

ASET e-Bulletin

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Nominate by 8th November

ASET

The Work Based and Placement Learning Association

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Remember, the 2019 Student Competition offers your returning students the chance to [win £400](#), the [Development Bursaries](#) offer you financial support to engage in opportunities to build your knowledge, and the [ASET Research and Summer Project Bursaries](#) offer both you and your students development opportunities. If you just want some inspiration for your next session with freshers, Laura’s student ice-breakers could be ideal, or how about taking a few moments to think your own support needs - wise words from Helyn are a good place to start.

The next ASET e-Bulletin will be issued w/c 18th November – copy deadline 15th November.

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Debbie Siva-Jothy

A marathon not a sprint

By **Helyn Taylor**, *Employability Specialist,*
Swansea University
Staff Development Working Group (SDWG)Lead

Now that term is in full swing, how are you holding up? I’m desperately trying to stave off any germs and boost my immune system by increasing my intake of essential vitamins and minerals but as I’m also quite busy, it does seem that the little pile of fruit on my desk remains there untouched most days. I hope you have all been lucky enough to avoid fresher’s flu, vomiting bugs and the other delights that a new intake of students from across the country, and indeed the world, brings? It can be easy to get on that new term treadmill, and things like skipping your lunchtime walk and eating at your desk can become a habit.



October 2019

This month we extend our conference theme of Supporting Students in Times of Change, to bring you the tools to do this. If you came to conference, we hope you are benefitting from the experience, and the exchange of ideas, if you missed it this year, you can catch up via [Proceedings](#).

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I'm trying (although admittedly not fully succeeding) to break this habit and remember that the academic year is **a marathon not a sprint**. I'm trying to enjoy the buzz of campus, the enthusiasm of new students and let's be honest, the fact that they are still turning up to things! It's certainly not easy – a student vomiting at our recent jobs fair was a great example that it doesn't matter how prepared you are, sometime you have to deal with what, quite literally, falls at your feet.

At this very busy time of year it can be easy to forget about our professional development too. Within ASET we are passionate about sharing good practice and providing a friendly environment to share ideas and discuss relevant topics. As **Lead for the Staff Development Working Group**, part of my role is to ensure we are offering the right staff development workshops to support you to enhance your skills and knowledge, and give you the opportunity to reflect on your practice, and make improvements to your services. This is good for you, good for your department and institution, and ultimately good for your students. I am increasingly having conversations with colleagues across the UK about budget cuts, restructures and difficulty taking time away from the office. I believe that it's in times of austerity we most need to review our practice, and ensure we are working to move our services forward, be more efficient and working harder to improve our offer. So I would encourage you to take that 10 minute break, take time for a glass of water and to meet friends and colleagues for lunch, but also take time for team meetings, to review your services and, of course, think about attending a [Staff Development Workshop](#).

We have been discussing in the [Staff Development Working Group](#) the need to make sure we are offering the workshops that YOU need, and to ensure what we are offering is good value. We strive to stay on top of trends and to listen to your feedback. I want our workshop programme to help you and your teams in the areas you need. To this end, we have reviewed our offering, and whilst uncertainty remains about Brexit, have not included the Developing Overseas Placements workshop in the programme. When there is some clarity on what is to come, and the likely impact on overseas work based learning, we will look to update this session and add into the programme. We do have some exciting new workshops planned, with Sharing Practitioner Knowledge, Train the Trainer and Entrepreneurship all in preparation.

ASET workshops are without doubt fantastic value. They are delivered by work based learning practitioners, and attended by practitioners in similar roles to you, people who want to share their insight and institutional perspective - how much more relevant to you could they be?

As we are looking at our ongoing Programme of Workshops, we are aware many of you, having been through restructures and are looking for support with growing and developing your teams. With this in mind we are strengthening our [Bespoke](#) offering. These sessions are run by ASET specifically for you and your colleagues, and without the need to travel, can be an extremely cost-effective option. ASET facilitators will come to you, wherever you are in the UK. We can tailor courses to your needs; combining workshops from [ASET's existing extensive workshop portfolio](#), or designing to your requirement.

We are your membership organisation, we are here for you. So please let us know if there are any topics you would like to see covered as part of the Workshop Programme or for a Regional Hub, or better still why not think about sprinting ahead a little and getting involved in one of the [ASET Working Groups](#)? *Helyn*

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Staff Development Workshops

Have you booked your place for the final two workshops for 2019? There are a few places available for each – with the closing dates fast approaching:

Autumn 2019

[BOOK ONLINE](#)

No.	Ref.	Workshop	Date	Location
13	PP	Promoting Placements video	Nov 14th	Leeds
14	RAP	Resilience and Placements video	Nov 27th	London

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

We are keen to consider new regional venues for ASET Workshops. If you would like to discuss options with us, and think you could support our workshops please get in touch with the ASET Office. aset@asetonline.org

12. Promoting Placements (PP) **Last day to book this workshop – Tuesday 5th November** **Thursday 14th November (10am-4pm)** **Cloth Hall Court, Leeds Beckett University, LEEDS**

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.

Delegates say:

“Good informative course, I’m a new staff member so it has been interesting to hear other people’s experiences”

“Yet another well delivered workshop. Full of useful content and opportunities to participate”

“What a fab day! The day flew. So much to take away and put into practice – really engaging and well delivered”

“My first ASET workshop/experience of any sort and I thoroughly enjoyed it. Both the content and delivery from the trainers was also excellent”

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13. Resilience and Placements (RAP)

Wednesday 27th November (10am-4pm) City, University of London

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 Tuesday 19th November

Spring 2020

Booking is also now open for the Spring 2020 workshop programme. Look out for further dates and topics to come.

[BOOK ONLINE](#)

Ref.	Workshop	Date	Location
EE	Employer Engagement video	25 th February	Leeds
IWPM	An Introduction to Work Placement Management video	26 th March	London
WPP	Widening Participation and Placements video	23 rd April	Leeds
FPTE	From Placements to Employability video	13 th May	London
RADD	Risk Assessment and Due Diligence video	9 th June	Leeds
SSDP	Supporting Students with Disabilities on Placement video	8 th July	London

Employer Engagement (EE)

Tuesday 25th February (10am – 4pm) Cloth Hall Court, Leeds Beckett University, LEEDS

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

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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 is Monday 17th February

An Introduction to Work Placement Management (IWPM)
Thursday 26th March (10am – 4pm) City, University of London

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 Tuesday 1st October

Last day for booking on this workshop is Tuesday 17th March

Widening Participation and Placements (WPP)
Thursday 23rd April (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS

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 is Tuesday 14th April

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From Placements to Employability (FPTE)

Wednesday 13th May (10am-4pm) ISH Venues, London

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 Monday 4th May

Risk Assessment and Due Diligence (RADD)

Tuesday 9th June (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS

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 Friday 29th May

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Supporting Students with Disabilities on Placement (SSDP)

Wednesday 8th July (10am – 4pm) ISH Venues, 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 Monday 29th 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?*

2019-2020 Costs

ASET member institutions

Fees for bespoke sessions are fixed at a daily rate of £125 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 £250 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.

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2019 ASET Conference Proceedings

[Proceedings](#) from the 26th ASET Annual Conference for Placement and Employability Professionals, Supporting Students in Times of Change, were published last week [ISBN 978-1-9993288-2-5] and are now available to download.

The Call for Papers for the 2020 conference will be issued early in the New Year.

ASET Annual Conference
#ASET20
8th – 10th September 2020



Save the Date

Look out for regular updates on our website

2019 Student Competition

This year's competition was launched at the ASET conference and is now open to all ASET member institutions. Please encourage your returning students to enter. Full details are on the [ASET website](#) on the ASET Competitions page, along with this year's **entry form** which must be downloaded and completed in full by the student who must also be supported by you.

There are once again two categories for entry, and cash prizes for winning (**£400**) and highly commended (**£100**) entries in each category:

- Placement/Internship/Work experience undertaken in the UK or Ireland
- Placement/Internship/Work experience undertaken overseas

Entries must reach the ASET Office by **Friday 29th November 12noon**.



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Have you tried?

Student Ice-Breakers

This first term back is often a busy one for face-to-face work with students. Here are three ice breakers you may want to try to get conversation flowing in your workshops, boot camps and other sessions with a work experience focus (or just for fun!)

1. Toilet Paper ice-breaker

Pass a roll of toilet paper around and have everyone rip off the squares they would usually use, or give little to no instructions for how many pieces to take. When the toilet paper makes it all the way around the circle or room, have everyone count their squares. The number of pieces of toilet paper should reflect the number of answers they must give. There are couple of options as to how you may format this icebreaker:

- Each student shares a fact about themselves
- Each student lists the professions/jobs they are considering (or have considered from childhood)
- Each student identifies a skill they think they are good at, or could bring to a role



2. 30 second elevator pitch

This can be used as an ice-breaker or in post-placement/internship briefings. In pairs (it's often a good idea to get students to sit next to someone they don't know) ask students to explain to their partners, in 30 seconds, their last piece of work experience. This can be volunteering, society, part-time job or internship. They should be able to explain; the organisation name, role and duties/tasks involved. You could also reframe this as "What did you do over the summer?" or create a set of cards with different jobs (anything from zoo keeper to land management) to randomly give out. Students then have to "pitch" to their partner for that job. Depending on the student cohort you are working with, this can be adapted to suit their learning style or needs.

3. Draw your ideal career

In small groups (again ideally you should mix students so they don't know anyone) ask them to "draw their ideal career". You can be as creative as you wish; providing pens/papers/glitter/magazines/glue sticks – the important thing is to have a countdown timer on the screen to ensure students stick to the time given for the task. After the designated time, ask students to explain their drawings to others. You can theme this ice-breaker on anything, "dream job when you were 5" often works well too, depending on the cohort you are working with.

Many of these ice-breakers will put some students out of their comfort zone (the drawing one in particular) so afterwards explain the importance of sometimes being out of your comfort zone, especially in an work-base setting.



Laura Bielby

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Regional Hub Meetings – December

The next Regional Hub meetings will be held w/c 9th December at a location near you. We are currently finalising venues for the last couple of regions and will be issuing a flyer, with topic details and venues in the next couple of weeks.

These are **free events** for ASET member institutions. Places are limited (up to **two** delegates per institution may register) and allocated on a first come first served basis.

An introduction to our Corporate Members

Did you know that ASET also has corporate members? If you've been to an ASET conference you may have met some of our corporate colleagues and taken the opportunity to find out more about the products and services available to assist you in your roles.

In order that all our members can learn a little more about what's out there to help you, we are showcasing each of our corporate members, bringing their ideas to you and perhaps opening up a dialogue for the future.

This month we have a message from FIE: Foundation for International Education, with news of their next conference in April 2020 and details for how to submit a proposal for a session.

FIE: Foundation for International Education

<http://www.fie.org.uk>

FIE: Foundation for International Education is a not-for-profit educational organisation providing academic internships for short-term study abroad students in the UK. Most of our students are from American colleges and universities and take up to four undergraduate courses, plus an academic internship, with a small-to-medium British enterprise during their semester or summer abroad.

In addition to academic programs, FIE hosts the annual [Student Global Leadership Conference](#) in London – a unique opportunity for FIE students, as well as postgraduate and undergraduate students from other UK and European universities to come together with top practitioners in the field to exchange ideas about leadership.



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Now in its fifth year, the SGLC tackles leadership through the lens of one of FIE's core values including Sustainability, Diversity and Inclusivity, and Social Justice.

The 2020 conference theme is ***Leadership for Change in an Uncertain World***. Drawing on examples and ideas of strong leadership in an unstable political, environmental, and economic times, the SGLC promises to be a relevant and fascinating academic event welcoming students and leaders from all corners of the globe. The Call for Proposals is currently open (deadline, December 6, 2019) and the SGLC conference team welcomes breakout session proposals from student leadership specialists, leadership scholars, and professionals with experience in leadership who can provide rich exploration of the theme. We also welcome session proposals from students (nearly half of sessions are led by students). If you, a colleague, or one of your exceptional students would like to submit a session proposal, we invite you to visit our website at www.fie.org.uk/SGLC

Date:

April 3-5, 2020

Location:

Friday: Royal Geographical Society, Saturday and Sunday: Baden-Powell House, South Kensington, London, England UK

Our website has a wealth of information about [conference speakers](#), [logistics](#), and the [Big Ideas](#) session, as well as [photos and videos](#) from previous SGLCs. To get a flavour for the event it's well worth having a look here too <https://www.youtube.com/watch?v=1hbMC0kqiDw>

Mental Health in the Work Place

I was pleased to have the opportunity to attend the Mental Health in the Work Place conference which took place in London on the 16th October. Organised by Westminster Insights, a range of professionals and leaders within the field presented on topics including; the importance of culture change in tackling stigma, promoting positive mental health in the workplace, providing high quality training for Managers and Mental Health First Aiders, the legal responsibilities for managing mental health in the workplace, strategies to identify and tackle workplace stress, making reasonable adjustments and successful interventions for supporting the recovery process.

Key experts included Chris O-Sullivan, Head of Workplace and Corporate Engagement from the Mental Health Foundation, Professor Dame Carol Black, Expert Adviser on Health and Work from Public Health England and NHS Improvement, Gareth Brahams, Founder and Managing Partner at Brahams Dutt Badrick French LLP, Abigail Hirshman, Head of Mental Health and Wellbeing at ACAS, Ed Corbett, Head of Human and Organisational Performance at the Health and Safety Executive, and Dr. Steven Boorman CBE, Chair of the Council for Work and Health, amongst many others.



Vianna Renaud

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It was very interesting to learn that 1 in 4 experience mental ill health each year, with 37% of businesses seeing an increase in stress-related absence over the last year, according to a new report from CIPD. Therefore as a placement professional, it was good to reflect on how we in HE can best prepare our students for their placement experience.

For me the overall message was that now more than ever, we must continue trying to instil an ability to ‘roll with the punches’ within our students. This can be challenging when we are dealing with enormous uncertainty ourselves, however, we need to ensure we have systems in place for students to gain a greater awareness of current employability and organisational culture trends. This will enable students to gain a greater sense of reality, and enable us to better manage their expectations. I would recommend continuing to embed current information into the curricula. The inclusion of real life case studies, student placement stories covering both the highlights and challenges of their placement, current statistics from the related governmental agencies and organisations, scenarios to reflect upon, and general discussion on these areas, can be extremely useful to students. For this I would refer to the ACAS website, particularly as they offer free training, and the Mental Health Foundation.

Vianna

ACAS - <https://www.acas.org.uk>

Mental Health Foundation – www.mentalhealthfoundation.org.uk

For further information on Westminster Insight and upcoming events: <https://westminsterinsight.com/>

Twitter: [@WMIInsightUK](https://twitter.com/WMIInsightUK) , #Mentalhealthatwork

Outstanding Contribution to Work Experience NUE Awards 2020

Sponsored by



ASET continues to be the authoritative voice for the sector, supporting good quality work based and placement learning, in all its guises, representing more than 130 HEPs. We provide our members with leadership and support from a network of like-minded colleagues, through conferences, staff development workshops and regional hub meetings and showcase good practice in the sector at all these events. Our volunteer Trustees have spearheaded the development of a portfolio of materials, including [Good Practice Guides](#) and [Viewpoints](#), which are freely available on the ASET website - a veritable treasure trove of resources to support Work Based and Placement Learning Professionals in their day-to-day roles.

Championing the excellent work of our members wherever we can, we are once again proud to be supporters of the (National Undergraduate Employability) **NUE awards** as both a Partner, and a category sponsor.

The “ **Outstanding Contribution to Work Experience**” award was developed to be a landmark for the invaluable contributions made by an individual within a university who has gone that extra mile to help their students apply and maximise their work experience opportunities.

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The 2020 awards will mark our seventh consecutive year as sponsors of this important award.

- Are you working alongside someone who makes a difference to the world of Placements and Work Experience for your students?
- Isn't it about time they were recognised on a national platform, as well as being appreciated by their colleagues and students?



If you haven't nominated yet, why not take a look around your department and think about who you would like to see as the next worthy winner, – and you could be joining us at the awards ceremony on 28th February next year.

How do I nominate?

Nominating is easy. Simply head over to the [NUE Awards website](#), choose which award you would like to nominate someone for, answer a few questions and click NOMINATE.

Download the [NUE Award cheat sheet](#) for 8 top tips on how to write an award-winning nomination.

Key dates for your diary

Nominations officially close on **Friday 8th November 2019**, so get your nominations in before then to avoid missing out!

The Awards take place on **Friday 28th February 2020** in London, where the winners and finalists will be celebrated.

And Finally

The next ASET members' e-Bulletin will be issued w/c 18th November. Please forward your news/copy to aset@asetonline.org by Friday 15th November.

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