

December 2019

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ASET

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This month we are delighted to extend our congratulations, and a huge ASET welcome to our newly co-opted Trustees, who will join the ASET Executive Committee in the New Year; **Deborah Callister**, *Edinburgh Napier University*, **Andy Dodge**, *Cardiff University*, **Seamus McConomy**, *Ulster University* and **Julie Udell**, *University of Portsmouth*, bringing the ASET Board to full complement. With a packed calendar of events planned for 2020, it will be great to have them on board.

The first ASET e-Bulletin for 2020 will be issued w/c 20th January – copy deadline 17th January.

Debbie Siva-Jothy

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Say Something

By **Laura Bielby**, *Faculty Placement Officer, Social Sciences, Durham University*

Communications Working Group (CWG) Lead

***“Wise men speak because they have something to say;
Fools because they have to say something”*** Plato

As the lead for ASET’s Communication Working Group I have the role of ensuring ASET has a dialogue with our members, and also with the agencies and organisations shaping the changing landscape of Higher Education today.



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I want ASET communications to focus on showcasing good practice in Placements and Work based Learning, and on providing support to our members. Make sure you are getting the full benefit from your ASET Membership, not only through staff development workshops and conference, but also by being a part of the ASET Community on LinkedIn:

LinkedIn

ASET offers an annual Institutional, rather than individual, membership. Make sure **all your staff** involved in **Work based Learning** know they can request to join our

[**ASET Placement Employability Professionals LinkedIn Group**](#)

This peer to peer space is a great format to ask questions, share your top tips and network with other professionals in the ASET Community across the UK.

And on Twitter, follow us and join the conversation:

Twitter

Follow us on Twitter:

[**@ASETOnline**](#)

Join the conversation.

This is where we showcase, support and share all things Placement and Work based Learning

Last month, Vicki highlighted **Regional Hubs** as just one of the **benefits of ASET Membership**. Attendance at the hubs is free to members, and they are a great opportunity for you to communicate with us, to feedback to us your current challenges (and successes!) from your institutions, and to help shape our organisation to better support you in the future. Hubs are also a fantastic way to network with other placement professionals in your region.

I particularly like the December Hubs, and as a Placement Practitioner, I find the timing works really well for me. Meeting others in similar roles, and hearing about initiatives they have tried always inspires me and makes me look to the New Year with a new enthusiasm. I like to re- evaluate, and try something new each term, rather than waiting for the start of a new academic year, and the December Hubs are an ideal opportunity after a hectic term to focus on thinking about what more I can do to build and develop the service for my students.

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Staff Development Workshops

Another new workshop added this month – **Getting Started with Degree Apprenticeships**, will be taking a practical look at the detail behind the [ASET Good Practice Guide to Successful Work Based Learning for Apprenticeships in Higher Education](#). This workshop offers support to those with Work based and Placement Learning experience to get involved in the design and delivery of Degree Apprenticeships and will be an interactive day exploring emerging practice.

We offer a mix of workshops to support all your team members and will continue to add to the programme as new dates are confirmed.

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

[BOOK ONLINE](#)

Workshops at a glance:

Ref.	Workshop	Date	Location
EE	Employer Engagement video	25 th February	Leeds
SISP	Supporting International Students with Placements video	4 th March	London
IWPM	An Introduction to Work Placement Management video	26 th March	London
DA NEW	Getting Started with Degree Apprenticeships	31 st March	Leeds
WPP	Widening Participation and Placements video	23 rd April	Leeds
EES NEW	Enhancing Engagement in Student Sessions video	5 th May	London
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 feasible when building and strengthening relationships? What do employers expect from us (and, can we

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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

Supporting International Students with Placements (SISP)

Wednesday 4th March (10am – 4pm) ISH Venues, London

International student participation in placements is high on the agenda at many UK Higher Education Institutions. For some international students, studying in the UK is a highly desirable means to support their future employability prospects. International students' participation in placement remains low in some areas, with students citing obstacles – both perceived and real – to successfully securing a placement. International students' support requirements can differ from UK domiciled students, and can be greater. This workshop, facilitated by experienced placement professionals, will examine strategies to help prepare international students in securing placements, as well as ways to support them whilst on placement. It will also look at the advice and guidance that can be provided for employers to persuade them of the value of offering placements to international students. The day will be interactive, including networking opportunities with other delegates and workshop facilitators. You will be encouraged to share experiences and examples of good practice from your institution.

Last day for booking on this workshop is Monday 24th 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 17th March

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Getting Started with Degree Apprenticeships (DA)

NEW

Tuesday 31st March (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS

This workshop is designed to support those with Work based and Placement Learning experience to get involved in the design and delivery of Degree Apprenticeships. From introducing the Degree Apprenticeship landscape and terminology, to thinking about how practice needs to be different to other HE programmes including placements, this workshop will help delegates to prepare for the delivery of these qualifications across the disciplines. We will explore the challenges of compliance and monitoring and the difference in design and delivery of Degree Apprenticeships. The day will be interactive, including opportunities to discuss examples of emerging practice from your institution with others, covering: employer engagement, policies, guidance, mentoring, visiting tutors, assessors and the students (apprentices) who make these work based qualifications such a success.

Last day for booking on this workshop is Monday 23rd 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

Enhancing Engagement in Student Sessions (EES)

NEW

Tuesday 5th May (10am-4pm) ISH Venues, London

Do your student preparation sessions need a fresh injection of ideas or energy? Are you keen to increase student engagement within your placement workshops? Would you benefit from hearing about innovative ideas to liven up your delivery and generate more interaction in sessions? ASET's experienced workshop facilitators will help you enhance and increase student engagement in your workshops, seminars and preparation sessions, sharing a range of top tips, practices, and tools. From high-tech to no-tech, working with small groups or large groups, in restricted or flexible spaces the day will equip you with ideas for all these scenarios. The workshop will be, participative in style and we will encourage you to share your ideas with others too. You can expect to take away a rich array of ideas to use in your day to day practices at work.

Last day for booking on this workshop is Monday 27th 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. We introduced 2 new workshops to the programme in 2019, and a further new workshop is in the programme for Spring 2020. 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 Bespoke Workshop 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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ASET Development Bursaries update

This month we are pleased to bring you the second in our series of reports on activities taking place with the support of an ASET Development Bursary. This month we hear from **Caroline Demetriou**, Employment and Enterprise Manager, Employability, Department of Enterprise and Research Development at *Canterbury Christ Church University*



Caroline successfully applied for a **Work Shadowing Bursary** and has reflected on her experience below.

ASET Work Shadowing Bursary – Reflection on Learning, by **Caroline Demetriou**

The Employability and Enterprise department at Canterbury Christ Church University has just purchased a new CRM system as a B2B tool and are currently coming to the end of the pilot phase of using the system. Having heard, at the ASET conference, how successful the University of Plymouth had been using this same system for placements, I applied to ASET for the shadowing bursary so I could see the system in action and talk to Simon Taylor about how we could potentially implement a similar system for our growing elective placement students.

The visit took place on 1st November 2019 and I went armed with a plethora of questions, including if the system can store paperwork, can employers upload roles, does it record progress/reflections, what is the due-diligence process and some more technical questions that I had been given in a pre-meeting with our IT team who are implementing the CRM.

The team at Plymouth were very welcoming and Simon was very honest and frank about the capabilities of the system. They use a slightly older version which in his words is a little 'clunky' however, it has more functionality than the streamlined system we have purchased.

I was hoping that the system would be able to be used as a 'job bank' as well as for all paperwork but it does not have that ability. Simon did explain how they use another system which although a little time-consuming manages the recruitment side of the elective placement process. We have a similar second system which we use for all things Career Guidance related, so I was shown how Plymouth manages this workload.

As a result of the visit, I have a much clearer idea of how we can use our system and although it does not currently have this functionality, I am now able to develop a good business case for this addition to our system in phase two of the CRM project. I also know what development is needed with our other Careers advice system so that we can utilise it further giving our students a much-improved placement experience.

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In addition to all of this useful information, we also talked about the wider roles that we have and discovered that we are both working on a similar policy re-write and are travelling in a similar strategic direction which has meant that we are now going to be sharing developed documents and supporting each other through this process so, although not the purpose of my shadowing time, the visit proved more than useful in other areas. I cannot thank ASET enough for their support as it has definitely enabled me to forward in the development of our processes. I also want to thank Simon for sparing me so much time and making the day a success.

Caroline Demetriou

To find out more about these [Development Bursaries for Staff](#), visit our website where you can also download an application form.

#ASET19 – Twitter challenge

Have you entered your photo?
Remember there's a chance to win a **free place** at the 2020 ASET Conference at Keele University. We're looking for shots incorporating our **ASET @ASETOnline** water bottle that are **creative, cool, from far flung destinations, or every placement visit you make** - #ASET19.

What are you waiting for? The Challenge is on... and next year's free place could be yours. Tweet your entry today!

Photos must be tweeted by 31st March 2020.



Are you ready for the #ASET19 Water Bottle Challenge?

Tweet photos of your water bottle using #ASET19 and could win a FREE conference place for 2020. It could be from an exotic destination, your campus placement visit, or something iconic – be creative!
Tag your tweets #ASET19 and @ASETOnline

Must be tweeted before 31st March 2020. ASET will select a winner, all decisions are final.

Student Minds – Mental Health Charter

Formed initially 2009 as Student Run Self Help, a student-led support group, the organisation merged with Mental Wealth UK in 2013 and rebranded to form **Student Minds** - the UK's student mental health charity. They have grown significantly over the years, supporting students with a range of mental health difficulties and working with all members of the university community to promote positive wellbeing. They now work with students, service users, professionals and academics to develop new and innovative ways to improve the mental health of students, empowering students and members of the university community to develop the knowledge, confidence and skills to look after their own mental health, support others, and create change, so that all in higher education can thrive.

Their [website](#) states:

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“Key to our approach is ensuring that young people have agency, whilst empowering the community around them to have the health literacy and tools to respond. We want to ensure students have access to timely, youth-friendly support and resources. We’re focused on prevention, ensuring that more young people learn how to build their own wellbeing toolkit. We train students and staff in universities across the UK to deliver student-led peer support programmes as well as research-driven campaigns and workshops. By working collaboratively across sectors, we share best practice and ensure that the student voice influences decisions about student mental health.”

Colleagues may be interested to read their [University Mental Health Charter](#) and [Summary](#) recently launched and available for download.

NUE Awards 2020

And just in time before we close for this year to say
Congratulations! to all our ASET colleagues shortlisted for the 2020 NUE Awards

[View the Shortlist](#)

Good luck to all of you and a heart felt well done for a great achievement!

And Finally

The next ASET members’ e-Bulletin will be issued w/c 20th January. Please forward your news/copy to aset@asetonline.org by Friday 17th January.

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



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