

## ASET e-Bulletin

December 2018

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#### ASET

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#### ***Best Wishes for the Festive Season from the ASET Trustees and staff team***

As we near the end of 2018, ASET events are still in full swing with five Regional Hubs across the UK this week. Thank you to ALL our members for your support and engagement this year, we look forward to bringing you details for new events in store for 2019, in the meantime..

The next ASET e-Bulletin will be issued w/c 21<sup>st</sup> January – copy deadline 11<sup>th</sup> January.

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#### **Jammin' it up**

**by Francesca Walker-Martin**

*ASET Vice Chair; Senior Lecturer (CMDA Course Leader) & CMI Approved Centre Director, University of Central Lancashire*

Universities are big, some are huge. My university is based in the North West City of Preston – think Manchester then go left, it's huge! We offer placements and work based learning opportunities across a wide range of subjects and always have the challenge of getting the students to see the

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benefit or engage with what is a long and often soul-destroying process as the students receive rejection after rejection before finally landing their job role. Those of us who work in this field are regularly on the receiving end of frustrated students bemoaning the fact that they can't get any experience, that it's too hard and that just getting their degree is the best option for them. My article this month is to showcase another way of doing this arduous job in a creative way.

In my role as Course Leader for the CMDA (*Chartered Manager Degree Apprenticeships*), I had been asked to present at a forthcoming event called cJAM. Presenting to a crowd is part of the day job, so this was not a problem. But then the brief came in for the presentation; the criteria stated that the presentation (now a pitch) could only be 8 minutes long (you will be cut off if it's longer) and must be creative. Immediately I realised that I was going to need to do something interesting. So, I prepared my pitch (pecha kucha style), practised it to fit the allotted 8 minutes, sorted a prop (who doesn't like a prop) and set off for the event. Upon reaching the 4<sup>th</sup> floor of our creative building I realised that what I was walking into was far from the usual presentation format. There was a buzz, an energy filling the hallways – I opened the door and walked into a room filled with noise and chatter – there were about 200 people in the room all in lively discussion. I was in cJAM.

cJAM was created by my Journalism colleagues 5 years ago as a creative way to bring employers and students together with the aim of gaining placements, mentors, work shadowing and general experience in their subject area. Final year undergraduate and postgraduate students have the opportunity to get involved the events. cJAM shakes-up the traditional career fair format and gives UCLan students face-to-face time with up to 30 successful industry professionals all of whom have come to the event with the offer of valuable work placement opportunities. The cJAM event format consists of four main components:

1. Students hear from keynote industry speakers who share their personal career journey and how they got to where they are now.
2. The industry Q&A session allows students to ask questions to gain further advice and insight.
3. Informal networking opportunities during the breaks and lunch.
4. The key element of cJAM is the giant speed pitching session. The students have eight minutes one-to-one time to pitch to selected industry guests to try and win a placement. Students can choose to pitch an idea, their reasons for wanting a placement with that particular company or to showcase their enthusiasm, skills and talent. Immediately following the pitching session, placements are decided on and the event closes with all the winning students being presented with their placement awards.

The event takes a day to run through, with employer pitches in the morning and student pitches in the afternoon. I wondered why I had never heard of this before. The answer was quite straightforward. The Journalists had tested the system to perfect it and then this year had started to roll it out to other subject areas. This year was made up of cJAM Journalism, cJAM Performance, cJAM Media and cJAM Law.

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The results of this approach are, frankly, outstanding and speak for themselves:

### [cJAM: Journalism](#)

- 85 students, 38 industry guests
- 32 speed pitching stations and **90 placements**/shadowing/mentoring opportunities awarded

### [cJAM: Performance](#)

- 84 students, 28 industry guests
- 27 speed pitching stations and **68 placements**/shadowing/mentoring opportunities awarded

### [cJAM: Media](#)

- 108 students, 30 industry guests
- 27 speed pitching stations and **112 placements**/shadowing/mentoring opportunities awarded

### [cJAM: Law](#)

- 55 students, 26 industry guests
- 16 speed pitching stations and **50 placements**/shadowing/mentoring/job interview opportunities awarded.

I came away from my session feeling inspired, not because of the sheer energy in the room, but because I could see another way of engaging my students, allowing them to practice their skills in real time and gain immediate results. Yes, it's hard work to put together, but hugely rewarding. Sometimes, the best answers to your problems are literally, right under your nose!

*Francesca*

## Quality update: Full Advice and Guidance for the 2018 UK Quality Code published

*A note from Sarah Flynn, ASET Chair, Associate Director of Learning and Teaching, University of Hertfordshire*



The refreshed [UK Quality Code for Higher Education](#) was published in March 2018, with the new **expectations**, **core practices** and **common practices** that determine how the sector sets and maintains the standards of awards and the quality of provision. At the end of November, the Advice and Guidance to support the Quality Code was published by the Quality Assurance Agency (QAA), available via <http://www.qaa.ac.uk/en/quality-code/advice-and-guidance>.

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It has twelve sections:

Admissions, Recruitment and Widening Access; Assessment; Concerns, Complaints and Appeals; Course Design and Development; Enabling Student Achievement; External Expertise; Learning and Teaching; Monitoring and Evaluation; Partnerships; Research Degrees; Student Engagement and **Work-Based Learning**.

The new Advice and Guidance is much shorter than its predecessor, around 150 pages compared to around 1500 pages, and the emphasis has shifted squarely onto quality assurance and away from enhancement.

The Quality Code is no longer owned by the QAA but rather by a group made up of the funding bodies, regulators and sector institutional and student representatives called the UK Standing Committee for Quality Assessment, [UKSCQA](http://www.ukscqa.org).



Institutions in England and Northern Ireland will be judged against these *expectations* and *core practices* in any future review. This could be through random sampling sometime from 2019/20 onwards, or if the Office for Students identifies any concerns with the annual data return, then an enhanced monitoring process will be invoked using a subset of the practices. Other QAA reference points such as the Framework for HE Qualifications and the Subject Benchmark Statements will be reviewed during 2019, to reflect the new Quality Code. The previous version of the Code will remain in use for Scottish and Welsh HE Providers until autumn 2019, after which they will also be reviewed against the new Code.

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### 2019 ASET Bursaries



Applications are now sought for the [2019 ASET Bursaries](#)

The ASET Bursaries each offer **£2400** to a student to work on the project, which should be 40days/300 hours of work and **£600** to your institution.

#### 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.

#### The 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.

Applications must be made using the **2019 Bursary Application form** which can be downloaded from the [Awards & Bursaries](#) page on the ASET website.

These bursaries offer a great opportunity to get your students involved in your work and to have the experience of presenting their work at the ASET conference in September.

All applications must be emailed to the ASET office by **9am, 1<sup>st</sup> February 2019**.

### ASET contributes to National Centre for Universities and Businesses roundtables on social mobility

We recently took part in the discussions held by NCUB with sector bodies and representatives of businesses and universities which were designed to inform their engagement with the Social Mobility Commission, and to explore their role in facilitating social mobility of students and graduates. In the report, unsurprisingly, work experience gets a big mention with an appreciation that social capital provides greater work experience opportunities, and that work-experience increases the likelihood of securing graduate level positions. You can read about the outcomes of the roundtables here <http://www.ncub.co.uk/blog/social-mobility-can-we-cut-the-gordian-knot>

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### 2019 Staff Development Workshop Programme

The spring 2019 staff development programme is now available for online booking via the ASET website. Dates, venues and full workshop details are available below:

[BOOK ONLINE](#)

No.	Ref.	Workshop	Date	Location
1	RADD	Risk Assessment and Due Diligence	Feb 12th	Cardiff
2	PP	Promoting Placements	Mar 5th	London
3	IWPM	Introduction to Work Placement Management	Mar 20th	Leeds
4	PI-Emp	From Placements to Employability	Mar 28th	Leeds
5	RAP	Resilience and Placements	<b>NEW</b> Apr 4th	Leeds
6	DOP	Developing Overseas Placements	May 7th	London
7	WPP	Widening Participation and Placements	May 14th	London
8	SDSP	Supporting Students with Disabilities on Placement	Jun 4th	London
9	RADD	Risk Assessment and Due Diligence	Jun 13th	London
10	PGrad	Placements for Postgraduates and PhD students	Jun 27th	Leeds
11	EE	Employer Engagement	<b>NEW</b> Jul 2nd	London

Workshop prices: ASET members £195/non-members £395

#### 1. Risk Assessment and Due Diligence (RADD)

Tuesday 12<sup>th</sup> February (10am-4pm) Glamorgan Building, Cardiff University

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?

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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 Monday 4<sup>th</sup> February**

### **2. Promoting Placements (PP)**

**Tuesday 5<sup>th</sup> March (10am-4pm)      City, University of London**

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 25<sup>th</sup> February**

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

**Wednesday 20<sup>th</sup> March (10am-4pm)      Cloth Hall Court, Leeds Beckett University, LEEDS**

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 Monday 11th March**

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### **4. From Placements to Employability (PI-Emp)**

**Thursday 28<sup>th</sup> March (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS**

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 20<sup>th</sup> March**

### **5. Resilience and Placements (RAP)**

**Thursday 4<sup>th</sup> April (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS**

In this practical and participatory workshop, the salient topic of resilience will be explored by our facilitators in the context of placements and work-based learning and a world where the future of work is changing. How does resilience (or a lack of it) manifest itself? What can placement practitioners do to support the building of student resilience whilst they navigate the choppy waters of recruitment and selection? What techniques can be put to use to strengthen resilience whilst students embark upon the start of their professional working lives on placement? How can we reflect upon our own capacity for resilience and how can we utilise this to inform our work in HE? Drawing upon a range of perspectives including mental health and growth mind-set theories, ideas will be shared and discussed to enable delegates to create a tool kit of suggestions and approaches to take back to their teams and institutions.

**Last day for booking on this workshop is Wednesday 27<sup>th</sup> March**

### **6. Developing Overseas Placements (DOP)**

**Tuesday 7<sup>th</sup> May (10am-4pm) Student Central, Malet Street, 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

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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 29<sup>th</sup> April**

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

**Tuesday 14<sup>th</sup> May (10am-4pm) Student Central, Malet Street, LONDON**

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 – Thursday 2<sup>nd</sup> May**

### **8. Supporting Students with Disabilities on Placement (SSDP)**

**Tuesday 4<sup>th</sup> June (10am – 4pm) Student Central, Malet Street, 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 Thursday 23<sup>rd</sup> May**

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### 9. Risk Assessment and Due Diligence (RADD)

Thursday 13<sup>th</sup> June (10am-4pm) City, University of 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 Wednesday 5<sup>th</sup> June**

### 10.Placements for Postgraduates and PhD students (PGrad)

Thursday 27<sup>th</sup> June (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS

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 –postgraduates (both taught and research)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 19<sup>th</sup> June**

### 11. Employer Engagement

Tuesday 2<sup>nd</sup> July (10am-4pm) Student Central, Malet Street, LONDON

Employers, providers, placement hosts – call them what you like, we need them. They're vital to our placement offerings and yet can pose a number of challenges for Higher Education providers and placement

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professionals. How can we reach out, successfully, to those organisations we aspire for our students to work at? What can we do to engage employers with our work based learning programmes and aims? What is feasible when building and strengthening relationships? What do employers expect from us (and, can we deliver?) This staff development workshop will focus on sharing ideas and tips for bringing about more supportive relationships with placement employers. In a participatory style, our trainers will facilitate discussions on good practice and thriving initiatives.

**Last day for booking on this workshop – Monday 24<sup>th</sup> June**

### 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 £200 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 will be issued w/c 21<sup>st</sup> January. Please forward your news/copy to [aset@asetonline.org](mailto:aset@asetonline.org) by Friday 11<sup>th</sup> January.

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



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