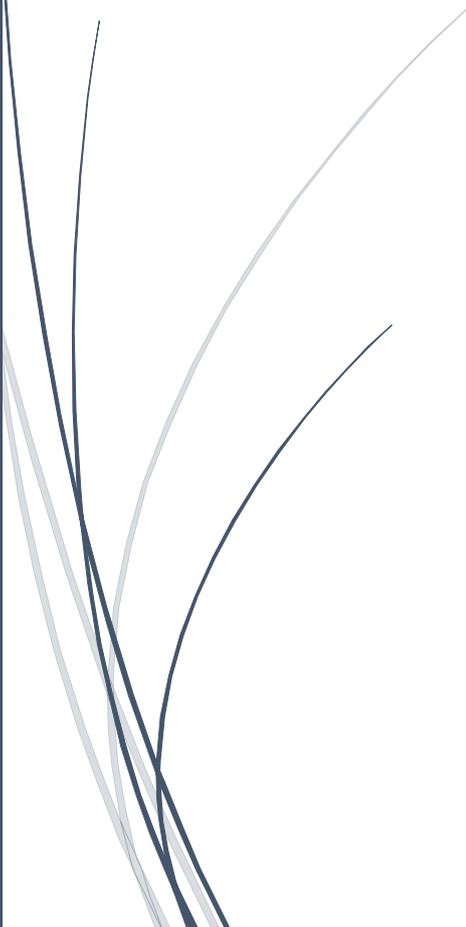




2023/2024

# Work Based Learning

Responsibilities of students,  
placement providers and the  
University of Chester



# STUDENT RESPONSIBILITIES

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## Students agree to:

- Secure and complete a 5 week placement (minimum of 150 hours) from Monday 22nd April to Friday 24th May 2024 (dates may vary if attending an agreed Early Start WBL placement).
- Agree and adhere to a working pattern with the placement provider in advance of their placement.
- Provide a timesheet signed by the placement supervisor to verify the hours/weeks worked.
- Arrange and attend an interview with the placement provider (by telephone, Teams or Zoom if a face to face interview is not possible) to agree the objectives and arrangements for the placement and to complete a Placement Objectives Document (POD).
- Attend the University-based Induction Programme during week commencing Monday 25th March 2024.
- Advise the WBL Team ([wbl@chester.ac.uk](mailto:wbl@chester.ac.uk)) in writing and supply supporting medical or appropriate verifiable evidence if they are having difficulties in completing the minimum attendance requirements during the period 22nd April to 24th May 2024.
- Advise their WBL Tutor or a WBL Placement Coordinator if they have any concerns or problems regarding the nature of work, hours of work or treatment in the placement, which they are unable to resolve with the organisation.
- Inform their WBL Tutor or the WBL Team Leader if they have any health and safety or safeguarding concerns whilst on placement, to enable appropriate action to be taken.
- Ensure all agreed work is completed, and keys and/or any borrowed resources e.g. books, photographs etc are returned to their placement provider. Follow any policies the placement provider has in place for keeping information secure and confidential.
- Not put anything on social media relating to the placement/ placement provider without their prior consent and approval.
- Ensure adequate insurance is in place if using own transport to travel to/from and during the placement.

***Please note: placement providers are at liberty to terminate the placement at any time and in particular if the students fail to adhere to any of the following:***

- Advise the placement provider and WBL Tutor or a WBL Placement Coordinator by telephone immediately if, for any reason, it is not possible to attend the placement.
- Show commitment to the organisation; comply with reasonable instructions, hours of work, policies, guidelines and rules of the organisation. Failure to comply with procedures and poor attendance during the placement may lead to failure of the module.
- Work conscientiously and make a positive contribution to the organisation.
- Abide by the rules and regulations of the placement organisation.
- Take reasonable care of their own health and safety and that of other people who may be affected by their actions.
- Co-operate with the placement provider in complying with the organisation's legal duties.
- Advise the placement provider of any particular requirements they have if they may impact upon the placement.
- Seek permission from the placement provider before using any data or material collected from them or the workplace (e.g. photographs) for use in assessment reports, research, on social media or other purpose in line with the Data Protection Act.

# PLACEMENT PROVIDER RESPONSIBILITIES

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## Placement providers agree to:

- Accept the student on placement for five weeks from Monday 22nd April to Friday 24th May 2024 (dates may vary if attending an agreed Early Start WBL placement). This should be a minimum of 150 hours; working pattern to be discussed with student and weekly timesheet to be signed by the placement provider.
- Interview the student and agree placement objectives prior to commencement of the placement.
- Provide a placement that will develop and enhance knowledge and skills as well as promote personal and professional development.
- Offer learning opportunities which are sufficiently challenging and commensurate with the level of learning expected of an undergraduate student.
- Identify any hazards the student might be exposed to during the placement and take appropriate steps to minimize the risk of exposure.
- Ensure, in so far as is reasonably practical, the health, safety and welfare of the student and provide them with appropriate health and safety training.
- Provide an induction at the start of placement covering health and safety issues as well as other organisational procedures.
- Provide supervision, guidance and support required in order for the student to fulfill the placement requirements.
- Indicate whether an enhanced DBS check or vaccinations must be completed prior to commencement of placement.
- Sign a weekly timesheet verifying attendance and hours worked. The timesheet will be used to ensure the student meets the module attendance requirements and also as an official document to submit with claims for travel subsidy. As previously mentioned, if the student does not complete the minimum attendance requirements outlined above they will fail the module.
- Undertake an optional staff appraisal interview and provide written feedback on the student's performance towards the end of placement (guidelines will be given to the placement provider).
- Supply any uniform, work travel costs and resources required for the student to carry out the placement (N.B. The University will only subsidise travel costs for getting to and from the placement).

# UNIVERSITY RESPONSIBILITIES

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## The University agrees to:

- Ensure that the student is provided with information regarding the requirements of the Work Based Learning module.
- Provide the student with placement preparation, support and guidance through the Work Based Learning Team and a University based Induction Programme prior to commencement of the placement. Each student will have an allocated WBL Placement Coordinator for advice and guidance during the placement acquisition process.
- Ensure that the placement provider is provided with information regarding their role and responsibilities with respect to the placement.
- Undertake an approval process prior to commencement of the placement, to ensure the placement meets health & safety, insurance and module requirements.
- Allocate a WBL Tutor to each student. The Tutor will deliver an Induction Programme to the student prior to the placement commencing. The Tutor will contact the placement provider at the start and again towards the end of the placement and will be available throughout the placement to provide advice, guidance and support to the placement provider and student.
- Provide advice and guidance required by the placement organisation and student before, during and after the placement period.
- Monitor the health and safety standards of the placement organisation via documentation, interview and accident/incident information in relation to suitability/appropriateness of placement.
- Subsidise the cost of travel to/from the student's placement minus normal university travel costs for the placement period, up to a 35 mile radius (i.e. a 70 mile round trip) from the accommodation whilst on placement to the main workplace of the organisation per day. This will be up to the maximum value of £200 as per the Terms & Conditions for Payment of Travel Expenses Claims (see the *Work Based Learning Travel Expenses Claim Form and The Student Guide* for details).

