



University of the  
Highlands and Islands  
Highland Theological  
College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste Dhiadhachd  
na Gàidhealtachd

## Placement Handbook



**UV609741: Placement for Experiential Learning  
in Christian Ministry**

*A Community of Faith and Scholarship*

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## Introduction

### ***A 200-hour module of practical experience to explore a calling.***

A Highland Theological College placement is a formally arranged and supervised opportunity for students to participate in an area of Christian ministry over an extended period. It offers, through engaging in some form of Christian service, an opportunity to practice the knowledge, skills, and outlooks you are learning.

The idea isn't to provide a perfect, trouble-free experience, but a living, learning environment where even mistakes are valuable. It combines action with reflection to provide the student with a learning experience that engages the whole person. The University of the Highlands and Islands is committed to integrating quality practical experience options into the curriculum. As such, it seeks to provide you with the opportunity to access placement activity, which allows you to apply your knowledge and skills in a supported environment, whilst also experiencing the atmosphere and pace of ministry and calling.

What you get from your placement will largely depend on what you put into it. Enthusiasm, commitment, willingness to learn, and a proactive approach before, during, and after your placement will enrich your experience.

A successful placement may also help provide a 'foot in the door', leading to future ministry and calling. It can be an opportunity to develop your professional networks, and help you to make more informed decisions about assessing your calling and future. It can also be a daunting prospect; these pages have been designed to take you through the process and provide the information you need to prepare for, enjoy and reflect on your experience of being on placement.

## Preparation and Organisation

### ***Advance planning is paramount***

**A successful placement largely rests on preparation, organisation and reflection. Take the time to consider what you want to achieve, where you might best gain this experience, the skills you want to develop; ensure that you engage and respond properly with every stage of the process; and at the end take time to reflect on what you have learned to ensure you get the most out of your time.**

Before you begin a placement, consider whether, and how, what you plan to do matches what you hope to learn. Give priority to what will best serve your goals, over whatever is peripheral to them.

Before the placement begins, you must identify a Placement Provider and Supervisor, and assess their suitability, limitations, and any technical and financial requirements. Finally, you should produce a placement plan with your proposed Placement Supervisor.

### **Initial action**

You cannot start a placement until you have identified a Placement Provider (e.g. a Church or Organisation) and Supervisor (e.g. a Minister or a responsible staff member). You should provide an evaluation of the potential placement provider's suitability, limitations, and any technical or financial considerations.

Then, you should present your proposed plan, your preferred Placement Supervisor, and your intended start and approximate finish dates in the Initial Application form (Form 1) to see if your plan is viable.

You need to send the form to the HTC Placement Coordinator, who will contact your suggested Supervisor to formally affirm their willingness to take you on, and then get back to you.

## **Briefings to attend**

To help you prepare for your placement we expect you to attend (either in person or by video link) the briefing sessions which will focus on: placements, placement planning and the agreement, the journal, and the placement report.

## **Planning the placement**

Your next step is to set out a viable sequence of steps to accomplish the placement's overall goal. That goal is made up of supporting steps. Some steps are critical, needing to be completed before the next step can begin, while other steps can take place alongside other aspects of the placement. You will need to establish the total duration of the placement, and ensure that this will fit between your start and finish dates.

You will also want to ensure that you don't have too much unaccounted or spare time on your hands. You will continue to develop and refine the schedule, identifying resources required to implement the placement, their availability and usage (and any cost considerations).

*As a simple example: You may plan to photocopy 1000 leaflets to distribute: Is the photocopier fast enough to copy the leaflets in the time allowed? Do others also need to use it? Have you enough suitable paper (and toner); are there any cost implications? If you could start copying sooner, could you then do so alongside another task, use a slower copier, or avoid hogging it?*

*Planning also lets you make contingencies, e.g. for breakdowns, or if the machine is too basic to print double-sided colour sheets...*

Assuming the unknown, that all will go smoothly as planned, can be risky. You need to identify assumptions and build in contingencies, stating where and what these are. Some tasks can take place concurrently, but do always allow for the time the longest tasks will take.

Having given sufficient thought to the logistics of your proposed placement, you are now

ready to submit a draft placement plan to the Placement Coordinator, with enough detail to identify the schedule, the time and other resources that your placement tasks will require. Your submission should identify which tasks are critical and also those that could take place concurrently.

The Coordinator may wish you to develop or adjust your plan, until the schedule plan is satisfactory. You need to carry out the whole of this planning stage in consultation with your Supervisor. Once all the advance documentation has been submitted, you, your Supervisor, and the Module Leader will sign the Tripartite Agreement and you can begin your placement.

During your placement continue to assess:

- How the placement's learning outcomes will relate to and integrate with those for the whole course.
- The value of 'hands on' placement learning for your calling, networking, ministry, management, and skill development.
- The respective responsibilities of staff, students and placement providers.
- The formative and summative evaluation process and assessment pattern.
- The timescale for every activity, including regular contact with your Placement Supervisor and the Placement Coordinator.
- Post-placement feedback, evaluation and presentation.
- Legislative responsibilities.
- Calling and ministry assessment.
- Report preparation.
- Information on safety and insurance concerns.
- Cultural norms, professional and social.

# Placement Management

## Quick Reference Guide

### 1. Defining the placement

Before you begin a placement, you must determine how far the placement suits your goals. You should give first priority to proposed aims that are essential for your goals, and give lower priority to aims that are peripheral to your goals.

Before the placement begins, you must evaluate the proposed Placement Provider's suitability and limitations, and any technical and financial requirements, and identify a Placement Supervisor. Finally, you should construct a placement plan with your proposed Placement Supervisor.

#### **1.1. Initiate the placement**

Enter the relevant information on the Initial Application form and send it to the Placement Coordinator.

#### **1.2. Set the placement start date**

Set a realistic start date that gives sufficient time to complete all the planning and documentation before the Tripartite Placement Agreement can be signed and the placement is allowed to begin.

#### **1.3. Define the placement**

Indicate the time period in which you will complete the placement and your projected work-pattern to accomplish the required hours (including documentation).

#### **1.4. Save the project file**

Send the finalised Initial Application Form, start date and calendar to the Placement Coordinator.

### 2. Planning the placement

In the planning stage, you devise a workable scheme to accomplish your goals. You can develop and refine the schedule, and identify the resources required, stage by stage, to

implement the placement.

#### **2.1. Enter tasks**

Set out placement's main goal, and the supporting secondary goals required to bring it about. Most placements require secondary goals to accomplish the overall aim.

#### **2.2. Outline tasks**

Outline the hierarchy of your tasks, including secondary tasks and milestones under summary tasks, which can represent phases or other work divisions.

#### **2.3. Enter duration**

Indicate the duration of each task: for example, 4d to indicate 4 days. To specify a milestone, which has no duration, put 0d. To indicate that the duration is estimated, add a question mark: for example, put 6d?.

NB: Avoid entering fixed start and finish dates for tasks. Using duration lets you change the task sequence without having to juggle the start and finish dates, which might change anyway as you assign resources to tasks.

#### **2.4. Link task to show relationships**

Select the tasks that you want to link, where one task follows another, because you can't start the next task until the previous one is completed. For example: you can't preach a sermon until the preparation is done.

Other tasks should be indicated that may be done at any time or where the task overlaps several linked tasks. Several tasks may overlap linked tasks. Too many overlaps might indicate you can't do it all, and of course, the duration of the overlapping tasks cannot exceed the time of the links they overlap, otherwise you will have to build in extra time in the linked tasks! The duration of the linked tasks added together indicates the total time to complete the placement. Indicate this total duration. You might consider adding contingency time for unknown factors that may prevent you completing a task as soon as you planned.

### 3. Assign resources

**‘Assignment’ here refers to the associations between specific tasks and the resources you need to complete them. You can assign more than one resource to a task. In addition to work resources (people), you can assign material resources (such as paper) and cost resources (such as travel or paid help) to tasks.**

#### **3.1. Define the resource pool**

List all the resources your placement will need. These are the practical resources you need for the placement, not personal qualities such as patience or wisdom!

#### **3.2. Assign resources to each task**

Identify tasks to which you want to assign a resource and assign that resource to the task. A task may have more than one resource assigned, and a number of tasks may share any resource. If overlapping tasks require the same resource, you need to be sure that the resource can be used by both and still give time to complete the tasks within the duration you have allowed.

#### **3.3. Match durations to available resources**

You will need to extend the duration of a task(s) if a resource doesn't allow you to finish in your original duration time(s).

*For example: you might need to photocopy literature but the photocopier must be shared or can't copy fast enough to complete printing in the time you allowed*

## **UHI Policy**

The University of the Highlands and Island (UHI) is committed to the development of placement opportunities for students. As such it recognises the objective of any placement, regardless of length, is to consolidate and complement academic learning, knowledge and skills, while integrating aspects of personal career planning and development.

As this is a tripartite relationship involving student, employer and Highland Theological

College (HTC), this policy sets out a framework for those involved in developing, running or participating in, placement activity. UHI policy draws on current good practice within UHI and relevant sector guidelines these include:

- QAA code of practice Section 9: Work Based and Placement Learning.
- QAA Making it Work – a guidebook exploring work based learning.
- ASET Good Practice Guide for Placement and Other Work-based Learning Opportunities.
- ASET / UCEA Health and Safety Guidance for the placement of Higher Education students.

### **The Scope of the Policy**

The UHI policy provides a strategic and generic framework for support and academic staff involved in the creation, validation, assessment and award of placement activity within degree programmes. It is relevant to the full range of placement activity undertaken by UHI whether regional, national or international.

The policy is underpinned by a best practice guide for staff designed to be used as a practical tool in the delivery and management of placement activity.

Quality Assurance of placement activity is devolved to the enrolling Academic Partner monitored through the Annual Quality Monitoring process.

### **Process**

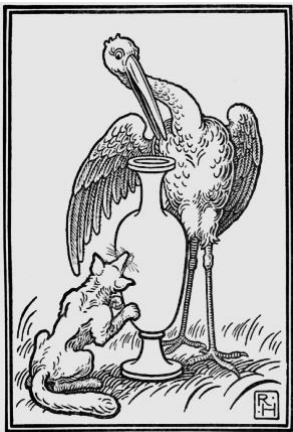
All placement activity should have clear learning outcomes and contribute to the purpose of the overall programme.

All placement activity should follow the administrative and management process detailed within the Staff Placement Guide, particularly in relation to the development of the Student Placement Record.

Where a placement is undertaken through an accredited modular/unit framework, students

should be provided with information and documentation as per normal academic delivery.

All placement activity should take into account the Health and Safety at Work Act 1974. A Health and Safety risk assessment should be carried out for each organisation hosting placement students. A risk profiling tool and standard form are provided within the Staff Placement Guide. The institutional Health and Safety process follows that recommended by the ASET Health and Safety for Student Placement Guide, Good Practice for Placement Guides Volume 3.2010.



All placement activity should take into account the Equality Act 2010. It is the University's statutory responsibility to respond efficiently and properly to any complaint made by a student should they suffer discrimination

or harassment while on placement activity. Fuller guidance on disabled student placements is provided in the Staff Placement Guide.

Where a placement is to take place abroad account must be taken of relevant legislation. A general guide to insurance is provided in the *Staff Placement Guide*. Guidance is drawn from section 8 of the *ASET Health and Safety for Student Placement Guide, Good Practice for Placement Guides, Volume 3*.

Where placement activity has been developed by a member of UHI staff and/or a member of academic partner staff in partnership with an employer, it is the individual staff member's responsibility to discuss whether disclosure is an element of the organisation's recruitment process.

Where disclosure is required it is the individual staff member's responsibility to inform the Module Leader, who is responsible to ensure

due process is followed.

Every placement needs a tripartite learning agreement (Form 5, see page 23), to be signed by the Module Leader, Student and Placement Supervisor.

Hard copy of the Student Placement Record should be held by the enrolling academic partner for the duration of the student's period of study.

Documentation should be made available to UHI in the event of any queries, complaints or legislative action taken on the part of any of the interested parties.

All academic partners engaging in placement activity will be required to submit an activity report to the UHI Career Centre on an annual basis. Data drawn from the report will be used to share best practice, benchmark institutional activity levels and disseminated to relevant departments for promotional purposes.

### **The Role of Academic Staff**

Each student engaging in a placement, and each employer hosting a placement should have a named Placement Coordinator allocated to them as their main point of contact. The coordinator is responsible for:

- Administering Student Placement Records.
- The submission of annual reporting.
- Student support and guidance before, during and after the placement activity.
- Student contact during placement activity.

Where contact is not in person, due to location, volume of students, or other reasonable circumstances, alternative arrangements will be agreed with the student and employer before the placement begins.

A record of discussions during placement with both student and employer should be recorded in the Student Placement Record:

- Providing the placement provider with support and information before, during and

after the period of placement.

- Liaising with the placement provider and student should an issue or complaint arise regarding the learning activity or the conduct of the student.

Academic staff engaged in placement learning should be aware of external resources from the QAA and ASET that influence sound practice. These include:

- QAA code of practice Section 9: Work Based and Placement Learning
- QAA Making it Work – a guidebook exploring work based Learning
- ASET Good Practice Guide for Placement Guides

### **The Role of the UHI Careers Centre**

The UHI Careers and Employability Service will provide a centralised support service and information point for academics, students or external stakeholders.

Contact will be arranged with the appropriate persons to liaise with depending on the question or issue.

For example, a Careers Advisor may be involved in providing CV and interview support and guidance to students, or an Employability Advisor may provide support to academic staff creating new programmes of study.

Collation and dissemination of annual reporting, with particular focus on sharing best practice and disseminating data for promotional use, i.e. web, KISS and prospectus.

Maintenance of a centralised customer relationship database.

UHI Policy Revision: 160326



# Placements

## Learning Outcomes

### ***This demanding module opens new avenues of opportunity***

Placements are designed to be as flexible as possible at level 9 (third year); you can arrange your placement for any time during the year.

The only stipulations are that:

You attend the briefing seminars.

You submit all work by week 12 of Semester 2.

Your signed tripartite Placement Agreement is in place before the start of the placement.

As with other modules, the placement requires 200 hours learning time. You will spend 120 hours on placement activity, including planning, preparation, and meetings with your Supervisor and Placement Coordinator; and 80 hours writing your reflective journal, and your report.

The placement module is demanding, and needs organisation to run alongside your other commitments. You will need to explore these issues fully with your Placement Coordinator during your initial discussions.

In the past, students have been placed with local churches, social care facilities, drug and alcohol rehabilitation services, city missions, youth or children's organisations, hospital or prison chaplaincies, and overseas missions.

However, this list is not exhaustive, and you may explore other avenues of interest.

Overseas placements present their own opportunities and challenges (with even more planning), but they offer an extremely valuable cross-cultural perspective on ministry.

As this module is elective, you need to consider in advance what you hope to gain from it, how it will fit into the wider context of your BA, and what sort of placement will best help you to achieve this.

Organisations that have previously hosted HTC

placements may offer more measured opportunities to students on placement.

Any church or organization providing a placement must ensure that it involves no activity that a student is legally prohibited from undertaking and that no activity or aspect of the work environment will expose a student to significant risk.

Where a student opts for a placement that involves working with children or other vulnerable people, both the student and Placement Provider must comply with the Protecting Vulnerable Groups (PVG) Scheme, to ensure that no-one with access to children and protected adults has a known history of harmful behaviour.

Although not every placement requires a PVG disclosure the host is responsible for ensuring that the student is checked where necessary. Voluntary bodies wishing to take advantage of free PVG checks must be registered; otherwise students must bear the cost of this, themselves.

### NB for ministry candidates

If you combine this module with a six-month Church placement, you must specify part of your placement as your project. As UV609741 involves 120 hours practice time, and a church placement involves 300-400 hours, your chosen project for this module will form about 30-40% of your church placement. Therefore, you must:

- Define your project clearly, in advance.
- Agree this with your supervisor so that it can receive the right amount of time.

NB the time and word limits allocated for your journal and report are geared to a 120-hour project, and ministry candidates' projects are expected to be on a similar scale. If you try to use the whole placement, you won't be able to do so in sufficient depth, or to meet module requirements, and your marks will reflect this!

## Assessments

*This is by three separate submissions*

All assessment assignments must be submitted by the Thursday of week 12 of Semester 2, but you may submit them earlier.

### **1. Your 2,000-word Structured Reflective Journal and time-log (40%)**

You need to keep an unstructured reflective journal, and a time-log of all your activities.

The unstructured journal is a daily reflective account of your experience of the placement, including advance planning, why and how far the placement fulfils your aims and objectives; how it affects you personally, and how it helps you to explore your skills and calling. You may record the highs and lows and analyse your own responses what you do, or experience.

You can also record questions to explore later, comments for further reflection, or candid reflections on your experiences.

Clearly, you need to keep the unstructured journal as you go, while your insights are fresh.

The time-log is evidence of the time spent in preparation, observation, meeting your tutor and supervisor, and other related events, as well as your own activity. It also indicates any timing drift, unplanned spare time, incomplete or extra activity, and use of resources.

You will then choose significant experiences to produce and submit the 2,000 word Structured Journal. Please use the template provided.

Criteria for assessing the time-log and structured journal include:

1. Clarity of expression
2. Theological reflection
3. Personal reflection and self-awareness
4. Growing pastoral and practice competence.

Although only the Structured Reflective Journal carries a mark, the time-log is also an essential submission, and both need to cover all the necessary elements.

### **2. Your 2,000-word Report (50%)**

Each placement will present its own theological or pastoral challenges.

As with the journal, the aim should be that anyone with no knowledge of the placement can understand the ideas that you present.

Unlike the journal, the report enables you to provide a formal review of the placement, any related study, and its lessons and challenges.

Reports follow a standard structure, allowing readers to easily find specific aspects. Because learning to produce a report is an integral part of the module, there are separate Guidelines outlining what is required. You will need to read these as part of your preparation, and refer to when preparing your report.

*NB that if the module project is part of a longer placement, the report must relate only to the part of the placement covered by the module.*

**(See separate 'Placement Report Guidelines')**

### **3. Placement Supervisor's Report (10%)**

Your Placement Supervisor will also submit a report. Their role isn't to form you into their own image, but to help you evaluate your progress (including pre-placement planning).

Their report will provide a broad overview of the placement, and they will discuss it with you before submitting it. (NB not every item on the Report Form applies to every placement)

**Checklist for submission:**

- Structured Journal
- Time Log
- Student Report
- Supervisor's Report

## Support

*You aren't supposed to 'go it alone' while on placement. Help is at hand*

During the introductory seminars before you start your placement, you will be briefed on the support available and given contact details.

### The Placement Coordinator

During your placement, unless it is very short (e.g. three weeks full-time), the Placement Coordinator may contact you several times:

Typically, an initial contact is likely to cover:

- How well you have settled in.
- Whether you received sufficient induction (including health and safety essentials).
- Your progress, and any unresolved issues.

Subsequent contacts may cover:

- Questions of a deeper nature as to how you are benefiting from the placement.
- Post-placement assessment and evaluation.
- Discussion of future aspirations as a result of learning on placement.

**NB that you may contact the Placement Coordinator at any time.**



### Geography

Circumstances (e.g. number of students and distance) may prevent on-site visit. If so, the Coordinator will plan contact arrangements

with you before your placement begins.

### Peer Support

Meetings with other placement students will allow you to share experiences, review the placement process, and help future students.

**These meetings are a core requirement of the Module and attendance, either in person or by VC, is compulsory and expected.**

### Your responsibilities

***Responsibility is not a one-way thing.***

### ***You must be responsible too.***

Before, during and after your placement you are representing not only yourself, but also UHI and HTC. It will be your responsibility to:

- Find a Placement Provider and Supervisor, giving reasonable notice should you be unable to keep any appointment, or wish to withdraw your application.
- Reply promptly to all communications from proposed Placement Providers and the Placement Coordinator.
- Notify the Placement Coordinator of any speculative applications and obtain approval for any placement offered before you accept it.
- Recognise that the offer of a placement and your acceptance – including firm verbal agreement – form a contract.
- Submit promptly all requested details and paperwork to your Placement Coordinator.
- Take responsibility for finding suitable placement accommodation, if needed.
- Comply with all reasonable requests from the Placement Provider and inform the Placement Coordinator of any changes.
- Return required contact details and paperwork within the time-frames set by your Placement Coordinator.
- Take every opportunity learn as much as you can throughout the placement.
- Act within your Placement Provider's terms and conditions, and comply with Health and Safety regulations.
- Not give your Placement Provider notice to quit the placement without first consulting the Module Leader.
- Inform the Placement Coordinator of any problems that cannot be resolved locally.
- Ensure that you meet all the requirements of both the Placement Provider and the course before you complete your placement.
- Submit all required assessments by the due date and attend any organised debriefings.
- Reflect upon and evaluate your placement, and share your experiences with potential

new placement students.

- Comply with any terms and conditions that still apply after the placement ends.

You must conform to your Placement Provider's disciplinary procedures and Health and Safety Regulations as well as above code of conduct. While on placement you may be exposed to sensitive information relating to other people, other organisations, or your placement provider. It is essential that you maintain strict levels of confidentiality at all times.

You may have Internet access at work, but this is supplied for work use only. Do not download or forward any material that isn't work-related. Please NB that email isn't secure – your provider may retrieve and read emails, even if you delete them.

You should conform to the standard of dress and behaviour appropriate to your placement; this will help you to integrate more easily into the working environment.

Good time keeping is essential – again, you should behave as your provider expects and not as a student may wish!

## Health and Safety

***You have a legal responsibility for your own health and safety, as well as others.***

### **Health and Safety concerns**

The University and College have a duty to ensure that all placement activity conforms to the Health and Safety at Work Act 1974. The Placement Learning Agreement clarifies responsibilities, including Health and Safety, during the placement which you, the Module Leader and the Placement Provider must sign before the placement starts. Health and Safety are assessed against five key factors:

#### **1. Work factors:**

These relate to the Placement Provider and the work that you will carry out. They include any hazards to which you may be exposed.

#### **2. Travel and transportation factors:**

Driving and travel while on placement can be a risk. This doesn't just involve work carried out for the Placement Provider; depending on the nature and location of the placement you may also face health, safety and welfare issues associated with travel to and from both the placement and your accommodation.

#### **3. Location and/or region factors:**

The placement's location may be significant, particularly in a country you are not acquainted with. This may also apply to international students on placement in the UK.

#### **4. General / environmental health factors**

You may face health and safety, and welfare issues associated with the environmental conditions in your placement work or the general location, your accommodation, or issues relating to food and drink.

#### **5. Individual student factors:**

Each student is an individual. Your health, knowledge, skills and experience; even your personality could affect health and safety in particular environments.

## **Insurance limitations.**

Insurance transfers risk by paying for the provision of professional support and financial recompense if things go wrong.

The assessment of any placement will include considering the extent and limitations of the insurance arrangements of both the university and the placement provider. If you disclose personal factors (e.g. health, disability, linguistic or cultural) which may require specific adjustments, the Placement Coordinator needs to work with your Placement Provider to ensure that access and support requirements can be provided.

Please note: It is your responsibility to disclose any health conditions or disabilities that may require adjustments or support whilst on placement. Placement activity will not be approved where factors are deemed to be high risk and mitigating action hasn't been agreed and applied. Any issues or concerns relating to Health and Safety whilst on placement should be raised with your Placement Supervisor or the designated organisational health and safety contact.

It is your responsibility to inform your Placement Coordinator of any concerns you may have relating to Health and Safety while you are on placement. In any emergency, contact your supervisor, or the Placement Coordinator at [mike.rattenbury@uhi.ac.uk](mailto:mike.rattenbury@uhi.ac.uk).

During your pre-placement briefing you will receive, or be directed towards, information relating to health and safety risk factors and control measures. As a Level 9 student you will be assumed to have acquired that standard of education and competence when you start your placement. You will also be expected to exercise suitable common sense and common civility.

## Equality and Diversity

***While allowing there are differences, we should treat everyone as ourselves.***

The university has a duty to ensure that all placement activity takes into account the Equality Act 2010. It is the University's statutory responsibility to respond efficiently and properly to any complaint made by a student should they suffer harassment or discrimination while undertaking placement activity. The Equality Act 2010 offers protection from discrimination on the basis of eight protected characteristics: \*

- Age
- Disability
- Gender
- Gender identity
- Pregnancy
- Maternity
- Race
- Ethnicity

You are protected from discrimination by most organisations in the United Kingdom by the employment provisions of the Equality Act, whether you are paid or unpaid. Under the Act providers are obliged to provide 'reasonable adjustments' for students with disabilities. However, it should be noted that the nature of these adjustments may vary depending on the Placement Provider's resources.

In all circumstances Placement Providers will be asked to confirm:

- Their adherence to appropriate recruitment and selection processes that allow for reasonable adjustments to working conditions.
- Their awareness and understanding of the University's principles of Equality and Diversity.

The university is required to provide reasonable adjustments to enable students with disabilities to complete placement activity. In order for accommodations to be made, it is your responsibility to formally disclose a disability before any placement activity is

approved.

Under the Data Protection Act information regarding a disclosed disability or other personal data will never be shared with third parties (including host organisations) without your explicit consent.

To cover circumstances where the sharing of data is required you will be asked to complete a 'Consent to share information' form. If the host organisation requires further guidance on how to implement 'reasonable adjustments', they may seek guidance from the Placement Coordinator and ask to talk to you direct, as you will be best placed to explain your needs and any adaptations that may be required. Where necessary a pre-placement visit to the placement location may be undertaken prior to approval to determine accessibility.

**\* NB being married or in a civil partnership is not a protected characteristic for Further and Higher Education sector provisions, and does not extend to cover students.**

### Bullying and Harassment

***As far as it depends on us, we are to live as peaceably as we can with everyone***

Bullying is defined as offensive, intimidating, malicious or insulting behaviour. It can be an abuse or misuse of power which is intended to undermine, humiliate, denigrate or injure the recipient. A single instance of behaviour may in itself not be significant, but the cumulative effect and repetition of such behaviour may constitute bullying.

Harassment is defined as unwanted conduct affecting a person's dignity and well-being or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It may relate to age, gender, race, disability, religion, nationality, sexual orientation or any individual personal characteristic. This conduct is perceived by the victim as demeaning, offensive and unacceptable.

Student allegations of bullying and/or

harassment while on placement should be reported in the first instance to the Placement Coordinator, and will be investigated as per the guidelines laid out in the University's Non-Academic Misconduct Policy. In such cases the student's placement activity will be suspended pending the outcome of the investigation.

If a student is alleged to have committed a criminal offence, this will be immediately reported to the police and the Placement's Manager. In such cases no action would usually be taken pending the outcome of criminal or legal proceedings. Where there is deemed to be a risk to someone the case will be dealt with as per the process outlined within the University's Non-Academic Misconduct Policy.

If there is an allegation of a criminal offence by an individual within a host organisation, this will be immediately reported to the police and the Placement Manager. In such cases the university would usually take no action pending the outcome of criminal or legal proceedings, unless there is judged to be a risk to the student, in which case the student placement will be suspended immediately.

### Vulnerable Groups' Protection

***It is our duty to protect and help the weak and disadvantaged.***

The Protection of Vulnerable Groups (Scotland) Act brings the protection of children and protected adults into one vetting and barring PVG Scheme, administered by Disclosure Scotland. Two lists of individuals who are unsuitable to work with (i) children and (ii) protected adults have been established, and individuals listed on these lists are barred from undertaking the work from which they are barred. It is an offence both for an employer to employ such individuals in regulated work and for such individuals to seek such employment.

It is impossible to provide a definitive list of roles, positions or employments that constitute 'regulated work'. The Act defines regulated

work by reference to:

- The activities that a person does;
- The establishments in which they work;
- The position that they hold;
- Or the people for whom they have day to day management responsibility.

The reason for having two types of work and two lists of unsuitable individuals, is because unsuitability to work with one group does not automatically mean unsuitability for the other. If our placement involves regulated work with children or protected adults, your Placement Provider (as the registered body) will request a check against the list of persons barred from working with children and protected adults.

For regulated work, the terms of the Rehabilitation of Offenders Act 1974 apply. The College and provider are entitled to ask about previous convictions, whether spent or unspent. You are not entitled to withhold information on a criminal conviction on the grounds that it is spent under the Act.

An unrelated criminal conviction will not necessarily debar you from a placement as part of a programme of study. This will depend on the nature of the position and the circumstances and background of the offence or other information contained on a PVG Scheme Record or Basic Disclosure Certificate or information provided directly to the AP by a Police Force.



## Criminal Conviction

Where a criminal conviction is brought to the College's attention, either by you or via a PVG Scheme Record / Basic Disclosure check, the Placement Manager is required to complete a Disclosure Assessment Form and considering the following before taking any action:

- Is the individual barred from undertaking regulated work of the type proposed?
- Is the conviction or other matter relevant to the position in question?
- How severe is the offence or other matter?
- How long is it since the offence or other matter took place?
- Has the individual a pattern of offending behaviour?
- What is the level of contact with children (under 18) or protected adults?
- What level of supervision will the person receive?
- Have the individual's circumstances changed since the offending behaviour or other matters?
- What is the individual's employment or study 'track record'?

## Data Protection

During your placement you may be exposed to confidential information concerning the placement provider, other people, and/or products. The provider may seek to protect against unauthorised use or disclosure of such information by requiring you to sign a confidentiality undertaking. You should be aware that any breach of an implied or express confidentiality undertaking would lead to personal liability for you rather than any liability for the university.

Please note that making unauthorised access to computer records is a criminal offence. If your placement is in certain sectors (e.g. Healthcare) you will be bound by policies such as the NHS Confidentiality Code of Practice to protect patient confidentiality.

If the university needs to transfer data outside the European Economic Area in connection with an overseas placement, your consent will generally be required before disclosure. Any student refusing consent would not be able to go on a placement.

The use and transfer of information about disabled students is restricted. The university will seek your permission to pass on the information needed to make reasonable adjustments, telling you what use will be made of information you disclose, and ensuring that procedures are in place to keep personal information confidential. If you request confidentiality, information may not be passed on, even to make reasonable adjustments, so that less or no adjustment is made.

A right to confidentiality does not override Health and Safety or remove the university's duty of care toward you, employees and others. Under exceptional circumstances, the university may disclose information to third parties such as Placement Providers, despite your expressed desire for confidentiality.

Key legislation:

Computer Misuse Act 1990

Equality Act 2010

General Data Protection Regulations 2015

Data Protection Act 2018

## **Intellectual Property Rights**

In certain circumstances the host organisation may require as a condition of acceptance that you assign to them, by way of a contract, your Intellectual Property rights (IPR) in the work you create or develop while on the placement. The university ordinarily accepts this practice but the Module Leader will seek to negotiate the 'best terms' it can for you, and ensure that terms are clarified and agreed before you accept the placement. The issue of Intellectual Property rights in a placement will always be viewed on a case by case basis.

It is your responsibility to inform the Module Leader if a request of this nature is made by your placement provider.

## Use of Social Media

Social media is now firmly a part of everyday life, but it can carry risks. If while on placement you blur the lines between your opinions and those of the organisation you are representing, you risk landing in hot water, with the legal and reputational fall out to face. Here are some basic rules to avoid any such controversy whether on placement, or at any time.

In relation to using social networking site(s) and/or electronic devices you should

### **Never:**

- Photo or video anyone or anything in the workplace without authority and consent.
- Post any photographs or videos of anyone without their knowledge and consent.
- Post on social media anything workplace-related without due authority and consent.
- Make any criticism or complaint about your peers, staff, service users or organisation.
- Use language that could be deemed bullying, abusive, racist, provocative or offensive, or use profanity or swear words.
- Discuss peers, staff, or other people's details no matter how trivial.
- Discuss placement experiences that involve peers, staff, others or service users.
- Demonstrate any behaviour, attitudes and values incompatible with your placement.
- Communicate on the Placement Provider or University's behalf without permission.
- Use a social networking site to publish material which infringes copyright law.
- Publish, forward or copy to others messages from individuals containing confidential or personal information without their consent.

### **Always think before you post!**

Think twice before you post. The internet has no privacy, and word spreads quickly. Posts can be found years later, even if you delete them – it can all be forwarded or copied.

Avoid inappropriate or inaccurate comments that may damage someone's reputation; they



could result in a libel claim. Say nothing online that you would not say in public.

Think very carefully about posting anything that you would not want a future employer to read.

Remember! What may seem anonymous usually isn't. Your use can be tracked, even if you think you are anonymous. NB any misuse of social media may result in disciplinary action.

### **Log off!**

Never leave your computer logged into social media, 'frapes' may seem innocent fun but could damage your reputation

### **Don't drink and post**

This is a recipe for disaster – it is no fun to wake up to realise what you posted the night before!

## Insurance and Liability

In the UK, employers are legally required to hold Employer's Liability Insurance (ELI). UK ELI policies classify work experience or placement students as employees. In case of an accident arising from the placement provider's negligence you will be covered in the same way as an employee. While not legally required, most UK employers also have Public Liability (PL) Insurance. This protects employees (and placement students) if a third party claims against the Placement Provider. Other than with the NHS and the MoD, the Placement Provider's must confirm that they hold current ELI and PL for the placement to be approved.

Sole traders are not legally required to have ELI, but hosting a placement student effectively makes them an employer. Students will not be placed with a sole trader until it is confirmed that they have both ELI and PL policies in place.

In the UK, employers are responsible for their employees' negligence, including students on placement, if such acts cause injury to others. This liability is covered by the host organisation's EL policy. But this doesn't apply if you act unpredictably and irresponsibly; in that case you may be held personally liable.

Normally, as the Placement Provider is responsible for supervising you, you shouldn't be liable for any damage to the provider's property, or of any third party, as you are working under the Provider's supervision. However, this won't apply if you act with malicious intent or wholly irresponsibly. If you use your own car for placement activity, your motor insurance will need business cover.

## **Professional liability**

Students training for a profession may be held legally liable for professional risks. Your existing professional indemnity insurance should cover you for professional activities that you undertake in the placement. If the placement is in a private hospital, hospice or nursing home, the Placement Coordinator will ask the Placement Provider if their insurance covers your liability for third party injury, including clinical errors, or damage arising from your duties within the organisation. If not, the Placement Coordinator will refer the placement to the College's insurance officer for further advice before the placement can be approved.

## **Sickness & sickness reporting**

If you are ill while on placement you must inform your Placement Provider immediately and find out if you need a doctor's certificate. You should keep them informed as to how ill you are and when you expect to return to work. You must also inform your Placement Coordinator if you are off for more than three days.

## Minimum Wage Guidelines

The National Minimum Wage Act entitles any worker to receive a minimum rate of hourly pay. This is unlikely to apply but do use the table in Appendix 2 to decide whether your placement is subject to NMW legislation

## Tips for Starting the Placement

Know where you are going. Check public transport, timetables, parking, roads, etc.

Get there in good time – don't be late!

First impressions count – be professional from the outset.

Check the dress-code. If in doubt dress smartly.

Take a notebook and pen or e-equivalent.

Be enthusiastic! Be involved! Find out what other staff do. Ask lots of questions, and learn!

Be brave! Ask what else you can do if you aren't busy.

Being proactive does matter and gets noticed.

of stating your achievements.

## Post Placement—Reflection

Reflection is a valuable way to consider your placement in terms of personal development, skills acquisition, skills gaps, and aspirations.

After your placement ends, you will have:

- Debriefing sessions
- Presentations
- Class talks

After your placement ends, you need to submit:

- Activity Time log
- Structured journal
- Placement Report
- Placement Supervisor's Report \*

**\* NB you must ensure your Supervisor submits their report in time. If they don't, University Regulations state that you will fail the module!**

## **And finally...**

Your placement may inspire ideas for future calling as well as further study. You should maximize your placement and include it on your CV. The placement is a substantial time working in a professional environment. Add all the tasks you were involved in, the skills you acquired, and the responsibilities you had. Don't be shy



## Overseas Placements

Health and Safety risks abroad can be harder to control due to different health and safety standards, language and cultural differences. If an accident or incident occurs, distance from home can make the impact much greater. So good planning and sensible precautions are vital. First and foremost, your placement will not be approved if the Foreign Office advises against travel (including all essential travel) to a country or part of a country within which you wish to undertake a placement.

### Insurance

Your Placement Coordinator will undertake a number of checks to ensure that adequate insurance arrangements are in place either through your College or your placement provider. In the absence of these assurances the placement will not be approved.

It is your responsibility to behave in a professional and appropriate manner while on placement; insurance arrangements will not provide cover for any deliberate, malicious or irresponsible acts that you choose to undertake. If you are required to drive a motor vehicle while on placement it is your responsibility to ensure that your insurance covers 'business purposes' and not just 'social and domestic use'. If you are a resident of the UK you are currently entitled to subsidised state healthcare in European Economic Area countries. If you meet the eligibility criteria, you must apply for and carry a European Health Insurance Card (EHIC) valid for the period of your placement. Before you depart you must also be covered by an appropriate travel insurance policy. This should provide:

- Free emergency assistance and advice,
- Emergency medical expenditure (N.B. an emergency is anything unexpected, rather than treatment for a known condition); it needn't be serious or life-threatening).
- Emergency repatriation expenses

- Loss of personal belongings, baggage and money.
- Cancellation and curtailment costs.
- Personal liability.
- Legal expenses.
- Emergency evacuation expenses.
- Recreational activities (although specific hazardous activities are often excluded).
- Limited personal accident benefits.

Please read carefully the terms of the policy you choose: medical cover may exclude routine treatments and limit cover for pre-existing conditions, pregnancy and childbirth. Standard holiday cover is unlikely to be adequate. You are advised to take out appropriate and adequate insurance for personal activities, i.e. sports. Again, insurers vary in the cover they provide and policies may contain small print exclusions, e.g.:

- Life-style exclusions (claims arising while under the influence of drugs or alcohol).
- Activity exclusions (excluding claims arising from 'dangerous' activities – the definition of 'dangerous' varies but may include motor cycling as well as winter sports. NB exclusions are not limited to just parachute or bungee jumping).

If your placement is in the USA your Placement Coordinator will check whether the Placement Provider requires you to take out medical healthcare insurance and advise you accordingly.

If you undertake a clinical placement abroad, the Placement Coordinator will check with the host organisation that their insurance covers liability incurred by you for any damage arising from your duties within the organisation. 'No' answers will be referred to the College's Insurance Officer who will decide if the placement can go ahead.

For placements in Australia the host organisation will be asked if their insurance covers you for injuries to third party errors, or property damage arising from their duties within the organisation. If the answer is 'No' the placement **will not** be approved.

## Passports

When preparing for a placement abroad you **must** ensure that you hold a valid current passport that will remain valid for the duration of your placement and substantially beyond. If you are visiting a country outside the EU you **must** also ensure that you have the requisite visas in place prior to departure.

If you are an international student (i.e. not a national from the European Economic Area or Switzerland) with immigration permission to be in the UK you may need to apply for a Schengen Visa from the relevant embassy or consulate up to three months before you travel.

Please NB you must have at least three months remaining on your UK visa after the date you plan to leave the Schengen area and return to the UK, and your passport must be valid for the length of the placement. If you do not plan to return to the UK you need to show an onward flight to your home country. More information can be found in Schengen Visa Information. Please note a separate visa will need to be obtained for the Republic of Ireland as they are not part of the Schengen agreement.

If you travel outwith the EU you must contact your local doctor for advice on vaccinations. It is important that these steps are taken at least three months in advance of your departure date to allow sufficient time for this.

You are also advised to check the Department of Health website for additional advice and guidance on health precautions needed in different countries.

## Other Practicalities

Before you depart, your Placement Coordinator will invite you to attend a briefing session which outlines and discusses:

- Personal safety
- Local customs and cultural norms
- Behaviour and etiquette (personal and professional)

## **Failure to attend this session may result in your placement not receiving approval.**

Before you depart you **must** provide an emergency UK contact, and if you travel beyond the EU you are **required to register** with the British Embassy or High Commission on arrival in the country of placement.

You will need to allow for the costs associated both with travel to your destination, and your accommodation while on placement, which can be considerable. Unless you have written confirmation from your placement provider, you should assume you are responsible for this. It is therefore important that you research living costs before you accept any offer, to calculate if you can afford the placement.

Before you depart, you need to contact your bank and advise them you will be living and working abroad. This will ensure your account isn't frozen due to what the bank may deem unusual activity. Make sure you have enough money with you to cover your expenses in advance of any payments that you may receive later. You should also consider how you will access emergency funds should they be required. If you intend carrying a credit card, make sure it is accepted in the country you are visiting and keep a note of your card number and expiry dates in a safe place alongside the provider's emergency help line number.

For more detailed country-specific advice on safety and security, local laws and customs, entry requirements, health and money, etc, visit the [Foreign Office Travel Advice Site](#).

Additional sources of information and guidance for students preparing to undertake placement abroad can be found on the following websites:

- **British Council**
- **National Travel Health Network and Centre**
- **Third Year Abroad**

## International Regulations

If you are an overseas student studying in the

UK, you may normally undertake a work placement **provided it is an integral and assessed part of the course**. Placements must be no more than 33% of the total length of the course in the UK.

Exceptions to the 33% rule are:

- Where the course is at degree-level or above and the student is sponsored and taught by HEI, or the course forms part of a study abroad programme. In these circumstances the work placement must not be more than 50% of the total length of the course
- Where there is a UK statutory requirement for the course to contain a specific period of work placement which exceeds this limit

If you are enrolled on a Higher Education course at an overseas higher education institution and you come to the UK to do part of your course you may also complete a work placement during your time in the UK if:

- You study with a licensed sponsor for at least 50% of the total time you spend on the course in the UK
- The work you do will be an integral and assessed part of your overseas qualification
- You work for an employer for no more than 50% of the total time you spend on the course in the UK.

**Please note:** The University has a statutory obligation to meet its sponsorship duties and responsibilities and must report on all Tier 4 sponsored students as required; this includes a work placement which is part of their course. Specifically, this includes notification within ten working days of a change in the students agreed work placement activity.

### Overseas Placement Checklist

- **Passport, Visa**
- **Tickets and travel documents**
- **A copy of your birth certificate**
- **Spare passport-size photos**
- **Driving licence**
- **European Health Card**
- **Travel Insurance documents**
- **Copies of passport, visa and insurance documents**
- **Some local money for initial expenses**
- **Proof of student status**
- **Contract or letter of accommodation**
- **Provider correspondence and contact details**
- **Accommodation address and contact details**
- **Copy of qualifications and CV**
- **List of important phone numbers**

## Student forms and templates

If you wish to apply to do a placement then please send an email to the Placement Coordinator, [mike.rattenbury@uhi.ac.uk](mailto:mike.rattenbury@uhi.ac.uk).

You can also find the initial Application Form 1 in the Placements Folder on Brightspace.

### Form 1 – Initial application

This will tell us about you and outline your overall placement aims. Submit this to the Placement Coordinator for consideration and approval of your proposed placement.

After you have submitted Form 1, and once you have been given the go-ahead, you will be emailed the remaining forms and templates to complete.

### Form 2 – Placement information

Information about your Placement Provider and proposed Supervisor.

### Form 3 – Placement plan

Detailed planning for your placement, and how you propose to achieve your aims.

### Form 4 – Consent to share student information and conditions of participation

To be completed and signed by student.

### Form 5 – Tripartite placement agreement

To be signed by the Placement Provider, student and the Module Leader.

### Reflective Journal template

A tool for your use throughout your placement.

### Time log

A template with which to record your placement activity

### Placement Supervisor's Report

## Contact Us

### Placement Coordinator:

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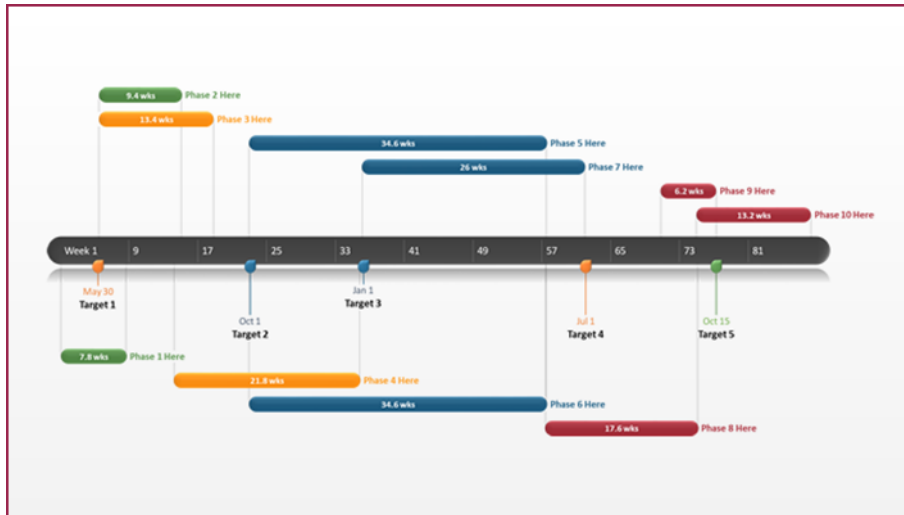
Phone: +44 (0)1349 780400



*Blessed are those who find wisdom;  
those who gain understanding,  
Proverbs 3:13 (NIV)*

# Appendices

## Appendix 1. Timetabling, allowing for overlapping tasks



## Appendix 2. Minimum age Guidelines

Activity	Description	NMW
Student work placement / internship	The time a student spends in the workplace as an assessed component of their studies. This includes placements in health, social care and educational settings. 'Placement' and 'internship' are interchangeable terms and contain the same features; however it should be noted that their use is subject to cultural / sector / organisational custom	Exempt from National Minimum Wage only when it is part of a university course and the placement/ internship does not exceed one year. <b>Non-accredited placement activity which takes place during vacation periods and is not accredited by the university is subject to NMW legislation</b>
Work experience	A supervised period of time that a student spends participating in activity in the workplace relating to their programme of study, which is not directly assessed against specific learning outcomes.	Exempt from National Minimum Wage only when it is part of a university course and the placement / internship does not exceed one year. <b>Non-accredited placement activity which takes place during vacation periods and is not accredited by the university is subject to NMW legislation.</b>
Work shadowing	A period of time that a student spends in the workplace observing an identified member of staff and/or role, which is not directly assessed against specific learning outcomes.	Exempt from National Minimum Wage only when it is part of a university course and the placement/ internship does not exceed one year. <b>Non accredited work experience which takes place during vacation periods and is not accredited by the university is subject to NMW legislation.</b>
International placement / internship	A period of time a student spends in the workplace out with the United Kingdom as an assessed component of their studies.	Exempt from national minimum wage only when undertaking voluntary work
Volunteering	Time a student spends on an activity which may benefit society or the environment, or themselves by developing skills and broader experience. Volunteering may be related to the completion of an extra-curricular award.	Exempt from national minimum wage
Graduate placement / internship	For students who have completed their studies may be permanent or fixed term	NMW Legislation applies
Part-time work	Short or long term work with a local organisation as a means of funding studies	NMW legislation applies