

**ASET**  
*Integrating Work and Learning*



**ASET 2010 Staff Development Programme**

**Introduction to Work Placement Management**

**London South Bank University**

**Tuesday 23 March (c. 10 am-4 pm)  
£150/£175**

This session will provide guidance for the management and support of work placements. Participants will be furnished with a basis from which they can develop their own plans and manage the day-to-day problems likely to be faced in their jobs. This is aimed at work placement managers, officers, administrators and academic placement tutors, particularly those with little experience who are new to their role, about to be appointed, or wanting a refresher course. This session is designed to introduce all the fundamental aspects of working in the field. The workshop is intended to be flexible and responsive to participants' needs and interests and therefore emphasis may vary between topics.

**Coming Soon**

April 2010 - Midlands

**Health and Safety**

New sector guidance, introducing a risk-based approach to procedures for managing placements.

May 2010 - Leeds

**Graduate Internships**

June 2010 – South/London

**Health and Safety**

New sector guidance, introducing a risk-based approach to procedures for managing placements.

September 2010 – Leicester

**Annual Conference 7-9 September**

'Enhancing the Student Experience through Work-Based and Placement Learning'

Please see website for further details [www.asetonline.org](http://www.asetonline.org)

**Bespoke Sessions**

ASET is always open to discussions on running bespoke sessions at institutions. We try and make these as easy to host as possible by offering to split invoices across faculties, allow institutions to invite and charge delegates from partner colleges etc. Prices start from £700 for a full day with unlimited delegates (subject only to the size of the room you can provide). We are a non-profit making organisation so the rates only subsequently increase by virtue of any third party consultants we deem appropriate to bring in. We can run sessions on one topic or can mix and match different parts to cover multiple areas.

Some of the core topics we can offer are listed here: [www.asetonline.org/events.htm#bespoke](http://www.asetonline.org/events.htm#bespoke) and please feel free to suggest any other relevant areas that you would like staff development training on.

# ASET

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### ASET STAFF DEVELOPMENT BOOKING FORM

<b>Title:</b>	<b>First Name:</b>	<b>Last Name:</b>	
<b>Position:</b>		<b>Department:</b>	
<b>Organisation:</b>			
<b>Address:</b>			
			<b>Post Code:</b>
<b>Telephone:</b>	<b>Fax:</b>	<b>E-mail:</b>	

**Rates (per person, per event, inc. VAT):**

From ASET member institutions - £150      From non-member institutions - £175

I wish to reserve places at the following events (please indicate number of places):

**Introduction to Work Placement Management**  
(23 March 2010)

**Terms & Conditions:**

You will receive formal confirmation of your reservation once completed booking forms have been received. Further information such as maps and travel information will be sent out nearer the day. If you have not heard from us 7 days prior to the event, please contact ASET. Payment should if possible be made before the event and we regret that there are no refunds for late cancellation, though substitutions will be accepted. Fees include access, materials, lunch and refreshments. If you have special access or dietary requirements, beyond usual provisions for vegetarians, please contact ASET as soon as possible. If you have a disability that means that you would get more from the event if we made some adjustments, please let us know how we can help. In particular please highlight any special access / technical requirements that we can make provisions for so that we can arrange these well in advance.

I have read and agree to the terms and conditions of booking above.

Signed ..... Dated .....

Please return completed booking forms by post or fax to the address below, or alternatively complete an online booking ([www.asetonline.org/bookingform.htm](http://www.asetonline.org/bookingform.htm)).