

May 2014

In this issue...

- Corporate Placement Management System – can one size fit all?
- Spring Workshops
- Conference update
- Research Project – can you help?
- Good Practice Guide – pdf available

Introducing our new look



INTEGRATING WORK AND LEARNING

Hope you like the new logo? More to follow, so keep an eye out on the website www.asetonline.org

The Spring workshop programme is well underway with places in high demand, so if you are planning to attend a session, do book early to avoid disappointment. The full schedule is detailed below. Conference bookings have also made a strong start and we look forward to another well attended and lively meeting in September.

Debbie Siva-Jothy

A Corporate Placement Management System – can one size fit all?

By Megen Hartley-Clarke

ASET Trustee and Leader of the Communications Group

We have a very broad spectrum of placement provision at Sheffield Hallam across the diverse disciplines of Health, Education, Business and IT, managed within four separate faculties. I'm sure some of our issues will sound familiar: static data and no links to central systems, single dependencies, silo processes, and spreadsheets and databases galore! High time to look for an IT solution to move us into the 21st century, and to help us streamline and establish sound practice in line with the revised QAA Quality Code for HEIs.

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Where did we start?

To get the ball rolling we decided to limit the initial scope to Health, Education and sandwich placement provision, with a view that any software procured and developed would also need to be able to handle other types of provision at a later time (such as short-term work-based learning, internships, semester placements). We also wanted a self-service, multi-stakeholder system - a one-stop-shop for students, academics, mentors, placement providers and professional services staff. After an initial look around a few years ago, it was clear that there were very few solutions available so it was likely a bespoke solution would have to be built.

A corporate project was commissioned and resourced with a project manager, a project task team (placement leads) and a dedicated team of project officers (experts from each of the faculties) working on the project full time. After gathering requirements we began the lengthy procurement process, and one year later we engaged the services of Nicholas Associates and purchased the AT4 system. This project was a first for us, and for Nicholas Associates (although they do have experience of implementing placement systems within Further Education).

We have spent a considerable amount of time working through our processes, sharing experiences and establishing common, good practice. ASET's Good Practice Guide for Work-based and Placement Learning in HE has been a great resource for this, particularly in establishing common terminology. We are now routinely working alongside Nicholas Associates, developing packages of functionality for review, testing and release. We're also looking further ahead to post-implementation and governance, which is our next challenge - if anybody wants to change anything, we'll all have to agree!

So what's my advice if you're just starting out?

Invest time defining and refining your requirements and don't rush it. The devil is in the detail as they say. When we originally gathered requirements for the tender process we thought we had a common understanding of what each meant, but when it came to the actual system development it turned out we each wanted subtly different things - I think we caused the developers quite a headache! That has consequently translated into time slippages along the way, but we're almost there now, and we're confident we'll be fully implemented for September 2014.

We are happy to share our experience, so please contact me if you'd like to learn more. (M.Hartley-Clarke@shu.ac.uk). Nicholas Associates will be at the 2014 ASET Conference, 2nd -4th September Northumbria University.

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2014 ASET Spring Workshops

Please see below details for the forthcoming workshops, with closing dates for booking indicated. There are currently places available on all three workshops. **Booking forms are available from the ASET office aset@asetonline.org :**

Supporting Disabled Students on Placement

ASET Offices, Sheffield

Wednesday 4th June (10am-4pm)
£155 (ASET members)/£180(non-members)

The aim of this workshop is to provide advice and guidance on the support of disabled students to those working in work experience and placement roles . The following topics will be covered:

- An overview of the Equality Act, how does it help disabled placement students and how can you help employers interpret and understand what the Act means?
- Guidance on assisting students with disclosure in the recruitment process. Should they disclose or not? If so, how and when should they disclose?
- Case study examples to highlight placement success stories
- Further resources and support available

This workshop will be delivered at the ASET Offices, which are located within the Burton Street Foundation, Sheffield, and will include a walk-through of this unique facility, which enables adults with difficulties to work and participate in a wide range of activities www.burtonstreet.co.uk

Please note the last day for booking on this workshop is Wednesday 28th May

From Placements to Employability: Thinking about the whole student experience

University College London

Friday 20th June (10am-4pm)
£155 (ASET members)/£180(non-members)

Perhaps you have expertise in supporting placement students but are now being asked to become involved in curriculum design and development more broadly associated with employability? Or you have experience in your subject based curriculum but are new to placements and employability? Do you know what you might do differently if you were assessing a first year undergraduate placement compared to a Masters level placement? Single interventions, like the sandwich placement, are no

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longer sufficient in terms of determining employment success on graduation – we must consider the whole student experience. We will contrast employability in the curriculum with employability through the curriculum i.e. how broader teaching, learning and assessment strategies throughout a programme can impact on employability. The intended outcome of the session is to enable you to use your experience and expertise from placement activities to work with your colleagues in your own institutions to appropriately embed placement and other employability related activities in the curriculum

Please note the last day for booking on this workshop is Friday 13th June

Risk Assessment and Due Diligence

University College London

Friday 4th July (10am-4pm)
£155 (ASET members)/£180(non-members)

In 2010 ASET published a Good Practice Guide with advice on how to implement the new, risk based, approach to Health and Safety resulting from the release of new policy guidance from UCEA in 2009.

This autumn saw the publication of the ASET Good Practice Guide on Managing Placements and Work Based Learning, which was designed to support practitioners in meeting the expectations of the QAA Quality Code. Discussions across the sector have raised concerns about managing the risk assessment and due diligence processes associated with placement provision in Higher Education.

- * Are you confident in your risk assessment processes before placement?
- * Do you know what you should be doing in terms of due diligence?
- * Do you realise the extent of the university's legal liability for all of this?

This workshop, led by two of the co-authors of the ASET Guides, will explain the philosophy behind the both sets of guidance, particularly focusing on establishing manageable, proportionate and appropriate risk assessment and due diligence processes for placement provision. It is aimed at university staff who work with student placements / work experience, whether new to the position, or experienced staff wanting a refresher and update.

Please note the last day for booking on this workshop is Friday 27th June

For booking forms or further information please contact the ASET office:
0114 234 5197/aset@asetonline.org

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2014 ASET Annual Conference

We are almost ready with the final programme for Conference, so keep a look out for info in the next few weeks. Don't forget, if you are planning to submit a workshop or Research Paper, the deadline for both is Friday 16th May.

Northumbria University
2nd – 4th September 2014

The Student Journey towards Employability



University of Northumbria, Business School

Conference will focus on the engagement process at each stage of the Student Journey towards Employability, covering the plethora of options available to students from *Insight days*, to *work-shadowing opportunities*, *mentoring schemes*, *work experience*, *volunteering*, *summer internships*, *international opportunities* as well as the more established *12 month placements*. With such a varied menu of placement opportunities, and with employers increasingly keen to target first years, how can we offer the **right support at the right time** to students at all the stages on their journey? Why is it that some students take advantage of these opportunities and others do not? Who are the key influencers in this process, and how can we encourage all students to engage?

The conference will run over three days and will feature **Keynotes** from:

Stephen Isherwood, Chief Executive AGR and **Charles Hardy, LinkedIn**

as well as workshop and research paper sessions, whole group discussions and Plenary sessions to develop knowledge in, and practice of, work-based and placement learning.

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The ASET Conference facilitates the dissemination of the findings and recommendations of employability and work-based learning research. A key feature of previous ASET conferences has also been the opportunity to hear about work at a broad range of institutions, about new

initiatives and projects, and of good practice systems – this conference will continue this strong tradition.

If you want to be part of the conversation, secure your place at conference by requesting a booking form from the ASET Office today aset@asetonline.org.

Delegate Rates 2014

Residential Full Conference

ASET Member	£620
Non-Member	£775

Non-Residential Full Conference

ASET Member	£500
Non-Member	£625

Day Delegate Rates

Full day	£250	½ day	£125
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Accommodation is available for the preceding night Monday 1st September in addition to the above rates, further details on the booking form.

Research project seeking students for online questionnaire

Some of you will be aware of the Higher Education Academy Mike Baker Doctoral Programme; one recipient is Saffron Passam from Aberystwyth University and she is looking for some help in accessing students as participants. Her PhD topic considers undergraduate students and their employability, taking a psychological approach to why some students develop a strong employability profile, whilst others may not, specifically looking at aspects of self-regulated learning. As part of the project, she has developed a questionnaire for undergraduate students and she would like help in publicising the availability of this questionnaire to any and all undergraduate students in the UK.

You can find the questionnaire at www.graduate-employability.co.uk – the research has been designed in accordance with British Psychological Society protocols and has ethical approval from Aberystwyth University (Supervisors Professor Kate Bullen and Professor John Grattan). Saffron would like to collect data from universities across the UK from any discipline, and all feedback is very welcome. You can contact Saffron at sfp9@aber.ac.uk

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ASET Good Practice Guide for Work Based and Placement Learning in Higher Education

The latest ASET Publication, the ASET Good Practice Guide for Work Based and Placement Learning in Higher Education, is now available in electronic format. This will be available for download from our new website, which will be launched in the next few weeks. If you would like to receive a copy sooner, please contact the ASET Office aset@asetonline.org

And don't forget.... If you would like to see your news here next month – get in touch via the ASET Office aset@asetonline.org