

### Introduction:

- Plymouth Marjon University's placement process, and associated paperwork, is based upon the university's *Placement and Work Based Learning Policy* and good practice outlined in ASET's (2013) *ASET Good Practice Guide for Work based and Placement Learning in Higher Education*, (2009) *Good Practice for Placement Guide Volume 2*. The faculty uses a software based package, InPlace, to administer placements.
- The purpose of the *Placement Learning Agreement (PLA)* is to make clear the responsibilities of the placement provider, university and student. The PLA covers all students engaging in a period of placement learning during the 2018/19 academic year. This PLA and the *Placement Checklist for Students, University Placement Tutors and Placement Providers* will be emailed to placement providers once the university has confirmed the students' placement. The PLA should be read in conjunction with the *Placement Checklist for Students, University Placement Tutors and Placement Providers* document.
- Acceptance of this agreement ensures that the expectations of the placement provider, student and university are clear thus, ensuring students are deployed effectively to maximise their positive impact on the placement organisation and the student's learning.
- Before a period of placement learning can be formally recognised we ask that the Placement Supervisor confirms that they have read, understood and agree to the responsibilities outlined in the PLA.

Please sign the placement provider declaration ([at the end of the PLA](#)) and return it via email or post to Philippa Elford: [pelford@marjon.ac.uk](mailto:pelford@marjon.ac.uk) OR Futures, Plymouth Marjon University, Derriford Road, Plymouth, PL6 8BH

- Please note placements are unable to commence until you have received email confirmation that the placement has been approved by the university and the above action has been completed. Once you have received confirmation that the placement has been approved please make contact with the student(s) to confirm a pre-placement induction and start dates.
- Placement providers only need to complete one PLA for all students placed with them for this academic year.

### Objectives of the Placement Learning:

- To build partnerships between Plymouth Marjon University and placement providers.
- To add value to the placement provider by providing students who wish to contribute skills and current knowledge which enhances the placement provider's performance or builds capacity.
- To complement the student's academic studies by providing practical experience in a vocational environment to develop their skills, attributes and knowledge.
- To increase the potential for graduates to gain meaningful employment in their sector of choice.

## **Student Placement Insurance and Liability Statement.**

Plymouth Marjon University is insured against its legal liability for accidental death, injury, illness or property damage arising from the above placement. Placement providers should also confirm to the students placed with them that they hold their own Public Liability Insurance. Students on placement must be covered by Employer's Liability Cover and be treated as an employee for the purposes of Employers' Liability and Public Liability.

The university recommends that placement providers notify their own insurers that they are providing student placement facilities to ensure that their legal liability arising therefrom is adequately protected.

If placements are taking place outside of the UK we ask that the placement providers forward a copy of their insurance cover, including Employer's Liability (or equivalent) to [pelford@marjon.ac.uk](mailto:pelford@marjon.ac.uk)

The university will provide students with personal accident cover for a maximum period of a year whilst the student is travelling to and from or at the placement (it will also cover normal social activities outside of working hours but engagement in certain hazardous leisure pursuits, or holidays may not be covered and advice should be sought).

### **PLACEMENT PROVIDERS AGREE:**

**The undertakings of the placement provider, including Placement Supervisor and associated staff are (supported by the *Placement Checklist for Students, University Placement Tutors and Placement Providers* document):**

1. To be aware that each student will focus their placement in an area related to their programme of study.
2. To ascertain which programme the student is following and familiarise themselves with the relevant *Placement Outline* or equivalent.
3. To read the *Placement Checklist for Students, University Placement Tutors and Placement Providers* document and be prepared to commit the necessary time, facilities and equipment to accommodate the placement.
4. To identify a Placement Supervisor (who will also act as a mentor) for the student whilst on placement, and, in consultation with the University Placement Tutor (UPT) and the student set up a placement programme.
5. To read the guidance above on [Student Placement Insurance and Liability Statement](#).
6. To provide an opportunity for students to organise and attend a pre-placement induction where the student(s) may share their placement aim/objectives and be inducted into the placement organisation. The 'Pre-placement induction checklist inc. Health and Safety' (included in Checklist A of the *Placement Checklist for Students, University Placement Tutors and Placement Providers*) should be followed to ensure the placement organisation is upholding the organisation's responsibilities in relation to Health and Safety and helping the student to plan their placement.
7. To remain responsible for the Health and Safety and Duty of Care of any individuals or groups that students come into contact with, or who are partaking in any activity that the student may be involved with. This should include the organisation holding its own Public Liability Insurance. Please see the [Student Placement Insurance and Liability Statement](#) at the beginning of this agreement.
8. To remain responsible for the discipline of any individuals or groups that students come into contact with.

9. To ensure that a representative from the placement organisation is present, and involved, in all activities involving, or delivered by, the student whether this be at the main placement site or satellite sites.
10. To promote and facilitate open lines of communication with the student's University Placement Tutor (UPT) or other representative from the university.
11. To, where necessary, facilitate access to the student for visits by the UPT or their representative.
12. To provide ongoing and timely feedback directly to student and alert the student and/or UPT of any cause for concern.
13. To, when prompted by the student, complete the *Declaration of Placement Attendance & Formative Assessment* and the *Declaration of Placement Attendance & Summative Assessment*.
14. To immediately alert the students' UPT in the case of a serious breach of discipline or professionalism.
15. To be aware of the Equality Act (2010) and support the University to provide a rich educational experience which embraces people from a diversity of backgrounds.

### **THE UNIVERSITY AGREES TO:**

**The undertakings of the placement provider, including Module Leader, University Placement Tutor (UPT) and associated professional services staff (supported by the *Placement Checklist for Students, University Placement Tutors and Placement Providers* document):**

1. Work with students to help identify potential placement providers and help the negotiation of university/student/placement provider's requirements.
2. Recognise the time and resource requirements required for successful implementation of an appropriate placement learning experience as part of the degree programme.
3. Provide placement providers with written information on the aims of the placement.
4. Provide Public Liability Cover and Personal Accident Cover for the student for the period of placement (see [Student Placement Insurance and Liability Statement](#) and *Information and Guidance for Students on Placement*).
5. Provide information to the placement provider with regard to such matters as pre-placement induction, insurance cover and Health and Safety.
6. Ensure that each student has appropriate pre-placement/placement/post-placement contact with the module team.
7. Respond to the Placement Supervisor or student if they encounter problems during the placement.
8. Establish criteria for assessment and placement evaluation, in consultation with the student and the Placement Supervisor.
9. Maintain open lines of communication with the Placement Supervisor and provide support where required during the placement.
10. Be aware of the Equality Act (2010) and endeavour to provide a rich educational experience which embraces people from a diversity of backgrounds.

### **THE STUDENT AGREES TO:**

**The undertakings of the student (supported by the *Placement Checklist for Students, University Placement Tutors and Placement Providers* document):**

1. Understand the aim of undertaking a period of placement learning and be able to identify a suitable placement that will allow the achievement of this aim (including the time requirement).
2. Attend all contact sessions (lectures, seminars and tutorials).

3. Regularly check InPlace, Learning Space and university email throughout semester A and B.
4. Make a commitment to positively engage in the preparation, planning, initiation and monitoring of the placement. Including preparing for, and attending, meetings with University Placement Tutor (UPT), meeting set deadlines and completing set activities.
5. Regularly engage with, utilise and update their *Placement Checklist for Students, University Placement Tutors and Placement Providers* document to stay 'on track'.
6. Actively engage in negotiating and setting an aim and objectives for placement with University Placement Tutor (UPT) and convey these to the Placement Supervisor to maximise learning opportunities whilst on placement.
7. Actively participate in the process to finalise a placement. Including attending meetings with the University Placement Tutor (UPT) and arranging and attending a pre-placement induction with the placement provider.
8. Make a personal and professional commitment to the placement provider.
9. Agree that the demands of the placement are acceptable.
10. Where required, as part of the Plymouth Marjon University admissions process, hold a Plymouth Marjon University DBS certificate. Engage with all requests from the university to complete this process.
11. Where appropriate, undergo any pre-placement checks required by the placement provider. If the placement provider requires you to complete a DBS check, facilitated by the organisation, agree that you will contact Registry Services via [DBS@marjon.ac.uk](mailto:DBS@marjon.ac.uk) and your Module Leader to seek additional guidance and support.
12. Provide appropriate photo identification (passport/driving license) to the placement provider when requested.
13. Take responsibility for their personal Health and Safety and alert their Placement Supervisor and University Placement Tutor (UPT)/Module Leader to any concerns that they may have.
14. Be aware of, and take responsibility for, the demands of the placement environment especially with regard to hours of work, health and safety regulations, confidentiality, organisation rules, dress and financial arrangements.
15. Maintain high professional standards\* at all times and be a positive ambassador for Plymouth Marjon University reflecting the Marjon 'values' – humanity, ambition, curiosity and independence.  
\*General behaviour, personal appearance, promptness, inclusion, equality, equity.
16. Keep a daily record of the placement (including hours spent on placement and a reflective journal in a format agreed with the University Placement Tutor (UPT)). Keep, and add to, a structured portfolio during the period of placement to support assessment tasks.
17. Actively reflect and monitor your progress against your set placement aim and objectives. Commit to reviewing these with your Placement Supervisor and University Placement Tutor (UPT) if these are not being met, or are no longer appropriate.
18. Arrange a mid-placement meeting with the Placement Supervisor to receive feedback and request that the *Declaration of Placement Attendance & Formative Assessment* is completed prior to a mid-placement tutorial with their University Placement Tutor (UPT).
19. Arrange and attend a mid-placement tutorial with University Placement Tutor (UPT) to discuss progress, journal entries and feedback submitted in the *Declaration of Placement Attendance & Formative Assessment*.
20. Where required facilitate a placement visit/assessment by the University Placement Tutor (UPT) towards the end of the period of placement.

21. Ask their Placement Supervisor to complete a *Declaration of Placement Attendance & Summative Assessment* prior to the completion of the placement.
22. Alert their Placement Supervisor/University Placement Tutor (UPT)/Module Leader to any concerns they may have whilst on placement and work proactively with them to rectify any situations that may occur.

## PLACEMENT PROVIDER DECLARATION

Name of organisation offering placement:	
Name of person completing the Placement Learning Agreement (PLA):	
Contact email address:	
Contact phone number:	
Name of student(s) on placement:	
I confirm that I have read, understood and agree to the responsibilities associated with being a placement provider for students from Plymouth Marjon University.	
Signed:	
Date:	