



**HARTPURY**  
UNIVERSITY  
AND COLLEGE

# PLACEMENT PROVIDER HANDBOOK 2020

**Thank you for supporting Hartpury by offering a work placement to one of our students.** Work experience is vital to equip our students for their future careers. On their placement, we aim for students to learn skills and competencies specific to their discipline or profession, as well as more general work-related and employability skills (time management, team working, communication skills etc.).

# INTRODUCTION

This handbook is designed to provide information and guidance for work Placement Providers. There are contact details at the back of this handbook for any queries or concerns.

Hartpury University and Hartpury College offer a wide range of courses and study programmes and it is therefore impossible to produce a typical description of what an industry or work experience placement should look like, but we have provided some pointers below that we hope will help. In all cases it is important for all our students to enhance their studies with the opportunity to gain industry-specific skills and knowledge as well as developing softer skills, attitudes and behaviours required in the workplace.

Hartpury College students who are studying an apprenticeship, A-levels or vocational qualifications need to carry out a work placement – either as a mandatory part of their course or to contribute to successful completion of the College Certificate. The requirements for these can vary depending upon the qualification, but typically they are for one or two full weeks in the year, or one day a week for a few weeks. They take place at set times during the year to fit into the academic curriculum, and can be specific to their study programme or can be something completely different as long as the students have the opportunity to take an active part in a real working environment.

Some of our students are studying technical qualifications and they will require an extended industry placement as a mandatory part of their course. Industry placements are typically for year two college students. They give students an opportunity to develop their practical and technical skills in a role directly relevant to their vocational course. They also give employers the chance to ensure that young people are developing the skills and experience

that industry needs. These college students will need to show that they have worked in a placement for a minimum of 315 hours over one academic year. This can be in a number of blocks, or spread out each week over the year, or even with two different providers. Due to the increased length of these industry placements, there is a higher degree of progress monitoring required and therefore more visits by our tutors.

Some of our Hartpury University students may need industry experience as a mandatory part of their degree. However, most of our university students will always choose to carry out some form of work experience to prepare them for a working environment when they leave, even if it is not a requirement of their degree.

To achieve the best possible experience in a work environment, we would like all placements to allow students to:

- become fully involved in the functional work of an organisation and to be considered as a member of the team
- receive support and encouragement from the organisation, and be aware of who has prime responsibility for them
- be provided with a varied programme of experience
- be challenged by their experience, within their level of competence and training

There is no requirement for the employer provider to pay the student during their industry placement or work experience.

# THE BENEFITS OF PLACEMENTS

## The benefits of work experience and placements

There are some real benefits to businesses who take a student on placement:

- A student could bring up-to-date knowledge of latest industry developments, new technology and IT skills
- They can bring knowledge and skills to tackle projects that have been put on a back burner
- The student can bring new ideas and fresh enthusiasm
- They are a cost-effective additional staff resource
- The company can benefit from the latest research through closer links with Hartpury
- The company is able to identify future talent to assist in succession planning, and address current and future skills shortages in their industry
- It enables the current employees to develop management skills through the supervision of a junior staff member
- It demonstrates corporate social responsibility and a commitment to diversity

## WHAT TO EXPECT PRIOR TO THE PLACEMENT

- The student will contact you, the Placement Provider, directly to request a work placement
- Once a placement is mutually agreed then the student informs Hartpury University or Hartpury College of the placement using an online application process
- The Hartpury Placements team then makes contact with you as the Placement Provider, through Grofar, an online portal which manages the work placement process
- Hartpury needs to determine whether the placement is suitable and meets the health and safety/insurance criteria. As part of this process you are asked to complete a Placement Provider Agreement which, amongst other things, confirms you have Employers and Public Liability Insurance, and first-aid provision
- Once this is returned to Hartpury, the placement is then risk assessed, which may involve an additional phone call or site visit to your premises. Any site visit will be at a mutually agreed date/time
- Once the placement is deemed suitable, the student is informed and the placement is approved. Only once the placement is approved can the student start and record their placement hours
- Hartpury will ask the student to contact you to agree start dates and working pattern

## WHAT TO EXPECT DURING AND AFTER THE PLACEMENT

- You will be asked to complete an induction checklist with the student on their first day of the placement
- You will also be contacted at the end of each week to confirm the hours the student has worked with you that week
- A member of staff will contact you during the placement to determine how it is progressing and answer any queries you may have. Depending on the length of work placement, we may contact you on several occasions throughout the duration of the placement
- At the end of the placement you will be asked to complete electronically a short evaluation questionnaire

# THE RESPONSIBILITIES OF THE WORK PLACEMENT PROVIDER

We would like the work Placement Provider to treat the student as they would any other new employee. We would encourage you to involve them in the organisation, ask their opinions, engage in discussion, assign varied roles and tasks, and provide constructive and continuous feedback.

The following is a list of points that need to be addressed:

- Plan the work programme and associated health and safety training to be undertaken by the student and set clear targets
- Nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the student, including instruction regarding hazards and health and safety precautions
- Define the liability and other insurance cover that will be provided for the activities of the student, and to others who could be affected by the student's actions or inactions
- Monitor the student's welfare, and take appropriate action should any suspicions of improper conduct arise
- Provide the student with a full and clear induction on the first day of their placement. This should include, but is not limited to, organisation working practices, health and safety arrangements/training and safeguarding policies/processes (where appropriate)
- In cases of serious accidents or incidents involving the student or breaches of discipline by the student, advise and consult with Hartpury
- Facilitate access to the students for visits by the Visiting Tutor (where appropriate)
- Take all reasonable steps to safeguard the welfare of students on work placements. In the case of safeguarding concerns, report these immediately to a member of the Hartpury Safeguarding Team.
- Consider professional boundaries and the appropriateness of leaving the supervisor and student alone together for long periods. Ensure that the supervisor is aware of the Safeguarding Procedures and has been provided with sufficient guidance

## THE RESPONSIBILITIES OF THE STUDENT TO THE PLACEMENT PROVIDER

The student will:

- abide by all rules regarding health and safety requirements, and other practices and procedures of the Placement Provider (including safeguarding procedures where appropriate)
- carry out the work specified by the Placement Provider under the supervision of the specified supervisor(s)
- inform the Placement Provider of any access or support needs that may require adjustments
- Report any concerns about health and safety at their placement to the Placement Provider

## THE RESPONSIBILITIES OF THE HARTPURY STUDENT

The student will:

- attend briefing sessions and access all provided information
- attend safeguarding training and complete a DBS check prior to the placement start date (where appropriate)
- inform Hartpury University or Hartpury College of any personal factors (eg. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments whilst on work placement
- complete all reports and records for Hartpury, as specified in the programme regulations
- consult with Hartpury prior to seeking any changes in the terms and duration of the placement
- complete an induction checklist with the employer on the first day of placement and either upload it or confirm its completion on the ICE Placement Portal by the end of the first week on placement
- enter hours worked each week on placement onto the Placement Portal to be validated by the employer
- provide access to all records maintained during the placement to the visiting tutor and the placement supervisor except, in the case of the visiting tutor, where there is an issue of commercial secrecy or national security
- report any incidents in which they are involved and any health and safety concerns that are not addressed by their Placement Provider to Hartpury

# THE RESPONSIBILITIES OF HARTPURY UNIVERSITY AND HARTPURY COLLEGE

Hartpury will provide:

- information to the student on general health and safety prior to the placement
- safeguarding training (where appropriate)
- specialist advice and guidance for students with additional support needs
- where appropriate, appoint a visiting tutor(s) and establish the frequency of their visits

# HEALTH & SAFETY GUIDANCE

The Placement Provider acknowledges their responsibility to risk assess workplace tasks and activities in the workplace in the context of young people, by giving consideration to their age, experience, maturity and awareness of risks. The Placement Provider will notify the student's tutor of any significant change to the work placement, work process or activity, operation and change in pastoral care.

Hartpury University and Hartpury College will ensure that all students receive basic health and safety awareness training. However, this is of a general nature and does not include the specific information needed for a particular job. No instruction or training provided by Hartpury can, or should, substitute for the Placement Provider's own health and safety induction/training.

- Students with a disability or learning need may require additional training to take into account any workplace adjustments made for them and/or adjustments made to the delivery of the training itself
- Placement Providers must provide health and safety induction training for all placement students on their first day. The Health and Safety at Work etc Act 1974 requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees
- For the purpose of health and safety, students on work placement are considered to be employees

The Management of Health and Safety at Work Regulations 1999 identify situations where health and safety training is particularly important, e.g. when people start work, on exposure to new or increased risks and where existing skills may need updating/refreshing. This would be applicable to placement students.

**COVID-19 – Risk assessments must take into account government guidelines, including those specifically for the industry sector, and for the specific job role the student will be undertaking - and these are to be applied to ensure the health and safety of our students.**

- It is advisable for Placement Providers to ask placement students to sign a health and safety training record
- Employers are required to supply any protective clothing or equipment needed by the student whilst on placement. The PPE at Work Regulations 1992 require that PPE is:
  - properly assessed before use to ensure it is suitable
  - maintained and stored properly
  - provided with instructions on how to use it safely
  - used correctly by employees
- Where students will be working with specialised equipment, they must be fully trained in its use. If students are to be prohibited from using any dangerous equipment/substances, the Placement Provider must notify them of such both verbally and in written form and this should be re-enforced during training sessions
- If a student falls ill or sustains an injury whilst on placement, the Placement Provider has a responsibility for ensuring appropriate medical aid is provided and to inform Hartpury about the situation. If appropriate, they may also need to report the incident as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Risk assessments are a legal requirement under the 'Management of Health and Safety at Work Regulations 1999'. Placement Providers must make suitable and sufficient risk assessments of all the work activities for their employees including work placement students
- Further information on Health and Safety can be found at [www.hse.gov.uk](http://www.hse.gov.uk)

# INSURANCE GUIDANCE

## Insurance requirements for work placements

- The prime insurance liability will always rest with the Placement Provider
- All Placement Providers are strongly recommended to inform their insurers of their involvement in a work placement(s), to ensure that they have adequate insurance cover in place
- In the UK any injury, loss or damage that the student may cause whilst they are under the supervision of the Placement Provider is the responsibility of the Placement Provider
- Likewise, any injury, loss or damage suffered by the student while they are under the supervision of the Placement Provider is also the responsibility of the Placement Provider
- Hartpury requires Placement Providers to have effective Employers' and Public Liability Insurance in place for the period of the work placement, and that this liability cover will apply to a placement student as it would to any other employee at the company / organisation. All Placement Providers will be required to confirm, by signing and dating the Placement Agreement, that they have the required insurance cover for the duration of any student work placement
- The Employers' Liability (Compulsory Insurance) Act 1969 requires that employers will have at least the minimum level of insurance to cover claims made against them by employees past and present, in light of their responsibility to ensure the health, safety and welfare of their employees while they are at work. The minimum level of insurance cover required to meet legal requirements is £5 million; however, in practice most insurers offer cover of at least £10 million
- Public Liability Insurance will cover an employer against claims made against them by members of the public or other businesses, but not for claims by employees. Whilst Public Liability Insurance is generally voluntary, Hartpury will expect a Placement Provider to have this insurance in place before a work placement can be approved.

## There are certain employers who may be exempt from the Employers' Liability (Compulsory Insurance) Act. They include:

- most public organisations including government departments and agencies, local authorities, police authorities and nationalised industries
- health service bodies, including National Health Service trusts, health authorities, primary care trusts and Scottish Health Boards
- some other organisations that are funded through public funds, such as passenger transport executives and magistrates' courts committees
- family businesses, i.e. if your employees are closely related to you (as husband, wife, father, mother, grandfather, grandmother, stepfather, stepmother, brother, sister, half-brother, half-sister). However, this exemption does not apply to family businesses that are incorporated as limited companies. Hartpury would be unable to approve a placement with a business falling into this category that does not have any Employer's Liability Insurance
- Companies employing only their owner where that employee also owns 50% or more of the issued share capital in the company. Hartpury would be unable to approve a work placement with a company falling into this category that does not have any Employer's Liability Insurance
- Any employer, who identifies themselves as exempt, will have to provide Hartpury with the details, and a copy of the alternative and equivalent arrangements they have in place. If required, this information will then be referred on to Hartpury Executive and/or Hartpury insurers for review before being accepted by Hartpury as adequate

## The main principles of the Hartpury insurance provision for students are as follows:

- Hartpury University and Hartpury College shall not be liable for damages or loss howsoever occasioned to students or their personal property, either on or off the campus whilst under the jurisdiction of the university or college, unless this results from the proven negligence of the university or college
- Hartpury University and Hartpury College have the responsibility for determining the suitability of work Placement Providers. Work Placement Providers will be checked and, where Hartpury is not satisfied with or is unable to check the standard of health and safety, then the business will not be included in the work placement scheme and the student will not be able to use the business as a placement

# SAFEGUARDING

Hartpury requires work Placement Providers to take all reasonable action to safeguard the welfare of students completing placements. Where a student's placement duties involve working with under 18's or vulnerable adults, the Placement Provider is required to fully brief the student on their own safeguarding policies and procedures. The Placement Provider is required to report any concerns relating to safeguarding immediately to a member of the Hartpury Safeguarding Team:

- **Rayna Edwards – Designated Safeguarding Officer**  
**01452 702100 ext. 2495**  
**07788 148358**
- **Darryl Hill – Residential Safeguarding Manager**  
**01452 702100 ext. 2131**  
**07966 901530**
- **Lesley Worsfold – Director of HR and Residential Services**  
**01452 702100 ext. 2459**  
**07807 070397**

## DISCLOSURE AND BARRING SERVICE

A DBS check is a search of police records to reveal any spent and unspent convictions, cautions, reprimands and final warnings. Hartpury University and Hartpury College undertakes UK DBS checks, at the enhanced level, on students studying the following programmes:

- BSc (Hons) Physical Education and School Sports
- FdSc Sport Performance and Coaching
- BSc (Hons) Sports Therapy
- BA (Hons) Sport Business Management
- Level 3 National Extended Diploma Sport (Physical Education and Coaching)
- L3 National Foundation Diploma in Sport (PE and Coaching)

If your organisation wishes to see the student's disclosure form then please address this request directly to the student.

For other programmes of study that include a placement, DBS checks are not a requirement of Hartpury University or Hartpury College. If a DBS check is a requirement of your organisation please inform the Placements team with sufficient notice prior to the work placement start date.

## WORKING HOURS

The student will inform the Placement Provider of the minimum number of hours they need to complete for the placement and the date the hours need to be completed by.

Students may elect to work more than the minimum requirement and this can be agreed with the Placement Provider. There may be flexibility over how the hours are to be worked and this is to be mutually agreed between the Placement Provider and student.

The Working Time Regulations (1998) also applies to students and therefore they should be given appropriate breaks and time off. The student should not work more than 48 hours in a week as per EU regulation. If they will be working more than 48 hours a week the student and the work Placement Provider will need to sign an opt out agreement, a copy of which must be approved by Hartpury before the placement starts.

If you have any queries or would just like to have a chat about taking one of our students on an industry placement or work experience, please contact our Placements team on **01452 702589**, or email [placements@hartpury.ac.uk](mailto:placements@hartpury.ac.uk)

# GENERAL GUIDANCE NOTES FOR OVERSEAS WORK PLACEMENTS

This document sets out Hartpury guidelines for the management of health and safety in overseas student work placements

## USEFUL DEFINITIONS

Placement provider: includes persons, partnerships, companies, institutions and organisations providing opportunities to students for work-based learning.

Work placement: a planned period of work-based learning or experience, where the learning outcomes are part of a course or programme of study. (DfES 2002)

## THE RESPONSIBILITIES OF HARTPURY IN RELATION TO OVERSEAS WORK PLACEMENTS

1. To assess as far as reasonably practicable, the suitability of the student for the proposed work placement.
2. To assess as far as reasonably practicable, the health and safety management arrangements of the placement provider.
3. To ensure placement staff possess an appropriate level of competence in order to adequately support both students and placement providers throughout the work placement.
4. Notwithstanding clause 2 above, whilst every effort will be made by Hartpury to liaise with the placement provider to ensure that sufficient health and safety guidance is provided, Hartpury shall in no circumstances be liable to the student for any failure by the placement provider to meet the equivalent levels of UK health and safety guidance provided.
5. To ensure that the placement provider has passed Hartpury's Evaluation for the Provision of Work Placements.
6. To ensure that the placement provider has entered into an agreement for the provision of a work placement with Hartpury, prior to a student commencing a work placement.
7. To ensure that the student has acknowledged in writing, their respective responsibilities before commencing a work placement and such consent has been received by Hartpury prior to the start of the work placement.
8. Employers must provide all placement students with information on the general fundamentals of workplace health and safety, and the principles of its management.
9. To provide the student with a designated person to whom they can feed back to Hartpury on any concerns, including health and safety, whilst they are on a work placement.
10. To establish an adequate support mechanism for responding to identified concerns, including health and safety, keeping both the placement provider and student suitably informed.
11. To provide, where possible, reasonable adjustments in support of disabled students participating in a work placement scheme, where possible and to liaise with the placement provider to assist them in providing necessary reasonable adjustments.
12. To offer ongoing support and guidance to students and placement providers throughout the work placement.

The health and safety of students on placement is paramount and overrides all other considerations. A placement will only be officially approved only once the relevant paperwork has been satisfactorily completed and returned to Hartpury.

# OVERSEAS WORK PLACEMENTS

## INSURANCE REQUIREMENTS

All placement providers must ensure that their insurance provider is made aware of their involvement in the Work Placement Scheme with Hartpury so that adequate insurance is in place to cover all of the student's working activities, whilst under the supervision of the placement provider.

Any injury, loss or damage that a student may cause to others whilst carrying out the activities of his or her work placement whilst under the supervision of the placement provider, is the responsibility of the placement provider.

Any injury, loss or damage suffered by the student whilst they are under the supervision of the placement provider is the responsibility of the placement provider.

## OVERSEAS WORK PLACEMENT DETAILS FORM

The Overseas Work Placement Details Form must be completed by the provider for every student they provide a placement to, and must be returned to Hartpury's work placement team (see contact details below). For those placement providers that are already registered, the form is used to reaffirm their willingness to uphold all of the responsibilities outlined in the Agreement of Responsibility for the duration of the student's work placement.

## OVERSEAS PLACEMENT PROVIDER AGREEMENT OF RESPONSIBILITY

The purpose of the Agreement is to ensure that Overseas Placement providers are fully aware of, and have agreed to, all of the conditions of a Hartpury work placement. The Agreement sets out all of the requirements, responsibilities and obligations involved in an overseas work placement. Placement providers should be aware that there are clauses in the agreement that request placement providers to provide Hartpury with certain documents, primarily insurance certificates and safety certificates. The agreement should be completed and signed as appropriate, and then returned with the Overseas Work Placement details form.

If you have any questions or concerns, then please do not hesitate to get in contact with the ICE Placement Team on (+44) 01452 702466 or [placements@hartpury.ac.uk](mailto:placements@hartpury.ac.uk).



**HARTPURY**  
UNIVERSITY  
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"The students were very well prepared for their placement. They were both excellent students, with great people skills, working alongside other volunteers, member of the public and school groups. They were appropriately dressed and both were able to use their own initiative and come up with great ideas when needed. We have now taken Isaac on as a member of staff."

**St James City Farm**

## Contact

If you have any queries or concerns, please contact a member of the Placements Team:

**01452 702566 / 01452 702466**

or email [placements@hartpury.ac.uk](mailto:placements@hartpury.ac.uk)

In the event of an emergency or serious incident and you need to contact us out of office hours, please contact the Duty Warden: **07768091041**

[www.hartpury.ac.uk](http://www.hartpury.ac.uk)

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