

ASET e-Bulletin

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ASET

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This month we bring you news and feedback from our inaugural Leadership Exchange in Leeds #ASETLeds, where lively discussions were shared and solutions found to common challenges faced by Senior Leaders from institutions across the UK.

[#ASET19 Call for Papers](#)

Do you have an interesting project to share? We have increased our capacity at conference this year and have a few remaining slots for parallel session presentations

The next ASET e-Bulletin will be issued w/c 24th June.

Why not share news of your event next month?

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Debbie Siva-Jothy

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Insights from a FinTech Festival ...

by Mohson Khan

ASET Trustee and Professional Liaison Unit Manager (Placements & Internships) City, University of London

The rise of artificial intelligence and the focus on futureproofing skills has seen much debate. At our 2018 conference we reflected on what the future of work might look like and I am sure you have read the [World Economic Forum](#) reports and articles on this fascinating topic. In these changing times our role as employability professionals is vital - supporting our students to explore and navigate through their journey beyond HE and into a future career. Recently I attended a 'Financial Technology Festival' by [FinTech Talents](#) held at Here East, East London's digital quarter and former home of the 2012 Olympic Games Broadcasting Centre. FinTech has been defined by PWC as "the evolving intersection of financial services and technology" and this festival aimed to bring together students with founders of FinTech start-ups and innovators at both SME and multinational financial institutions to encourage debate and discussion. Whilst focusing on FinTech the sessions covered three themes; future of jobs, futureproofing skills and

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diversity and inclusion - each talk and panel consisted of senior innovators in the major global financial institutions

The future of jobs was a key theme throughout and has been the theme of many employability conferences over the last 18 months. What made the FinTech view interesting was focus on the resources available to the employers involved. These companies are not theorising about how employment might change, they are investing millions in shaping how work will change. They are making expensive mistakes too, but can afford to spend in order to speculate in ways others cannot. Emerging trends included augmented reality services, chatbots, machine learning, virtual reality and artificial intelligence.

When asked what skills one major multinational employer looks for in recruits, they outlined the three C's; curiosity, creativity and communication, advising students to follow their interests, research emerging technologies and break away from the norm. Others reflected on the constant need to develop high-level interpersonal skills, the ability to try and understand different parts of the business and capability to work with a wide range of people. Great emphasis was placed on the fact that financial institutions label themselves as tech companies, with a huge need to keep upskilling, remain forward looking and thinking constantly about how customer needs will evolve.

Our students will be entering employment at a time where the job market, employment competencies and structure of teams is evolving. Despite the efforts of many organisations, some will also face the challenges of being accepted for who they are. The opportunity to gain an insight into the future through placements, internships and other forms of work-based learning is more important now than ever before. Our role in delivering that message to students is crucial, however we must also upskill in terms of the knowledge we have of the industries our students will be entering, to better help them navigate through their journey.

Mohson

Are you LinkedIn?

The ASET Placement and Employability Professionals LinkedIn Group has reached an all-time high in membership numbers – with more than 1100 colleagues on board. This group is open to staff at ASET members institutions only and is an active community of placement experts, providing a welcoming supportive space for all placement staff, where members can rely on their ASET network to resolve issues. If you haven't joined yet, why not request to do so today? [ASET LinkedIn](#) and share your news, find solutions to the issues you face and see what's happening in the ASET Community.



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#ASETLeads – what did you miss?

ASET Leadership Exchange 22nd May 2019

“thought provoking and relevant” “I feel I am more aware of policy now”

“Good to talk face to face with others at same level and discover common issues”

“Really appreciate colleagues’ willingness to share”

“Set a high level context for the day to pitch conversations”

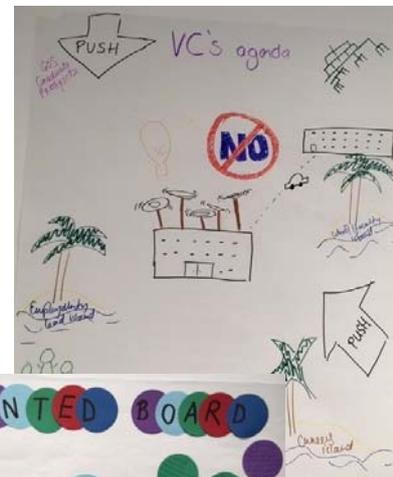
“Inspired me to do further reading”

“Fabulous venue!”

These were just some of the feedback comments from our inaugural Leadership Exchange event on 22nd May. We were delighted to host such an engaged and willing group of delegates coming together to discuss the challenges faced on a daily basis from their institutions and from the HE sector. Presentations from **Rachel Hewitt, HEPI** and **Debbie McVitty, Wonkhe** set the tone for discussion with some revealing insights into the landscape for Higher Education Providers. With the time and space to discuss their ideas and concerns, delegates were challenged through a series of activities including using rich pictures and action learning sets, to find solutions to their issues from colleagues facing similar problems.

Finding solutions was a common need for delegates and a ‘Wanted’ board proved to be a popular feature, with delegates keen to swap skills and needs and consider ways to help each other.

The day ended on a high with a sneak preview of new ASET Bursaries launching in June, news of the latest in our ASET Good Practice Guide series and headlines from the recent ASET Placement Survey – keep an eye out for updates on our website.



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[Call for Papers](#) #ASET19 **new deadline 14th June**

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



In response to requests from our members at this busy time of year for all we have extended the deadline for submissions to Friday 14th June 5pm.

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
- 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.



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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 the new deadline of **Friday 14th June 5pm 2019**

AGM Notification

A message to all our members from ASET Chair **Sarah Flynn ...**

With our conference rapidly approaching it has become the time of year when we share with you our official notification of the **ASET Annual General Meeting** which is to be held as part of the conference on **Tuesday 3rd September 2019** at 12:15, at the University of Hertfordshire. If you represent a member institution, the AGM is your opportunity to hear about the work of ASET during the year, receive the formal report on the accounts and to engage with the process of electing the Executive Committee, and we would encourage you to attend.

Have your say - Call for motions /agenda items

Members may request either, and must be present at the AGM to speak to their item or to submit in writing ahead of time. If you would like to table a motion or an agenda item, please do so in writing (electronic format) by email to aset@asetonline.org with the phrase: **AGM 2019 Motion, Agenda Item**, in the subject line of the email, and these must be received by **Friday 26th July, 5pm**.

Get Involved with the ASET Executive Committee – Open call for nominations

The Executive Committee is a team of volunteers who work to govern, guide and carry out the goals of the organisation acting both as Directors and **Trustees**, as ASET is a charity. We have a small number of vacancies for colleagues to join the team, these are not defined roles but rather open to the skills, experience and talents that enthusiastic individuals would like to bring to the Committee.

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- Individuals may self-nominate remembering that they must belong to a member institution, and their nomination must be seconded by someone from a different member institution. Individuals can only second one other person.
- Nominations and confirmations of seconding support must be made in writing (electronic format) by email to aset@asetonline.org with the phrase: **AGM 2019 Nomination** in the subject line of the email. The nomination and the seconding support can come in separate emails.
- To stand, please submit a *biography/manifesto of no more than 200 words* with your nomination. These biographies/manifestos will be made available to the members for consideration ahead of the Annual General Meeting where the vote will take place, so please use them to demonstrate your engagement in the work based and placement learning sector and perhaps to illustrate what you hope to bring to ASET.

If you have any queries about the process of the AGM or are considering standing for the Executive Committee and you would like to discuss this before you nominate, then please contact **Sarah Flynn**, ASET Chair, s.j.flynn@herts.ac.uk , **Francesca Walker-Martin**, ASET Vice Chair, fdwalker@uclan.ac.uk

Nominations close on Friday 21st June, at 5pm

Can you help?

As a registered charity working in HE, ASET has always striven to limit its spending to the charitable sector. Holding our annual conferences and the staff development workshop programme events at our member institutions has been a key way of doing this, and something we intend to continue, with your help. We are now **seeking new venues** for ASET Staff Development Workshops in addition to those we currently use in Leeds and in London. We are particularly keen to find a suitable venue in the South West and an alternative venue in London.

What do we need?

- A classroom/meeting room for up to 30 delegates with full AV facilities
- Onsite catering to provide lunch, and refreshments through the day

What else?

- Easy access by public transport – within 15mins of train station
- Term time availability

Can you help?

- Does your institution have events/conferencing facilities?
- Can you connect us with the sales team?

If you think you can offer us any assistance, and would like to bring ASET to your institution please get in touch, drop us a line aset@asetonline.org

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2019 Staff Development Workshop Programme

Details for the last few workshops in the Spring 2019 workshop programme can be found below. Currently there are places available on all sessions – but book soon if you are planning to come along. For video introductions to each session from our Learning and Development Advisor, Nicola, see below.

[BOOK ONLINE](#)

No.	Ref.	Workshop	Date	Location
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

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

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.

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) [find out more](#)

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 (EE) [find out more](#)

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

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?*

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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.

Membership

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
- 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.

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And Finally

The next ASET members' e-Bulletin will be issued w/c 24th June. Please forward your news/copy to aset@asetonline.org by Friday 14th June.

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