

Forthcoming Events and Call for Papers

- A Workshop on 'Introduction to Work Placement Management' will be held on Wednesday 1st May 2002, John Adams Building, London.
- ASET's 9th Annual Conference will be in Cambridge, 3rd - 5th Sept. For further details, please see the 'Call for Papers' notice.

notice board

Forthcoming ASET Events

• ASET Conference: 3rd-5th September 2002

Integrating Work and Learning in Europe is the title of the 2002 ASET Conference to be held at *Fitzwilliam College, Cambridge from 3rd-5th September 2002*. The conference is participatory allowing delegates to share experiences and learn from each other. We expect delegates and presenters from a number of countries in Europe and they will bring with them a variety of experiences of work based learning. In order to provide a framework for the conference, papers are invited under the following 6 themes:

Developing Employability Skills; Assessment and Accreditation; New Developments in Teaching and Learning; Cross Cultural Experience in International Placements; Managing Work Placements; and Stakeholders Perspective / Collaborative Partnerships: University / Employer / Student.

A Call for Papers is now available from the ASET office.

• Introduction to Work Placement Management: Wednesday 1st May 2002: John Adams Building, London

This workshop provides guidance for the management and support of work placement. It is intended for university placement officers, academics and careers advisers, *particularly those with little experience who are new to their role or about to be appointed*. Participants will have a basis on which to develop their own plans and to manage the day to day problems likely to be faced.

• Implementation of the QAA Code of Practice: Placement Learning: Tuesday 16th July 2002: John Adams Building, London

This seminar will address issues related to institutional quality assurance mechanisms with regard to arrangements for placement learning, in the light of the Quality Assurance Agency Code of Practice: Placement Learning which is being implemented from July 2002. Many of these issues contained in the precepts and guidance of the QAA code, have been addressed by ASET in its own Code of Good Practice for the Placement Element of Sandwich Courses in Higher Education. The ASET code was published in 2001 in association with the National Centre for Work Experience.

• Health & Safety: Universities Liability for Students on Work Placement: Wednesday 13th November 2002, London

This seminar provides a strategy for implementing health and safety policy in respect of students on work placements. Guidance will be given on all issues relating to the responsibilities of all parties; institutions, employers and students involved in the placement process. The workshop will also look at developments that have taken place since 1997 when the document: Health and Safety Guidance for the Placement of Higher Education Students was produced by David Tattersall of ASET and published by Universities UK.

Proceedings Document from 8th Annual Conference

This is being finalised. It will be sent to all delegates before Easter. Extra copies can be obtained from the ASET Administrator.

ASET MEMBERS 2001

Anglia Polytechnic University
Aston University
Bell College of Technology
Blackpool & The Fylde College
Bolton Institute
Calderdale & Kirklees Careers Service
Partnerships Ltd
Carnaud Metalbox Plc
Cheltenham & Gloucester College of Higher Ed.
City University
GlaxoSmithKline
Highbury College
Imperial College of Science, Tech & Medicine
Institution of Civil Engineers
Leeds Metropolitan University
Liverpool John Moores University
Loughborough University
Manchester Metropolitan University
Napier University
People Potential Partnership Ltd
Queen Margaret University College
Royal Agricultural College
Sheffield Hallam University
SmithKline Beecham
Southampton Institute
Technische Universiteit Eindhoven
The Nottingham Trent University
The Robert Gordon University
University of Abertay Dundee
University of Bath
University of Bradford
University of Central England
University of Central Lancashire
University of Derby
University of East London
University of Glamorgan
University of Hertfordshire
University of Leeds
University of Limerick
University of Lincolnshire & Humberside
University of Liverpool
University of North London
University of Plymouth
University of Reading
University of Salford
University of Southampton
University of Sunderland
University of Surrey
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University of West of England
University of Ulster
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integrating work and learning

ASET

newsletter

ISSUE NO. 22 APRIL 2002

Welcome to ASET

from Ray Robinson, Chair

Last year, 2001, was a watershed year for ASET. There has been significant progress on many fronts. In February 2001, the Code of Practice was successfully launched jointly by ASET and NCWE [National Centre for Work Experience].

ASET is an independent and autonomous organisation with charitable status, and this was underlined by the decision to appoint a permanent administrator and accept a generous offer of an administrative base in Sheffield (address below).

Our New Administrator

We are delighted that Mrs Debbie Smith has taken up the post of ASET Administrator, based in Sheffield. Office hours are:- Monday 8:45 - 12:15, Thursday 09:00 - 17:00, and Friday 8:45 - 16:45. Messages can be sent by post, fax or email or left on the answerphone; contact details are below.

President's Statement - Dr Edwin Kerr

My statement in the Newsletter (Number 21) outlined the changed circumstances of the NCWE and the determination of the Executive Committee of ASET to ensure that ASET itself continued as a vigorous, independent and effective Association, serving its members and the various stakeholders in its spheres of influence.

It is a pleasure to be able to write now that the past six months have demonstrated that this determination is being progressively realised.

To support this view, I draw attention to the following facts and to the details contained elsewhere in this Newsletter:

- The ASET office is relocated in Sheffield.
 - Debbie Smith our new Administrator is in post and is working exclusively for ASET.
 - David Tattersall has been appointed as the Company Secretary.
 - The next Annual Conference and a series of workshops and seminars has been planned. Additional ones are also being planned for 2003 and later years. These will be held in venues spread throughout the UK.
 - Stakeholders have been identified as including:
 - HE Institutions
 - Student Representative Bodies
 - Employers (UK and European)
 - HMG and Senior Civil Servants
 - Professional Institutions and other relevant bodies eg QAA, AGR and NCWE.
- These stakeholders are being approached systematically to be associated with the expanding activities of ASET.
- A major drive to extend the membership of ASET is being undertaken.
 - A series of publications on aspects of work based learning will be issued regularly.
 - The Executive Committee is convinced that the future of ASET is bright and secure.

Edwin Kerr, 15 March 2002

Many Thanks

We are very grateful to Amal Hong who did a magnificent job during her placement year. Many thanks and best wishes for the future.

This newsletter is for the members but please pass it on to others who may be interested. New members are always welcome.

The subscription rates for 2002 are as follows:

Corporate	: £120
Individual	: £40
School	: £10

For Corporate members particularly, this represents exceptional value, as everyone in the organisation is covered, and qualifies for reduced rates at ASET events. Membership costs can be covered by savings.

Benefits include:

- Access to latest ideas
- Low cost insurance
- Seminars
- Conferences
- Papers
- Networking
- International links

ASET Insurance

Following an agreement with Endsleigh Insurance, ASET is able to offer 20% off some Endsleigh insurance premiums.

Contact ASET for details.

NEWSLETTER

IN THIS ISSUE

Welcome to ASET, New Administrator, President's Statement, Endsleigh/ASET Insurance, Changing Placements, Problems of 9-11, Financial Times, Advantages for Members, Forthcoming Events, Proceeding Documents, List of Members

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Contributions to the newsletter are most welcome.

Changing Placements

What can be done if the student does not like the placement, or finds something 'better'?

Placement is a three-way partnership, between the student, the employer and the institution. Placements are based on trust and many are ongoing.

Students should only apply for placements on the clear understanding that they will attend any associated interviews and will normally accept the placement if offered.

Some institutions stipulate that if students renege on a placement they forfeit their placement year and associated credits.

This may seem harsh but, otherwise, it would make it very difficult in finding placements, keeping placements and building the trust which is essential.

It is very important that employers are not 'messed about', in a gazumping type exercise, so the students must be absolutely clear that they only apply for placements they are prepared to work at.

Such an arrangement concentrates the mind, helps cement relationships between employers and placement staff in academic institutions, and also leads to ongoing placements for students in following years.

John A Lennox

Exceptions

There are exceptions, those which are beyond the student's control, for example: redundancies, changes which could not be foreseen and sometimes where there is a breakdown in trust.

The terrible events of September 11th (9-11, in USA) is such a case.

In November 2000, two managers visited several colleges and universities to recruit students to work on Hotel Management in the US by the Marriott Group.

Four students were accepted for placement at the Renaissance Centre in Detroit, and they started work at the beginning of July 2001.

The students settled in well and at the beginning of September arrangements were made with the host employer and the students for their academic tutor to visit them (and five other US placement students) at the beginning of November.

Then the terrorists attacked.

On Monday 20th September the four Detroit students were asked to leave by Friday 24th as many bookings had been cancelled and the hotel had to lay off staff and start short-time working.

The Renaissance Centre is a 73 storey skyscraper hotel – the tallest building in Detroit. The effect of 9-11 was to turn the competitive advantage of stunning views into a liability.

The four students have had to take alternative placements, reluctantly.

John A Lennox

Recognition of the Value of Placements

Graduates will impress prospective employers far more if they have completed a structured work experience placement as part of a degree.

Jim Kelly wrote in the FT on Saturday 7th April 2001;

In response to the following question; To what extent do you believe the following activities help graduates to enhance their employability?, employers placed a work placement top of the list – more valuable than,

- part-time & temp work
- key skills training
- extra curricula activities
- attending careers events
- specific training in career management skills
- a gap year prior to university
- a post-graduate course of study
- a gap year after university
- voluntary work

"Employers wanted to see proof of some form of competence in key skills."

"Employers increasingly looked at CVs for clues to people who were interesting, well-rounded, with experience of leadership and teamwork in the real world."

... graduates "need to show they know how the world of work actually operates."

But, "several employers warn that it is wrong to assume that all work experience is good work experience."

FT 07/04/01

ASET Membership



ASET, (the Association for Sandwich Education and Training), founded in 1982 is the UK National Professional body for work based learning practitioners. The integration of work and learning and the development, promotion and implementation of best practice in this area is the primary focus of ASET. Membership gives universities, companies and organisations the opportunity to participate in or obtain benefit from ASET's involvement in the following areas:

- **promoting and disseminating best practice in all aspects of Work Based Learning**
 - ASET has for many years been the catalyst for the development of best practice guidelines in many areas of Work Based Learning e.g. Health and Safety Guidelines for Students on Placements and the new Code of Good Practice for Sandwich Placements launched in March 2001.
- **providing expertise, information and advice relating to Work Based Learning**
 - ASET has a wealth of knowledge and expertise in all areas relating to Work Based Learning and has assisted many companies, universities and government bodies in the past.
- **arranging seminars as a forum for discussion of issues relevant to Work Based Learning**
 - In collaboration with the NCWE seminars were arranged on specific topics of interest eg "Health and Safety for Students on Placement".
- **encouraging, supporting and initiating research into Work Based Learning**
 - funds have been made available to support relevant research in the area of Work Based Learning and ASET has recently funded a project based in the Manchester Metropolitan University.
- **representing the views of Work Based Learning practitioners to policy makers in government and higher education as well as to the media and the general public**
 - the Dearing Commission, CVCP (now Universities UK), the National Centre for Work Experience etc.
- **organising conferences where Work Based Learning practitioners can disseminate and exchange information by paper presentations, round table discussions or by general interaction**
 - ASET Annual Conference 2001 was held in Cambridge from 5th – 7th September. Themes included:
 - Integrating academic and experiential learning
 - Skills and work based learning programmes
 - The impact of HEROBC funding
 - Skills development and career management/planning
 - Learning and teaching developments incorporating work placement opportunities
 - Quality issues – code of practice ASET and QAA, assessment and accreditation
 - Practicalities of managing programmes – generating placements, health and safety, supervision, visiting tutors, preparing students for placement
 - Lifelong learning and reflective learning
 - European and international placements
 - The Launch of the new Code of Practice for Placement was held in London on 28th February 2001, again in collaboration with the NCWE.
 - ASET European Conference "Co-operative Education - the European Experience" was held in Fitzwilliam College, Cambridge, 6th – 8th September 2000.
- **acting as the hub of the Work Based Learning network at a national level and providing the link to world bodies such as the World Association on Co-operative Education (ASET's chairman is a member of the World Council of WACE executive committee). ASET also continues to work in close collaboration with the National Centre of Work Experience to promote Work Based Learning throughout the UK.**

Corporate or University Membership of ASET can give members access to all of the above expertise and knowledge as well as access to the ASET database of Universities and employers involved in Work Based Learning.

There is the additional benefit of **reduced fees** for conferences, seminars or staff development programmes for all staff in the member institution / company and this alone has recouped the cost of joining for many of the member institutions or companies. Can you afford not to have access to such a wealth of expertise, advice and assistance?

If your staff attend ASET Seminars, Staff Development Programmes or Conferences, you can definitely afford to be a member as the saving should outweigh the cost of your membership!

Ray Robinson