

ASET e-Bulletin

March 2018

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ASET

The Work Based and Placement Learning Association

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Spring at last, and for ASET that means **Regional Hub Meetings**. The topic for this Spring is **GDPR** – do you know what it's all about? Come and find out at an event near you (details below). Also new from ASET this month – the **TOOLKIT** to accompany the ASET Good Practice Guide for Supporting Students with Disabilities on Placement – see website for details



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Happy 20th Birthday by Rebecca Evans

ASET Treasurer, Assistant Head of Student Placement, University of Leeds



Helena Kennedy Foundation

social action | social mobility | social justice

For a number of years ASET has been a loyal supporter of [The Helena Kennedy Foundation](http://www.helenakennedyfoundation.org), which exists to overcome social injustice by providing financial bursaries, mentoring and support to disadvantaged students from the further and adult education sectors, enabling them to complete their studies in higher education and move on successfully into employment or further study. Now in its 20th year the Foundation has supported over 1,000 talented students through its bursary programme and this year alone is supporting over 100 individuals.



L to R: James Corbin and Rebecca Evans

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ASET is proud to sponsor two badged bursaries; our sponsored students must enrol on a degree at an ASET member institution that includes a placement as an integral part of their programme. The following ASET member institutions have also confirmed badged bursaries for 2018 ...

Bournemouth University	University of Kent
Edge Hill University	University of Liverpool
Kings College London	University of Nottingham
University College London	University of Portsmouth
University of Bedfordshire	University of Roehampton
University of Edinburgh	University of West London

And a few more are just waiting to be confirmed. Well done for supporting an organisation which provides such a life changing support!

On Monday 12th March, ASET Vice-Chair James Corbin and I were privileged to represent ASET at the celebration of 2017 Helena Kennedy Foundation Award Winners at the House of Lords – a truly inspirational afternoon hosted by Baroness Kennedy of the Shaws, QC, where this year’s bursary recipients received their Award. It was an opportunity for James and I to meet some of the Award winners and hear from two previous winners about the affect receiving a bursary had on their life. In particular one of the speakers spoke of the challenges she faced as a single mother and her determination to find a way to leave behind the benefits system. She questioned the assumptions made about certain terminology highlighting when ‘mother’ is used people associate words such as ‘nurture’, ‘protect’ and ‘warmth’, yet the addition of just one small word ‘single’ changes people’s perceptions completely. Thought provoking stories that reiterate the excellent work the Foundation does and why ASET is proud to be a supporter on your behalf.

If your institution doesn’t currently offer a badged bursary why not find out how you too could support this fantastic organisation. The application process is currently open until 26th April 2018 – for more information and to apply [visit The HKF website](#).



Baroness Kennedy (L) and Dr Ann Limb

Rebecca

ASET Annual Conference 2018

The Placement and Employability Professionals' Conference

4-6th September 2018

Future-proofing Placements: Sharing Success and Inspiring Innovation #ASET18

University of Nottingham, Jubilee Campus

£50 EARLY BIRD Discount on bookings made before 30th April

[BOOK ONLINE](#)



Jubilee Campus, University of Nottingham

ASET conferences are renowned for being participatory and for providing delegates with many opportunities to find out about new initiatives, projects and good practice, and this year will be no exception. Conference 2018 will consider our role in Future-proofing Placements, sharing and reflecting upon success, but also inspiring innovation for the future. Conference will include keynote presentations, discussion sessions on the conference theme, and updates from ASET on the pressing issues our delegates need to know about.

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Conference will focus on:

- What will employability and the world of work look like in the future?
- What are the success stories and how do we learn from them?
- How will innovation in our learning spaces and technology influence our work?
- What are the challenges of diversification in the range of work based and placement learning opportunities?
- How do we as professionals remain vocationally current and fit for the future?

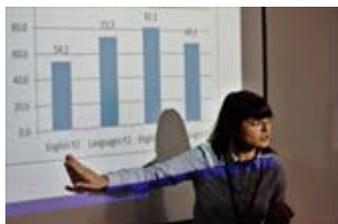
Call for Papers

Contributions are invited under any placement or employability related topic, though in order to provide a framework for the conference, submissions around the main conference theme will be prioritised. Presenter discount is available for full conference bookings. You may submit a synopsis for a contribution under any of the following categories:



Workshops

Workshop sessions will be approximately 45 minutes long and should be designed to be participatory in nature - the presentation element of the workshop should be no longer than 20 minutes, allowing for discussion and activities to follow.



Research papers

Sessions for research papers will be approximately 45 minutes long and any presentation element of the session should be no longer than 30 minutes to allow for colleagues to ask questions and discuss the research presented.



Posters

Posters are welcome for display in the main circulation area, where conference refreshment breaks will be hosted. Delegates will be invited to vote to award a prize for the best poster.

Contributions should be submitted via the **ABSTRACT SUBMISSION FORM** available, together with terms and conditions, from www.asetonline.org/events/annual-conference/.

Deadline : **Friday 18th May 2018**

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Win a Free Place #ASET17 Water Bottle Challenge

2018 ASET Conference 4-6th September
Last chance to tweet your #ASET17 Water Bottle Challenge photo and you could win a free place at the 25th Anniversary conference at the University of Nottingham.

All entries to be tweeted by **31st 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 31st March 2018. ASET will select a winner, all decisions are final

Staff Development Workshops

Our programme of workshops for 2018 is off to a flying start, and in response to the exceptional demand for the Risk Assessment and Due Diligence session an additional date has been inserted into the programme. Places on this workshop are again in demand and we are anticipating early closure of booking, so don't miss out - book your place as soon as possible.

Find out more about each session below, and check out our introductory videos from Nicola. 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)
20-Jun	City, University of London	8a	Risk Assessment and Due Diligence (RADD)
26-Jun	Student Central, LONDON	9	Widening Participation and Placements (WPP)
11-Jul	Student Central, LONDON	10	From Placements to Employability (PI-Emp)

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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

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:

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- 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

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

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8a. Risk Assessment and Due Diligence (RADD) [find out more](#) **NEW DATE**

Wednesday 20th June (10am-4pm) City, University of London, LONDON

£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.

Book early to avoid disappointment

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

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Regional Hubs – Spring 2018

The next Regional Hub meetings will be held w/c 9th April. You will have received a flyer advertising the event closest to your institution last week, and places are now running out on most events. We are delighted to be holding our first Regional Hub meeting in Scotland thanks to colleagues at Edinburgh Napier University.

Dates for Spring: *Have you booked your place?*

Scotland - 13:30-15:30, Wednesday 11th April, Edinburgh Napier University - *Book by 4th April*
North - 10-12am, Tuesday 10th April, Manchester Metropolitan University - *Book by 3rd April*
Midlands - 10-12am, Tuesday 10th April, Loughborough University - *Book by 3rd April*
South West - 14:00-16:00, Wednesday 11th April, University of Bath - *Book by 4th April*
South East - 14:00-16:00, Wednesday 11th April, University of Westminster - *Book by 4th April*

These are **free events** for ASET member institutions. Places are limited (*up to two delegates per institution may register*) and are allocated on a first come first served basis. To secure your place email the ASET office at least one week in advance of the event aset@asetonline.org

The topic for the Spring 2018 meetings is:

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General Data Protection Regulations (GDPR) What do placement practitioners need to know?

Our next hub offers the opportunity to get together with colleagues and talk about the introduction of the **General Data Protection Regulations** and the impact on our practice as placements and employability professionals. Coming into force on 25th May 2018, the aim of **GDPR** is to unify data protection legislation within the European Union (EU), and the movement of personal data outside the EU. The emphasis is on giving people control over who has their personal data, what it is used for, and who it is shared with.



Significant reviews will be going on at institutional level in your organisation to get your University wide systems ready, and GDPR compliant. But we know from our community that many of you have data that sits outside systems covered by such reviews and we think you need to think about:

- Storage and sharing of student CVs and application forms, shortlisting and appraisal information
- Details of placement locations, personal information such as email addresses and telephone numbers, and information that is shared with colleagues to enable appropriate academic and pastoral support
- Relationships with employers about student performance on placement, and how you exchange this information
- Seeking and maintaining consent to manage mailing lists, sending out of marketing materials for events and developing your networks in terms of students, employers and alumni

With an introduction to the topic from ASET, discussions will then be led by the host institution in a collegiate and relaxed environment. The purpose of the ASET Regional Hubs is for the sharing of good practice, and challenges, and as a networking opportunity. There will also be 'Open House' time for those attending to share or raise anything of interest that is outside the main topic.



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Bespoke Workshops

We are pleased to be able to offer ASET member institutions the option for a bespoke workshop session, specifically tailored to your needs. This can be a cost effective choice for your team and we can work with you either as part of an ongoing team building programme or as a one-off refresher or introductory session.

- *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?*

Costs

ASET member institutions

Fees for bespoke sessions are fixed at a daily rate of £100 per delegate (with a minimum fee of £1500 per day) wherever you are in the UK.

Non-member institutions

Fees for bespoke sessions are set at a daily rate of £150 per delegate (with a minimum fee of £3000 per day) wherever you are in the UK.

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

Membership Update

This month we are pleased to welcome new members:

- **New College Durham**
- **University of Law**

Delegates from both institutions will be meeting some of you at the forthcoming Regional Hub meetings, so please take the time to welcome them to the growing ASET community.

We would also like to extend our thanks to ALL our members for renewing your membership this year, we value your support and invite your feedback. We hope you will make the most of your membership by engaging with us at every opportunity. We have events every month of the year, so make sure you don't miss out. Your ASET membership:

- Covers ALL members of staff for the calendar year
- Entitles members to discount on [workshop](#) and [conference bookings](#)
- Offers FREE attendance at [Regional hub meetings](#) **SEE DATES ABOVE**



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- Enables you to be part of an invaluable community of placement expertise. ASET is a welcoming supportive space for all placement staff, where members can rely on their ASET network to resolve issues – our [ASET LinkedIn](#) group for Placement and Employability Professionals is a growing network of more than 1100 individuals
- Career development opportunities through getting involved with an ASET Working Group, or becoming a Trustee
- Exclusive access to apply for ASET Bursaries
- Exclusive access for your students to enter the Student Competition and win cash prizes
- 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.

New ASET Toolkit

This month we are pleased to bring you the second in our series of ASET Toolkits to accompany our Good Practice Guides. This next toolkit is for use alongside the ASET Good Practice Guide for Supporting Students with Disabilities on Placement, and is available to download from the [ASET website](#).

There are now two toolkits available and we would encourage you to use these when developing your institutional guidance on best practice.

Toolkits

ASET Good Practice Guide for Work based and Placement Learning in Higher Education – Toolkit
ASET Good Practice Guide for Supporting Students with Disabilities on Placement – Toolkit

ASET Good Practice Guides are also available for download from the [ASET website](#), and to order in hardcopy (£3 per copy) from the ASET office using the [Publications Order form](#).

ASET Student Competition Results

The results are in, the students have been informed, and the winners will be announced here next month!

WACE European Work Integrated Learning (WIL) event

Our colleagues at the WACE European International Satellite Office (EISO) have asked us to share with you details for their European WIL event at Edinburgh Napier University.

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"Co-Educating for the Future: Opportunities and Challenges of Work-Integrated Education"

The event will be held on May 10 & 11, 2018 at :
Merchiston Campus, Edinburgh Napier University
Edinburgh, Scotland

An invitation from WACE

In Scotland and the UK, Graduate Apprenticeships (GAs) have been hailed as a new model to provide degree-level education for people already in employment or looking to go directly into work after school. GAs enable employers to invest in staff and achieve a return on that investment in terms of the development of skills and capabilities aligned to business needs. For universities, GAs have provided an opportunity to re-design degree programmes, delivery models, and assessment approaches, based upon workplace application of curricula.

This event 'steps back' and 'looks forward' to examine the current level of knowledge around GAs, and places this in a wider context with regard to mature models of Work Integrated Learning (WIL) across and beyond continental Europe. The overall objective is to build a shared understanding of how best to manage the development of work-based and work-integrated learning, to achieve maximum benefit for students, employers and universities.

Who Should Attend?

The event is aimed at those working with university - business alliances, Work Integrated Learning/Education (WIL/WIE), Work-Based Learning or Life Long Learning in any way. It will be of value to educators, researchers, doctoral students, and business professionals working in companies involved in university collaborations.

For information about the program or questions about registration please contact Kristina Sandstrom at Kristina.sandstrom@hv.se

Vacancy for Placement Director - UEA

Your ASET colleagues at the University of East Anglia would like to invite applications:

The UEA School of Economics is preparing to implement a Placement Year option on all of its undergraduate degree programmes as of the 2019/20 academic year. As part of the launch, we are currently advertising a position for a senior academic (chair or professor) in economics, who will be the school's Placement

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Director; a senior management role in charge of the placement programmes within economics. This is a unique opening of a teaching-focussed professorship with the additional focus of placements

Please share details of this exciting opportunity with colleagues at your institution. Ideally they are seeking an academic economists involved with placement and work-based learning currently. Further details of the opportunity can be seen here:

<https://myview.uea.ac.uk/webrecruitment/pages/vacancy.jsf?vacancyRef=ATS809>

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And Finally

The next ASET members' e-Bulletin for 2018 will be issued w/c 23rd April. Please forward your news/copy to aset@asetonline.org by Friday 13th April.

Debbie Siva-Jothy aset@asetonline.org www.asetonline.org