

ASET e-Bulletin

April 2020



In this issue.....

- A message from the ASET Chair,
Francesca Walker-Martin
- Regional Hubs
Links, Resources, Support
- *Save the Date*
For your next Online
Regional Hub - end April
- NUEs 2020
- Staff Development
Workshops Programme
Online delivery 9.30-1.30
- Student Competition –
winners announced

ASET
The Work Based and Placement Learning
Association

**We are fully operational
remotely, please email with any
enquiries.**

aset@asetonline.org
www.asetonline.org

@ASETOnline #ASETGoesOnline

A message from the ASET Chair,

Unprecedented – I think that I might have worn this word out over the last three weeks, but these times are exactly that, unprecedented.

Moving our activities online was an exciting challenge for all of us at ASET, but we transitioned effectively and are fully operational in cyberspace, providing our range of new and existing workshops and expanding our provision of Regional Hubs.

Last week we hosted daily Regional Hubs for our ASET colleagues across the UK and Ireland, linking to more than 250 ASET members, from 86 Higher Education Providers, to discuss the challenges to us, our students, and our universities. Former Chair, Sarah Flynn, joined us at our South East hub meeting and she reminded me of prior conversations we'd had about **the type of practitioner that makes up the Work based and Placement learning community;**

- Resilient
- Tenacious
- Friendly
- Caring
- and wholly committed to your students

In these trying times you have proved that you are more than willing to share your resources and advice, which is the main focus of this E-Bulletin.

We are here to support you, to help you, to enable links across the community and to facilitate gatherings of like-minded individuals.

I look forward to seeing you in cyberspace, but in the meantime, stay safe, stay well and stay in touch.

Francesca Walker-Martin

ASET Chair and Reader in Work Based Learning, University of Central Lancashire

ASET e-Bulletin

Regional Hub – Links Resources and Support

ASET Resources

Join us on **LinkedIn** – The Placement and Employability Professionals Group 1100 + members and growing daily. Request to join here <https://www.linkedin.com/groups/1929302/>

Follow us **Twitter** @ASETOnline

ASET Good Practice Guides

[ASET Good Practice Guide for Work based and Placement Learning in Higher Education](#) and [TOOLKIT](#)
[ASET Good Practice Guide for Health and Safety for Student Placements](#)
[ASET Good Practice Guide for Supporting Students with Disabilities on Placement](#) and [TOOLKIT](#)
[ASET Good Practice Guide to Successful Work Based Learning for Apprenticeships in Higher Education](#)

ASET Viewpoints

- 1 - [Paid and Unpaid Placements](#)
- 2 - [The Benefits of Placement](#)
- 3 - [HEA Recognition](#)
- 4 - [Alumni Mentoring](#)
- 5 - [The Consumer Rights Act and the Competition and Markets Authority](#)
- 6 - [Making Effective Placement Visits](#)
- 7 - [Insurance and visas for International Placements](#)
- 8 - [Student Engagement](#)
- 9 - [Student Resilience](#)
- 10 - [Degree Apprenticeships](#)
- 11 - [Troubleshooting for Placements – Everyday Troubleshooting](#)
- 12 - [Troubleshooting for Placements – Crisis Management](#)
- 13 - [The impact of budget cuts and steps to mitigate](#)
- 14 - [Making the most of technology to adapt to changes in work and placement opportunities](#)

ASET Staff Development Workshops - [Book Online](#)

<https://www.asetonline.org/events/staff-development-workshops/>

ASET e-Bulletin

Our workshop programme will continue with online delivery – prices lowered (see below)

We are grateful to all those who attended our Regional Hub meetings and so readily shared their experiences and resources with their colleagues in our ASET Community.

Supporting Students

The following list of links and resources are all aimed at helping you to help your students to navigate their way through this crisis. There are links to help with immediate financial issues and to ways to think about longer term support to plan for the future.

<https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

Student Finance England <https://www.gov.uk/government/news/slc-coronavirus-covid-19-update--2>

For Registry staff <https://www.heinfo.slc.co.uk/engagement/hep-news/faq-covid-19.aspx>

Student Finance Wales students <https://gov.wales/further-and-higher-education-coronavirus>

General COVID emergency fund at York:

<https://www.york.ac.uk/news-and-events/news/2020/quality/emergency-student-support-fund-launch/>

<https://www.gov.uk/guidance/coronavirus-immigration-guidance-if-youre-unable-to-return-to-china-from-the-uk>

<https://coronavirus.leeds.ac.uk/>

Our colleagues at RateMyPlacement <https://www.ratemyplacement.co.uk/> now have a dedicated 'corona virus zone' to help students, you can find this here: <https://www.ratemyplacement.co.uk/blog/category/coronavirus-student-support/>

They are also hosting a webinar on the **16th April on the impact of COVID-19 on undergraduate schemes.**

Register here: <https://hubs.ly/H0p5dmg0>

Recruitment

From the **Institute for Student Employers** www.ise.org.uk

COVID-19 Challenges for student recruitment and development Survey March 2020

https://cdn.ymaws.com/ise.org.uk/resource/resmgr/files/COVID-19_webinar.pdf

BBC article on firms recruiting currently: <https://www.bbc.co.uk/news/business-52040539>

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"Curriculum Innovation in undergraduate accounting degree programmes through virtual internships",
Bayerlein, L. (2015) in Education + Training

If you have the resources – www.virtualinternships.com

Virtual Careers Fair platforms:

- CareersFair+
- VFairs
- Graduateland
- IVent
- EFMD

www.projectset.com are offering a webinar on “**how to enable your student community to engage in remote internships and projects in the current climate.**”

Learn how to set up a project, engage with an employer, collaborate online (with employers and mentors) and track progress online.

This service is available free of charge to for all educators exploring options to conduct internships and projects online until 31 August 2020. The webinar will conclude with a Q&A.

The webinar will take place on **Wednesday 8th April from 11am-12pm**. You can [register](#) for this event through their [Eventbrite](#) page, and on registration, you will receive a link to join the webinar.

For Creatives: Do you know about Modual?

Modual.org/tv is the University of the Arts, London's digital collaborative workshop led by Professor Fred Deakin. UAL use this platform to empower students to launch their creative careers. You or your students can register for workshops and watch videos from previous workshops.

Alternative Assessment

Now is the time to consider alternative ways to assess students who can no longer sit conventional exams.

- Former ASET Chair, Sarah Flynn @sarahjaneflynn will be tweeting using #AltPlacement over the coming weeks
- Current ASET Chair, Francesca Walker-Martin has experience of delivering and assessing a module she designed to allow students to undertake specific work based projects during the course of their studies or during the summer vacation. The module allows students to learn by relating theoretical knowledge to a practical work based project and to reflect and learn from the experience, and aims to develop the student's knowledge of work and employability skills. Fran has shared some further materials for this module which are available on request to the ASET Office.

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Employers

Our colleagues at the University of Leeds are keeping a record of information received about employers' response to COVID-19. They are gathering information under the following headers:

1. Employer name

2. Information source

Direct from employer

Indirect via a student or other source

3. Main business sector i.e.

Accountancy/ Professional Services

Banking & investment banking

Charity & third sector etc

4. Organisation size

<10 employees

10-50 employees

51-250 employees

>250 employees

5. Hiring - Placements/ Internships

Substantial decrease

Slight decrease

As planned

Slight increase

Substantial increase

Don't know

6. Comments related to p*-lacement/internship hiring

7. Hiring - graduate roles

Substantial decrease

Slight decrease

As planned

Slight increase

Substantial increase

Don't know

8. Comments relating to hiring for graduate roles

9. Selection activities

Moved all online/ phone

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Moved some online - others are delayed
Paused selection activities pending further guidance

10. Comments relating to selection activities

11. Existing offers

Stand - start as planned
Stand - start delayed
Withdrawing some
Withdrawing all
Unknown/ currently reviewing

12. **Any support needed from us?** (e.g. to discuss immediate opportunities, future recruitment, or to offer student activities)

Yes
No
Don't know

13. Action taken (if needed) in relation to Q12. (e.g. Passed contact details to employer team)

Professional Services Regulatory Bodies

<https://wonkhe.com/blogs/universities-psrbs-and-covid-19/>

Going Online

ASET has worked collaboratively with colleagues in Australia (Australian Collaborative Education Network, ACEN) and New Zealand (New Zealand Association for Cooperative Education, NZACE) for many years. ACEN and NZACE have provided a joint and webinar resource to enable us to hear from those who have successfully implemented online Work Integrated Learning (WIL) programmes.

In this practical session they will share tips, tools and ideas for moving their WIL provision online that will be helpful for many colleagues within the HE Sector

<http://acen.edu.au/covid-19-webinar-online-wil-experience-from-the-field/>

Mental Health

This could be a stressful time for all of us. It is important to take a step back, time out – call it what you may, but do take a moment to bolster your own as well as your students mental wellbeing.

This is a good general page <https://www.mentalhealth.org.uk/coronavirus>

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And as we all get into remote working, take a few moments to look at this crowd-sourced remote working survival guide:

<https://docs.google.com/document/d/1wCeKcivSEseEnrsnDrhnFMQBpPdKGLdOmZmZ4miLpoM/edit>
<https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/>

The **World Health Organisation (WHO)** has issued some useful documents available for print:

Mental health and psychosocial considerations during the COVID-19 outbreak

<https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf>

For Adults: https://www.who.int/docs/default-source/coronaviruse/coping-with-stress.pdf?sfvrsn=9845bc3a_2

For Children: https://www.who.int/docs/default-source/coronaviruse/helping-children-cope-with-stress-print.pdf?sfvrsn=f3a063ff_2

The following notes were taken during a presentation to UCLan students by Marilyn Hahn, Senior Psychosocial Practitioner in the Psychosocial and Mental Health Team, British Red Cross on 1st April 2020 and have been shared with us by ASET Chair, Francesca Walker - Martin.

You can listen here <https://tinyurl.com/vhok99g> to the presentation, with the key points set out below:

The CALMER Model

C – Consider

When working in challenging situations, don't become a casualty yourself, check the landscape. Under stress and pressure, think about what you can control:

- When you go out
- When you exercise
- How you work at home

A – Acknowledge

Life is tough and difficult at the best of times, but more so now. Everyone is in the same position at the moment. Check in with your teams and gain an understanding of their circumstances.

Top Tip

If your working space is also your sleeping / eating space, ensure that at the end of your working day, you remove the laptop – put it away and tidy away the notebooks / pens / paper. If you have a desktop, put a cover over it to hide it.

It is normal to feel afraid at this time, you may need to acknowledge that.

L – Listen

[Hear](#) what people are saying – don't think about what you want to say, really **hear** what they want to tell you. Think before you talk (or shout).

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Observe how people are reacting to the situation – some are busy and carry on with things, some are quiet and say nothing, some cry. All of this is normal, it's their (your) normal.

M – Manage

People (you) may only need others to listen to them (you) and that may be enough. In order to manage the challenge of the situation, you may need to do something, such as have a chat over a coffee. Suggest bringing the coffee to a Teams / Zoom / FaceTime / Google / telephone space.

E – Enabling

We need to feel in control – encourage staff/students to take ownership of the work that they do and contribute to how the work is done. If people are enabled, they have ownership of whatever it is they are doing. This is especially important at the moment when we are constantly being told (all of which is vital):

- Wash your hands
- Stay Indoors
- Home School your children

R – Resources

Within organisations we have many resources, which include:

- Simply listening (really listening)
- Signposting to other services or resources
- Time – the gift of time – we may need to negotiate that within our home environments too.

It is also important to acknowledge when you feel like crying – stress can have a disastrous effect on us. We all know what is best for us when we're under duress, we all know the go-to person, piece of music, picture, film that makes us feel better about ourselves. Work with those positives. Send that tiny gift in the snailmail.

Everyone will be coping with this situation differently and will react differently and however we do react may well be a surprise to us. We need to allow people to react in the way that they do and need to (within reason of course). Accept differences. I have painted every wall in the house but my friend has built a wall of books that she's reading through.

Reactions to the current unprecedented situation are normal, it is the situation itself that is abnormal. We need to consider the long-term effects of situations like this – reactions may not hit us immediately and can come and bite us at a later date, when we least expect it. Hearing a piece of music associated with a traumatic event, for example.

It may be that we or our team members need professional help. As individuals, we will only engage with that help if we want to, but sometimes just knowing where the resources are will be help enough. Within our HEPs we have resources to help us, but may never have used them, so this might be the time to start looking so that we can direct people to support.

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The 6 Rs of Resilience:

Responsibility – you are responsible for you

Reflection – Know how what you are feeling / be aware

Relaxation – only you know what works for you

Relationships – Find the supportive ones

Refuelling – we know that we should eat and drink healthily, but there are also the spiritual elements of refuelling (meditation, religion, walking, being quiet)

Recreation – Exercise is important, but so is play

Take responsibility for yourself, to be the best version of you both now and for your future.

Volunteering Opportunities

Our thanks to the Student Volunteering Network, University of Kent for compiling and sharing the following links

NHS Volunteer Responders – <https://www.goodsamapp.org/NHS>

Red Cross – Community Reserve Volunteers - <https://reserves.redcross.org.uk/>

Age UK - <https://www.ageuk.org.uk/information-advice/coronavirus/helping-local-age-uks-coronavirus/>

Give us a shout: Crisis Volunteer - <https://www.giveusashout.org/volunteer-with-us/>

Prince's Trust: Online Mentor

<https://www.princes-trust.org.uk/support-our-work/volunteer/become-an-online-mentor>

Brightside: Various online opportunities - <https://brightside.org.uk/volunteering/>

United Nations: Online Volunteering - <https://www.onlinevolunteering.org/en>

Be My Eyes - <https://www.bemyeyes.com/>

fCancer - <https://fcancer.org/>

Fareshare -

<https://fareshare.org.uk/news-media/press-releases/fareshare-calls-for-more-food-funding-and-volunteers-to-support-vulnerable-amid-coronavirus-outbreak/>

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SAVE THE DATE – Online Regional Hubs at the end of April

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Our next Regional Hub meetings are scheduled as follows:

Scotland & Ireland	27 th April	2-3.30pm
North	28 th April	10-11.30am
South West	29 th April	10-11.30am
South East	30 th April	10-11.30am
Midlands	1 st May	10-11.30am

We aim to keep these sessions open to all our members, and have relaxed the 2 per institution limit. A link to join your next hub, along with meeting protocols, will be issued closer to the date.

NUEs 2020

Let's not forget the 2020 National Undergraduate Employability Awards <https://nueawards.co.uk/event>. Whilst it all seems a long time ago now, and another world, we'd like to take a moment to Congratulate all the finalists and in particular our category winners:



Outstanding Contribution to Work Experience

ASET have been proud sponsors of this award for many years. This year ASET Chair, Francesca Walker-Martin was delighted to present two awards in this category:



Simon Price
University of Central Lancashire

Nicola Kelly
Birmingham City University



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Staff Development Workshops – Online programme

We have now moved our workshop programme to ONLINE delivery and were pleased to host delegates to our first session - An Introduction to Work Placement Management - on 26th March.

We are using the Zoom platform which we have used for ASET Trustee and staff team meetings over the last year, and also last week for our Regional Hub meetings.

Delegates will be sent materials via email along with a link to access each session.

With attendees now attending virtually, we have shifted the timings for each session to 9.30 – 1.30, and reflective of the change to home-based delivery, have lowered prices:

£125 ASET Members (£275 ASET non-members)

[BOOK ONLINE](#)

Workshops at a glance:

Ref.	Workshop	Date
WPM	An Introduction to Work Placement Management video	26th March
WPP	Widening Participation and Placements video	23 rd April
EES	Enhancing Engagement in Student Sessions video	5 th May
FPTE	From Placements to Employability video	13 th May
RADD	Risk Assessment and Due Diligence video	9 th June
RAP	Resilience and Placements video	30 th June
SSDP	Supporting Students with Disabilities on Placement video	8 th July

delivered online

Widening Participation and Placements (WPP) [video](#)

Thursday 23rd April 9:30-1:30

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? What solutions can we share to engage employers in order to further these broad aims? In a session 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 build their own tool-kit of ideas and suggestions to apply in their own roles.

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

Tuesday 5th May 9:30-1:30

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 session will equip you with ideas for all these scenarios. We will encourage you to share your ideas with others and you can expect to take away a rich array of ideas to use in your day to day practice.

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

Wednesday 13th May 9:30-1:30

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.

Risk Assessment and Due Diligence (RADD) [video](#)

Tuesday 9th June 9:30-1:30

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.

Resilience and Placements (RAP) [video](#)

Tuesday 30th June 9:30-1:30

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.

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

Wednesday 8th July 9:30-1:30

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 placements.

[BOOK ONLINE](#)

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Student Competition – winners announced

We are delighted to announce the results of this year's ASET Student Competition. The panel of ASET Trustees, led by Vicki O'Brien, Membership Working Group Lead, have reviewed all the entries and agreed upon the following worthy winners:

For Placement/Internship/Work Experience undertaken in the UK or Ireland

Winner

£400 **Oliver Symes, Cardiff University**

Highly Commended

£100 **Emma Scriven, Anglia Ruskin University**

For Placement/Internship/Work Experience undertaken Overseas

Winner

£400 **Tiffany Cavaneto-Ward**
Queen Mary, University of London

Highly Commended

£100 **Hannah Phillips, University of Manchester**



The judges were overwhelmed by the standard of entries, and deliberations extended over a couple of weeks. A huge thank you is extended to all of you who have encouraged your students to enter and supported them to take part.

And Finally

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

In the meantime Stay safe and keep in touch.

Debbie Siva-Jothy

aset@asetonline.org

www.asetonline.org



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