

In this issue...

- The Use of IT in Managing Placements
By Charmian Roberts MBE, Nicholas Associates
- Student Competition – deadline extended to 31st January
- ASET Bursaries 2015
- Global Internship Conference (GIC) 2015
- NASES Training events
- ASET Office closed 22/12/14 - 02/01/15

ASET,
The Work Based and Placement Learning Association
The Burton Street Foundation
57 Burton Street
Sheffield S6 2HH

0114 234 5197
aset@asetonline.org

December 2014



Best Wishes for the Holidays

As another eventful year for ASET draws to a close, at ASET HQ we are looking forward to meeting the challenges ahead with our strengthened team of ASET Trustees. This month we are pleased to welcome a contribution to our e-Bulletin from 2014 Conference Sponsors, Nicholas Associates. Some of you will no doubt have met Charmian in September. Please also see below reminders of the fast approaching deadlines for our (members only) ASET Bursaries and the **extended deadline for the Student Competition.**

The next e-bulletin will be issued w/c 19th January, until then, enjoy your break.

Best Wishes to you all for the holiday season, on behalf of your ASET team.

Debbie Siva-Jothy
aset@asetonline.org

The Use of IT in Managing Placements

By Charmian Roberts MBE, Nicholas Associates (2014 Conference sponsors)

Gone are the days when spread sheets were used to manage University placements. The expectations of technology have increased, along with the demand for placements, as an important part of a University student's degree.

Modern Universities want to save resources and automate their processes; this can best be achieved with the implementation of a slick online system. Nicholas Associates is a leading provider of such a system, the All Together 4 placement management platform. Working closely with Universities, we are successfully providing software that makes the workflow more efficient, from creating a placement, the application

ASET e-Bulletin



process and allocation of student to placement, to monitoring, evaluation and feedback.

Branded as the University's own, the custom built admin portal gives easy access to all students in one central place, this is the same for all student placements and applications. Easy and speedy access is a common theme throughout the system.

Talking of speed, those reports that previously took a lot of administrators' time, through research and queries, to produce, are now readily available at the click of a button, i.e. the student log in count, and when students last logged in. All produced quickly to help the administrators monitor and support the

students more effectively with their placements, and give that gentle nudge should it be needed!

A key area of development for Nicholas Associates is the ease with which Ofsted reports for the Education Faculties can now be collated. This process could previously take months, rather than the few days it now takes, and this time saving will only improve as development continues.

Another significant advantage in using IT in placement management, is the safe and secure storage of historical data for retrieval and use at any time.

These are just a sample of the ways IT can enable better use of the limited resources available to Universities in the management of placements, and give University staff more time to spend on the important student engagement aspects.

For more information go to www.placement-management.co.uk Tel: 0800 198 1186

ASET Student Competition 2014 – deadline extended

Please note the deadline for 2014 ASET Student competition entries been extended. The competition flyer for the competition is attached with this e-bulletin, so please do forward to one and all.

The **deadline for entries is now 31st January 2015.**



ASET
INTEGRATING WORK AND LEARNING

2014 ASET Student Competition

Your Chance to win £500

Interested in writing about your placement experience to persuade others of the benefits of integrating Work and Learning? If you can articulate, in 900 words, your experiences from your recent placement, you could win £500. We are looking for short essays which have the ability to inform others about the value of placement experience, clearly express the value of your learning and do so in a lively and enthusiastic manner.

ASET is the Work Based and Placement Learning Association and our aim is to promote the benefits of integrating work and learning. We will use extracts from the entries on our website and in publicity material for students and placement staff, for them to highlight to future students the value of such opportunities.



ASET e-Bulletin

ASET Bursaries 2015

2015 ASET Research Bursary

Now in its fourth year, the ASET Research Bursary 2015 is open for submissions, see flyer attached.

The Bursary is worth £500 to the hosting institution to cover expenses including attendance at the 2015 ASET Annual Conference, and £2000 to the student appointed for a research project typically over 8 weeks.



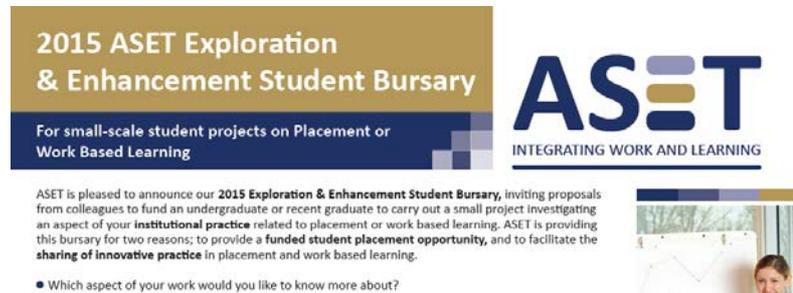
2015 ASET Research Bursary

For small-scale research into Placement or Work Based Learning

ASET is pleased to announce our **2015 Student Research Bursary**, inviting proposals from colleagues to fund an undergraduate or recent graduate to carry out a clearly defined piece of **small-scale research** into placement or work based learning. ASET is providing this bursary for two reasons; to provide a **funded student placement opportunity**, and to grow the body of **research** into placement and work based learning.

ASET will provide a bursary of £2000 for the student to carry out the planned work, of approximately 300hrs / 40 days; a further £500 towards the expenses required to carry out the work will be awarded to the institution upon successful completion, and presentation of the final report. The student will be visited by a member of the ASET Research Group about half-way through the planned placement period. The successful applicant must supervise the student's work, and oversee the preparation of the final report for the ASET conference.

2015 ASET Exploration & Enhancement Student Bursary



2015 ASET Exploration & Enhancement Student Bursary

For small-scale student projects on Placement or Work Based Learning

ASET is pleased to announce our **2015 Exploration & Enhancement Student Bursary**, inviting proposals from colleagues to fund an undergraduate or recent graduate to carry out a small project investigating an aspect of your **institutional practice** related to placement or work based learning. ASET is providing this bursary for two reasons; to provide a **funded student placement opportunity**, and to facilitate the **sharing of innovative practice** in placement and work based learning.

- Which aspect of your work would you like to know more about?

After a very successful inaugural year in 2014, where, owing to the high calibre of the applications received, **two** Exploration & Enhancement Student Bursaries were awarded in addition to the ASET Research Bursary, ASET is pleased to announce the launch of the **2015 Exploration & Enhancement Student Bursary**, inviting proposals from colleagues to fund an undergraduate or recent graduate to carry out a **small project investigating** an aspect of your **institutional practice** related to placement or work-based learning. ASET is providing this bursary for two reasons; to provide a **funded student placement opportunity**, and to facilitate the **sharing of innovative practice** in placement and work-based learning.

- Which aspect of your work would you like to know more about?
- What information would help you develop what you offer?
- What could you do that would be of benefit to students?

Whatever your role in placement, work-based learning or employability development, if there's an aspect you'd like to find out more about, ASET might be able to help.

Bursary flyers are available from the ASET office as a PDF or hardcopy. The **closing date** for applications to both bursaries is **31st January 2015**.

ASET e-Bulletin

Global Internship Conference

Please see event details from your ASET colleagues at University College Dublin. The conference “Call for Proposals” is now open:



CALL FOR PROPOSALS: NOW OPEN

The Global Internship Conference (GIC) will be taking place in Dublin, Ireland, June 9-12, 2015. The GIC is a forum dedicated to advancing the knowledge of academic work placement and experiential education.

The scope of this conference includes, but is not limited to, professionals and researchers who work in the field or seek to learn more about internships, academic work placement, co-operative education, teaching, and volunteering.

As a platform for dialogue, and vehicle for action, the Global Internship Conference brings together colleagues to discuss and advance best practices as well as develop and examine a research agenda for global internships.

The theme of this year’s conference is “*Internships and Employability: Building a Global Portfolio*”

Session proposals are welcome addressing a wide range of topics, particularly presentations that leverage a comparative approach from an international perspective. Additionally, we encourage proposals that explore one or more of the possible themes and topics below:

Research: Presentations are informed by the literature and/or offer original recent results demonstrated by analysis, theoretical development, or experimentation. Examples include dissemination of employer perception studies, application of student development theories, or analysis of learning outcomes.

Best Practices: Presentations demonstrate elements of comprehensive experiential education programs and assess examples of best practices in action. Examples include risk management, academic integration,

ASET e-Bulletin

employer development, or placement evaluation.

Country/Region: Presentations examine experiential education within the context of a specific country or region. Examples include employer expectations, visa regulations, cultural preparation, industry areas, or expansion to under-represented areas.

Special Topics: Presentations explore current issues or trends in academic work placement and experiential education. Examples include reviewing legal issues related to internships, exploring virtual internships, developing multi-disciplinary program standards, working with nursing students, or incorporating social networks into experiential education.

Please note: The proposal submission system is independent of the GIC Registration system. By submitting a proposal, one will not be registered to attend the GIC. If one have already registered for the GIC, one cannot use your confirmation to submit a proposal. The Conference Organizers have indicated that a full refund will be provided at a later date if attendance at the conference is contingent on a proposal being accepted.

Proposal Submission deadline: Friday February 6, 2015

To Register for the conference or to make a submission, please visit: www.globalinternshipconference.org

NASES Training events

Our colleagues at NASES are offering NASES members' rates to delegates at ASET Member institutions for their forthcoming training events:

To claim your discounted rate, quote ASET Member when booking:

Advice & Guidance 14 January 2015

University of Westminster, Regent Street, London

Update your skills to check student CVs and application forms, understand how to prepare students for interviews and tests. As well as developing and designing student workshops that are informative and well attended. This one day course is designed to give Job Shop staff an overview of the guidance process giving you the tools to provide students with advice and feedback to secure part time, temp & vacation work.

Essential Employment Law 15 January 2015

UUK, London

Are you confident providing employment law advice or simply checking vacancies when they arrive at your service, this session, run by REC employment law expert Helena Austin will bring you up to speed on all essential legislation relating to student employment. Suitable for individuals who have a limited existing knowledge, or those who require an update or a refresher.

ASET e-Bulletin

Agency – Growing your Market

17 March 2015

UUK, London

Run by NASES Agency experts this session covers the recruitment business as a whole, including legal legislation coupled with developing and managing external business and clients. A fantastic chance to network and talk to job shops who are running services, thinking about set up or have long well established services generating millions of pounds in turnover and consequently student wages.

Further details attached – book your place at

<http://www.nases.org.uk/main-menu/developing-yourself/training>

And don't forget....

Please note, the ASET Office will be closed Monday 22nd December – Friday 2nd January inclusive.

If you would like to see your news here next month – get in touch via the ASET Office.

(Copy deadline Friday 16th January.)