PROVIDER NAME: CCT College Dublin (CCT) POLICY AREA: Standard 5: Student-centred teaching, learning and assessment		
Policy and Procedure Title: Work Placement Allocation, Support and Quality Assurance	Policy No: CCTP513	**Version:** 1.0

Policy Statement

It is CCT policy that, where programmes include a work placement element the placement must satisfy the criteria determined by the programme team, provide an appropriate learning environment including the necessary supports, and where applicable, allow for the fair assessment of the learner. In all cases a CCT work placement supervisor will be assigned.

The assessment of learners in work placement remains the responsibility of CCT and is conducted by CCT staff.

Definitions and Principles

Work placement: a paid or unpaid employment setting where a learner undertakes a period of practical training and experience relevant to the programme of study.

Supervisor: CCT appointed member of academic staff with subject expertise and responsibility for visiting, supporting and assessing a learning during a work placement.

Work placement mentor: member of staff of the work placement provider responsible for the day to day monitoring, guidance and support of the learner in the workplace and liaison with CCT in respect of the learner's work placement.

Staff Involved

Work placement supervisors, full time and part time staff faculty within CCT, Faculty Heads,

Procedure Outline / Method(s) used to carry out this procedure This procedure outlines the roles and responsibility of the supervisor, the mentor and the learner with regard to work placement.	**Responsibility of**	**Evidence generated by this procedure to ensure its effectiveness**
Work Placement Suitability and Allocation 1. The specific requirements of a placement setting are defined by the Programme Team and communicated to the learners at the outset of their studies or the placement year	Head of Faculty	Documented in programme handbook / placement handbook

2. Potential work placements are reviewed for their suitability against the specified requirements. Placements will be assessed for their suitability in terms of opportunity they provide to the learner, the facilities available, the availability of a suitable mentor within the placement, and willingness of placement personnel to support a learner. The College requires each Programme Director to specify any programme-specific requirements for placement provision. However, as a minimum, it is required that placements: • Meet the legislative obligations that are placed on employers e.g. health and safety, equality of opportunity, public liability • Satisfy the minimum requirements of any associated professional body where applicable • Are adequately resourced to support a learner in placement, including the availability of a named mentor where required • Provide a genuine learning opportunity • Provide the potential to enable learners to attain the associated learning outcomes • Are relevant, fit for purpose and reputable in their field • Are monitored and supervised by appropriately experienced personnel of CCT and that teaching, learning and assessment associated with placement are undertaken to the standard expected by the College and the external bodies with whom the College works	Head of Faculty or approved nominee	Work placement approval form completed
3. Learners will be notified of work placements available and the specific requirements of a work placement should they wish to source an alternative.	Faculty coordinator	Communication e-mail
4. Learners wishing to source their own placement must have notified the Head of Faculty of the identification of the work placement and the name of the contact person at least 2 months in advance of the work placement to allow for the appropriate review of the work placement to be undertaken.	Learners	Communication to Head of Faculty
5. Each learner will be allocated a work placement and a placement supervisor	Head of Faculty and Faculty Coordinator	Placement allocation listing

6. A learner is not permitted to decline a work placement but may request an alternative. Alternatives are made available at the discretion of the Head of Faculty. Where no alternative is available the learner is required to accept the work placement allocated to them. Learner sourcing of alternative placements, except in exceptional circumstances, is not normally accepted post allocation stage.	Head of Faculty	
7. Learners are responsible for making initial contact with their placement and arranging an introductory meeting / phone call to confirm arrangements for their first day, which they must then communicate to their supervisor not later than one week prior to the placement commencement date.	Learners	Confirmation of arrangements communicated to supervisor
8. Where supervisors are not notified of first day arrangements they must alert the Faculty Coordinator who will arrange for following up with the learner.	Supervisor Faculty Coordinator	Communication
9. Ongoing monitoring of the suitability and effectiveness of placements is retained following feedback received from supervisors. Placements that are flagged as a cause for concern are removed from the approved list of placement providers for that programme or for the College, depending on the concerns, or the placement provider is informed of the concerns and afforded the opportunity to take corrective action. In the case of the latter, the Head of Faculty or nominee will confirm when the required standards have been met.	Supervisors, Head of Faculty, Faculty Coordinator	Approved placements list
10. A report on the operation of work placements will be a component of the annual report submitted to Academic Council.		
Work Placement Support and Supervision Work placement support is provided in partnership by the work placement and the College. The placement nominates a mentor and the College allocates a supervisor. **Responsibilities of the Supervisor** The role of the work placement supervisor is to advise, support (professionally), guide and, where applicable, assess the learner in the work place. GST. The Supervisor will assess, where applicable, assess the learner's attainment of the		

learning outcomes for the module / work placement block and make a qualitative professional judgement on their performance in the work placement. A supervisor should: • Ensure that the learner is aware of the college's work placement code of conduct and attendance policy. • Ensure there is adequate time available for meeting learners and mentors • Ensure the mentor has been provided with the relevant information about their role and the expectations of the learner during the placement. • Complete the specified number of visits for the placement block • Be available to the learner by email during the work placement block. • Make contact with the placement mentor on a regular basis as specified by the Head of Faculty • Ensure that learner is complying with the requirements of the placement and the college. Supervisors provide professional guidance and give the learner assistance in identifying means of improving their work placement performance. • Monitor the learner's progress in placement and notify the learner and the Head of Faculty of this. • Be aware of any areas of concern which may affect the learner's progress. Guide, as appropriate, the student to available resources e.g. Disability Services, Student Counselling etc; • Maintain records of all supervisory visits and communication • Act as point of contact for the work placement mentor or provider and seek to address any concerns that may arise, referring them to the Head of Faculty as may be required. • Where applicable, undertake assessment of the learner and provide feedback within the specified timeframe • Where required, provide a written report on the learner's work placement performance. This should normally factor in the views of the placement mentor. **Responsibilities of the Mentor** CCT will advise the placement of the specific requirements of the placement mentor at the point of sourcing and reviewing placements for suitability. A mentor is normally expected to be an experienced member of staff that will work alongside the learner or is responsible for the leadership / management of the team or department that the learner is placed in. A mentor should:	Supervisor	Placement records and communication records

- Be available to meet the learner in advance of the placement, on the first day, and at frequent intervals, including upon the learner's reasonable request, throughout the duration of the placement
- Provide, or make arrangements for, the induction of the learner into the team / department / organisation including notifying them of necessary health and safety and workplace conduct requirements.
- Be available to meet with the placement supervisor when visiting or make alternative arrangements to make contact by telephone.
- Provide feedback to the learner on their progress throughout the placement
- Make immediate contact with the supervisor in the instance of any concern relating to the conduct or performance of the learner
- Provide written feedback to the learner and supervisor to contribute to the final placement report of the learner.

In any instance of the supervisor becoming concerned about the learner and / or the mentor, he / she must notify the Head of Faculty immediately.

Responsibilities of the Learner in Work Placement

Throughout the work placement the learner is fully responsible for their own conduct and performance including ensuring full compliance with the code of conduct and attendance policy as well as the policies, procedures and regulations of the placement organisation.

The learner should:
- Conduct themselves in a respectful and professional manner at all times
- Fulfil the attendance requirements of the work placement
- Maintain communication with the mentor and their supervisor including notifying them of any unplanned absences
- Respect the time of their mentor and not make unreasonable demands on the mentor's time
- Be receptive to constructive feedback and respond and react appropriately to feedback from their supervisor or mentor
- Maintain the required records for their work placement
- Follow the reasonable instruction and guidance of their supervisor, mentor or placement colleagues
- Complete the required assessment activities

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
Supervisors Head of Faculty ICT Head of Faculty Business Faculty Co-ordinators Dean of School	Ongoing reviews after each work placement period Annual review for full academic year	Review of records of approved work placement records Review of learner feedback on placements Review of placement suitability feedback from supervisors Placement providers / mentors feedback forum

POLICY CONTROL SHEET

Policy Title	Work Placement Allocation, Support and Quality Assurance
Responsible Officer(s)	QA Officer
Issuance Date	August 2017
Effective Date	September 2017
Last Review Date	N/A
Supersedes	New Policy under new QA system
Next Review Date	August 2019
Designated Reviewer(s)	Dean of School, Dean of Academic Affairs
Scope	Internal staff (full and part time); Learners; Programme Boards

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	July 2018	New QA system	Senior Management Team	Academic Council
Version 1.0	May 2018	Renumbered, was CCTP517, now CCTP513	QA Committee	Academic Council

References upon which the Policy section is based

CCT Policy area	Student centred teaching, learning, and assessment
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Core Statutory QA Guidelines, QQI Assessment and Standards
Related CCT Policies / Forms	