

April 2018

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### ASET

The Work Based and Placement Learning Association  
The Burton Street Foundation  
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## Congratulations

It's all about success this month ...

- 2017 Student Competition results
- 2018 ASET Bursaries awarded
- 2017 ASET Water Bottle Challenge winner

Find out who came out on top and why not start thinking about whether next year ..... this could be you!

[aset@asetonline.org](mailto:aset@asetonline.org) [www.asetonline.org](http://www.asetonline.org)

## 2017 Student Competition Results

by Becky Jones

*ASET Trustee and  
People Development Facilitator, University of Hertfordshire*

**“The more you put in, the more you get out”** was a theme that shone through in both (*UK & Ireland* and *Overseas*) categories for our Student Competition this year. This was the case whether students were working in a boutique art gallery or a multi-national corporation, whether they had ventured to the other side of the world, or into a sector they would not previously have had the confidence to enter. Their testimonies demonstrated impressive levels of placement learning, connections to their course content and self-reflection – and so many came to the conclusion of that multiplier effect – the greater the engagement and effort, the better their experience and learning.

What particularly struck us this year too was how transformative placement experiences can be, whatever the challenges faced, and how important a part reflection plays in the whole placement experience.

This is the 4th year I've had the pleasure of assessing the entries to the ASET Student Competition, and this year I was pleased to work with a fab

## ASET e-Bulletin

team of fellow Trustees – Vianna Renaud (Bournemouth University) and Vicki O’Brien (University of Central Lancashire) – a big thank you to both for all those evenings and weekends and lively debates! The level of competition was exceptionally high and all the entries were wonderful to read. Thanks are due to all of you too, for supporting the competition by promoting to your students and encouraging and signing off their entries. Through your efforts, this year we had a bumper crop.

I wish we could share all of their stories with you. You’d be super proud of your students and the role you have played in supporting such transformative experiences. As tough as it is though, there has to be a winner (or two), and this year we’ve concluded that the following students reached the very top:

*For Placement/Internship/Work Experience undertaken in the UK or Ireland*

**Winner**

**£400**                      **Andreas Kangaris, Nottingham University**

**Highly Commended**

**£100**                      **Grace Kilpatrick, Exeter University**

*For Placement/Internship/Work Experience undertaken Overseas*

**Winner**

**£400**                      **Clare Farrell, University College Dublin**

**Highly Commended**

**£100**                      **Harriet Meakin, Nottingham Trent University**



We are sure you would also be pleased to know that this year the review team were struck by the extent to which your students were able to acknowledge the support they received, which in turn highlighted some excellent practice employed by you in your Placement Offices, and your determination to support your students to achieve a successful outcome from their placement.

Whether or not your students were winners this year, you have every reason to take a moment to reflect on your contribution to producing a talented group of individuals and the invaluable help you give in the launching of their working lives.

Thank you once again for supporting this competition so brilliantly. We particularly wanted to thank colleagues at the following institutions from which we received the most student entries.

- Nottingham Trent University
- University College Dublin
- Sheffield Hallam University

Here’s to 2018, we’ll be launching the competition once again at conference in September, so why not give a heads up now to your students currently on placement – there is no better time to start thinking about how they might put together their entry.

*Becky*

## ASET e-Bulletin

### 2018 ASET Bursaries awarded

Following the excellent presentations from the ASET Bursaries projects at conference last year, the ASET Research Working Group were delighted by both the number and quality of project applications for the 2018 ASET Bursaries. After careful consideration the group are pleased to announce the 2018 bursary awards will go to:

#### 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.

Awarded to:

**Sophie Cranston**, *Loughborough University*

For her project entitled:

**International Work Placements: Linking Experiences to Future Career Aspirations**

2018 ASET Student Research Bursary

For small-scale research into Work Based and Placement Learning

**ASET**  
INTEGRATING WORK AND LEARNING

#### 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.

Awarded to:

**Laura Bradley**, *Ulster University*

For her project entitled:

**Millennial Students Perceptions of Employability: Lessons for Generation X & Y Academics**

2018 ASET Summer Project Bursary

For small-scale projects on Work Based and Placement Learning

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Congratulations to Sophie and to Laura. We wish them well with the recruitment of their students to undertake the projects.

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. The projects provide an opportunity for the students 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](#).

# ASET e-Bulletin

## And the Winner is.....

So the challenge was set. Who could Tweet the most creative, cool or far flung photo of their 2017 ASET Conference Water Bottle?

And you didn't disappoint. You travelled far and wide, physically and metaphorically, to show us just how cool and creative you are. Thank you to all those who entered.

Whilst all the entries were winners in their own special way, our absolute favourite had to be this entry from Anglia Ruskin University.



@ASETOnline support & learning is out of this world! Everyone wants a ticket to the next

#ASET17 conference! 🌍🚀

@ARU\_BusinessSch  
(Anglia Ruskin Business School)

Congratulations! You have won a free place at the 2018 ASET Conference! Just give us a call at the ASET office and we'll get you booked in.

And here's a selection of our favourites from the "almost won" category. Better luck next year folks!

@dominicprosser



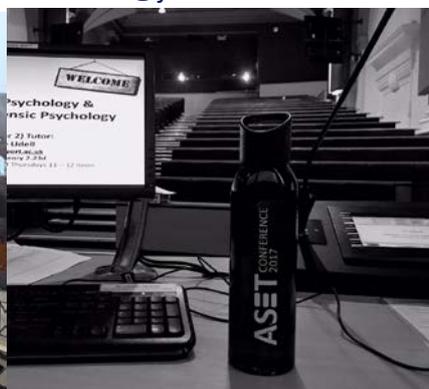
@jamiebettles



@dsiggers



@julieudell



@NFlintof



## ASET e-Bulletin

### Regional Hub Meetings

We were delighted to welcome almost 150 colleagues to our Spring Regional Hub meetings last week – a mini-conference in itself! Our thanks go to your ASET colleagues who hosted:

- Scotland - **Deborah Callister**, Edinburgh Napier University
- North - **Jen Moorby**, Manchester Metropolitan University
- Midlands - **Jo Higham**, Loughborough University
- South West - **Matt Rusling**, University of Bath
- South East - **Bonita Danso**, University of Westminster



From the feedback we have received, bringing so many of you together to share experiences of how you plan to manage the requirements of the upcoming General Data Protection Regulations (GDPR) in your institutions was much appreciated by all. We are now working on a GDPR Viewpoint to summarise the key issues to consider.

#### What is an ASET Regional Hub event?

The Regional Hub meetings are now well established in the ASET calendar and a great addition to the portfolio of ASET events. If you haven't yet been to an event perhaps you'd like to find out what they are all about?

#### Regional Hubs

- Are held 3 times a year (April, September (at our annual conference), December)
- Are **2 hours in duration**
- Facilitate focussed discussions on a current topic relevant to our field
- Enable local networking to take place (outside of our conference and staff development workshops)
- Are complimentary to our members (each HEP may send up to 2 members of staff)
- Give opportunities to improve the links between individual members/local HEPs
- Can lead to the production of new ASET Viewpoints

#### Which Regional Hub do I belong to?

We have broadly split the UK into 5 regions as follows:

- Scotland
- North
- Midlands
- South West
- South East

It's easy to get involved with hub events – of course you can just book yourself a place and come along to share your knowledge and experience. Alternatively, perhaps you have recently been to an event and are wondering why there hasn't been one at your institution yet?

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### How do Regional Hubs happen?

ASET will provide all you need for a successful Regional 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
- Support the event by ensuring the 5-6 free places you have as host, are filled
- As host, lead discussions\* by providing an institutional perspective to the hub topic
- Provide copies of the ASET handout for delegates

\* *Regional Hubs are networking meetings. They are not training workshops, and therefore you are not expected to be an expert on the topic set. Rather you are asked to lead on from the ASET (video) introduction to the topic with a 5 minute insight into your institutional experiences.*

Previous hosts tell us that their events have stimulated discussions amongst their team (Hub hosts are allocated up to 6 places) as well as forging new relationships with colleagues locally and the realisation that you are part of a wider community.

If you would like to host a hub meeting for your regional colleagues, please get in touch. [aset@asetonline.org](mailto:aset@asetonline.org)

## ASET Count-Me-In

**Yes please - Count Me In  
I want to stay in the ASET Community**

Following on from the Regional Hub **GDPR** events, you are hopefully well aware of the upcoming implementation deadline all organisations are working to: **25th May 2018**.

## ASET e-Bulletin

Whilst ASET has never shared members' contact details outside the ASET membership, from now on **we will need your consent** to continue to contact you and keep you up to date with ASET activities and details of your ASET membership benefits.

As an ASET member, you are currently receiving regular email updates from us about ASET events and activities including your monthly ASET members' e-Bulletin.

**To give your permission for ASET to continue to keep you informed please click on the button above**

Or send a simple email with subject line as **YES** to [ASET-Count-Me-In@asetonline.org](mailto:ASET-Count-Me-In@asetonline.org)

### **ASET Event Delegate Lists**

ASET has always valued the networking opportunity that ASET events afford our members, and we know you like to stay in touch with ASET colleagues you meet. We intend to continue to make delegate lists from our Annual Conference and Staff Development workshops available to attendees, and in order to do this, when you book a place on an ASET event, (Annual Conference or Staff Development Workshop) you will be asked for consent to include your email contact details on the delegate list, and shared amongst attendees.

If you have any questions, please don't hesitate to get in touch with us. We look forward to keeping you a part of the ASET community.

### **Thank you ASET**

Following on from last month's article on the HKF celebratory event at the House of Lords, we have received a thank you message from the Foundation to ASET members..



*"We would like to thank one of our long standing sponsors ASET for their support... Their sponsored bursary has meant we can support disadvantaged students to overcome barriers progressing to Higher Education. We are further grateful to them for joining us to celebrate 20 years for HKF by sponsoring an additional 20th anniversary bursary this year"*

**Shahida Aslam**, Operations Manager, Helena Kennedy Foundation

## ASET Annual Conference 2018

The Placement and Employability Professionals' Conference

4-6<sup>th</sup> September 2018

Future-proofing Placements: Sharing Success and Inspiring Innovation

#ASET18

University of Nottingham, Jubilee Campus

**£50 EARLY BIRD Discount on bookings made before 30<sup>th</sup> April**



[BOOK ONLINE](#)

Our full conference programme will be available mid-May and will feature keynotes around the conference theme from:

**Jane McNeil**, Director of Academic Development, Nottingham Trent University

**Lisa Gray**, Senior co-design Manager - student experience team, JISC

**Maddy Woodman**, Business Leaders Programme, Henley Business School

This year we will also be looking closely at the student perspective with contributions and a panel from current students sharing their experiences.

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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 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?

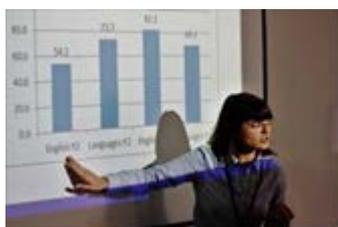
### Call for Papers

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.

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

Deadline : **Friday 18th May 2018**

### Staff Development Workshops

This month we are pleased to announce our **confirmed workshop dates for autumn** – and hope that this early notification will help you with your planning for the academic year ahead. Booking is already open for these events on our website, and as for all our workshops, you can **BOOK ONLINE** today.

Find out more about each session below, and check out our **introductory videos** from Nicola.

Workshops at a glance...

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) <a href="#">FIND OUT MORE</a>
16-May	Cloth Hall Court, LEEDS	6	Placements with SMEs (SMEs) <a href="#">A WORD FROM OUR TRAINER</a>
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)
10-Oct	City, University of London	11	- An Introduction to Work Placement Management (IWPM)
15-Nov	Cloth Hall Court, LEEDS	12	Supporting International Students with Placements (SISP)
27-Nov	Cloth Hall Court, LEEDS	13	Widening Participation and Placements (WPP)

#### 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?

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- 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*

### 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*

### 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*

**[BOOK ONLINE](#)**

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### **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*

### **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*

### **11. An Introduction to Work Placement Management (IWPM)**

Wednesday 10<sup>th</sup> October (10am-4pm) City, University of London, LONDON  
£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

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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 3<sup>rd</sup> October*

### **12. Supporting International Students with Placements (SISP)**

Thursday 15th November (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS  
£175 ASET members/£250 non-members

International student participation in placements is high on the agenda at many UK Higher Education Institutions. For some international students, studying in the UK is a highly desirable means to support their future employability prospects. International students' participation in placement remains low in some areas, with students citing obstacles – both perceived and real - to successfully securing a placement. International students' support requirements can differ from UK domiciled students, and can be greater. This workshop, facilitated by experienced placement professionals, will examine strategies to help prepare international students in securing placements, as well as ways to support them whilst on placement.

It will also look at the advice and guidance that can be provided for employers to persuade them of the value of offering placements to international students. The day will be interactive, including networking opportunities with other delegates and workshop facilitators. You will be encouraged to share experiences and examples of good practice from your institution.

*Last day for booking on this workshop – Thursday 8th November*

### **13. Widening Participation and Placements (WPP)**

Tuesday 27th November (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS  
£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 – Tuesday 20th November*

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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](mailto:aset@asetonline.org).

### And Finally

The next ASET members' e-Bulletin for 2018 will be issued w/c 21<sup>st</sup> May. Please forward your news/copy to [aset@asetonline.org](mailto:aset@asetonline.org) by Friday 11<sup>th</sup> May.

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