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ASET

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November 2019

we can help

With so much happening for all of you as the term races away, we wanted to lighten the load a little with a reminder of the help you can access through your ASET membership to support your students. Vicki has outlined just some of the benefits of your membership below.

Are you making the most of your ASET membership?

Responding to members requests, we have added to the 2020 Staff Development programme this month with additional workshop dates and a new workshop, **Enhancing Engagement in Student Sessions (EESS)**, addressing a common concern for many members.

The next ASET e-Bulletin will be issued w/c 16th December – copy deadline 11th December.

Debbie Siva-Jothy

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Here to help YOU

By **Vicki O'Brien**, Lecturer in Employability University of Central Lancashire
Membership Working Group (MWG) Lead

Hello, how are we all doing? I can't believe we only have a few weeks remaining before the Christmas break. Is it just me, or does time seem to be speeding up? When the weeks are flying by, it can be challenging to think of anything outside the growing number of routine tasks we have to complete. That is why, as Membership Working Group lead, I wanted to take this opportunity to remind you how ASET can help and support you to meet your goals this academic year, through a range of benefits that come with your ASET membership.



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Regional Hubs

Details for the next Regional Hub meetings in December have been finalised and invites sent to ASET members across the country. These hubs are an opportunity to meet and discuss topical issues affecting us all, and are free of charge. Two places are allocated to each member institution and meetings typically last 2 hours. The topic for December is, '**How to Champion Placements in your Institution**', and hubs are happening at a location near you:

Scotland & Ireland – 10-12pm Tuesday 10th December, Edinburgh Napier University- *Book by 1st December*

North - 2-4pm, Monday 16th December, Newcastle University - *Book by 9th December*

Midlands – 10-12am, Tuesday 17th December, Birmingham City University - *Book by 9th December*

South West – 10-12am, Tuesday 17th December, Cardiff University - *Book by 9th December*

South East – 2-4, Tuesday 10th December, London Metropolitan University- *Book by 1st December*

The hubs are supported by an ASET trustee, and hosted by you, our ASET members. An introductory video is provided by ASET to provoke and inspire conversation which is initiated by the hosting institution before the conversation opens to the group. We run regional hubs three times each academic year, in December, in the Easter holidays and at our annual conference in early September. You can find out how to [host a hub](#) here.

ASET Development Bursaries

New for 2019, our [Development Bursaries](#) are specifically to support you, our members, with your CPD. We offer two opportunities to apply for funding (**up to £150**):

Event Support Bursary

Towards additional costs incurred such as, childcare, social care, for attending an ASET event.

Work Shadowing Bursary

To pay for travel costs to facilitate a work shadowing opportunity at another ASET member institution.

For further details and to download an application form visit our website [here](#).

ASET Student Bursaries

Do you have a piece of research that keeps sitting on the back burner? Perhaps you are struggling to find the time to focus on it? The ASET Student Bursaries could be just the answer. We offer two bursaries to help ASET members to complete Work based and Placement Learning research by employing one of your past or present students (see terms) to undertake a project alongside you. Each bursary offers £2400 to a student and £600 to your institution. The projects also give students experience of presenting their work at the ASET Conference. You can view details of previous bursary winners and read their research reports [here](#).

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ASET Student Competition

ASET membership also supports students to reflect on and share their experiences of placements and summer internships with a student competition. There are two categories for entry, each with a prize of £400 to the winner and £100 for Highly Commended:

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

The closing date for this year's competition is 29th November 12noon, so do encourage your students to get their entries in.

These are just some of the benefits you can access through your ASET membership, there are plenty more to discover when you are part of the growing ASET Community. If you have colleagues yet to join, please take a moment to share this e-Bulletin with them so they can click our JOIN up button below.

To sign up to ASET mailings as part of our community, **all you need to do now is click on the button below:**

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

Or send a simple email with subject line as **JOIN** to ASET-Count-Me-In@asetonline.org

Each year we aim to develop our services and benefits for members. Keep a lookout for e-bulletins and updates from ASET for new opportunities and don't forget, we value your feedback, and welcome suggestions to the ASET office for how we can continue to support you as our members.

Vicki

Staff Development Workshops

The Spring 2020 programme is open for booking with additional workshops added this month. 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. See below for full programme details including our **NEW** workshop 'Enhancing Engagement in Student Sessions' designed to help you do just that.

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

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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](#)

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
WPP	Widening Participation and Placements video	23 rd April	Leeds
EES <small>NEW</small>	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 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

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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

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

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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, naturally, 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

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

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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

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?*

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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.

RateMyPlacement Giveaway

Our friends and partners at RateMyPlacement are offering a new bonus to encourage students to engage with them, and with Placements and Internships generally. They have asked us to help them spread the word amongst your students.



Throughout November RateMyPlacement are giving away 20 vouchers to students worth £50 each, in four categories: food, travel, fashion and experiences.

To enter, your students need to...

1. Sign up to RateMyPlacement here: <http://ocply.co/rmp-students>
2. Select a preferred voucher category
3. Wait to be contacted and hope they're a winner (5 winners drawn each week)

The RateMyPlacement Giveaway closes at 23:59 on 1/12/2019. Five winners will be drawn each week, only students can enter and only one entry per email address accepted.

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WACE 2020

The fourth International Research Symposium will be held June 6-10, 2020 in Limerick, Ireland, see details from WACE below:

WACE, the University of Limerick and the WACE International Research Community (IRC) are excited to announce the Second **Call for Abstracts** and provide Hotel and registration information. Hosted by Dr Patrice Twomey, WACE Board of Directors, and the University of Limerick, the Symposium will look to feature and showcase ongoing and new research in the CWIE community. The Symposium International Advisory Committee seeks abstracts on a broad range of research topics and subjects. The Committee is particularly interested in new and developing CWIE research for both Refereed Research Papers and Academic Posters from established researchers, emerging researchers, and program professionals who wish to explore and more fully develop research topics. The intended audience for the IRS is faculty, academic administrators and program managers and staff who wish to discuss and utilize the latest research and trends.

SECOND CALL FOR ABSTRACTS (Refereed papers and Academic Posters):

INTERNATIONAL RESEARCH SYMPOSIUM THEME

“CWIE Research: Advancing Quality and Global Impact”

RESEARCH TOPICS OF INTEREST AS IDENTIFIED BY THE WACE INTERNATIONAL RESEARCH COMMUNITY (IRC)

- Enhancing Quality of CWIE programs and partnerships
- Promoting Inclusivity of underrepresented populations
- Increasing Mobility by scaling up international work-integrated experiences, intercultural fluency
- Measuring the Impact of CWIE Programs on Students, employers, host organizations, society, economy

Please use this link to use the Abstract Submission Form to submit your 250 word abstract:

<https://waceinc.org/limerick2020/abstractsubmit.html>

And Finally

The next ASET members' e-Bulletin will be issued w/c 16th December. Please forward your news/copy to aset@asetonline.org by Friday 13th December.

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