

December 2017

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ASET

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Best Wishes for the Festive Season from the ASET Team

As we near the end of 2017, ASET events are still in full swing with our Regional hubs across the UK this week. Thank you to all our members who are trekking through the snow to support these events, and to ALL our members for your support and engagement through the year – it is much appreciated.

This final issue of the year brings details of our 2018 Staff Development Programme which is now open for booking, and we look forward to welcoming many more of you at ASET events in the year ahead.

Debbie Siva-Jothy

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Degree Apprenticeships – a steep mountain to climb.....

Francesca Walker-Martin, *ASET Trustee and Senior Lecturer (CMDA Course Leader) & CMI Approved Centre Director, University of Central Lancashire*

Last October, our E-Bulletin focussed on what was the ‘new kid on the block’ the Degree Apprenticeship (DA). At the time, we didn’t have much, if any experience of what this new approach to work-based learning would look

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like, but a year on, we thought that it would be useful to provide you with an insight into the reality of delivering this new structure.

As a placements and work-based learning practitioner with almost a decade of experience supporting students on placement and working with employers, I was delighted to be successful in gaining the position of Course Leader for our brand new course, the Chartered Manager Degree Apprenticeship. Little did I know that I was about to embark on a vertical learning experience.

It is useful to note that you need to use skillsets that you may not always use in your day to day role and, most importantly, your powers of communication need to be in tip top condition. You also need to know (in some detail) how each part of your University works and who you need to talk to in order to achieve your goal – recruitment and a happy student cohort. If you are a Course Leader you need to be willing to be out and about, talking to employers and potential new recruits.

Having now spoken to a few DA Course Leaders and delivery teams, I think that we have a robust approach which is working well for us. Working together to achieve DA recruitment is essential, so my role now includes liaison with our University DA Director, the Business Development Team, Admissions, APEL Team, Marketing, a wide range of Employers, Tendering Team, Senior Management and, because we also recruit internally within the University, our own HR Department.

Workplace visits are not always part of a degree (unless a student is undertaking a placement), but they are a requirement of the DA courses. Here was where the ASET model of good practice came into its own as we were able to develop and design the work-based visits on models used for placement students. We have quickly been adapting these models with the help of our very supportive employers who want their DAs to do really well. Our students receive 3 visits per year, once at the beginning of the year, once after the first assignments of the year and then again at progression.

Something that initially gave us a headache was how we were going to measure Off the Job Training (OJT) and how the students could map their progress. We made the decision to trial the OneFile product (other e-portfolios are available) and so far, have been making good progress in terms of mapping students' OJT. So, what about the students and the course? I have to say, with hand on heart, that they are a joy to teach. I have a truly broad range of students in my group of 32, they range from mid-fifties to eighteen and all points in-between; it makes me smile to think that as a group, our average age is 28 (which is rather nice when you're not). The range of experience is also exceptional with decades-worth of experience adding to what is a rich learning environment. The best way to describe the group is to imagine a final year student who has been on placement – you have a first year DA student – attentive, engaged, punctual, committed and with a great understanding of how theory can be (or can't be) applied.

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Yes, this has been a steep mountain to climb with processes and procedures that are sometimes being created due to an unseen need (you don't know what you don't know) and systems that simply do not work for a DA course. But is it worth it? Yes, it is.

This section of our December Bulletin only scratches the surface of what we have learned so far, and we are keen to add to our knowledge. If you are involved in the delivery of Degree Apprenticeships at your institution, why not drop us a line to the ASET Office and let us know how it's going for you?

Francesca

2018 Staff Development Workshops

The 2018 Staff Development Workshop programme is now available online and below. Workshops will be held at either Student Central, Malet Street London, or in Leeds at the newly refurbished Cloth Hall Court, part of Leeds Beckett University.

Workshops at a glance...

BOOK ONLINE

Date	Location	W'shop No.	Title
06-Mar	Cloth Hall Court, LEEDS	1	Risk Assessment and Due Diligence (RADD)
13-Mar	Cloth Hall Court, LEEDS	2	Supporting Students with Disabilities on Placement (SSDP)
22-Mar	Cloth Hall Court, LEEDS	3	An Introduction to Work Placement Management (IWPM)
25-Apr	Student Central, LONDON	4	Placements for Graduates, Post Grads and PhD Students (PGrad)
10-May	Cloth Hall Court, LEEDS	5	Innovation in Placement Assessment (IPA)
16-May	Cloth Hall Court, LEEDS	6	Placements with SMEs (SMEs)
22-May	Student Central, LONDON	7	Promoting Placements (PP)
13-Jun	Cloth Hall Court, LEEDS	8	Developing Overseas Placements (DOP)
26-Jun	Student Central, LONDON	9	Widening Participation and Placements (WPP)
11-Jul	Student Central, LONDON	10	From Placements to Employability (PI-Emp)

1. Risk Assessment and Due Diligence (RADD)

Tuesday 6th March (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS
£175 ASET members/£250 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. The

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revised and updated edition of the ASET Good Practice Guide for Health and Safety for Student Placements was released in September 2016.

This publication is part of a series of ASET Good Practice Guides including the ASET Good Practice Guide for Work Based and Placement Learning in Higher Education (September 2013), 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 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, whether academic or administrative, wanting a refresher and update.

Last day for booking on this workshop is Monday 26th February



Student Central, Malet Street London



2. Supporting Students with Disabilities on Placement (SSDP)

Tuesday 13th March (10am – 4pm) Cloth Hall Court, Leeds Beckett University, LEEDS
£175 ASET members/£250 non-members

The aim of this interactive workshop is to provide advice and guidance on the support of disabled students to those working in work experience, work based learning and placement roles, as well as encouraging dialogue and discussion amongst delegates. 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?

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- 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 to students and employers, and others involved in the placement

Last day for booking on this workshop is Monday 5th March

3. An Introduction to Work Placement Management (IWPM)

Thursday 22nd March (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS
£175 ASET members/£250 non-members

This introductory session on the broad topic of work placement management will provide guidance for the support of work placements by practitioners. 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 those 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. As well as opportunities for discussion and dialogue, the workshop will also enable time to network with other delegates too.

Last day for booking on this workshop is Wednesday 14th March

4. Placements for Graduates, Postgraduates and PhD students (PGrad)

Wednesday 25th April (10am-4pm) Student Central, Malet Street, LONDON
£175 ASET members/£250 non-members

Placements traditionally rooted at undergraduate level, placements and internships are now more widely available than ever, becoming increasingly embedded in the employability agendas and strategies of a greater number of HE providers than ever before. This one day, interactive workshop, will look at ways to engage those audiences – graduates, postgraduates and PhD students – as well as prospective employers too, and our facilitators will create opportunities for discussion, networking and sharing of good practice from delegates' institutions.

Last day for booking on this workshop – Tuesday 17th April

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5. Innovation in Placement Assessments (IPA)

Thursday 10th May (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS
£175 ASET members/£250 non-members

There's more than one way to....assess a placement. From moving visuals, PDPs and journals, to written artefacts and peer assisted assessment, posters and presentations, our trainers will facilitate discussion and exploration around contemporary, relevant and authentic methods of assessment for placements and work based learning programmes. In this participative workshop, delegates will be invited to engage in discussion and dialogue on the topic including issues such as:

- What are you assessing?
- Who is involved in the assessment?
- Is it fit for purpose?
- How can/do you encourage your students to engage in reflective practice?

There will also be opportunities for networking with delegates.

Last day for booking on this workshop is Wednesday 2nd May



Cloth Hall Court, Leeds

Less than 5 minutes' walk from Leeds Station



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6. **Placements with SMEs – engaging and supporting employers and students (SMEs)**

Wednesday 16th May (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS
£175 ASET members/£250 non-members

Engaging with small and medium sized enterprises (SMEs) can be an effective way of generating new and more varied placement opportunities for students. However, considering that many SMEs do not have formal internships or year-long placements, or may not have considered taking on a student/graduate before, there can be barriers that make engagement difficult. In addition, how many of your students are keen to apply for roles with SMEs or understand the value that such experiences can offer? This participative, staff development workshop aims to explore:

- sources and means by which to locate suitable SMEs
- methods for engaging with SMEs (marketing the benefits of taking on students)
- ideas to overcome student disengagement
- service level agreements or contracts to have in place
- how to make life easier for SMEs: things to do before, during and after internships and placements

Last day for booking on this workshop is Wednesday 9th May

7. **Promoting Placements (PP)**

Tuesday 22nd May (10am-4pm) Student Central, Malet Street, LONDON
£175 ASET members/£250 non-members

Who do you need to promote placements to? Current students? Prospective students (and their parents)? Employers based locally, nationally or overseas? Academic colleagues? For placement practitioners, our approach to promoting placements and the range of professional services we offer, needs to be adapted to our audiences, of which there are many. Better promotion can lead to a raised profile for placements within and beyond your institution, enhanced student engagement and/or more placement opportunities being made available to your students by employers. As social media and technology evolve, we also need to think about innovative ways to market placements to these audiences.

In this workshop, our facilitators will; discuss techniques you can consider to promote placements; will encourage your participation to share your experiences and engage in active dialogue; and will facilitate networking opportunities.

Last day for booking on this workshop – Monday 14th May

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8. **Developing Overseas Placements (DOP)**

Wednesday 13th June (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS
£175 ASET members/£250 non-members

Graduate employers want students with multicultural awareness, flexibility, adaptability and who are robust enough to deal with business on a global scale. International placements enable students to develop these highly transferable employability skills yet Higher Education providers can find the development and management of these placements daunting. Topics such as insurance, health and safety and visas have the potential to detract from the positive benefits which such placements can offer the parties in these partnerships. Issues relating to visiting students whilst overseas on placements and managing students' expectations are prevalent too. This highly interactive one-day workshop, led by experienced placement practitioners, will guide you through these areas and many more, with examples being shared and discussed. The day will also include sound networking opportunities with other delegates and course leaders, as well as the chance to share experiences and good practice in this field.

Last day for booking on this workshop – Tuesday 5th June

9. **Widening Participation and Placements (WPP)**

Tuesday 26th June (10am-4pm) Student Central, Malet Street, LONDON
£175 ASET members/£250 non-members

Discussions surrounding widening participation and the social mobility of our students are perennially on the agenda, nationally, in the HE sector. For those of us on the ground, what can we do, practically, to increase the take up of placements by students from a range of disadvantaged backgrounds? How can we reach out to and better engage students with employability and to support the development of their social capital? Furthermore, what solutions can we share to engage employers in order to further these broad aims?

In an interactive day of participation and dialogue, our course leaders will facilitate discussions on ways to support the employability of disadvantaged students and ways to overcome challenges and barriers to participation in placements. Delegates will have the opportunity to network and to build their own tool-kit of ideas and suggestions to take back to their institutions.

Last day for booking on this workshop – Monday 18th June

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10. From Placements to Employability (PI-Emp)

Wednesday 11th July (10am-4pm) Student Central, Malet Street, LONDON
£175 ASET members/£250 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 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.

Last day for booking on this workshop is Wednesday 4th July

BOOK ONLINE

Bespoke Workshops

- *Are you undergoing a department/team restructure?*
- *Have you been set a new challenge that you need support with?*
- *Would your team benefit from a refresher?*
- *Are you sure best practice is being followed across your institution?*
- *Do you need help to look at a fresh approach?*

If you would like to talk about ideas for a **bespoke workshop**, contact Debbie at the ASET Office aset@asetonline.org.

Regional Hub Meetings – can you host?

We are in the throes of hosting four Regional Hub meetings this week, and we are keen to build on our programme of free events in 2018, so **can you help?**

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The next Regional Hub events will be held in April 2018. To date we have venues secured for both the South East and the Midlands, and we are currently seeking volunteers to host meetings in the **North** and in the **South West**. If you would like to find out more please give us a call.

If you haven't yet been to a Regional Hub meeting then you may not know what you are missing – it's easy to get involved – ASET will provide all you need for a successful hub meeting

What will ASET do?

- Set the hub topic and provide an Introductory video
- Handle all promotions, bookings, delegate liaison
- Attend on the day to assist with set up and to support your event
- Compile feedback from your event to contribute to an ASET Viewpoint for all members

What does a Regional Hub Host need to do?

- Provide a suitable networking room with AV facilities to accommodate up to 30 (60 in the South east region)
- Liaise with the ASET office to pass on travel/venue/parking advice
- Supply tea/coffee for delegates on the day
- As host, lead discussions by providing an institutional perspective to the hub topic
- Provide copies of the ASET handout for delegates

Previous hosts tell us that their events have stimulated discussions amongst the team as well as forging new relationships with colleagues locally and the realisation that you are part of a wider community. **As a host you will be allocated up to 6 free places for your team.**

If you would like to host a hub meeting for your regional colleagues, please get in touch. **We are particularly keen to start a hub in Scotland and would love to hear from you if you can host w/c 9th April 2018.**

2018 ASET Bursaries – deadline approaching

The deadline for the 2018 ASET Bursaries is fast approaching - applications must be received at the ASET office by 9am, 1st February 2018.

Each bursary offers **£2400 to a student** and **£600 to the institution** devising and managing the project, and typically covers 8 weeks of project work, culminating in an opportunity for the student to present their work at the 2018 ASET conference, and for their final report to be available via the 2018 ASET Conference Proceedings, and for download from the ASET website.

For 2018, two bursaries will be awarded:

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The Summer Project Bursary

For a **current undergraduate** to carry out a project examining an aspect of your institutional practice, or exploration of a new initiative, with the goal of sharing with the ASET community.

The Student Research Bursary

For a **current student or recent graduate** to carry out a clearly defined piece of small scale research designed to grow the body of research into work-based and placement learning.

Full details for the [2018 ASET Bursaries](#), and details for how to apply, using the 2018 Bursary Application form are available on the [ASET website](#).

2018 ASET Membership

Renewal details for your 2018 ASET Membership have now been issued to our key contact at your institution.

As you know ASET membership is at institutional level and covers ALL members of staff for the calendar year. If you have colleagues who would like to be on our mailing list and receive these regular updates on news from the world of placements, please direct them to us at the ASET office aset@asetonline.org and if you would like to know who the key ASET contact at your institution is, please get touch.



2017 Student Competition



an easy task. Watch this space for results in spring 2018.....

Thank you to all who encouraged their students to take part in this year's ASET Student Competition, and supported their entries. Our team of ASET judges will be tackling the bumper crop of entries this year over the coming weeks. There are so many inspiring accounts of jobs well done – it is certainly not going to be

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ASET Good Practice Guides

ASET Good Practice Guides and the Toolkit to accompany the ASET Good Practice Guide for Work based and Placement Learning in Higher Education are available for download from the [ASET website](#) , and to order in hardcopy (£3 per copy) from the ASET office using the [Publications Order form](#).

And Finally

The first ASET members' e-Bulletin for 2018 will be issued w/c 22nd January. Please forward your news/copy to aset@asetonline.org by Friday 12th January.

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