

## ASET e-Bulletin

April 2019

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### ASET

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### ASET Checklist



With so much on the agenda, make sure you haven't missed your chance to get involved:

- [ASET Placements Survey](#) have your say by 30<sup>th</sup> April
- [#ASETLeds](#) book your place by 13<sup>th</sup> May
- [#ASET19 Call for Papers](#) abstracts by 17<sup>th</sup> May
- [Staff Development Workshops](#) book online now

We are looking forward to hearing all about how you do placements in our survey, and reporting headline data to delegates attending our first Leadership Exchange in May, feeding back all we've learnt at #ASET19 in September – so make sure you are amongst the first to gain insight by taking part today.

The next ASET e-Bulletin will be issued w/c 27<sup>th</sup> May. Why not share news of your event next month?

**Debbie Siva-Jothy**

[aset@asetonline.org](mailto:aset@asetonline.org)  
[www.asetonline.org](http://www.asetonline.org)

### ASET Placements Survey

Following discussions at conference last year to identify what our members really need from ASET we have tasked an undergraduate project student to help us to put our online Placements Survey together. Three weeks in we already have some very interesting insights, and there is another week to go until the 30<sup>th</sup> April deadline. Please help us to build a database of knowledge we can share with you to inform your Placements work in the future. Make sure your institution is involved.

[Complete the ASET Placements Survey today](#)

### ASET Leadership Exchange #ASETLeds

Just 4 weeks until the inaugural ASET Leadership Exchange in Leeds on **22nd May**, and we are calling all

**Heads of Services, Department Managers and Senior Leaders**

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to join us for a packed programme designed to help frame their planning for placement provision, in the context of the current policy landscape. In one day they will hear from policy experts, take part in discussion around persuading upwards and working with University Boards and Governors, and take time to consider how to ensure they are maximising their influence on internal stakeholders. There are activities and sessions planned to focus on solutions for the problems faced and how to make the most of the ASET community of experts. It will be a perfect day for all those managing change and leading placement services in 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**.



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 do just that. Places are **strictly limited**, so **book now** to avoid disappointment.

**FULL DAY 10.30 arrival for 11am -4pm**

**ASET Members £225 Non-Members £325**

### [Call for Papers](#) #ASET19

#### May **ASET Annual Conference 2019**

##### [Supporting Students in Times of Change](#)

The Placement and Employability Professionals' Conference  
3<sup>rd</sup> – 5<sup>th</sup> 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.

**Abstract deadline 17<sup>th</sup>**



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### 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
- 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/](http://www.asetonline.org/events/annual-conference/) to ASET ([aset@asetonline.org](mailto:aset@asetonline.org)) by **Friday 17<sup>th</sup> May 2019**

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### Regional Hubs – Spring 2019

Spring wouldn't be Spring without our ever popular Regional Hub meetings. Keen to find out more about how to 'make the most of technology to adapt to changes in work and placement opportunities', delegates came from the farthest reaches of their regions to share their knowledge and experiences, good and bad, with their colleagues in the ever growing ASET community. Thank you to all who came along and particularly to our hosts:

- North - **Deborah Pownall**, Liverpool John Moores University
- Midlands - **Jacqui Measures**, University of Derby
- South West - **Rebecca James and Elaine Williams**, Cardiff Metropolitan University
- South East - **Rebecca Claris**, FIE: Foundation for International Education



#### Could you host a Regional Hub?

Regional Hubs are all about networking and developing relationships with colleagues in the ASET community close to you. At every event we hear about colleagues visiting each other to experience how things work at another institution – gaining insight into processes and initiatives trialled elsewhere, and sharing best practice along the way. Hub events are free to attend and can be an ideal first step to getting involved with ASET.

The next hubs will be held at conference in September, and then we will be looking to Christmas and our December meetings. You can find out more about hosting a hub [here](#) and if you would like to host in the future please get in touch [aset@asetonline.org](mailto:aset@asetonline.org)

#### Regional Hubs

- Are held 3 times a year April, September and December
- Are **2 hours in duration**
- Facilitate focussed discussions on a current topic relevant to our field
- Enable local networking to take place (outside of our conference and staff development workshops)
- Are complimentary to our members (2-4 places allocated according to institution size, and up to 6 places for the host institution)
- Give opportunities to improve the links between individual members/local HEPs

#### Which Regional Hub do I belong to?

We have broadly split the UK into 5 regions as follows:

- North
- Midlands
- South West
- South East
- Scotland and Ireland

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It's easy to get involved with hub events – of course you can just book yourself a place and come along to share your knowledge and experience. Alternatively, perhaps you have recently been to an event and are wondering why there hasn't been one at your institution yet?

### How do Regional Hubs happen?

ASET will provide all you need for a successful Regional Hub meeting:

#### What will ASET do?

- Set the hub topic and provide an Introductory video
- Handle all promotions, bookings, delegate liaison
- An ASET trustee will attend on the day to assist with set up and to support your event
- Compile feedback from your event to contribute to an ASET Viewpoint for all members

#### What does a Regional Hub host need to do?

- Provide a suitable networking room with AV facilities to accommodate around 30
- Liaise with the ASET office to pass on travel/venue/parking advice
- Supply tea/coffee for delegates on the day
- Support the event by ensuring the 5-6 free places you have as host, are filled
- As host, lead discussions\* by providing an institutional perspective to the hub topic
- Provide copies of the ASET handout for delegates

*\* Regional Hubs are networking meetings. They are not training workshops, and therefore you are not expected to be an expert on the topic set. Rather you are asked to lead on from the ASET (video) introduction to the topic with a 5 minute insight into your institutional experiences.*

Previous hosts tell us that their events have stimulated discussions amongst their team as well as forging new relationships with colleagues locally and the realisation that you are part of a wider community.

If you would like to host a hub meeting for your regional colleagues, please get in touch [aset@asetonline.org](mailto:aset@asetonline.org)

## Viewpoint 13

As you know the outcomes from the Regional Hubs inform the development of **ASET Viewpoints**. The latest of these discussing the outcomes from the December Hubs is entitled [The Impact of Budget cuts and steps to mitigate](#) and is now available for download from the ASET website, the full series offers advice and expertise on a wide range of topics:

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1. [Paid and Unpaid Placements](#)
2. [The Benefits of Placement](#)
3. [HEA Recognition](#)
4. [Alumni Mentoring](#)
5. [The Consumer Rights Act and the Competition and Markets Authority](#)
6. [Making Effective Placement Visits](#)
7. [Insurance and visas for International Placements](#)
8. [Student Engagement](#)
9. [Student Resilience](#)
10. [Degree Apprenticeships](#)
11. [Troubleshooting for Placements – Everyday Troubleshooting](#)
12. [Troubleshooting for Placements – Crisis Management](#)
13. [The impact of budget cuts and steps to mitigate](#)

### And the Winner is.....

The 2018 ASET conference was all about sharing success and and inspiring innovation in order to future-proof placements. As part of this important challenge conference also considered how important it is to focus on our own wellbeing, as well as that of students through a programme of Professional Development Taster sessions. These proved to be very popular sessions, particularly the ‘Stress Drivers, Mindfulness and some time to relax’ msession. The judges of the 2018 Twitter Challenge were therefore delighted to see the winning entry feature the Great North Run – what could be further from the day job!

Congratulations to **Helen St Clair Thompson**, *Newcastle University*:



[@HelenStClairTh1](#)

[#ASET18](#) My coffee cup at today's Great North Run!!  
[pic.twitter.com/TiocJqN3Ub](https://pic.twitter.com/TiocJqN3Ub)

**Helen's entry has won her a free full residential place at the 2019 ASET Conference!**

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A mention is also due for Warwick University for a close run (no pun intended) second place pic featuring Chairman Mao..

Check out [@WarwickCareers](#) entry for the [@ASETOnline #ASET18](#) cup challenge...

*in front of the Chairman Mao statue at the entrance to Fudan University, China!*



## 2019 ASET Bursaries awarded

Following the excellent presentations from the ASET Bursaries projects at conference last year, the ASET Research Working Group were delighted by both the number and quality of project applications for the 2019 ASET Bursaries. After careful consideration the group are pleased to announce the 2019 bursary awards will go to:

### 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.

Awarded to:

**Patricia Parrott, Harper Adams University**

For her project entitled:

**The role of placement in the development of entrepreneurship**



2019 ASET Student Research Bursary

For small-scale research into Work Based and Placement Learning



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INTEGRATING WORK AND LEARNING

### 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.

Awarded to:

**Megan Jenkins, Cardiff University**

For her project entitled:

**Why don't students want work experience? An investigation and analysis.**



2019 ASET Summer Project Bursary

For small-scale projects on Work Based and Placement Learning



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INTEGRATING WORK AND LEARNING

ASET is pleased to announce our 2019 Summer Project Bursary, inviting proposals from members to fund 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 the learning with the ASET community.

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Congratulations to Patricia and to Megan. We wish them well with the recruitment of their students to undertake the projects and look forward to welcoming their students to conference in September where we will hear about their findings.

Each bursary offers **£2400 to a student** and **£600 to the institution** devising and managing the project, and typically covers 8 weeks of project work. The projects provide an opportunity for the students to present their work at the 2019 ASET conference with a presentation and a poster, and for their final report to be available via the 2019 ASET Conference Proceedings, and for download from the ASET website. You can read more about previous bursary projects [here](#).

### Bespoke ASET Workshops

Our Staff Development Programme continues to grow each year with new sessions developed in response to feedback from our members. This year we have introduced 2 new workshops to the programme and we are already looking at developments for the 2019-20 academic year. Alongside this programme we also offer the option for bespoke workshops. We can offer either a workshop specifically designed and tailored to address a current need, or work from our regular programme. Coming to you, wherever you are in the UK, can be a highly cost effective choice for your team and we can also 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).

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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
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

#### 7. Widening Participation and Placements (WPP) [find out more](#)

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 2<sup>nd</sup> May**

#### 8. Supporting Students with Disabilities on Placement (SSDP) [find out more](#)

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:

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- 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**

### 9. Risk Assessment and Due Diligence (RADD) [find out more](#)

**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) [find out more](#)

**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

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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 (EE)** [find out more](#)

**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 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**

## JOIN IN

We hope you are making the most of your [ASET 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 [staff development workshops](#), the [ASET Annual Conference](#) and the new 1-day [Leadership Exchange](#)
- 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 27<sup>th</sup> May. Please forward your news/copy to [aset@asetonline.org](mailto:aset@asetonline.org) by Friday 17<sup>th</sup> May.

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