

ASET e-Bulletin

In this issue.....

Page

1. Leadership Exchange 2021
2. Spring Regional Hubs
2. ASET Members' Survey
3. Staff Development Events
5. Call for Contributions Practice and Research Network (PRN) 10th March
6. Research Spotlight
6. ASET Bursaries 2021
7. ASET Development Bursaries
7. CPD Corner
8. ASET Resources

ASET

The Work Based and Placement Learning Association

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

aset@asetonline.org

www.asetonline.org

@ASETOnline #ASETStaysOnline

January 2021



Welcome to the first e-Bulletin of 2021. Only a few weeks in and the ASET calendar is filling up rapidly. Make a note of key dates to save and be sure to get the most from your membership this year.

The first ASET e-Bulletin for 2021 will be issued w/c 22nd February. (Copy 19th Feb).

Debbie Siva-Jothy

aset@asetonline.org www.asetonline.org

ASET Leadership Exchange 2021

We are pleased to announce the date for the second ASET Leadership Exchange.

Save the Date
Leadership Exchange 2021
Wednesday 19 May
9:30 – 1:30

This online event, designed for Heads of Service, managers and senior leaders, will highlight key issues and facilitate participant-led discussion around current challenges across the work based and placement learning agenda. With policy insights and a focus on sharing current good practice against the key impacts of Covid-19, ASET Leadership Exchange will bring together views and voices from across the HE sector on key themes in quality assurance (e.g. assessment, Health & Safety, remote working, global student mobility) and the student experience.

This will be an ideal opportunity to network with colleagues across the HE sector with a strategic interest in work based and placement learning, access an accurate and timely picture of the landscape, and come away with ideas to implement in your own institution. ASET Leadership Exchange launched in 2019 and runs biennially, with the next event planned for 2023.

ASET e-Bulletin

Spring Regional Hubs

We are looking forward to welcoming you to our next series of Regional Hub meetings. The theme for these hubs will be:

'Outside the Box: Work Based Learning'

There will once again be plenty of opportunity to network and share knowledge with your colleagues across your region in breakout room sessions

Wednesday 14 th April	10:00-11:30	South West & Wales
Thursday 15 th April	10:00-11:30	South East
Friday 16 th April	10:00-11:30	Midlands
Monday 19 th April	10:00-11:30	Scotland & Ireland
Tuesday 20 th April	10:00-11:30	North

NB – we are running these events over a split week, keeping to the usual day of the week for each region.

*Save
the Date*

ASET Members' Survey

A very big thank you to everyone who completed our ASET Members' survey. We were delighted that so many of you took the time to detail your thoughts/wants/needs and we are currently taking a deep-dive into the data to see how best we can use the information to develop the support we offer.

3 x £20 Amazon Vouchers

And we have three lucky winners who were randomly drawn from the responses.

Congratulations go to:

Faye Neivens – The University of Warwick

Le Hai – London South Bank University

Lisa Cummings – Royal Holloway, University of London

Your e-vouchers are on their way!



**Thank
You!!!**

ASET e-Bulletin

Spring 2021- Online Staff Development Events

Whether you're new to placements or have several years' experience, it is important to think about your CPD. The ASET SD Events programme offers a wide range of topics to cater for all members' needs from **Staff Development Workshops** (9.30-1.30) to shorter **ASET Insights** (90min sessions). The Spring 2021 programme is outlined below, and full details for all events are available on the ASET Website.

Staff Development Workshops

Workshops will run from 9.30 – 1.30, with plenty of breaks. **£125** ASET Members (£275 ASET non-members)
 Hear more from ASET Learning and Development Advisor, Nicola - [VIDEO](#)

[BOOK ONLINE 2021](#)

Workshops at a glance:

W'shop No.	W'shop Ref.	Date	Day	Time	Title
1	IWPM	28/01/2021	Thurs	09:30-13:30	Introduction to Work Placement Management (IWPM)
2	WPP	10/02/2021	Wed	09:30-13:30	Widening Participation and Placements (WPP)
3	VP	23/02/2021	Tues	09:30-13:30	Virtual Placements (VP) NEW
4	EE	09/03/2021	Tues	09:30-13:30	Employer Engagement (EE)
5	EESS	25/03/2021	Thurs	09:30-13:30	Enhancing Engagement in Student Sessions (EESS)
6	RAP	13/04/2021	Tues	09:30-13:30	Resilience and Placements (RAP)
7	SISP	29/04/2021	Thurs	09:30-13:30	Supporting International Students with Placements (SISP)
8	RADD	12/05/2021	Wed	09:30-13:30	Risk Assessment and Due Diligence (RADD)
9	FPTE	27/05/2021	Thurs	09:30-13:30	From Placements to Employability (FPTE)
10	FEPP	08/06/2021	Tues	09:30-13:30	Freelancers, Entrepreneurs, Enterprise Placements (FEPP) NEW
11	PGrad	24/06/2021	Thurs	09:30-13:30	Placements for Postgraduates (PGrad) tbc
12	SWP	07/07/2021	Wed	09:30-13:30	Student Wellbeing and Placements (SWP) NEW

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

ASET Insights **NEW**

A companion offer to our staff development workshop programme, **ASET Insights** offer 90-minute interactive insights into broader, complementary professional development themes, and are led by our experienced Trustees. Designed to provide short, impactful updates to your professional toolkit, **ASET Insights** 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 2021](#)

ASET e-Bulletin

Session	Date	Day	Time	Title
A	04/02/2021	Thurs	10:00-11:30	HEA Fellowship
B	18/02/2021	Thurs	10:00-11:30	Preparing for Placements in the Third Sector
C	16/03/2021	Tues	10:00-11:30	Virtual Placement Visits
D	22/04/2021	Thurs	10:00-11:30	Effective Teamworking
E	17/06/2021	Thurs	10:00-11:30	Bridging the academic/administrative divide
F	13/07/2021	Tues	10:00-11:30	Beyond Placements – skills development

Bespoke Workshops

We are continuing to offer **Bespoke training sessions online** via the Zoom platform.

Bespoke training may be borne out of a need to skill or upskill your staff in a particular area relating to Work Based Learning, Placements and Employability. It might be that a successful recruitment drive has resulted in a number of new team members who need to be “on the same page”, or that you are advancing the strategic direction of Employability, Work Based Learning or Placements within your institution and need professional development in a key area for your teams. It may also be an ideal opportunity to bring your team back together after such a lengthy period of remote working. We can tailor courses to suit your needs; this might be through combining two workshops from ASET’s existing extensive workshop portfolio. [See full details.](#)

Online Bespoke Workshop Costs

ASET member institutions

Fees for online bespoke sessions are £100 per delegate (with a minimum fee of £1000 per session).

Non-member institutions

Fees for online bespoke sessions are £200 per delegate (with a minimum fee of £2000 per session).

If you would like to talk about ideas for a bespoke workshop to suit a specific requirement at your institution, contact Debbie at the ASET Office aset@asetonline.org.



ASET e-Bulletin

Call for Contributions - ASET PRN

The next ASET Practice and Research Network (PRN) event will be :

ASET Practice and Research Network (PRN) Wednesday 10th March 2-4pm

This is an opportunity for members to share their research with others, and will take the form of a **Research Showcase** where a pre-planned number of participants will deliver **5 minute presentations** with follow up discussions.

CALL for CONTRIBUTIONS

Contributions are invited under any Placement, Work based learning, or Employability related topic.

Research Showcase: 3 slides, 5 minutes

Using only **three** slides of PowerPoint, 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.

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 [Research Showcase Submission Form](#) to aset@asetonline.org by **1st March 2021**.

NB

This event is **Free of Charge to ASET members**, and **ALL** are welcome, you do not need to be presenting research to attend. Bookings will open 1st February.



ASET e-Bulletin

Research Spotlight **NEW**

If you are interested in research relating to placements, read on...:

We know many of our members have been carrying out **research relating to Placements, Work based Learning and Employability**, and there are many who would be interested to hear more about their work.

To meet this need, we are looking for **recent research** undertaken by members and are providing an opportunity to shine a spotlight on your work with **featured within the ASET Members' e-Bulletin**. We are interested to hear of articles, recent publications, chapters in books, or specific projects. **Contributions are invited under any Placement, Work based learning, or Employability related topic**. Submit your item to be included in the **Research Spotlight**, accompanied with a mini profile, abstract and link to the work to aset@asetonline.org by 1st of each month, in order to be featured in the next month's issue.

ASET Bursaries 2021

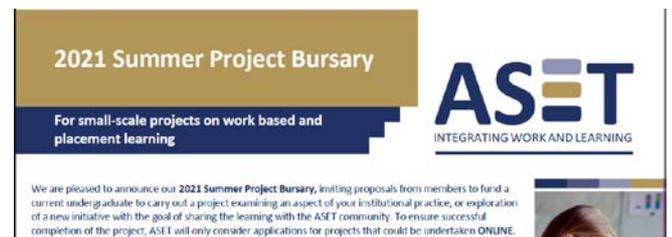
Are you thinking about your own research? Do you have a project in mind? Why not apply for an ASET Bursary? ASET will pay £2400 for up to 300 hours work undertaken by a student over the summer of 2021.

To ensure successful completion of the project, ASET will only consider applications for projects that can be undertaken **ONLINE**. Students will be required to present project outcomes at the 2021 Annual ASET event.

[The Summer Project Bursary](#)

For a **current undergraduate** to carry out a project examining an aspect of your institutional practice, or exploration of a new initiative, with the goal of sharing with the ASET community.

[The Student Research Bursary](#)



2021 Summer Project Bursary

For small-scale projects on work based and placement learning

ASET
INTEGRATING WORK AND LEARNING

We are pleased to announce our **2021 Summer Project Bursary**, inviting proposals from members to fund a current undergraduate to carry out a project examining an aspect of your institutional practice, or exploration of a new initiative with the goal of sharing the learning with the ASET community. To ensure successful completion of the project, ASET will only consider applications for projects that could be undertaken **ONLINE**.

For a **current student or recent graduate** to carry out a clearly defined piece of small scale research designed to grow the body of research into work-based and placement learning.



2021 Student Research Bursary

For small-scale research into work based and placement learning

ASET
INTEGRATING WORK AND LEARNING

We are pleased to announce our **2021 Student Research Bursary**, inviting proposals from colleagues to fund a current student or recent graduate to carry out a clearly defined piece of small-scale research designed to grow the body of research into work based and placement learning. The work must be feasible within the timescales but may be used to fund a feasibility study, or early part of a larger project. To ensure successful completion of the project, ASET will only consider applications for projects that could be undertaken **ONLINE**.

All applications must be received via the [2021 ASET Bursary Application form](#) and emailed to the ASET Office by the deadline: **9am 26th February 2021**.

ASET e-Bulletin

ASET Development Bursaries

ASET Development Bursaries offer support to staff at ASET member institutions. They are small bursaries intended to provide opportunities for learning from experience which are inclusive, and widen access to people whom might otherwise face financial barriers to engaging in opportunities to progress their careers and develop their professional networks.

Event Support Bursary (up to £150)

To support staff wishing to attend an ASET conference or staff development event. This bursary is **for delegates who incur additional costs for attending due to requirements for childcare, social care, or other matters related to a protected characteristic such as a disability**. We encourage members to apply should they require additional support in order to attend **online staff development events**. The bursary is not to be used to offset normal costs paid by delegates' employers (delegate fees, travel expenses). To apply for this bursary download [Event Support Bursary application form](#) and email to ASET Office.

Work Shadowing Bursary (up to £150)

Like everyone, we are hoping face to face events will begin again in 2021. We encourage members' to plan and apply for this bursary in anticipation of a return to normal activities at some point during the year.

For staff wishing to spend a day work shadowing another individual from an ASET member institution. The bursary is to pay for travel costs, with a requirement to submit a 400 word reflection on the learning which may be published in the ASET e-Bulletin. Recipients will also be invited to submit a Poster for the ASET Conference. To apply for this bursary download [Work Shadowing Bursary application form](#) and email to ASET Office.

How to apply

Applications for bursaries are to be made using the relevant application form. Claims will be limited to one claim per trip and two claims per person per academic year, and will be paid directly to the claimant. All applications will be assessed by a panel consisting of no fewer than 2 individuals made up from the salaried staff and ASET Executive. Applications for either bursary will be accepted on a rolling basis until the available money is used up.

CPD Corner

Nicola Bullivant-Parrish, Learning and Development Advisor, ASET

Welcome to January's CPD Corner - hello to all of you, and indeed to 2021. So, here we are in the New Year which so very many of us were looking forward to (or were we just keen to see the back of 2020?) and we find ourselves all living with some kind of restrictions and the various challenges that come with those. I sincerely hope that you are all keeping well, staying safe and doing whatever needs to be done to push on through whilst maintaining some sanity.



ASET e-Bulletin

Whilst the world around us continues to change and we all try to keep pace with those changes, be assured that the ASET team is here for you. Our passion and enthusiasm for all things work-based and placement learning means that now, more than ever before, we're determined to support your CPD needs, providing for you a first-class portfolio of staff development events. If you've not yet browsed through the programme of events we've planned for you from January through to July, now is the perfect time to do so. The Staff Development Working Group is delighted to bring to you this year the biggest programme of CPD events ASET has ever held and we're so looking forward to welcoming you to those online sessions. Investing in your training and professional development is always time well spent, and with no travelling time to factor in to attend our online staff development workshops and ASET Insights sessions currently, it has never been easier to update and enhance your professional knowledge and practice.

As a membership organisation, we keep our ears close to the ground as well as proactively seeking out members' feedback. These insights enable us to better understand the challenges you are facing within your roles, and the professional development you need to help you through those situations. This is why we ask for your feedback – for example, whenever you attend a staff development workshop. The responses you give and the insights you share feed into our thinking and discussions on what the next CPD programme might include and new topics and themes to include. We'll continue to ask for your thoughts and ideas – please keep sharing.

Short on Time?

If time is precious (and let's be honest, most of us can align with this thinking) take a look at our incredible line up for the new ASET Insights sessions. These 90 minute mid-morning sessions are led by ASET's Trustees and with the topics ranging from Effective Teamworking to Bridging the Academic/Administrative Divide, there's bound to be a session to suit you, a colleague or a team member. Take a look at the full offer of 5 sessions.

Deeper Development

Have you identified a training or professional development need that requires a greater or more in-depth focus? Our Staff Development Workshops offer a spectacular array of resources to support this level of CPD need. Immerse yourself in a 4-hour session with our workshop trainers and facilitators. With new topics this term including *Freelancers*, *Entrepreneurs*, *Enterprise Placements*, *Virtual Placements* and *Student Wellbeing and Placements*, it's an exciting line-up.

Whichever sessions you book on to, you will be sure to receive a very warm ASET welcome and to take away a tool kit filled with #ASETTopTips.

Nicola

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

ASET e-Bulletin

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](#)

#ASETConnect – [Day 1](#) and [Day 2](#) and [#ASETConnect Proceedings](#)

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](#)
- 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 February.

Please forward your news/copy to aset@asetonline.org by Friday 19th February.

In the meantime Stay well and stay safe.

Debbie Siva-Jothy

aset@asetonline.org

www.asetonline.org