

Work Placement Policy

Oxford Brookes Faculty of English and Modern Languages

Aims:

Work placements should aim to help with the development of

- skills such as co-operating with colleagues; making critical decisions; solving problems
- the student's confidence in, and self-awareness of, their transferable skills for graduate employment
- connections between the student's study and personal development
- awareness of the types of employment opportunities within the sector and relating to the student's area of study

The role of the University:

Throughout the Work Placement period, the Oxford Brookes student will remain fully enrolled at the University, and is expected to abide by all of the University's Regulations.

The student will be briefed prior to the Work Placement with regard to expectations and the purpose of the placement.

The University will provide the name of a specific member of staff to be reasonably available for liaison purposes (usually but not necessarily the Module Leader). Contact details will be provided.

We ask hosts to:

- Confirm you have a written Health and Safety Policy;
- Accept responsibility for the student under the Health and Safety at Work Act 1974;
- Provide appropriate induction so that the student is made aware of, amongst other things, relevant health and safety procedures, relevant security procedures and relevant codes of practice, rules or regulations;
- Ensure that the student will work in a safe environment and carry out a risk assessment to identify any risks to the student. If any risks are identified, effect a plan to prevent or minimise such risks and send a copy of this to the University;
- Provide to the University the name of the specific member of staff who will be the Workplace Supervisor, and they will ensure appropriate supervision and training will be provided to the student for the work placement. (If the supervisor changes during the placement, the organisation should notify the University.);
- Inform the University as soon as possible should any issues or problems arise with regard to placement;
- Have in force Employers' and Public Liability insurances, deem the student to be an employee for the purposes of these insurance policies, and advise the appropriate insurers of the proposed placement;
- Advise the University immediately of any injury or damage involving the student;
- Ensure the cooperation of the organisation's staff with the appeals and complaints or other investigative processes of the University.
- We also ask hosts to complete the short feedback form which will be sent at the end of the placement.
- The host may cancel the placement as a result of the student's non-attendance or improper conduct. In this event, the University must be informed as soon as possible.

Students agree to:

- Work under the supervision of the placement provider's staff;
- Behave professionally towards others and abide by the placement provider's relevant procedures (including health and safety and security), codes of practice, rules and regulations of the workplace;
- Take responsibility for their health and safety;
- Inform their workplace supervisor and the University should any issues or problems arise with regard to placement;
- Accept they are a representative of Oxford Brookes University, and should act in a way to reflect this. If the reputation of Oxford Brookes University is brought into disrepute as a result of non-attendance or improper conduct they may be asked to withdraw from the placement and risk failing the module.