

Placement Co-ordination

Activities and Developments

1. **Overseas placement** - the placement 'exchange' agreement with the University of the Fraser Valley in British Columbia, Canada has been agreed by both universities and it is likely that students will enter the programme from autumn 2008. The HAUC students will be in the Business and Marketing area and Tric Parrott is working with her opposite number in Canada.

Talks continue to try to get a similar agreement in place with Marcus Oldham College in Australia.

In the Leisure and Tourism area, Gabriella Parkes is liaising with a potential opportunity in Botswana.

With an increasing number of apparently good overseas opportunities and student expectations of such (particularly as many competing universities aggressively market overseas placements) it is important that we have a clear policy, supported by resources to ensure best practice. After a preliminary meeting with Andy Cobb, Carrie de Silva will be further developing her draft guidance in this area.

2. **Aspire secondments** - in September a Principal Lecturer from Manchester Metropolitan University, Angela Peers, who has extensive experience working with placements in the fashion industry (an ASET Executive Board member) spent three days on the HAUC campus to commence her work on an Aspire secondment. It is intended that this leads to a good practice guide / CPD materials for placement managers, potentially offered in person or online, in partnership with Carrie de Silva.
3. **Harper@work on Placement** - the Moodle site is now available to all HAUC students. There are some general placement materials (e.g. help with CV preparation), links to sources of support (e.g. Citizens' Advice Bureau) and course specific areas prepared by each Placement Manager containing a variety of materials, e.g. placement handbooks, professional guidance (e.g. relating to the RICS for REALM students).
4. **Harper@work with Placement Employers** - there are plans to make a coherent package of information and links, to maximise our employer relationships. This is currently on hold but will be reviewed early in 2008 with a target of Easter 2008 to go live.
5. **Placement on the internet** - it is envisaged that jobs on at least some of the Harper courses will eventually be uploaded onto the internet directly by employers (as currently happens with graduate positions). James Armstrong is liaising with Kathy Smith and CdeS on progressing this.
6. **Web map** - James Armstrong has worked closely with Kathy Smith and Catherine Blazier in producing a web-based map of placement employers which

will be an invaluable tool for prospective placement students and is an impressive feature for open days and visitors. It is hoped to get a large screen for the Aspire Centre to display this.

7. **Disability disclosure** - CdeS and Jane Hill have developed a form and accompanying guidance notes for Placement Managers to use when meeting with each placement student individually. This is to help counter the increasing problem of hitherto undisclosed ill health / disability causing concerns on placement and losing the goodwill of Harper employers.
8. **Sickness leave on placement** - a new clause for inclusion in the Placement Handbook 07/08, regarding long term sickness on placement was approved by Human Resources, as follows :

“Where sickness absence on placement amounts to more than 15 days, students will be required to make up the lost time and the 44 week minimum will be extended by the number of days absence over and above 15 days. The time will be determined by the Placement Manager in consultation with the student's Employer, Visiting Tutor and Course Manager.”

A question regarding the length of time off sick has been included in the Employer mark form, to pick up these issues.

9. **Placement Handbook and Assignments** - although there is still room for review, the 07/08 placement handbook was, for the first time, colour coded into three sections to make the vital element, regarding assignments, visits, induction, etc. easily accessible.
10. **Health and safety** - it was envisaged that new national guidance was to be introduced on health and safety. This is now looking unlikely. CdeS has been asked to prepare a good practice guide for ASET (Association of Sandwich Education and Training) and, in the process, will review current forms and processes. There is, however, unlikely to be any dramatic change in practice.

CdeS is liaising with the HAUC Agricultural Advisor within the HSE regarding delivery of a pre-placement session for 2008.

CdeS ran a health and safety workshop for Placement Managers in September 2007.

11. **Diversity and discrimination** - AMH and CdeS are reviewing a commercial package for the delivery of materials in this area to our students, pre-placement.

Carrie de Silva
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