

May 2018

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ASET

The Work Based and Placement Learning Association
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Celebrating 25 years of ASET Conferences...

University of Nottingham, Jubilee Campus

4-6th September

#ASET18



Are you planning to join us for our **Silver Jubilee**?

This year will be our **25th ASET Annual Conference** and, rather appropriately, we will be celebrating this milestone on the **Jubilee Campus** at the University of Nottingham to consider **Future-Proofing Placements: Sharing Success and Inspiring Innovation**. The early programme is now available (see below) and we will be adding to this in the coming weeks.

Booking is open, so if you are planning to join us for what is sure to be a memorable event reserve your place by [BOOKING ONLINE](#) today.

aset@asetonline.org www.asetonline.org

Work based learning and new DLHE

by Brian Byers

ASET Trustee and Employability Manager, Ulster University

As we all frantically try to get students 'placement-ready' or even placed, and ourselves exam board ready, perhaps we should all try to take a moment to reflect on what we do and how we do it. This reflection will take place in the context of the changing needs of employers (although they have never been static), Brexit, advances in technology, the expectations of our students, GDPR,

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and of course, our new friend‘Graduate Outcomes’.

So the landscape is changing in a range of ways and not least with regards to the beloved DLHE now becoming ‘Graduate Outcomes’. This new way of gathering graduate destination data offers our sector both challenges in how we prepare for it and fulfil our obligations, but also opportunity in how we support graduates through work based and placement learning after they graduate, and particularly before they are surveyed.

With a longer 15 month window before graduates are surveyed, there is more time to provide support to graduating students and recent graduates. Work based learning can play an increasingly important role in how graduates are supported by University’s as they transition from student to graduate. What these models of support should be and how they are funded are questions we will tackle within our own institutions. Another issue will be how graduate internship/placement models can impact on undergraduate internship/placement models and ensure that we are generating new opportunities instead of replacing existing ones.

The key issue is that as practitioners in work based learning we need to give more thought to how we can make a bigger impact on how students transition into the graduate labour market. Alongside our existing models of work based learning and placement, what can we do to better support our graduating students and recent graduates? Is that to continue to invest the vast majority of our time and resources into supporting students, or do we need bespoke and tailored solutions for graduates?

With a longer timeframe between graduation and survey there is a definite opportunity to be proactive and to positively impact graduate outcomes. How that happens and how it is resourced are the more difficult questions, but starting a conversation that includes all the various stakeholders is a definite starting point.

Brian

ASET and GDPR

If you have already clicked that yellow button – Many Thanks! You will continue to be part of the ASET community. If you haven’t clicked it yet, please do so now to ensure you

Don’t lose your place on the ASET Mailing list

Deadline 25th May

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

[Ctrl+click]

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We are delighted so many of you have already responded. If you have, you don't need to do anything further. We don't want to lose any of our valued members, however, so please take a moment to make sure you can continue to hear from us.

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

If you have trouble clicking on the button from your email system, then please just.....

Send a simple email with subject line as **YES** to 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 hope you will opt-in and continue to be a valued member of the ASET community.

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 [BOOK ONLINE](#)



GSK Winter Gardens, University of Nottingham, Jubilee Campus - Gala Dinner Venue

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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?

With the emphasis on students this year, our now well-established panel session will bring a range of student voices, insights and experiences with both current students and recent graduates on the panel. And don't miss our post panel **Professional Development Tasters** which will encourage you to consider what you need to do to ensure you too are **"Fit for the Future"**.

Programme

Day 1 - Tuesday 4 September

- 08:00 - 09:00 Breakfast (Monday night delegates only)
- 10:00 - 11:00 Registration and refreshments
- 11:00 - 11:15 **ASET Welcome**
- 11:15 - 11:30 **Opening Address: Dr Paul Greatrix, Registrar, University of Nottingham**
- 11:30 - 12:15 **Keynote: Jane McNeil, Executive Dean, Learning and Teaching, Nottingham Trent University**
- 12:15 - 12:45 ASET AGM
- 12:45 - 13:30 Parallel Session 1 – Regional Hub Meetings
- 13:30 - 14:30 Lunch
- 14:30 - 15:00 **Plenary: Data Insights from RateMyPlacement**
- 15:00 - 15:45 ASET Bursary Projects
Research Bursary Project Presentation
Summer Project Bursary
- 15:45 - 16:00 Refreshment break
- 16:00 - 17:00 Parallel Session 2
- 18:30 Drinks Reception
- 19:30 BBQ

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Day 2 – Wednesday 5 September

- 08:00 - 09:00 Breakfast
09:00 - 9:15 Registration for day delegates
09:15 - 9:45 **ASET on....**
09:45 - 10:45 Parallel Session 3
10:45 - 11:00 Refreshment break
11:00 - 12:00 Parallel Session 4
12:00 - 12:45 **Keynote: Lisa Gray, JISC**
12:45 – 13:45 Lunch
13:45 - 15:15 **Panel Session: Student Insights**
15:15 - 16:00 **Professional Development Tasters: Are you 'Fit for the Future'?**
16:00 - ASET Practice & Research Network Meeting/ Free time
18:30 Drinks Reception
19:30 Gala Dinner in the **Winter Gardens**

Day 3 – Thursday 6 September

- 08:00 - 09:00 Breakfast
09:00 - 09:30 Day registration / Time available for checking out and baggage store
09:30 - 10:30 Parallel Session 5
10:30 - 11:00 Refreshment break
11:00 - 12:00 Parallel Session 6
12:00 - 12:45 **Keynote: Maddy Woodman, Business Leaders Programme, Henley Business School**
12:45 - 13:00 Conference Wrap-up & Close
13:00 Packed Lunch and depart

Please note: The programme and/or individual parallel sessions may be subject to change at short notice

Conference Rates

Full details of this year's conference pricing is and set out below. We are pleased to once again offer reduced full conference rates for presenters.

RESIDENTIAL

Residential rates are inclusive of 3-day access, two nights' accommodation, meals and refreshments

- Presenter Rate **£550**
- ASET member institutions **£650**
- Non-member institutions **£825***

* Non-member residential rate includes 6 months ASET membership for your institution

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NON-RESIDENTIAL

Non-residential rates are inclusive of lunch and morning/afternoon refreshments only, and do not include *evening meals* which, when booked separately are charged at:

Tuesday 4th **BBQ £25**

Wednesday 5th **Gala Dinner £40**

- Presenter Rate **£450**
- ASET member institutions **£525**
- Non-member institutions **£675**

DAY RATES

Day rates include lunch and morning/afternoon refreshments. Day rates do not include evening meals.

Tuesday 4th September **£250**

Wednesday 5th September **£250**

Thursday 6th September **£175**

ADDITIONAL NIGHT

Additional night bookings for the night before conference can only be taken with initial booking, please check travel arrangements in advance of booking.

Pre-conference Bed & Breakfast: Monday 3rd September £60 (evening meal not included)

2018 Call for Papers

We know it's a busy time of year for all, but don't miss this year's [Call for Papers](#) .

The deadline for submissions has been extended to May 24th

How to submit an abstract

To submit an abstract for this year's conference, **you must use** the conference **ABSTRACT SUBMISSION FORM** which is available to download, together with the terms and conditions, from <http://www.asetonline.org/events/annual-conference/>

Submit to ASET (aset@asetonline.org) by **4pm Thursday 24th May 2018**

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AGM Notification

A message to all our members from ASET Chair **Sarah Flynn** ...

With our conference rapidly approaching it has become the time of year when we share with you our official notification of the **ASET Annual General Meeting** which is to be held as part of the conference on **Tuesday 4th September 2018** at 12:15, at the University of Nottingham. If you represent a member institution, the AGM is your opportunity to hear about the work of ASET during the year, receive the formal report on the accounts and to engage with the process of electing the Executive Committee, and we would encourage you to attend.

Have your say - Call for motions /agenda items

Members may request either, and must be present at the AGM to speak to their item or to submit in writing ahead of time. If you would like to table a motion or an agenda item, please do so in writing (electronic format) by email to aset@asetonline.org with the phrase: **AGM 2018 Motion, Agenda Item**, in the subject line of the email, and these must be received by **Friday 27th July, 5pm**.

Get Involved with the ASET Executive Committee – Open call for nominations

The Executive Committee is a team of volunteers who work to govern, guide and carry out the goals of the organisation acting both as Directors and **Trustees**, as ASET is a charity. We have a small number of vacancies for colleagues to join the team, these are not defined roles but rather open to the skills, experience and talents that enthusiastic individuals would like to bring to the Committee.

- Individuals may self-nominate remembering that they must belong to a member institution, and their nomination must be seconded by someone from a different member institution. Individuals can only second one other person.
- Nominations and confirmations of seconding support must be made in writing (electronic format) by email to aset@asetonline.org with the phrase: **AGM 2018 Nomination** in the subject line of the email. The nomination and the seconding support can come in separate emails.
- To stand, please submit a *biography/manifesto of no more than 200 words* with your nomination. These biographies/manifestos will be made available to the members for consideration ahead of the Annual General Meeting where the vote will take place, so please use them to demonstrate your engagement in the work based and placement learning sector and perhaps to illustrate what you hope to bring to ASET.

If you have any queries about the process of the AGM or are considering standing for the Executive Committee and you would like to discuss this before you nominate, then please contact **Sarah Flynn**, ASET Chair, s.j.flynn@herts.ac.uk, **James Corbin**, ASET Vice Chair, j.i.h.corbin-2@kent.ac.uk or **Rebecca Evans**, ASET Treasurer, r.j.evans@leeds.ac.uk

Nominations close on Friday 15th June, at 5pm

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Staff Development Workshops

This year we have been delighted to welcome record numbers of delegates to ASET workshops and we thank you for your continued interest and support. Don't forget, if there is a topic you would like us to introduce to the programme we would love to hear from you. And if you think your institution can offer facilities to ASET as a workshop venue, do get in touch with us at the ASET Office.

You can secure your place on any of our workshops today, just [BOOK ONLINE](#)

[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)
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) find out more
20-Jun	City, University of London	8a	Risk Assessment and Due Diligence (RADD) find out more
26-Jun	Student Central, LONDON	9	Widening Participation and Placements (WPP) find out more
11-Jul	Student Central, LONDON	10	From Placements to Employability (PI-Emp) find out more
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)

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

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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

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.

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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 10th 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 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 3rd October

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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.

And Finally

The next ASET members' e-Bulletin for 2018 will be issued w/c 18th June. Please forward your news/copy to aset@asetonline.org by Friday 15th June.

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