

January 2018



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We're looking forward to another exciting year ahead with a full calendar of activities and events. Our ASET team and trustees are already out and about delivering training on campus to members across the UK – and getting ready to kick off the 2018 programme of scheduled workshops. We hope to see you at an event soon, or maybe at the 2018 NUE Awards next month? Congratulations to all those shortlisted, and especially to ASET trustee Emily Timson, whose team at Leeds is shortlisted for the 5<sup>th</sup> time.

**Debbie Siva-Jothy**

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## Erasmus+ - what does the future hold?

**Susannah Day**

*ASET Trustee and Global Employability Consultant, University of Exeter*

As Global Employability Consultant at Exeter I have been watching the UUKi/British Council updates on the future of the Erasmus+ programme closely. I have found myself becoming more passionate about Erasmus+ in the face of the UK's departure from the EU. Processes and documents I once laboured over become historical documents evidencing the student's

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## ASET e-Bulletin

personal development. I think about them as 4<sup>th</sup> years; global citizens, changed, confident and completely in control of their future. Very often my first student appointments of the year are booked by these students who are desperate to leave the UK once they graduate.

It is reassuring to see that the UK Government [has guaranteed funding for Erasmus+ mobilities](#) up to and including the UK's point of exit from the EU, this means that we can continue to promote Erasmus+ to 1<sup>st</sup> and 2<sup>nd</sup> year students. However, as Vivienne Stern commented recently in the Guardian there is uncertainty for our current students, with no guidance on how the year abroad will be funded. "[Without a clear line for students and parents many students are taking a punt that they will be able to find a way with or without Erasmus+](#)"

As placement staff we know the employability benefits which come from work placements; the transferable and soft skills which we frequently mention. The resilience, robustness and confidence developed on a year abroad is intangible but it is these key skills that are often in demand by graduate recruiters globally.

The [Erasmus Impact Study](#) demonstrates that students who've undertaken a mobility abroad are half as likely to face long term unemployment, this may be because mobile students are more open to the idea of living or working overseas post-graduation hence expanding their employability options.

Of course Erasmus isn't the only way that students can get an international experience and at Exeter we are actively identifying other international opportunities in the likely event that the UK won't be part of Erasmus after 2020. The [UUKi Go International:Stand Out Campaign](#) reports that mobility to English speaking destinations such as North America and Australasia is on the rise but also destinations such as China.

The UK will need globally engaged citizens post Brexit, enabling and encouraging outward mobility through schemes such as Erasmus+ will ensure that the UK can build and maintain global international links.

Many questions surround the future of the UK's involvement in the programme and whilst we can keep campaigning and demonstrating the benefits of the programme to students and participating organisations the final decision will rest with the European Commission and the UK Government. I can only hope that we will be able to continue one way or another.

If you would like help with international placements at your institution, ASET runs a Developing Overseas Placements workshop, the next session will be held in Leeds on 13<sup>th</sup> June. You can [book your place online](#) now.

*Susannah*

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### NUE Awards 2018

**By Vianna Renaud** *ASET Trustee and Placement Development Advisor, Centre for Excellence in Media Practice (CEMP), Faculty of Media and Communication, Bournemouth University*

The NUE Awards celebrate and reward the outstanding achievements of individuals and teams, and has become one of the most prestigious annual events to recognise excellence in Higher Education since their inception in 2010. ASET is a long time NUE award sponsor, and has been part of the judging panel for a few years now.

*RMP and ASET have shared a close relationship for almost a decade, united in their passion to support undergraduates in their search for work based and placement learning.*

**Lizzie Brock, RMP**

*ASET has been part of RMP's journey from the beginning and it's fantastic to have them as one of our partners in the NUE Awards. They've helped us shape and grow the event into what it is today and we're very grateful for their support.*

**Lizzie Brock, RMP**

Having attended the awards previously as an ASET Trustee, and having witnessed how very inspiring it was to all those in attendance, it was an honour to be asked to serve as the ASET representative on the panel for this years' awards.

Submissions were judged in their categories according to how well they demonstrated excellence, innovation and impact, and their contributions to business and industry. It was wonderful to see so many exciting and passionate submissions showcasing Best Practice in the sector amongst students, employers and university services. If you are lucky enough to be attending the awards ceremony on **23<sup>rd</sup> February in London**, you will learn how all the finalists have been recognised for going above and beyond the norm.

Whilst my lips are sealed regarding the winners, I can say I was greatly impressed with the quality of the submissions and to see that all of the finalists showed such clear initiative, innovation and dedication to undergraduate student employability.

I send my congratulations on behalf of ASET to all those shortlisted for this years' NUE awards, with particular congratulations to all the finalists for our ASET sponsored award for **Outstanding Contribution to Work Experience**.

Katherine Cameron - University of Edinburgh  
Kate Chambers - Newcastle University  
Frances Trought - Pearson College London  
Dr Julie Udell - University of Portsmouth  
John Watkins - University of Law

*RMP and ASET have built a strong partnership over the years, dedicated to promoting the importance of work based learning for young people. We're delighted that ASET will be RMP's partner for the tenth NUE Awards in 2019 and look forward to many more collaborations in the future.*

**Lizzie Brock, RMP**

For more information on this true celebration of employability visit <http://nueawards.co.uk/>.

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### 2018 ASET Bursaries – deadline approaching

If you are thinking about applying for an ASET Bursary this year, please note the deadline is fast approaching - applications must be received at the ASET office by 9am, 1<sup>st</sup> 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. You can read more about previous bursary projects [here](#).

For 2018 two bursaries will be awarded:

#### 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](#).

### #ASET17 Water Bottle Challenge

Are you still loving your #ASET17 water bottle? Then show us just how much, by tweeting your creative, cool or far flung destination photos, using #ASET17, and you could be in with a chance of **winning a free #ASET18 conference place**.

All entries to be tweeted by 31<sup>st</sup> March 2018.

**Are you ready for the #ASET17 Water Bottle Challenge?**

**#ASET16 Winner**

Tweet us a photo of your conference water bottle in a creative, cool or far-flung destination to @ASETOnline using #ASET17 and you could win a FREE conference place for 2018

Photos must be tweeted before 31<sup>st</sup> March 2018. ASET will select a winner, all decisions are final

# ASET e-Bulletin

## 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	<del>Cloth Hall Court, LEEDS</del>	1	<del>Risk Assessment and Due Diligence (RADD)</del> <b>FULLY BOOKED</b>
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)** [find out more](#) **FULLY BOOKED**

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 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~~ **FULLY BOOKED**

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### 2. **Supporting Students with Disabilities on Placement (SSDP)** [find out more](#)

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?
- 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*

### 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*

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### 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*

### 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?



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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*

### **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](mailto:aset@asetonline.org).

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### 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](mailto:aset@asetonline.org) and if you would like to know who the key ASET contact at your institution is, please get touch.



### 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](http://www.asetonline.org) , and to order in hardcopy (£3 per copy) from the ASET office using the [Publications Order form](#).

### And Finally

The next ASET members' e-Bulletin for 2018 will be issued w/c 26<sup>th</sup> February. Please forward your news/copy to [aset@asetonline.org](mailto:aset@asetonline.org) by Friday 16<sup>th</sup> February.

**Debbie Siva-Jothy** [aset@asetonline.org](mailto:aset@asetonline.org) [www.asetonline.org](http://www.asetonline.org)