

February 2020

ASET CONFERENCE 2020

#ASET20

[Call for Papers](#)

[Submit an Abstract](#)



8th – 10th September 2020

See below for full details for how to submit an application to present at this year's Placement and EEmployability Professionals Conference.

The next ASET e-Bulletin will be issued w/c 23rd March – copy deadline 20th March.

Debbie Siva-Jothy

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The SPRINT project:

In Conversation with Stephanie Deveze-Delaunay

<https://fr.linkedin.com/in/stéphanie-deveze-delaunay-1a474824>

by **Vianna Renaud**

ASET Trustee and Placement Development Advisor, Faculty of Media and Communication, Bournemouth University

An interview with Stephanie Deveze-Delaunay, Coordinator of the SPRINT Project, and Manager at the French Ministry of Education and Research



The SPRINT project - *Standardize best PRACTICES about INTernships* - is a 3-year Erasmus+ funded project which began in 2017. Its main objective is the 'creation of a quality European framework for student internships with the support of standardisation'.

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ASET

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SPRINT aims to improve the integration of young people and university students into the labour market. By creating a common framework with recommendations for Good Practice, the aim is for all European countries to have a framework for student internships that supports all stakeholders.

It was wonderful being able to attend the January meeting of the SPRINT project in Paris. Whilst I learned about the project from international colleagues in the EU, it was useful to hear, and be able to share a little bit more of the history, by speaking directly to Stephanie:

1. How and where did SPRINT begin?

In France, and also throughout the Higher Education system globally, internships, placements and work based placement learning are recognised as a key way that students can find graduate jobs. Not only can students develop professionally, they develop themselves personally including gaining a more holistic perspective of the world of work. I believe fully in the impact of this learning, and therefore founded the French network of the Higher Education Institutions' Legal Directors. We created a national common internship agreement for France in 2014 where around the same time, the European Commission made recommendations for ensuring quality traineeships. Whilst I knew that a common regulation about internships was not possible in the European Union at the time, it was clear that the best way forward was to develop and create a practical framework about quality internships.

I began looking for academic and industry partners when AFNOR (**Association Française de Normalisation**) contacted me. AFNOR is the leading association on standardisation in France, and also within the greater work of the European Committee for Standardization.

2. I know you used to work at the University Paul-Valéry Montpellier III; how did you get involved with the SPRINT Project?

I am one of the founders and currently the Coordinator, which is part of my role at the French Ministry of Higher Education and Research in Paris.

3. How did you find your academic and professional partners?

After the initial discussions with AFNOR, we researched and invited five key partners, all representing different stakeholders of the internship process.

From the employer perspective; the Adecco Group and InternsGoPro. From the HEP perspective, EURASHE and the University Paul-Valéry Montpellier III. From employability UNISER. From the trade union perspective, the Trade Union Youth Plus association.

We also have Associate Partners which include; the Global Apprenticeships Network, the MEDEF (French Trade Union for Employers), the French High Schools Conference, the French Ministry of Higher Education and Research, amongst others.

4. As the project is coming to a close now, what have been the main results or learning points?

The first outputs included European reports, good practices, barriers and needs, amongst other areas regarding internships and work based learning.

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At the moment we are working on [criteria for good practice for internships](#) in Europe which will be finished very soon. It was wonderful to have had the opportunity to welcome you Vianna, from ASET with the focus on work based and placement learning in the UK, and Bournemouth University, for the last meeting about criteria. It was very educational and interesting to gain a better understanding from her about the current trends and challenges regarding the sector in the UK.

Our next steps include developing a handbook and website for HEPs, employers and other stakeholders to access our findings and recommendations. We are also preparing for a training workshop for HE careers services staff to take place this summer in France.

5. What is the future for SPRINT, and what are your plans?

With SPRINT 1, we will have some tools however it has become clear that there is so much to do. Therefore I am hoping to secure funding for another European project focused on creating a common European platform as well as a common European agreement for internships.

Whilst I will be working to disseminate the findings of SPRINT 1 to the Francophone world, I would very much like to invite ASET and our colleagues in the UK to help us in sharing the news. There are definitely exciting times ahead!

Vianna

For further information : <https://www.sprint-erasmusplus.fr/>

ASET Annual Conference – Call for Papers

We are pleased to announce the Call for submissions for the 2020 ASET conference. Our theme this year is

Inclusivity, Sustainability and the Placement Practitioner

The ASET conference is renowned for being participatory, facilitating relevant and timely exploration of the new initiatives, projects and good practice that keep our members informed and inspired.

Conference 2020 will consider two key cultural and environmental themes shaping the Higher Education landscape and our own practice as placement professionals – **Inclusivity and Sustainability**.

Alongside thought-provoking keynote presentations – speakers to be announced shortly – there will be discussion sessions on the conference theme, and updates from ASET on pressing issues including:

- Considering the needs of specific student cohorts when designing and delivering services for all
- Seeking ways to introduce more environmentally sustainable placement models
- How placement practice can champion inclusivity and encourage inclusive employer culture
- Resilience, mental health and wellbeing, for students and practitioners



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- Managing the needs of all organisation from start-ups to SMEs, voluntary, 3rd sector and all between
- Inspiring and growing a home-grown research culture in placement practice

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 themes of Inclusivity and Sustainability will be prioritised.**

We welcome submissions under any of the following categories:



Lightning talks ****NEW****

20 slides and 20 seconds per slide. Fast-paced, informal, entertaining journey through a topic in 6 min and 40 sec. An ideal beginning for first-time presenters, and a challenge for the experienced. Topics will be grouped and time allocated for questions.



Workshops

45 min sessions with an equal split between presentation (20min) and then discussion and activities (20-25min).

Presentation slides will be included in Conference Proceedings.



Posters

Presenting your research as a poster is a great starting point if you're new to research. Share your work through informal conversations, get feedback on areas for focus, present work published elsewhere, and find others to collaborate with. [See abstract submission form for poster specifications.](#)



Research papers

45 min sessions with 30 min for presentation and 15min for colleagues to ask questions and discuss your research.

A full research paper (5000 words) must be submitted for inclusion in Conference Proceedings.

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NEW for 2020

Not sure where to start? Have an idea but not sure how to develop as an abstract for submission?

Making a conference contribution can sound daunting, but it is easier than it sounds, can be satisfying to create and deliver, and brilliant for your continuing professional development. Let us know if you need help, and we'll match you with a mentor who'll support you through the process. Remember delegates are looking for practical take-home ideas, tools and messages to help them in their day-to-day practice. It's all about coming away with those #ASETTOPTIPS.

Submissions can only be accepted using the **ABSTRACT SUBMISSION FORM** available together with **Terms and Conditions**, from www.asetonline.org/events/annual-conference/.

Email submissions to aset@asetonline.org by 12 noon Thursday 29th April

Win a free place at #ASET20

Have you entered your photo for the #ASET19 Water Bottle Challenge?

You could 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.

Photos must be tweeted by 31st March 2020.



Staff Development Workshops - **NEW workshops and NEW DATES**

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](#)

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Workshops at a glance:

Ref.	Workshop	Date	Location
EE	Employer Engagement video FULLY BOOKED	25th 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 video	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
FPT	From Placements to Employability video	13 th May	London
RADD	Risk Assessment and Due Diligence video	9 th June	Leeds
RAP NEW DATE	Resilience and Placements video	30 th June	Leeds
SSDP	Supporting Students with Disabilities on Placement video	8 th July	London

Supporting International Students with Placements (SISP) [video](#)

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) [video](#)

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

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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

Getting Started with Degree Apprenticeships (DA) [video](#) **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) [video](#)

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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Enhancing Engagement in Student Sessions (EES) [video](#) **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

From Placements to Employability (FPTE) [video](#)
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) [video](#)
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.

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- 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

Resilience and Placements (RAP) [video](#) **NEW DATE**

Tuesday 30th June (10am-4pm) Cloth Hall Court, Leeds Beckett University, LEEDS

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 Friday 19th June

Supporting Students with Disabilities on Placement (SSDP) [video](#)

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

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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 two new workshops to the programme in 2019, and a further two new workshop are 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.

ASET Bursaries – closing date 28th February

Don't miss your opportunity to apply for an ASET Bursary. You can recruit a student from your institution to undertake a project over the summer. ASET will pay the student directly (£2400) and your institution will receive £600 on successful completion. There are two bursaries available:

[2020 Summer Project Bursary](#) for a current undergraduate at your institution

[2020 Student Research Bursary](#) for a current student or recent graduate from your institution

[Download a 2020 ASET Bursary application form](#) and apply today

Details and reports of previous ASET Bursaries can be seen [here](#)



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Host a Hub

Can you host an ASET Regional Hub Meeting?

Our Regional hub events go from strength to strength with another record attendance in December when colleagues discussed 'How to Champion Placements in your institution'. Look out for our upcoming Viewpoint summarising the conversation.

We appreciate your support for these events and as we look to organising our next round of meetings -

Can you help?

The next Regional Hub events will be held **w/c 13th or w/c 20th April 2020**. We are currently seeking volunteers to host meetings in the **North**, the **Midlands**, and the **South East**. Meetings are either morning (10-12am) or afternoon (2-4pm). If you would like to find out more please contact the ASET Office aset@asetonline.org

If you haven't yet been to a Regional Hub meeting then you may not know what you are missing – it's easy to get involved – ASET will provide all you need for a successful hub meeting

What will ASET do?

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

What does a Regional Hub Host need to do?

- Provide a suitable networking room with AV facilities to accommodate up to 30 (50 in the South East region)
- Liaise with the ASET office to pass on travel/venue/parking advice
- Supply tea/coffee for delegates on the day
- As host, lead discussions by providing an institutional perspective to the hub topic
- Provide copies of the ASET handout for delegates

Previous hosts tell us that their events have stimulated discussions amongst the team as well as forging new relationships with colleagues locally and the realisation that you are part of a wider community. **As a host you will be allocated up to 6 free places for your team.**

If you would like to host a hub meeting for your regional colleagues, please get in touch aset@asetonline.org

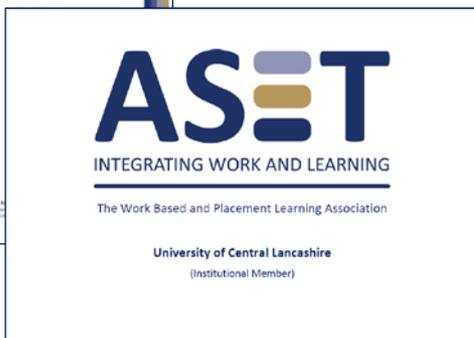
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ASET Membership 2020



We hope you have received your **A4 Certificate of ASET Membership**, and have found a suitable place to display?

Thank you for renewing your membership, we value your support which enables us to continue to develop our services for members.



In addition to the certificate of ASET membership, we are very pleased to be able to offer for purchase an **A5 (200 x 150mm) acrylic ASET Membership plaque** at a cost of **£35** (inclusive of VAT, postage & packing).

If you would like to order a plaque, please contact the ASET Office aset@asetonline.org

Our membership policy continues to cover **everyone** in your institution under one fee - a membership benefit offered by few other professional associations. Please do let us know if you have colleagues or new starters that you would like to receive our regular mailings, by emailing aset@asetonline.org.

We look forward to continuing to support your institution and staff to support your students during the coming year.

CPD Corner

Nicola Bullivant-Parrish, Learning and Development Advisor, ASET.

ASET's impressive portfolio of staff development workshops offers members and non-members alike the opportunity to grow their knowledge and understanding of a wide variety of placement and work based learning topics.



When delegates book a place to attend an ASET staff development workshop, we invite them to complete what we call a pre-session form. This form is helpful for delegates as it asks them to focus on what they are hoping to gain from attending the workshop. This in turn is useful for the facilitation team, as the responses provide some clear insights into areas which are of keenest interest to the workshop participants.

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It is of no surprise that a lot of emphasis is placed upon what I might describe, in broad terms, as the “technical” aspects of the workshop – that is, delegates tell us that they want to learn about something specific to that topic, or wish to build on and develop their existing knowledge of that workshop’s subject matter.

However, if we go beyond the learnings on the actual individual workshop topic, we see some fascinating, value-added dimensions (which may be initially less obvious) emerging as take aways for attendees.

Here are some compelling reasons to attend a workshop:

1. The chance to fully immerse yourself in a topic for a day – in our busy roles, being able to focus on an issue or topic for an entire day can be a rarity. By attending a workshop, you buy yourself the time to do just that.
2. #ASETTOPTIPS – workshop facilitators are highly experienced placement and work based learning practitioners. Each workshop offers up a raft of suggestions and tips for participants to take back to their institutions and use in their workplaces.
3. Meet people, make connections – having the opportunity to participate in small and larger group discussions, as well as informal conversations over lunch and refreshments, workshops give you a chance to converse with professionals from your field of work
4. Learn about other Higher Education Providers (HEPs) and their practices and challenges – the ASET community is warm, welcoming and sharing, and hearing from other attendees can give some valuable insights into current practices at HEPs across the country
5. Step outside of your silo – it can be really healthy to spend some quality time outside of your workplace
6. Signposts to resources – where appropriate, facilitators will signpost delegates to relevant ASET resources and information on useful external resources too
7. It’s invigorating and energising – workshops can be stimulating; learning from others can provide you with a boost of ideas and drive to go back to your workplace and implement new plans
8. The reinforcement that what you do is good. This is not to be underestimated. Participants, through sharing their placement and work based learning and institutional practices, can gain informal feedback from other delegates and through this, receive support for their ideas.

As well as pre-session forms, we invite delegates to share their thoughts with us, post-workshop. Here are just a handful of the comments we’ve had:

“Good to be in an environment with other people and sharing ideas/mind-set to approaching things”

“...good conversations, practical solutions”

“Great! Useful info and lots to think about. Really interesting to hear about other universities experiences”

“I’ve come away with lots of ideas and great to hear how other institutions lead with work placements”

“The day has been really informative. It has taught me some new approaches and reinforced some practices I already undertake”

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“...opportunity to talk to staff from other institutions and hear ideas and share problems”

“I’ve come away with lots of ideas and great to hear how other institutions lead with work placements”

“The day has been really informative. It has taught me some new approaches and reinforced some practices I already undertake”

“Good balance of being practitioner-led and discussion-led”

For more information on our workshops, please visit our website <https://www.asetonline.org/events/staff-development-workshops/>. Information about forthcoming workshop is disseminated via email and our e-bulletin. Suggestions for future workshop topics are welcomed – please contact either the ASET Office aset@asetonline.org or you can contact me directly Nicola@asetonline.org

And Finally

The next ASET members’ e-Bulletin will be issued w/c 23rd March.

Please forward your news/copy to aset@asetonline.org by Friday 20th March.

Debbie Siva-Jothy

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www.asetonline.org



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Join the conversation [ASET Placement Employability Professionals LinkedIn Group](#)