

ASET e-Bulletin

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ASET

The Work Based and Placement Learning Association

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

aset@asetonline.org
www.asetonline.org

@ASETOnline #ASETGoesOnline

Summer 2020

A message from your ASET Chair, **Francesca Walker-Martin**.



Welcome to the Summer e-bulletin.

As we enter the summer period some of you will be preparing for the new term and some will be taking a well-earned rest and some will be doing a bit of both. At the start of the crisis I talked about living in unprecedented times, there is no change here, but for ASET, the focus has changed. We are seeing an unprecedented level of engagement with partners across the country, and across the world. We are seeing opportunities to provide an enhanced service to you, thanks to the accessibility of live-streaming, and this is something we will continue to explore as we return to new ways of working and face to face delivery. We are working closely with [WACE](#), an essential partnership to future overseas placements and work based learning, [RateMyPlacement](#), who are developing new approaches to engagement for practitioners and students, the [QAA](#) and many more.

At this point I would like to formally recognise the hard work undertaken over the years by our COO, Debbie Siva-Jothy and my predecessors who carefully managed the ASET finances to ensure that we would be able to support you on a rainy day – and it is raining. A lot.

Although we will not be able to come together in person for a while, I invite you to join us at [#ASETConnect](#) – it offers a lively programme of employer insights, student voices and partner guidance to ensure you have access to some new tools and techniques and (most importantly) that you are still able to make connections and gain support for the coming year.

I look forward to seeing you all in cyberspace, but in the meantime, stay safe, stay well and enjoy our Summer 2020 e- bulletin.

Fran

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It's been quite a year....

Musings on a memorable year from ASET Trustees, Vianna Renaud, *Bournemouth University* and Mohson Khan, *City, University of London*

With so much disruption and change, our sector has certainly been hit like never before. So as we reflect upon the year, and before we think about preparing for next term, do take a moment to pat yourself on the back; you have made it through! You are part of a community, and we have pulled together. Let's celebrate the importance of that and take strength from it.

And let's not forget all that we have done together over the last year:

September

Supporting Students in Times of Change, the **2019 Annual Conference** at the University of Hertfordshire welcomed 150 delegates. A great event, in a significant year, where we welcomed our new Chair, Francesca Walker-Martin and gave thanks to retiring Chair Sarah Flynn, stepping down after 17 years on the ASET board of Trustees. There were so many memories to share as ASET Trustees old and new joined us at the gala dinner. Conference also saw the launch of the fourteenth in our series of ASET Viewpoints; [Making the most of technology to adapt to changes in work and placement opportunities](#) providing our members with the advice and guidance that matters most is one of our key objectives. [Check out all ASET Viewpoints](#)



October



Following the launch at conference, the ASET Student Competition attracted entries from 30 member institutions. The standard of the submissions continues to make judging a tough and emotional journey for the panel, led this year by ASET Trustee, Vicki O'Brien (UCLan). Vicki and her team of supporting judges were pleased to award prizes to students from *Cardiff University, Queen Mary University of London, University of Manchester and Anglia Ruskin University*. The winners in each category were thrilled to receive their ASET certificates and £400 prize money.

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November

The ASET Trustees, now led by Francesca Walker-Martin came together at the University of Central Lancashire to consider the applications to join the ASET Board of Trustees as co-optes, an increasingly difficult selection process with more members applying every year, and to plan for the year ahead. The Staff Development Workshop programme was in full swing with delegates enjoying our newest venue, International Student House. This year we were particularly pleased to welcome new ASET members, keen to develop their skills and build their ASET networks.

December

How to Champion Placements in your Institution - our 'free to ASET members' Regional Hubs welcomed more than 120 attendees all keen to share experiences and shape our next Viewpoints to benefit the wider ASET community.

January

2020 started well for ASET as we welcomed our new Co-optes; Deborah Callister, *Edinburgh Napier University*, Andy Dodge, *Cardiff University*, Seamus McConomy, *Ulster University* and Julie Udell, *University of Portsmouth*. Their energy, creative thinking and dedication have been greatly appreciated since they joined in January, and in just six months they are old hands! We are delighted that all four are now preparing to stand for election at the forthcoming AGM in September.

February

Now in their 9th year, the ASET Bursaries have supported 17 Placement Projects adding to the breadth of research into aspects of Work based and Placement Learning. ASET considers the promotion of related research to be of the utmost importance to the sector and we look forward to finding out more about this year's work in September as part of #ASETConnect.

Another wonderful collaboration with RateMyPlacement at the NUES (National Undergraduate Employability Awards). A sparkling event, ASET is proud to have supported these awards and to take an active role on the panel of judges. Our ongoing relationship has proven the emphasis both ASET and RMP place on working together to build student Employability. This year the ASET sponsored award for 'Outstanding Contribution to Work Experience', went to Simon Price, UCLan (seen here with ASET Chair, Fran)



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March

And then came March, and with it the Covid-19 crisis that turned the world as we knew it, upside down. With much at stake for our members, your students, and the HE sector in general, the ASET Trustees acted swiftly to provide support in the way ASET knows best - by providing a platform to bring the ASET Community together to share knowledge, good practice and experience. With our free to members Regional Hubs already an established part of the Placements and Employability Professionals' calendar we were able to swiftly move online, enabling members across the UK and Ireland to engage.



Taking things one step at a time we began with:

Responding to Covid-19, bringing together the five ASET Regions over five days at the end of March.

Predictably our members were as engaged, engaging and generous as they have always been – reaching out with practical advice and guidance for their ASET colleagues. We had an astonishing attendance at these first online hub meetings with 70% of member institutions represented.

And let's not forget – our Staff Development Programme of Workshops which was also taken online without missing a beat. With the support of delegates, a little patience getting to grips with Zoom – remember those days when we were all a little uncertain how it worked? - Nicola our stalwart Learning and Development Advisor delivered our first online Workshop, alongside a team of ASET Trustees, within days of lockdown.

April

April was upon us before we knew it and the Workshop programme went from strength to strength, with delegates attending from the furthest corners. Our new lower prices (£125 ASET Members), coupled with the ease of access and compressed timings (09:30-13:30) saw delegate numbers rising steadily as many took the opportunity to bolster knowledge and skills to better face the challenges ahead. The last week of April and into May also marked the second in our three-part series of Regional Hubs, **Covid-19: What Works for you?** Attendance was again phenomenal as word was clearly out about the strength to be found within the ASET Community.

May

As the sector rallied in May, we were delighted to be invited to support the QAA on their [QAA webinar on Contingency Planning for Placements](#), and for several of our Trustees to provide [Case Studies](#) for the subsequent publication, [Contingency Planning for Placement Provision](#). Working collaboratively with the QAA was a rewarding experience for the ASET Team and, with such broad crossover in our organisational membership, we were delighted to be able to share the outcomes with you. This was a wonderful opportunity

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to combine forces and share guidance to the sector. With around 300 delegates signing up, the session was highly popular and the follow up published guidance was well received.

We look forward to building on this work with the QAA in the coming months. If you didn't get a chance to listen in on the day, and your institution is a member of the QAA, you can still [view online](#).

June

And then it was June. The month began with the 3rd in our series of Regional Hubs, **Covid-19: What's next for Placements?** In less than three months an impressive level of expertise and tools have been amassed and the ASET Community were already finding the positives and beginning to build for a very different future for their students. The resources from each of the ASET Covid-19 hubs were shared with members through the [April](#), [May](#) and [June](#) e-Bulletins.

Looking to draw on the widest possible pool of expertise, ASET Chair, Fran joined our colleagues at WACE for their Global Conversation in response to Covid-19. You can listen to this webinars [here](#), and see below for details of the next event. Which brings us to ...

July

And the last of the 2019-20 Staff Development Workshops, with attendees from England, Scotland, Ireland, and Wales – it has been great to be truly accessible to all our members. Online ASET workshops are definitely here to stay! The ASET Trustees have been meeting online for Working Group meetings, and the occasional Trustees' meeting for a couple of years now, and have found the move to being fully online quite transformative. The team are now focussed on planning for our next event in September #ASETConnect – find out more below, and we look forward to seeing you there.

Finally we'd like to offer our thanks to all of you on behalf of the ASET Trustees. You've shown your true colours over the last few months and displayed the openness and sense of community that marks out our membership. Through the sharing of experiences and challenges, you have found new levels of creativity and resourcefulness and we look forward to working together with you to build on this knowledge for the 2020-21 academic year, which will no doubt bring its own challenges and opportunities.

We hope you are able to take some time out over the summer and return refreshed in September.

Vianna and Mohson

WACE Global conversations (Option B: Europe / Africa / Central & East Coast North America)

Don't miss the next in this series of conversations: WIL researchers from across the globe will share research areas and questions that have emerged as a result of COVID-19 and its impact on WIL programs. The panellists will describe the approaches being taken in exploring their research questions and share preliminary findings <https://waceinc.org/global-conversation-3-covid-19-and-emerging-wil-research/> **[30th July, 1pm]**

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#ASETConnect

The ASET team are now planning for September when we will bring the whole ASET Community together over 2 days. **#ASETConnect** will be an online event and free of charge to ASET members.

#ASETConnect will offer an opportunity to hear from employers, from colleagues working in

placements and work based learning across the globe, and feature a spotlight on current research with our **Research Showcase**. Find out how you can take part below, and save the date in your diary today.

#ASETConnect will offer an opportunity to

- Hear from a range of employers about the issues they are facing
- Learn how your global colleagues are being affected by and reacting to the challenges
- Gain insight into new and current research
- Look to your own CPD with '20 min Toolkit' sessions
- Reflect on all we've learnt and look towards the year ahead

Call for Contributions: #ASETConnect

We are pleased to announce the call for research contributions for #ASETConnect. This is something new for ASET where the sharing of research will take the form of a **Research Showcase - **NEW** Contributions are invited** under any Placement, Work based learning, or Employability related topic, though in order to provide a framework for the event, submissions around the main theme of **Innovation** will be prioritised. We are looking for recent research that has been carried out and will be providing an opportunity for you to share this with colleagues from the wider ASET Community.

Research Showcase: 3 slides, 5 minutes

Using only **three** PowerPoint slides, you will have **five** minutes to take us on a fast-paced, informative and entertaining journey through your recent research. This is an ideal beginning for first-time presenters, and a challenge for the experienced. Research topics will be grouped and time allocated for questions.

Presentation slides and the abstract from your submission will be included in #ASETConnect Proceedings.

Save the Date

#ASETConnect

8-9 September 2020

Engaging with the

Emily Timson, Vice-Chair ASET, Assistant Head of Student Placement
Greg Millar, Head of Student Placement & Study Abroad

2019-2020 approach:

- Centrally coordinated
- Collaborative
- Risk Awareness
- Assessment Flexibility

2020-2021 planned approach:

- Series of principles
- Reduced minimum to HESA 26 weeks
- Multiple placements
- Flexibility of start date and registration
- Remote working
- Alternative work based learning
- Split Year trial

UNIVERSITY OF SHEFFIELD



H&S Learning Outcomes

- Flexible
- Responsive
- Accessible

Knowledge Exchange Re-It-Removing the barriers, g communities'

o OIS KE project developing in student engagement through iring in civic, project based and emships.

KEELE UNIVERSITY

Edinburgh Napier Business School contingency planning for 6 and 12 month placements for 2019/20 and 2020/21

Deborah Callister, Student Futures Placement Lead, Edinburgh Napier University. Co-opted ASET Trustee



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Sharing your research can sound daunting, but it can be satisfying to create and to deliver, and brilliant for your continuing professional development. Remember: members are looking for practical take-home ideas, tools and messages to help them in their day-to-day practice. It is all about coming away with those **#ASETTopTips**.

Submit your Research Showcase abstract and accompanying PowerPoint slides using the **#ASETConnect Submission Form** available to [download here](#), to aset@asetonline.org by 12 noon Friday 31st July 2020.

Save the Date
#ASETConnect
8-9 September 2020

ASET AGM

A message to all our members from ASET Chair **Fran Walker-Martin**

Once again it's the time of year when we share with you our official notification of the **ASET Annual General Meeting** which is to be held as part of our **#ASETConnect** event on **Tuesday 8th September 2020**. If you represent a member institution, the AGM is your opportunity to hear about the work of ASET during the year, receive the formal report on the accounts and to engage with the process of electing the Board of Trustees, and we encourage you to attend.

Get Involved

The ASET Board is a team of volunteers who work to govern, guide and carry out the goals of the organisation acting both as Directors and **Trustees**, as ASET is a charity. If you would like to get involved:

- Send in your nomination - remembering you must first belong to a member institution. Your nomination must be seconded by someone from a different member institution. Individuals can only second one other person.
- Nominations and confirmations of seconding support must be made by email to aset@asetonline.org with the phrase: **AGM 2020 Nomination** in the subject line of the email. The nomination and the seconding support can come in separate emails and must reach the ASET Office by Friday 7th August 5pm
- Please submit a *biography/manifesto of no more than 200 words* with your nomination to demonstrate your engagement in the work based and placement learning sector and perhaps to illustrate what you hope to bring to ASET.

Have your say

Members may request an agenda item or call a motion, and must either attend the AGM to speak to their item or submit in writing ahead of time. If you would like to table a motion or an agenda item, please email to aset@asetonline.org with the phrase: **AGM 2020 Motion, Agenda Item**, in the subject line of the email, by Friday 7th August, 5pm.

If you have any queries about the process of the AGM, then please contact **Francesca Walker-Martin**, ASET Chair, fdwalker@uclan.ac.uk,

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Autumn Online Staff Development programme

We are delighted to announce our programme of online Staff Development events for the coming term. Our Learning and Development Advisor, Nicola, reveals all [here](#)

Our dual training approach for the autumn term, is intended to allow you and your team to build knowledge and skills for working with Placements, whether you are new or experienced, there is something for everyone.

Workshops

In response to feedback from our members and workshop attendees we are starting our programme earlier than previously, beginning at the end of September with **An Introduction to Work Placement Management (IWPM)** – the ‘go to’ workshop for all new starters and for those taking on new responsibilities in the area of Work based and Placement Learning – and ending with **Resilience and Placements (RAP)**, one of our most popular new workshops in the final week of term.

Our tailored programme covers the topics essential for your team to manage the challenges you face working with Students and Employers who are themselves getting to grips with remote working and virtual placements and internships. We have been delighted so many of you have been able to take advantage of the opportunity to access our staff development workshops online.

Our sessions offer the same content, with Covid-19 enhancements, delivered by the same trainers via Zoom, and delegates receive all materials via email.

Workshops will again run from 9.30 – 1.30, with plenty of breaks, and our new online pricing structure will remain for the autumn term:

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

[BOOK ONLINE](#)

Workshops at a glance:

W'shop No.	W'shop Ref.	Date	Day	Time	Title
1	IWPM	29/09/2020	Tues	09:30-13:30	Introduction to Work Placement Management (IWPM)
2	EESS	14/10/2020	Wed	09:30-13:30	Enhancing Engagement in Student Sessions (EESS)
3	RADD	29/10/2020	Thurs	09:30-13:30	Risk Assessment and Due Diligence (RADD)
4	PP	11/11/2020	Wed	09:30-13:30	Promoting Placements (PP)
5	EE	17/11/2020	Tues	09:30-13:30	Employer Engagement (EE)
6	IPA	03/12/2020	Thurs	09:30-13:30	Innovation in Placement Assessment (IPA)
7	RAP	15/12/2020	Tues	09:30-13:30	Resilience and Placements (RAP)

Find out more about workshop content on our website [here](#)

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ASET Trustees on....

A companion offer for our staff development workshops, the *ASET Trustees on...* series offers 90-minute interactive insights into broader, complementary professional development themes, led by our experienced Trustees. Designed to provide short, impactful updates to your professional toolkit, *ASET Trustees on...* themes are selected to enhance your confidence in practical skills that contribute to work success. You can book your place for these short CPD sessions through our usual online booking system.

£50 ASET Members (£100 ASET non-members)

[BOOK ONLINE](#)

Session	Date	Day	Time	Title
A	08/10/2020	Thurs	11:00-12:30	Project Management for Placements
B	05/11/2020	Thurs	10:00-11:30	Having Difficult Conversations & Influencing Stakeholders
C	24/11/2020	Tues	10:00-11:30	Communications and Effective Listening

2020/21 ASET Event Vouchers

ASET Event Vouchers are available again this year. They can be used in payment for

- **ASET Staff Development Workshops**
- **ASET Trustees on sessions**
- **other ASET event**

Vouchers are valid for the academic year stated. The vouchers have a face value of £125 and can be purchased individually or in multiples of £125 through the ASET Office. We hope these vouchers will help support your planning and budgeting for the academic year ahead.

To purchase your ASET Event Vouchers contact the ASET Office:



aset@asetonline.org



ASET EVENT VOUCHER
VALUE £125

Issued to (Institution)	
(Name)	
(Email address)	
Voucher Number	2020-2021/001
Date of issue	July 2020
Expiry date	31st July 2021

This voucher is valid for:

1. One place at an ASET Staff Development Workshop in the academic year 2020/2021, or
2. in part payment for a place at an ASET event in the 2020/2021 academic year

To redeem this voucher please complete details below, scan this voucher and forward to bookings@asetonline.org along with a completed online booking for the chosen event.

ASET Event	
Date of event	
Delegate name	
Authorised by (Name)	
(Signature)	

TERMS AND CONDITIONS

1. Each voucher can be used once only
2. Vouchers can only be redeemed on receipt of an online booking, made through the ASET online booking system, clearly stating the voucher Number
3. Vouchers to be completed, signed and emailed with a booking to bookings@asetonline.org
4. Vouchers are only valid in the academic year for which they are issued
5. If vouchers are redeemed by a delegate other than the person the voucher was issued to, confirmation of the booking and redemption of voucher will also be sent to the original purchaser

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Virtual Careers Events



In case you haven't heard just how hard our colleagues at RateMyPlacement have been working through lockdown – they've asked us to share news of their exciting new events for the autumn with you. Make sure your students don't miss out!

At RateMyPlacement, it's our mission to inspire your students to take the first steps in their career.

*Given the current Covid-19 restrictions, we've set up a series of **seven virtual events** that are **available to ALL students across the UK** looking to both enhance their employability skills and find work experience. The virtual events will give your students the opportunity to have 1-2-1 conversations with employers, watch interactive presentations, take part in competitions and much, much more!*

You can find out more about each of these events here: <https://events.ratemyplacement.co.uk/>

For sign up info on each event :

Banking - <https://bit.ly/3hBqWm7>

Legal - <https://bit.ly/2ZP2KGD>

Business - <https://bit.ly/2ONF5Qt>

Innovation - <https://bit.ly/39h0X0d>

Top Employer - <https://bit.ly/2OJMO1U>

Well-being - <https://bit.ly/2CVM5Iq>

Accountancy - <https://bit.ly/39jXJci>

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New features on RateMyPlacement.co.uk

Alongside all their amazing work to bring about [Virtual Careers events](#), the team at RateMyPlacement have also been working hard to help students. They have recently developed a new 'virtual experiences' filter to promote virtual work experiences, such as a [work readiness](#) programme with Inside Sherpa, to students. They can also promote webinars and podcasts on company profiles like [Accenture here](#), providing students with richer content from employers. If you haven't already seen [this email](#) do take a look and find out more about how RMP working with employers to support students.

Top tips for students

If you have students who've recently started, or are about to start their placement working remotely, you might like to share the following [LinkedIn post](#) with them. This post was shared with us by our colleagues at RateMyPlacement, and is full of top Tips for Students. It's great to see so much positive and enormously helpful engagement from employers keen to help students succeed. There are some great insights to share and well worth the read. My particular favourite: *"Don't try to lead; just behave like someone worth following"*

Helena Kennedy Foundation

For a number of years ASET has been a loyal supporter of [The Helena Kennedy Foundation](#), which exists to overcome social injustice by providing financial bursaries, mentoring and support to disadvantaged students from the further and adult education sectors, enabling them to complete their studies in higher education and move on successfully into employment or further study. For more than 20 years the Foundation has been supporting students and now has an alumnus of more than 1000.

ASET is proud to be a sponsor through the [badged bursary scheme](#). The students we sponsor must enrol on a degree at an ASET member institution that includes a placement as an integral part of their programme. **Hicham Daoud**, pictured here with Baroness Helena Kennedy, is one of our ASET sponsored students. He sent the following message to ASET that we wanted to share with you all:

"The bursary has supported me in my first and second year at the university. The timing of the bursary is perfect, as all students needs extra money to buy essentials for the new accommodation and the course at the start of each academic year. I'm so grateful that I have been chosen for this bursary"



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Many ASET member institutions also offer badged bursaries including...

University of Bedfordshire
University of Bournemouth
De Montfort University
Edge Hill University
University of Edinburgh
University of Essex
University of Kent
University of Liverpool
Kings College London
Liverpool Hope University

London South Bank University
University College London
Newcastle University
University of Nottingham
University of Plymouth
Southampton Solent University
University of Westminster
London Metropolitan University
University of Central Lancashire

If your institution doesn't currently offer a badged bursary you can find more information about ways to support through the [HKF website](#).

CPD Corner

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



Summer 2020 has at last arrived; albeit unlike any summer we have known, or loved, before!

As we ponder how best to take a break, I am pleased we are able to bring you a [sneak preview](#) of what we have planned for the autumn term. Our programme of professional development events offers a really exciting line-up of workshops, supplemented by a brand-new companion offer.

Our staff development workshops will be taking place online from September to December. The enhanced programme offers 7 staff development workshops during this period, covering a broad range of placement and work-based learning themes and topics with an emphasis as ever on high quality, practitioner-focused provision. As well as the delivery of professional development training, our facilitation team will also create space and opportunities for the sharing of good practice within the session, encouraging reflection, and enabling discussion and dialogue to take place amongst participants. Delegates will take away meaningful and practical top tips, tools for thinking, as well as access to professional online networking. Amongst the workshops on offer will be **Innovation in Placement Assessment** which will explore authentic, contemporary and relevant ways to assess placements. We are also offering another opportunity to book your place on our newest workshop; **Enhancing Engagement in Student Sessions**, a big hit in Spring 2020, we are pleased to bring this workshop back for the Autumn schedule.

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In addition, I am thrilled to see the launch of a brand new series for Autumn 2020:

ASET Trustees on...

These *90-minute online insights* are designed to deliver highly effective training interventions from the team of ASET Trustees, giving you and your professional toolkits a confidence boost. These impactful and necessary updates will help inform your practice at work and will centre on broader, complementary professional development themes for the work based learning and placement practitioner.

Our autumn term schedule is the go-to for ASET members seeking placement and work based learning training. I look forward to welcoming you to an event soon and to continuing to support you with your CPD in the academic year ahead. For more information on the programme of staff development workshops and ASET Trustees on... events, visit the [ASET website](#), where you can also [book online](#) for all events.

ASET Resources

Don't forget we are here to support you. Make the most of your membership:

Join us on **LinkedIn** – The Placement and Employability Professionals Group 1200 + members and growing daily. Request to join here <https://www.linkedin.com/groups/1929302/>

Follow us **Twitter** @ASETOnline

Use your **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](#)

Know about the **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](#)

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- 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](#)

And Finally

The next ASET members' e-Bulletin will be issued in September.

Please forward your news/copy to aset@asetonline.org by Friday 11th September.

In the meantime Stay safe and keep in touch.

Debbie Siva-Jothy

aset@asetonline.org

www.asetonline.org



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[#ASETGoesOnline](https://twitter.com/ASETOnline)



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