

ASET e-Bulletin

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ASET

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March 2019

ASET Leadership Exchange

22nd May 10.30am for 11-4pm

[BOOK HERE](#)

#ASETLeds



*Rachel Hewitt
HEPI*



*Debbie McVitty
WONKHE*

Have you booked your place?

We have a full programme planned around keynotes from HEPI and Wonkhe, for **Heads of Services, Department Managers and Senior**

Leaders. Discussion will focus on planning for placement provision, in the context of the current policy landscape (full details below). And don't miss your **Spring Regional Hub**, with the focus on '[Making the most of technology](#)' – come along and meet your local ASET colleagues. The ASET calendar is getting fuller every day - look forward to seeing you at an ASET Workshop/Hub/Leadership event soon.

The next ASET e-Bulletin will be issued w/c 22nd April.

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

ASET Placements Survey

by **Colin Turner**

ASET Trustee, Professor of Engineering Education, School of Engineering, Ulster University

Members who attended our Nottingham conference in 2018, may recall Regional Hub meeting discussion around members needs and requirement from a Placement Survey. We were delighted to take away a wealth of your ideas and the ASET Executive Committee have been working through these suggestions together with an undergraduate project student who has helped to put our online survey together.

Why are we doing a survey?

There is little detailed information in the UK about the uptake of work-based learning, how it is handled and how those trends are evolving, but ASET is approached for this information from time to time, including to

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feed into government reports which will influence future government policy.

ASET wants to support you as our members in ensuring you are abreast of current trends, and able to compare your institutional practice against the national picture. While we are launching the survey this year with a report for our members to follow, we plan to run the survey each year so that we begin to identify the emerging trends in placement learning in more detail for our members. In turn we hope this will assist you in getting the support for your work-based learning activities that is needed to give our students the full benefit of the transformation placement can bring.

What data are we looking for?

Our survey asks a little information about your Higher Education Provider, and then a bit more about any area you might be asking for – whether that be a department, faculty or for the whole institution. We will develop a picture of how placement is being managed across our members centrally or within departments and how the resourcing model looks in terms of finance and staffing.

As one-year sandwich placement is a common norm for our members, we will look for some data on these specifically for example what types of students do sandwich placements, whether placement is compulsory, but also exploring a whether your placements are paid, how they are assessed and more. We are asking questions to help us understand how overseas students fit into your placement operation, if indeed they do. And we are also trying to get a picture of how the trends in numbers of placements are moving.

We will be exploring what other models of placement you might offer too, and how they work. We will also explore how members might offer extra support to students.

Who should fill in the survey?

We realise work-based learning is managed and delivered in different ways within our members. In some cases there might be an appropriate single person within an HEP, but in other cases several people might hold data for their departments separately. We have designed the survey to help us unpick this. So please, we would **encourage as many members as possible to tell us about their area** – but of course, where possible, to coordinate with colleagues.

How will the data be processed?

ASET will produce a report from the data for all our members to help inform your future policy decisions, so your help in completing the survey to produce the most complete picture possible is most appreciated. ASET will also be able to use this survey to promote how important work-based learning is within our educational practice.

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Information that we gather for the survey will be anonymised and aggregated to show the national picture and trends to all members. No individual institution will be referenced in reports. We will be using onlinesurveys.ac.uk from JISC for data collection and we won't share the raw data with any third parties.

What next?

The survey will be coming to your inbox soon – please keep a look out for it and encourage your colleagues to take part.

ASET Leadership Exchange #ASETLeads

The inaugural ASET Leadership Exchange #ASETLeads will take place on **22nd May**, at Cloth Hall Court, Leeds.

This event is designed for **Heads of Services, Department Managers and Senior Leaders** to frame their planning for placement provision, in the context of the current policy landscape. It is all about persuading upwards, working with University Boards and Governors, and ensuring they are maximising their influence on internal stakeholders.

This one day event will hear from policy experts, create spaces for participant led discussion, and facilitate activities to develop ideas to move forwards. It will be perfect for those managing change and leading placement services in these uncertain times.

Giving us their take on the current policy landscape and how leaders in placement learning should be responding: we will have contributions from **Rachel Hewitt** of **HEPI** and **Debbie McVitty** of **Wonkhe**.

Rachel joined HEPI in November 2018, as Director of Policy and Advocacy. Prior to this she held a number of roles at the Higher Education Statistics Agency (HESA), focused on data policy, governance and gathering requirements for information that could be met from HESA data. Rachel also led on the review of data on graduate destinations and designed and implemented the new Graduate Outcomes survey.



Debbie is Editor of Wonkhe and formerly Chief of Staff at Universities UK, and Policy Director at the University of Bedfordshire and the National Union of Students. She was a founding member of Wonkhe's editorial group. A community of diverse voices, Wonkhe is providing platforms to drive the policy conversation forward and bring about real change through expert, trusted and essential analysis. Wonkhe Mondays keeps the sector up to date with a weekly look

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at the latest developments in UK HE policy, and Wonkhe Daily is keeping the sector, government and agencies ahead of the HE policy and news curve.

In times when data is increasingly important, and having the support of the most senior members of the organisation is essential to advancing placement provision and employability, getting support couldn't be more crucial. This event aims to help you to do just that - **you simply cannot afford to miss it**. Places are **strictly limited**, so **book now** to avoid disappointment.

FULL DAY 10.30 arrival for 11am -4pm

ASET Members £225 Non-Members £325

Regional Hubs – Spring 2019

The next Regional Hub meetings will be held in April. You will have already received a flyer advertising the event closest to your institution. There are still places remaining at all events, but they are limited so do book soon.

Dates for Spring: *Have you booked your place?*

North - 10-12am, Monday 8th April, Liverpool John Moores University - *Book by 1st April*

Midlands – 2-4pm, Tuesday 16th April, University of Derby - *Book by 8th April*

South West – 2-4pm, Monday 8th April, Cardiff Metropolitan University - *Book by 1st April*

South East – 2-4, Wednesday 17th April, FIE:Foundation for International Education - *Book by 8th April*

These are **free events** for ASET member institutions. Places are limited (*up to **two** delegates per institution may register*) and are allocated on a first come first served basis. To secure your place email the ASET office at least one week in advance of the event aset@asetonline.org

The topic for the Spring 2019 meetings is:

Making the most of technology to adapt to changes in work and placement opportunities

New technology is ever present and has without a doubt changed the way recruiters and hiring managers do their jobs. From professional networking sites and job boards, to online applicant systems, gamification and AI. Technology has revolutionised recruitment, profoundly changing how students interact with potential employers.

As placement practitioners we too are striving to work smarter, to have a bigger impact and a wider reach. By using technology we can engage with more students and communicate more effectively, leaving us free to have those meaningful, person centred interactions that can really make the difference.

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But is introducing new technology into our practice that easy? No one wants to invest time and resources into implementing a new system or process, only to meet resistance from colleagues or to find the technology doesn't live up to our expectations, or to that of our students.

Following on from December's Regional Hub where many attendees discussed how the use of technology can help us mitigate budget cuts, your Regional Hub host will outline the technology used within their own institution before opening the discussion to participants in the room to look in more depth at the solutions that technology can provide for us. This is an opportunity for you to consider your own use of technology, sharing your ideas and achievements in a collegiate and relaxed environment.

Feedback from these Regional Hub meetings will inform the development of the next in our series of ASET Viewpoints for dissemination to the wider ASET membership.

The purpose of the ASET Regional Hubs is for the sharing of good practice and challenges, and as a networking opportunity. When time allows, there will also be an 'Open House' enabling those attending to share or raise anything of interest that is important to daily practice, albeit outside the main topic of the day.

[Call for Papers](#) #ASET19

ASET Annual Conference 2019

Supporting Students in Times of Change

The Placement and Employability Professionals' Conference
3rd – 5th September, University of Hertfordshire, De Havilland Campus

Call for Contributions

Our conferences are renowned for being participatory and providing delegates with many opportunities to find out about new initiatives, projects and good practice, and this year will be no exception. Conference 2019 will consider our role in supporting students in times of change. Conference will include keynote presentations, discussion sessions on the conference theme, and updates from ASET on the pressing issues you need to know about.

Conference will focus on:

- Delivering quality services to students amid funding changes
- Making the most of technology to adapt to changes in work and placement opportunities
- Discussing student support needs on placement



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- Thinking about the changing market of students and employers
- Empowering students to make the most of innovative opportunities
- Making change work for you, being positive
- Being bold and brave

Contributions welcome

Contributions are invited under any placement, work based learning, or employability related topic, though in order to provide a framework for the conference, submissions around the main conference theme will be prioritised. **Presenter discount is available for full conference bookings.** You may submit a synopsis for a contribution under any of the following categories:



Workshops

Workshop sessions will be approximately 45 minutes long and should be designed to be participatory in nature - the presentation element of the workshop should be no longer than 20 minutes, allowing for discussion and activities to follow.



Research papers

Sessions for research papers will be approximately 45 minutes long and any presentation element of the session should be no longer than 30 minutes to allow for colleagues to ask questions and discuss the research presented.



Posters

Posters are welcome for display in the main circulation area, where conference refreshment breaks will be hosted. Delegates will be invited to vote to award a prize for the best poster.

To submit your abstract, you must use the ABSTRACT SUBMISSION FORM available, together with terms and conditions, from www.asetonline.org/events/annual-conference/ to ASET (aset@asetonline.org) by **Friday 17th May 2019**

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Student Competition – winners announced

The panel of ASET Trustees, led by Vianna Renaud, have now reviewed all the entries and after much deliberation have agreed upon the following winners:

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

Winner

£400 **Holly Kembrey, Nottingham Trent University**

Highly Commended

£100 **Sophie Compton, University of Kent**

For Placement/Internship/Work Experience undertaken Overseas

Winner

£400 **Karen O’Connell, University College Dublin**

Highly Commended

£100 **Holly Hinds, University of Hertfordshire**



The judges were once again overwhelmed by the standard of entries, which made their decision making process both tricky and at times a little heated.. The judges would like to extend their thanks to all of you who supported your students’ entries and hope that you will do so again when the 2019 competition is launched at the ASET Conference in September.

Helena Kennedy Foundation

On Monday 18th March, ASET Trustees Vianna Renaud and Emily Timson represented ASET at the celebration of the 2018 HKF Award Winners at the House of Lords. The afternoon was again hosted by Baroness Kennedy of the Shaws, QC. It was an opportunity for award sponsors to meet some of the Award winners and hear from previous winners about the affect receiving a bursary has had on their careers and their lives. Vianna and Emily were delighted to meet one of the students ASET supports and to hear about his successes since gaining his place at university. His story reiterated the importance of the excellent work the Foundation does and why ASET is proud to be a supporter on your behalf.



If your institution doesn’t currently offer a badged bursary why not find out more by visiting [The HKF website](#).

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2019 Staff Development Workshop Programme

The Spring 2019 staff development programme is available for online booking via the ASET website., where you can also find video introductions to each session from our Learning and Development Advisor, Nicola.

[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	NEW 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	NEW Jul 2nd	London

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

6. Developing Overseas Placements (DOP)

Tuesday 7th 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 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 29th April

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7. Widening Participation and Placements (WPP)

Tuesday 14th 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 2nd May

8. Supporting Students with Disabilities on Placement (SSDP)

Tuesday 4th 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 23rd May

9. Risk Assessment and Due Diligence (RADD)

Thursday 13th 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.

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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 5th June

10. Placements for Postgraduates and PhD students (PGrad)

Thursday 27th 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 19th June

11. Employer Engagement

Tuesday 2nd 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 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 24th June

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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 £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.

JOIN

We hope you are making the most of your membership by engaging with us at every opportunity. We have events every month of the year, so make sure you don't miss out. Your ASET membership:

- Covers ALL members of staff for the calendar year
- Entitles members to discount on workshop and conference bookings
- Offers FREE attendance at [Regional hub meetings](#)
- Enables you to be part of an invaluable community of placement expertise. ASET is a welcoming supportive space for all placement staff, where members can rely on their ASET network to resolve issues – our [ASET LinkedIn](#) group for Placement and Employability Professionals is a growing network of more than 1100 individuals
- Career development opportunities through getting involved with an [ASET Working Group](#), or becoming a Trustee
- Exclusive access to apply for [ASET Bursaries](#)
- Exclusive access for your students to enter the Student Competition and win cash prizes

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- 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 pass on this newsletter so they can sign up and become part of our community by clicking on the button below:

**Yes please, count me in
I'd like to join the ASET Community**

If you would like to know who the key ASET contact at your institution is, please get touch.

And Finally

The next ASET members' e-Bulletin will be issued w/c 22nd April. Please forward your news/copy to aset@asetonline.org by Monday 15th April.

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