

December 2016

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Nicola Dandridge CEO *Universities UK*

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Happy Holidays

And just in time before we close for this year to say **Congratulations!** to all our ASET colleagues shortlisted for the 2017



Good luck to all of you and a heart felt well done for a great achievement.

[View shortlist now](#)

Another bumper issue this month - plenty to keep you busy in those quiet moments over the festive period. 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 w/c 16th January 2017, and until then, enjoy your break.

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Utilising digital resources to support placement activity

Rebecca Evans, ASET Trustee and Work Placement Manager at the University of Leeds

There are many opportunities for us to share information with students during their placement journey – from case studies which inspire them to consider doing a placement, to vital financial information about fees and loans; from advice for specific cohorts, such as international students and students experiencing a disability, to hints and tips on making the most of the experience and how to re-adjust to life on campus post placement. We also often get a range of stakeholders to support us in providing this

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information: previous students, employers, colleagues – they all have valuable insights to offer.

As the numbers of students engaging in placement activity grows it is important to reflect on processes and consider ways to create efficiencies.

At the University of Leeds we have been doing just that over the past 18 months. We identified a number of key drivers:

- Provide students with instant access to placement information anywhere, anytime
- Reduce institutional costs and improve efficiency by providing standard information in one place allowing staff more time to provide expert guidance where it is needed
- Provide equality of provision (regardless of whether students are in a Faculty / School which supports a large number of placement students or not)
- Develop a student community – for some time there has been an appetite to facilitate a cross university placement community

Having identified these drivers we applied to the Higher Education Academy's Strategic Excellence Initiative for Vice Chancellors to secure funding to develop a digital learning resource. By autumn 2015 a project plan was in place and work to create an online digital resource – the 'Your Placement Year Guide' which would support students throughout their placement journey from 'Securing your placement', 'Planning and preparing for your placement', to 'Support during your placement' and finally 'Finishing your placement – returning to university' was underway.

Interactive content including video case studies from students, employers and Careers Centre colleagues, quizzes, timelines and animations were created to make the content varied and engaging.

Launched in Fresher's Week, enrolment numbers have exceeded our expectations with almost 1,300 students enrolled to date and users spending approx. 50% of their time in the 'Securing your placement' section – which would be expected for this time of the year.

The focus now is on building the usage of the interactive aspects - discussion boards which allow students to interact with each other with the aim to create online communities and resources students can refer to year on year and Blackboard Collaborate to allow students to have real time conversations with colleagues in Student Placements as well as each other.

The end of term is a great time to reflect on how your processes have worked so far and consider ways to improve them.

- If you identify something which could be supported by additional resources consider applying for external funding
- If your project has a research focus perhaps apply for an ASET Research Bursary <http://www.asetonline.org/research/aset-research-projects/>.
- The ASET Introduction to Work Placement Management workshop <http://www.asetonline.org/events/staff-development-workshops/> is a great workshop which can support you in reviewing your processes and help you to identify new ways of working.

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- Finally don't forget the annual ASET conference which is at the University of Kent in 2017 (5th – 7th September) I hope to see you there and be able to share more about the impact the Your Placement Year guide has had.

Good luck! And best wishes for the festive season

Rebecca

2017 Staff Development Programme

Please see below full details for the 2017 ASET Staff development Workshop programme.

[BOOK ONLINE](#)

Please note we have new venues in London, Leeds and Sheffield for spring as we continue with our commitment to bring ASET events to our members UK wide. If you think your institution might be a suitable venue for ASET and would like to discuss this further, please contact Debbie at the ASET office aset@asetonline.org. **NB Prices held for 2017** (£165 ASET members/£195 non-members)

1. Risk Assessment and Due Diligence (RADD)

Tuesday 21st February (10am-4pm) **Student Central**, Malet Street LONDON

In 2010 ASET published a Good Practice Guide with advice on how to implement the new, risk based approach to Health and Safety, resulting from the release of new policy guidance from UCEA in 2009. The revised and updated edition of the ASET Good Practice Guide for Health and Safety for Student Placements was released in September 2016.

This publication is part of a series of ASET Good Practice Guides including the ASET Good Practice Guide for Work Based and Placement Learning in Higher Education (September 2013), which was designed to support practitioners in meeting the expectations of the QAA Quality Code.

Discussions across the sector have raised concerns about managing the risk assessment and due diligence processes associated with placement provision in Higher Education.

- Are you confident in your risk assessment processes before placement?
- Do you know what you should be doing in terms of due diligence?
- Do you realise the extent of the university's legal liability for all of this?

This workshop will explain the philosophy behind the both sets of guidance, particularly focusing on establishing manageable, proportionate and appropriate risk assessment and due diligence processes for placement provision. It is aimed at university staff who work with student placements / work experience, whether new to the position or experienced, whether academic or administrative, wanting a refresher and update. **Last day for booking on this workshop is Tuesday 14th February**

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2. Supporting Students with Disabilities on Placement (SSDP)

Tuesday 7th March (10am – 4pm) Senate House, LONDON

The aim of this interactive workshop is to provide advice and guidance on the support of disabled students to those working in work experience, work based learning and placement roles, as well as encouraging dialogue and discussion amongst delegates. The following topics will be covered:

- An overview of the Equality Act; how does it help disabled placement students and how can you help employers interpret and understand what the Act means?
- Guidance on assisting students with disclosure in the recruitment process. Should they disclose or not? If so, how and when should they disclose?
- Case study examples to highlight placement success stories
- Further resources and support available to students and employers, and others involved in the placement

Last day for booking on this workshop is Tuesday 28th February

3. An Introduction to Work Placement Management (IWPM)

Thursday 16th March (10am-4pm) ASET Offices, SHEFFIELD

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 Thursday 9th March

4. Innovation in Placement Assessment (IPA)

Thursday 6th April (10am-4pm) Senate House LONDON

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?

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- 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 Thursday 30th March

5. Placements for Graduates, Postgraduates and PhD students (PGrad) **NEW**

Tuesday 25th April (10am-4pm) University of Sheffield

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 - Wednesday 19th April

6. Developing Overseas Placements (DOP)

Tuesday 2nd May (10am-4pm) Senate House, London

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 - Monday 24th April

7. Freelancers, Entrepreneurs and Enterprise – Placements (FEEP) **NEW**

Tuesday 23rd May (10am-4pm) Leeds Beckett University

Do your students wish to run their own business for their placement? Is this something you haven't previously considered or were cautious about? This one day workshop will explore the key areas to be taken into account when approving these types of placements, as well as looking at what university support could be provided for placement student entrepreneurs to aid this agenda and foster success. Our facilitators will encourage discussion and dialogue, networking, and the exchange of ideas.

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Last day for booking on this workshop - Monday 15th May

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

Tuesday 13th June (10am-4pm) Senate House, London

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 – Monday 5th June

9. Marketing for Placements (MP)

Tuesday 20th June (10am-4pm) Leeds Beckett University

For placement practitioners, our approach to marketing placements and the range of support services we offer, needs to be adapted to our audiences, of which there are many – students, prospective students (and their parents), academic colleagues, the sector, employers (including SMEs) and HE management. Better promotion can lead to a greater profile for placements within and beyond your institution, an increase in the number of students taking placements and/or more opportunities being made available by employers to your students. With technologies and social media advancing and evolving, we also need to think about innovative ways to market placements.

In this workshop, our facilitators will discuss techniques you can employ to market placements to these audiences, will encourage your participation to share your experiences and engage in active dialogue, and will support learning from best practices nationally through networking opportunities.

Last day for booking on this workshop - Monday 12th June

10. Social Mobility and Placements

Tuesday 27th June (10am-4pm) Leeds Beckett University

Discussion surrounding the social mobility of our students is once again on the agenda nationally in the HE sector (the Government's 2016 White paper Success as a Knowledge Economy: Teaching Excellence, Social Mobility and Student Choice). Yet for those of us on the ground, what can we do, practically, to increase the

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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 up a tool-kit of ideas and suggestions to take back to their institutions.

Last day for booking on this workshop - Monday 19th June

11. Exploring Social Media and Placements for the New and Nervous **NEW**

Thursday 13th July (10am-4pm) Leeds Beckett University

Do you feel like you are getting left behind when it comes to social media? Would you benefit from exploring some of the main social media platforms and how these can be used in the placements arena? This one day course is aimed at staff working in the placements field, who wish to use social media and haven't used it previously (or to a limited extent only). Our course leaders will be introducing social media for those at the entry level, and will facilitate discussions on a range of topics such as using social media to engage students. This is an interactive session and delegates will be encouraged to share practice from their institutions.

Last day for booking on this workshop - Wednesday 5th July

Bespoke Workshops in 2017

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

ASET Annual Conference 2016

I am pleased to advise that the [Proceedings of the 2016 Placement and Employability Professionals' Conference](#) ISBN 978-0-9955411-4-6, are now available to download or to view online. Proceedings from all recent conferences can also be viewed through the Resources tab on the ASET website.

2017 ASET Membership

Renewal details for your 2017 ASET Membership have now been issued to our key contact at your institution. As you know membership is at institutional level and covers ALL members of staff for the calendar year. If you have colleagues who would like to be on our mailing list and receive these regular updates on news from the world of placements, please direct them to us at the ASET office aset@asetonline.org. If you would like to know who the key ASET contact at your institution is, please get in touch.

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ASET Good Practice Guides

I am pleased to advise that hardcopies of all ASET Good Practice Guides are now available to order at a cost of **£3 per copy** (inclusive of postage and packing):

ASET Good Practice Guide for Work based and Placement Learning in Higher Education (*Sept 2013*)

ISBN 978-0-9564559-8-7

£3.00

ASET Good Practice Guide for Health and Safety for Student Placements (*revised and updated Sept 2016*)

ISBN 978-0-9955411-0-8

£3.00

ASET Good Practice Guide for Supporting Students with Disabilities on Placement * (*Sept 2016*)

ISBN 978-0-9542231-8-2

£3.00

To order your copies please complete and return the order form attached with this e-bulletin.

* An allocation of complimentary copies of this new ASET publication will be issued to our key contact at your institution with membership renewal.

2016 ASET Student Competition

The closing date for this year's competition is **6th January 2017, 12noon** – so there is still time for your students to reflect on their placement experience and have a chance to win one of 4 prizes this year. The full entry details are available on the [ASET website](#).



This year there are **4 prizes offered**, two in each category:

- Placement/Work experience undertaken in the UK or Ireland (*1st Prize £400, HC £100*)
- Placement/Work experience undertaken overseas (*1st Prize £400, HC £100*)

Closing date for entries:

6th January 2017, 12noon

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What do universities spend their money on?

Did you see this new post on Universities UK blog, from **Nicola Dandridge**, *Chief Executive, Universities UK* ?

In this era of £9,000 fees and graduate repayments, students – and their parents – are understandably demanding more from universities and asking how their fees are being spent. Indeed, [a recent survey](#) found that 75% of students did not feel they have enough information on what universities spend their money on. With confirmation that universities in England will be able to increase their fees, in line with inflation, to £9,250 from next year (2017–18), public interest in this area is only likely to increase.

Universities have been responding to this challenge, making the financial information they already publish more accessible and meaningful to students and parents. But there has not, until now, been an overall picture in terms of university spending across the whole higher education sector. That is why we have produced [a new, interactive explainer](#) highlighting what universities across England are spending their money on. [More...](#)

ASET Office Closure

Please note that this year the ASET Office will be closed from Monday 19th December reopening on Tuesday 3rd January.

And Finally

Your next ASET members' e-Bulletin will be issued in January. Please forward your news/copy to aset@asetonline.org by Friday 13th January.

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