

ASET e-Bulletin

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ASET

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January 2016

I hope the New Year is off to a good start for you all? ASET Trustee, Tim Ward, is planning to keep on track with his New Year's resolutions and is hoping you will [join in with the discussion](#).

I am delighted to begin the year with the details of the Spring Staff Development Programme, which features 11 workshops on a broad range of topics.

The details for each session can be found below, and on our website.

We welcome your comments and input and hope we will see you at an event this year. In the meantime, don't forget we are keen to share news of your events and experiences that will add to best practice for everyone, so do get in touch via the ASET office to have an item included in the next e-bulletin in February.

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What are your 2016 employability resolutions?

by **Tim Ward, ASET Trustee**

Work Experience Consultant, University of Salford

With New Year resolutions and planning for the next semester, this is the time of year we embark on a period of reflection that inevitably involves us making promises to learn from our mistakes albeit the same ones we make year after year! The release of the government's [Higher Education Green Paper Fulfilling Our Potential: Teaching Excellence, Social Mobility and Student Choice](#) and some of the interesting articles it spawned centred my reflection on the age old quest of raising student self-awareness but also the responsibilities of all involved in the development of students' employability. I need to stop making these mistakes but what are they? A recent article in the Times Higher Education [UK Engagement Survey: universities have limited impact on students' 'soft' skill development](#) reviewed the Higher Education Academy's [UK Engagement Survey](#) which samples more than 24,000 undergraduates and is the first nationwide attempt to measure "learning gain" in British universities. Worryingly although the responses of students in different years indicated progressive

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development of “hard skills” over the course of a three-year degree; no such pattern was evident in the “soft” or “employability skills”. The objective of any work based or placement learning experience, regardless of length, is to consolidate and complement the academic learning, knowledge and skills with experience. If students are not recognising the skills they have developed during this vital opportunity for “employability skills” development we have a problem.

And the discussion still continues over what is “employability”, particularly in the context of the potential inclusion of employment statistics in future versions of the Teaching Excellence Framework. If you are interested in the debate you might be keen to read recent contributions by Johnny Rich, **Chief Executive of Push**, in his paper recently written for the Higher Education Policy Institute, “[Employability: degrees of value](#)”, or another by Doug Cole, Head of Academic Practice at the Higher Education Academy, in a piece for policy blog WonkHE, “[Employability: metrics and definitions](#)”.

But what about the practitioner’s role in all this? Following principles outlined in our [Good Practice Guide for Work based and Placement Learning in Higher Education](#) we believe that all parties should:

- Work to accept and recognise the value to employability
- Make clear to students what provision is available to support employability development as part of the student experience

Questions I ask myself:

- Am I promoting the importance of work based and placement learning to students’ “employability skills” development appropriately, sufficiently and explicitly?
- Is my institution aware how vital these experiences are to the students?
- Are we putting students’ employability development in the hands of the right people?

No answers as yet, but it has given me cause for thought in these first weeks of the New Year. It maybe that the development of hard skills are overt and obvious but the development of employability skills are not as explicit to the students. This not only damages their ability to reflect on and market these skills to future employers but may also limit their engagement with work based or placement learning opportunities. Are we as a sector doing enough to ensure that the specific skills required by employers are gained on subject specific work based or placement learning, and are we making the importance of these opportunities for employability skills development clear to our students? We need to do more to overcome the tendency for students to see a degree merely as a career passport – a *proxy* for employability – and connect them instead with the thing itself, the real value that they will be able to offer to an employer through the skills and experience they have gained. Dry though the word sounds, at its heart “employability” is about having a rewarding future. And that is something we neglect at our peril. So, three weeks into 2016 and I am still focussed on doing employability “better” and I look forward to reflecting at the end of the year on how I fared. What are your resolutions? Share your thoughts via [this discussion thread](#) on the ASET Placement and Employability Professionals group on LinkedIn.

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Spring Staff Development Workshop Programme

I am pleased to launch the Spring Staff Development programme featuring new workshops, new venues and some new (and some familiar) ASET faces. With so many to choose from, we are sure there will be something interesting and informative for you all and we look forward to welcoming you soon.

Date	Location	W'shop No.	Title
25-Feb	Manchester Metropolitan University	1	Risk Assessment and Due Diligence
01-Mar	Manchester Metropolitan University	2	An Introduction to Work Placement Management
22-Mar	ASET Offices, Sheffield	3	Supporting Disabled Students with Placements
19-Apr	Glasgow Caledonian University	4	Placements with SMEs
26-Apr	Manchester Metropolitan University	5	From Placements to Employability
03-May	London - Senate House	6	Placements, Work Based Learning and Social Mobility
17-May	Manchester Metropolitan University	7	Developing Overseas Placements
09-Jun	London - Senate House	8	Marketing for Placements
21-Jun	Manchester Metropolitan University	9	Placements with SMEs
05-Jul	London - Senate House	10	Facing Facebook, Tackling Twitter and Living with LinkedIn
14-Jul	Manchester Metropolitan University	11	Innovation in Placement Assessment

1. Risk Assessment and Due Diligence (RADD)

Thursday 25th February (10am-4pm) Manchester Metropolitan University
£165 ASET members/£195 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. This autumn saw the publication of the ASET Good Practice Guide on Managing Placements and Work Based Learning, 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 staff wanting a refresher and update.

Please note the last day for booking on this workshop is Monday 15th February

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2. An Introduction to Work Placement Management (IWPM)

Tuesday 1st March (10am-4pm) Manchester Metropolitan University
£165 ASET members/£195 non-members

This session will provide guidance for the management and support of work placements. 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 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.

Please note the last day for booking on this workshop is Monday 22nd February

3. Supporting Disabled Students with Placements (SDSP)

Tuesday 22nd March (10am – 4pm) ASET Offices, Sheffield
£165 ASET members/£195 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

Please note the last day for booking on this workshop is Monday 14th March

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

Tuesday 19th April (10am-4pm) Glasgow Caledonian University
£165 ASET members/£195 non-members

Engaging with 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 summer or year-long internship/placement recruitment processes, 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

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keen to apply for roles with SMEs or understand the value that such experiences can offer?
This participative, staff development workshop aims to show:

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

Please note the last day for booking on this workshop is Monday 11th April

5. From Placements to Employability: thinking about the whole student experience (PI-E)

**Tuesday 26th April (10am-4pm) Manchester Metropolitan University
£165 ASET members/£195 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.

Please note the last day for booking on this workshop is Monday 18th April

6. Placements, work based learning and social mobility: exploring pathways to success

**Tuesday 3rd May (10am-4pm) Senate House, London
£165 ASET members/£195 non-members**

The issues surrounding the social mobility of our students are, again, high on the agenda of late. The Government's Green paper *Teaching Excellence, Social Mobility and Student Choice* (Nov 2015) proposes to "provide greater focus on graduate employability" and "widen participation in higher education" whilst the newly formed (Jan 2016) think tank, the Learning and Work Institute, aims to promote "lifelong learning, full employment and inclusion".

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For those of us on the ground, what can we do, practically, to increase the take up of placements by students from disadvantaged backgrounds? Furthermore, what solutions can we share to better engage employers in our communities and nationally in order to further these broad strategic social aims? In an interactive day of participation and discussion, this workshop will examine ways to support the employability of our students, as well as employers who offer work placements and the like. Delegates will build up a tool-kit of ideas and suggested techniques to use at their institutions.

Please note the last day for booking on this workshop is Monday 25th April

7. Developing Overseas Placements (DOP)

Tuesday 17th May (10am-4pm) Manchester Metropolitan University
£165 ASET members/£195 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 skills which are proven to increase employability, but Higher Education Institutions can find the development and management of these placements daunting.

“Spending time abroad in a structured way improves student outcomes and prospects in ways that make its encouragement a valid aim for both HE providers and government”. 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, the costs for HEIs and students, as well as 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 robust frameworks and 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.

Please note the last day for booking on this workshop is Monday 9th May

8. Marketing for Placements (MP)

Thursday 9th June (10am-4pm) Senate House, London
£165 ASET members/£195 non-members

Marketing placements and what we do needs to be adapted to our audiences, of which there are many – students, prospective students (and their parents), academic colleagues, the sector, employers and HE management. Better promotion can lead to an increase in the number of students taking up placements and/or more opportunities being made available by employers to your students. With available technologies naturally evolving, we also need to think about innovative ways to market placements.

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In this practical workshop, our facilitators will discuss techniques you can employ to market placements and work based learning programmes to these audiences, and will encourage your participation to share your experiences.

Please note the last day for booking on this workshop is Thursday 2nd June

9. Placements with SMEs – engaging and supporting employers and students (SMEs)
Tuesday 21st June (10am-4pm) Manchester Metropolitan University
£165 ASET members/£195 non-members

Engaging with 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 summer or year-long internship/placement recruitment processes, 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 show:

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

Please note the last day for booking on this workshop is Monday 13th June

10. Facing Facebook, Tackling Twitter and Living with Linked In (#FFTTLL)
Tuesday 5th July (10am-4pm) Senate House, London
£165 ASET members/£195 non-members

A workshop exploring ways in which HE staff can use social media to engage with their students and ideas on how to coach students on the positive and professional use of social media. We will also provide a receptive forum for discussing doubts about using social media and how to manage these.

- Strategies for engaging effectively with students using social media and those not using social media (for example, On Twitter and Off Twitter strategies)
- Dos and don'ts of using social media – how to show students to use social media to positive effect
- Brand Professional Me - how students can develop a successful personal brand for job seeking and networking

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- Platforms discussed: Predominantly Twitter, LinkedIn, Facebook, but also Instagram, Pinterest and emerging platforms such as <https://about.me/>
- A basic appreciation (not expert use) of some of the platforms – Facebook, Twitter and LinkedIn would be useful although not essential

Please note the last day for booking on this workshop is Monday 27th June

11. Innovation in Placement Assessment (IPA)

Thursday 14th July (10am-4pm) Manchester Metropolitan University
£165 ASET members/£195 non-members

There's more than one way to....assess a placement. From vlogs and blogs, to PDP and journals, essays and reports, posters and presentations, self-reflective practice and peer-assisted assessment, our facilitators will introduce contemporary, relevant and authentic methods of assessment for placements and work based learning models. In this participative workshops, delegates will be invited to engage in discussion and dialogue on the topic including exploring issues such as:

What are you assessing?

Who is involved in the assessment?

Is it fit for purpose?

How to encourage your students to engage in reflective practice

Please note the last day for booking on this workshop is Monday 4th July

To book for any of the workshops, please complete and return the booking form (attached). Full details of all the workshops are available on the website [Spring Workshop flyer](#).

ASET Bursaries 2016 - REMINDER

There is still time to send in your proposal for either of the ASET Bursaries.

Closing date 9am Monday 1st February.

2016 ASET Research Bursary

For small-scale research into Work Based and Placement Learning



ASET is pleased to announce our 2016 Student Research Bursary, inviting proposals from colleagues to fund an undergraduate 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.



2016 ASET Research Bursary

2016 will be the fifth year of the ASET Research Bursary, and in celebration, we will be undertaking a little research ourselves, looking back at the research undertaken and the impact of the work funded.

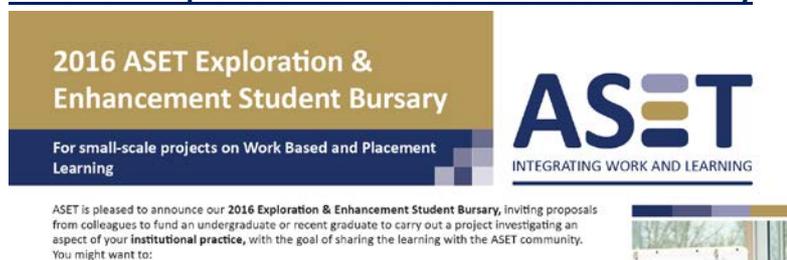
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In the meantime, we are keen to award this year's bursary– and hope that, in the remaining 6 weeks until the 2016 deadline (1st February – 9am!) you will be getting that project proposal finalised.

For 2016 the Bursary has been increased, to offer **£600** to the **hosting institution** to cover expenses including attendance at the 2016 ASET Annual Conference, and **£2400 to the student** appointed to undertake the research project typically over a period of 8 weeks/300 hours.

Details of the award can be seen [here](#), and full terms and conditions are available on the [ASET website](#).

2016 ASET Exploration & Enhancement Student Bursary



2016 ASET Exploration & Enhancement Student Bursary
For small-scale projects on Work Based and Placement Learning

ASET
INTEGRATING WORK AND LEARNING

ASET is pleased to announce our 2016 Exploration & Enhancement Student Bursary, inviting proposals from colleagues to fund an undergraduate or recent graduate to carry out a project investigating an aspect of your **institutional practice**, with the goal of sharing the learning with the ASET community. You might want to:



The **Exploration and Enhancement Student Bursary 2016** is also now open for submissions and, like the ASET Research Bursary, the award has been increased, to offer £600 to the hosting institution to cover expenses including attendance at the 2016 ASET Annual Conference, and £2400 to the student appointed to undertake the

research project typically over a period of 8 weeks/300 hours.

This award, is designed to facilitate the **sharing of innovative practice** in placement and work-based learning.

- Which aspect of your work would you like to know more about?
- What information would help you develop what you offer?
- What could you do that would be of benefit to students?

Whatever your role in placement, work-based learning or employability development, if there's an aspect you'd like to find out more about, ASET might be able to help.

Details of the award can be seen [here](#), and full terms and conditions are available on the [ASET website](#).

ASET Research Group Spring Meeting 2016

We are in the final planning stages for the first meeting of the ASET Research Group 2016. In order to meet your needs we would be grateful if you could complete the following short survey. Please note that all responses are confidential. If you have any particular questions that you would like to ask, please email Francesca Walker, ASET trustee fdwalker@uclan.ac.uk.

The link to the survey can be found here:

<https://www.surveymonkey.co.uk/r/T799FPX>

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ASET Student Competition 2015

Thank you all for your support for this year's Student Competition. Entries are now with the judges with the results due by the end of March. Watch this space.....

2016 ASET Membership

Please note ASET Membership invoices for 2016 will be on their way to your institutions shortly. Your institution's key ASET contact will also be receiving a list of people currently on the ASET mailing list, with a request to update this listing. Alternatively, if you have a colleague who does not currently receive direct mailings from ASET and would like to, you can get in touch with the ASET Office directly and Janet or I will add them to the list. I hope you will take this opportunity to make sure you are getting the most out of your membership.

- Are you in the ASET LinkedIn community? Why not [JOIN](#) now?
- Or how about joining one of our specialist LinkedIn Groups
 - Equality
 - Post Graduate Placements
 - Practice Informed Research
 - International Placements
- ASET Bursaries – why not apply?
- ASET Student Competition – how many of your students have entered this year?
- Free publications – do you have your copies?

And lots more to come in 2016.....

And Finally

Please send your contributions for next month's e-Bulletin by Friday 12th February