS, the maintenance of freedom of movement is a priority for all EU member states and for the other countries in which you will study, and this is one of the key benefits of study abroad.

Serious security incidents like those witnessed in the past two years are, very regrettably, not without precedent, and the countries in which you are studying have had to adapt to these over some time, often by reinforcing security measures.

These countries all aim to maintain life as normal, while also ensuring that all of the relevant services have the capacity to respond quickly and effectively when an incident arises. The steps which public authorities may take will continue to evolve, and it is important to keep up to date with these by paying close attention to the news and to official sources of information.

While you are abroad, you will also receive up-to-date advice and information from your host university which you should make sure to follow — please remember to keep an eye on all of your relevant inboxes.

The Department of Foreign Affairs provides up-to-date information on all international destinations through its website and other channels. You should make sure to install the recently launched TravelWise app on your phone (available for iOS and for Android; see also @dfatravelwise). Where these may be available, you should also install any local official sources of information.

The Department of Foreign Affairs has identified a number of countries where a high degree of caution is recommended at present. These include Belgium, France and Mexico.

Be vigilant

UCC carries out a comprehensive risk assessment in advance of an extended period of study abroad. Circumstances can, however, change rapidly and it is therefore important to remain informed, vigilant and attentive, and to be ready to take specific precautions if these should become necessary.

You are likely to find heightened security in university buildings in some countries, where routine identity checks on arrival may be the norm. Security checks may also be in place in other public settings, like libraries, museums and railway stations. It is advisable to carry some official photo identification with you at all times.

Major public events will be subject to heightened security and other controls. In these cases, you are likely to receive specific advice concerning security arrangements which you should follow closely.

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In the event of an incident, restrictions on movement may be put in place very rapidly. Official information may become available in real time through social media — make sure to use reliable sources of information and to cooperate with the authorities where necessary. As soon as it is practicable to do so, make sure to let your family and friends know that you are safe. You should also make sure to respond to any contact made with you by UCC in the event of an incident.

Keep in touch

You will make friends in the city where you are living and it is a good idea to keep your peers briefed about your movements.

The International Office is your main channel of communication with UCC while you are abroad. Please don't hesitate to contact the International Office for information or advice at any point during the year. Staff in the International Office will pass on queries to other colleagues where necessary and you will, of course, also be in regular contact with your academic coordinator or programme director.

Before you depart for your host institution, the International Office will email you a form which you are required to complete with your full contact details. Please ensure that you return this form to the International Office following your arrival at your host institution. Any new phone numbers, email addresses etc. should be included in this form.

Seek support from UCC when you need it

Staff in UCC are ready to provide help in the course of the year. Schools remain in close contact with the International Office and can mobilize support as the need arises. In the event of an incident that has a wide public impact, the International Office will make contact with you as a matter of course. As mentioned above, you should make sure to provide the International Office with your current contact details.

Emergencies — out of hours contact

In the event that an emergency arises outside normal working hours, General Services, UCC, can be contacted on the following number: 00 353 21 490 3111. They in turn will contact the relevant Head of College to advise them of the emergency.

Insurance

It is now a requirement of participation in the ERASMUS programme that you obtain insurance cover for your period of study abroad (because ERASMUS placements last for more than ninety days, they are not covered by the University's own insurance policies). The International Office will brief you further on these requirements; your policy must provide medical and repatriation cover, and you will be asked in due course to provide the International Office with details of your