IMPERIAL

A guide to good practice for:

- Undergraduate <u>and</u> postgraduate taught external curriculum-based placements

- Postgraduate research placements

- Undergraduate extracurricular placements qualifying for the award of additional ECTS credits

Associated with the [Imperial's placement learning policy](#)

Aims

This good practice aims to assist departments:

- to uphold and implement the principles of:

  - [Imperial's placement learning policy](#);

  - [Imperial's off-site working policy](#) & the [sector-wide UCEA Health and Safety Guidance for the placement of Higher Education students](#)

  by providing administrative pathways for the consideration, approval (or otherwise), management and review of placements.

- to deliver effective management of placements and continuous improvement by providing guidance on how enhanced delivery might be achieved.

Resources, including training opportunities, will form part of the continuing development of the University's good practice.

The resources which the University develops to support the good practice aim to support a light-touch approach, but good management systems will allow for more detailed approaches to individual placements and groups of placements to be undertaken as necessary.

Definition of a "placement"[1]

The term "placement" refers to work experience, assessed project work, a period of course-based study or a period of research (*for which academic credit is awarded and/or where the student remains subject to the University's student regulations during the relevant period*) where there is a transfer of direct supervision of the student to a third party (i.e. where a

---

[1] clinical placements which form part of the undergraduate medicine course <u>are exempt</u> from this good practice.

member of staff at the third party acts as the day-to-day supervisor/manager) for a period of 2 weeks[2] or more.

The third party would normally be external to the University's estate, however, Imperial may itself serve as a "third party" by providing a placement (e.g. placements undertaken by students in an area of the university other than their home department). Placements may themselves incorporate a further "placement" elsewhere; in such cases it would be the responsibility of the original placement provider to act as the primary supervisor/manager of the further placement, unless such supervision is formally ceded back to Imperial.

Good practice

Rights & responsibilities: The three parties (home department, student and placement provider) involved in a placement are subject to Imperial's placement learning policy which details their rights and responsibilities.

Good record-keeping (track & trace): Departments should retain an auditable record of actions and decisions for each placement (or group of placements). All departments should have a documented approval process and should make use of the template Student Placement Approval Form, or an appropriate local alternative. Record-keeping should cover both consideration of the placement prior to approval, and any changes to the placement after its commencement.

Impact of poor quality or imprecise information: Institutional reputation can be enhanced or reduced and liabilities in general can be affected by the quality of information which is used and disseminated. For example, any statements that are made by the HEI or by functions or individuals of the HEI about the extent of the HEI's duty of care could be taken as admissions of liability and could significantly affect the outcome of criminal or civil proceedings.

Importance of the risk-based assessment: Completion of a risk-based assessment by the responsible department is compulsory for all placements. The risk-based assessment will identify whether a further in-depth risk assessment is required (please see below for further information).

Managing a placement

- When managing regular placement activity, departments should make their procedures clear to students (timeframe; deadlines, briefing sessions, use of Blackboard etc) as far in advance as possible.

---

[2] minimum period applicable to be recognised as formal PhD study leave

- The department should consider setting appropriate deadlines by which placements must be approved. An earlier deadline might be appropriate for placements to be undertaken abroad especially where a visa is required.

- For degree programmes which provide for compulsory placements the department should consider its contingency arrangements for:

  - when a placement cannot be provided or approved.

  - when a placement is cancelled at the last minute.

  - when a placement which has been commenced is terminated early by either party.

  It is advisable for departments to have clear strategies for changing a student's degree registration in cases where no placement provider can be found or where the placement provider identified (or the specific placement offered) is inappropriate.

- A Placement Manager (who need not be a member of academic staff) should be assigned by the student's home department for each placement. See Appendices 1 and 2 for roles and responsibilities of a Placement Manager and Placement Tutor. The department is responsible for ensuring that the Placement Manager is briefed as to their role and that of a Placement Tutor (see below).

- The Placement Manager should take reasonable steps to check that a placement provider is able to meet the expectations of the University, as outlined in [Imperial's placement learning policy](#).

  - The role that a site-visit to a potential placement provider can play in achieving this objective should be considered. While accepting that a visit may not always be warranted because it may not add significantly to the outcomes of this process the University expects departments to be consistent in its approach. However, a decision not to visit must not be made solely on the grounds of availability of staff and resource.

  - In the case of study exchanges: where no comparable student exchange links exist with a proposed partner it is an expectation that the department [Placement Manager or substitute] will undertake a preparatory site-visit. However, site-visits for individual study placements would not normally be required.

  - Proposed placement providers should be asked to complete the template [Placement Provider Information Form](#) where an official Student Exchange Agreement does not exist.

  See also the role of visits as part of risk-based assessments (below)

- An Imperial staff member, who may be the same as the Placement Manager, should be assigned as Placement Tutor; Please see Appendix 2 for the roles and responsibilities of a

Placement Tutor. The department is responsible for ensuring that the Placement Tutor (*where they are not also the Placement Manager*) is briefed as to their role.

- A Placement Supervisor must be confirmed by the Placement Provider and their contact details communicated to the Placement Manager. The Placement Supervisor may be responsible for one or more students of Imperial, for example, an exchange programme co-ordinator at a student exchange partner.

- The Placement Manager is required to undertake a formal assessment of the risks associated with approving a placement or placements at any one particular placement provider (a risk-based assessment).

  o The student or students should be involved as far as possible in this process.

  o Consideration should be given to undertaking a preparatory site visit as part of this process:

    ▪ Ideally a visit should be undertaken to each placement provider (where the placement provider is hosting one or more students in any one academic year) <u>unless</u> the dept has confidence that its risk-based assessment process can be concluded without such recourse.

    ▪ Any visit should preferably be undertaken by the Placement Manager.

    ▪ Supervisory visits to students may double as preparatory site visits for placements to commence later that academic year or during the following academic year.

    ▪ Where an approved student exchange link exists for the purpose of managing the placement then a site-visit would <u>not</u> be expected.

  o The student's home department must express confidence that it has considered all factors which may impact on the successful completion of the placement (please see below for further guidance).

- Formal approval of a placement should be undertaken in writing by the Placement Manager or a senior departmental manager and be communicated to both the student and the Placement Provider.

  o Please see the template [Student Placement Approval Form](#).

  o Departments might opt to always seek the explicit approval of a senior manager (for example the DUGS or DPS) where, following a risk-based assessment, one or more aspects of a placement are assessed as being of medium or high risk. For placements for which participation requires the successful completion of the current academic year (e.g. year abroad, year in industry) participation is provisional until the student's progression to the following year is confirmed.

- Change in placement arrangements (after departure): in instances where a placement changes (either the content, supervisor or the actual placement provider) all changes should be documented:

  o If the placement is to continue, control measures should be reviewed, and a new risk-based assessment may need to take place, and its outcome recorded. Please see the template [Student Placement Approval Form](#).

  o In the case of a change of placement provider the full approval process should be gone through afresh.

  o Termination of the placement and return to Imperial must only be a last resort for those students whose placement is a compulsory element of their degree programme. Where it is simply not feasible for a student to conclude the placement for reasons outside their control (either at the same or a different provider) the home department should make suitable allowances when assessing the placement element of the degree. Departments may request that a student make up any shortfall in workload by some other means.

Risk-based assessments

It is important not to confuse "risk" with "hazard". Hazard is something with the potential to cause harm, while risk is the severity and likelihood of harm occurring.

- A template [risk-based assessment sheet](#) is available to assist departments. The Placement Manager (with the assistance, as appropriate, of the student or students) should compile and review the intelligence/information on the placement provider plus intelligence/information on other factors (health, safety, welfare, academic) which may influence whether an individual placement or group of placements are approved. These factors can be considered as follows:

  o Work programme limitations (e.g. is there too narrow a list of tasks)

  o Supervision limitations (including availability of a Placement Tutor by the home department familiar with the work of the placement provider; any restrictions on the availability of the Placement Supervisor to meet their obligations)

  o Assessment limitations (e.g. confidentiality and intellectual property issues at the placement provider; access to the placement provider by placement tutors).

  o Work/Workplace (including whether relevant training in, for example, risk awareness and health and safety for specific tasks has already been undertaken or will be made available by the department or by the placement provider).

  o Travel and transportation (including likely availability of accommodation: will there be an unreasonable commute?)

  o Location and/or region (civil unrest, political instability, recent disasters, etc.).

- General/environmental health (following any Occupational Health advice; UK Dept of Health advice for Travelling Abroad; Foreign, Commonwealth and Development Office (FCDO) advice for Travelling Abroad)

- Individual student (including any disability which is known about).

- Insurance limitations.

The designated Placement Tutor (where different to a Placement Manager), the student(s) involved, and the placement provider must all be made aware of the outcomes of the risk-based assessment and any further risk assessments. For the student this should form part of their pre-departure briefing. For the placement provider this can be limited to relevant outcomes.

- Where a risk-based assessment identifies that a further in-depth risk assessment is required, a Risk-Assessment Form is available from student.placement@imperial.ac.uk .

In total, such intelligence/information enables the "risk" associated with approving the placement to be judged.

> **The University does not require that all placements are low risk, rather than where any elements of a placement are judged to offer medium or high risk that appropriate action is undertaken (and recorded) to satisfy the department that reasonable steps can be taken to mitigate such risks, and that the placement can be undertaken successfully**.

Miscellaneous guidance when planning a placement

- The **pastoral care** of a student on placement should commence during the preparation phase with one or more appropriate **briefings** (including an appropriately timed pre-departure meeting), especially if the placement is abroad, and should continue to be overseen by the department during the placement. Any problems which bring forth complaints (formal or otherwise) should be handled according to standard university procedure.

    - The Student Placement Pre-departure Checklist and Emergency Contacts Form should be used as a basis for any pre-departure meeting, and its completion recorded on the Student Placement Approval Form.

    - The Placements Abroad Handbook should naturally be used as a basis for any briefing meeting for a placement abroad.

- **Language proficiency**: that where the welfare of the student may be compromised by an inadequate proficiency in the host language that agreement as to how this may be resolved should be settled in writing between the student and home department before the

placement is approved. This may include, but is not limited to, taking curriculum-based language tuition, evening classes in the years prior to the placement, intensive courses in the host country (often immediately prior to a placement), and intermediate level language courses undertaken during the placement. Guidance can be obtained from the relevant language staff in the Centre for Languages, Culture and Communication (for those languages the Department teaches). Detailed language guidance for undergraduate study abroad is [available](#).

- The Placement Manager should reaffirm to a student that they **continue to be subject to Imperial's regulations**. Most notably:

  o The student should log their address for the period of the placement on My Imperial.

  o The student should re-register promptly on My Imperial when requested by Registry.

- **Insurance**: All students who undertake a placement abroad are covered by [Imperial's overseas travel insurance policy](#) (terms and conditions apply).

- **Monitoring attendance** and **maintaining contact between student and home department**

  o The Placement Tutor should maintain regular contact with the student since this allows the home department to monitor attendance and provides the student frequent opportunities to provide feedback and raise issues and concerns.

  o It is suggested that the Placement Tutor seeks to conclude a minimum of one Skype conversation per month (and for those dates to be diarised).

  o The home department should monitor the attendance of all placement students at their placement provider and maintain a record. A department should follow the good practice for attendance monitoring.

  o Where the student has a UK student visa then the following requirement is placed on Imperial by the Home Office/UKVI, namely that the home department should report such a student's participation on the placement to the University's Visa Compliance team (Registry) at least 10 days before the placement is due to commence (providing the placement dates, the name/address of the placement provider and whether the placement is paid or unpaid) so that it may be reported to UKVI. In the case of undergraduate study abroad and year in industry then Registry will request provisional lists of such placements by mid-June each year to help departments meet this requirement, since such cohorts will have varying start dates across July-October.

- **Maintaining contact with the Placement Supervisor at the host organisation**

  o The Placement Tutor should maintain regular contact with the Placement Supervisor since this allows for frequent discussion on the student's progress and an opportunity for both parties to raise issues and concerns.

  o It is suggested that the Placement Tutor seeks to conclude a minimum of one completed email exchange every month.

  o The Placement Supervisor should be made aware that where the student has a UK student visa then it is a requirement of Imperial to monitor the student's attendance at the host organisation.

- **Visits as part of the supervisory process**: the home department decides whether a visit or visits to the student whilst on placement is necessary. Students should be made aware as to the likely situation before their placement commences. The timing of a visit should consider the circumstances of the student and the structure of their placement as well as the availability of the Placement Tutor. However, a decision not to visit must not be made solely on the grounds of availability and resource. If a visit is made, it is preferable that it should include a visit to the premises of the Placement Provider (helps evaluate Placement Providers.)

- **Emergency procedure**:

  o A [student placement pre-departure checklist and emergency contacts form](#) is available and once completed a copy should be retained on hand by both the student and the Placement Manager (plus a copy handed to the Placement Provider).

  o The [Student Placement Emergency Procedure](#) is available. The emergency contacts form referenced above includes the University's emergency phone contact (24 Hour University Security Number).

  o Departments must be ready and able to consider and implement contingency arrangements to deal with emergencies.

  o Where a student's well-being/safety is compromised by remaining in situ the decision to pull a student out would normally be made the Head of Department. Equally, the Head of Department may be simply confirming action already undertaken by a student. There may be occasions when Imperial will make a blanket decision to withdraw all staff and students from a particular location.

- **Reporting incidents, including accidents**: Students should be encouraged to raise concerns regarding health and safety. Communications from students on such matters should be treated in confidence. Students should report incidents/accidents as per established university systems:

- accidents resulting in physical injury.

- occupational ill-health.

- near-miss incidents which are a consequence of the workplace.

- **Academic recognition:** a student should expect to have access to a written statement prior to the placement commencing informing them how academic recognition will be managed, including how any project work will be assessed and how any marks/grades will be transferred.

- **Assessment**: Departments remain responsible for ensuring that assessment procedures for placements remain appropriate for the relevant degree programme.

- **Completion and discussion of feedback**:

  - Feedback should be obtained from the student at the end of the placement (compulsory). A template [Feedback Sheet](#) is available.

  - The Placement Manager should consider other types of feedback which may assist the supervision of the placement. These may include week 1 feedback, month 1 feedback, mid-placement feedback (perhaps associated with a visit by the Placement Tutor), feedback solicited via regular email contact between the student and Placement Manager and/or Tutor, one-to-one face-to-face debriefings and feedback from the Placement Provider.

  - Discussion of feedback with the student is preferable, if time allows, and may form a part of the assessment procedures for the student's placement.

  - Actionable feedback should be lodged with the relevant party.

  - The feedback process should feed into decision making on future use of Placement Providers. Consideration should be given to involving staff from outside the department, e.g. Centre for Languages, Culture and Communication, Safety Dept and Registry, in these discussions.

  - Any regular departmental review of relevant placement learning activities should focus on feedback and can assist in the consideration of:

    - the availability of resources to support placement activities.

    - the availability of relevant training and guidance (both within and outside Imperial).

    - (if relevant) how problems (perhaps complaints) were handled.

Relevant documentation

- Imperial College London Placement Learning Policy:

  http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/

  Internal guidance for staff and students at: https://www.imperial.ac.uk/placements

- UCEA Health and Safety Guidance for the placement of Higher Education students (2009). Produced in association with HEOPS, USHA : http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/

- ASET (The Work-Based and Placement Learning Association) maintain a Good Practice Guide for Placement and Work-based learning [www.asetonline.org]. Imperial is normally a member of ASET (contact student.placement@imperial.ac.uk)

- UK Quality Code for Higher Education:

  http://www.qaa.ac.uk/assuringstandardsandquality/quality-code/Pages/default.aspx

- Imperial's Placements Abroad Handbook:

  http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/

- Government guidance Providing Work Placements for Disabled Students (2002)

  http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/

- UK Government Advice for Travelling Abroad: https://www.gov.uk/foreign-travel-advice

Document title:		Placement learning good practice	
Version:	2	Date:	June 2014
Location:		https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/	
Initially approved by and date:		Senate 2011	
Version approved by and date:		Senate 2014	
Version effective from:		June 2014	
Originator:		Academic Registrar	
Contact for queries:		Assistant Registrar (Placements)	
Cross References:			
Notes and latest changes:		Updated November 2024 to meet new brand standard	

Appendix 1: Roles and Responsibilities of a Placement Manager

Each placement[3] undertaken by a student (*or a group of similar placements at the same placement provider*) must have a Placement Manager appointed by the director of studies (undergraduate or postgraduate). The person acting as a Placement Manager, who is not required to be an academic member of staff, may be doing so on a frequent basis or on an infrequent or one-off basis.

Summary of Role
- A Placement Manager is responsible for ensuring that an individual placement is managed effectively with reference to **Imperial's placement learning policy** and **good practice**[4].

- Placement Managers should be in regular contact with a student <u>before</u> (*mainly in terms of assisting the student to secure a placement, establishing contact with the placement provider, carrying out a risk-based assessment, advising the student on matters when preparing for and undertaking a placement including accessing feedback from previous placement participants*), <u>during</u> (*mainly in terms of co-ordinating the provision of supervision and pastoral care*) and <u>immediately after</u> a placement (mainly *in terms of obtaining feedback and contributing, where necessary, to the administration of any relevant assessments*).

- Allocating a Placement Tutor (who should be a member of academic staff) to each student. The Placement Manager may only act as Placement Tutor if they are member of academic staff. In situations where a separate Placement Tutor is allocated elements of contact with the student might be delegated to the Tutor (see roles and responsibilities for a Placement Tutor).

- The role of a student's Personal Tutor should be considered separate to that of the Placement Manager or Placement Tutor; although liaison between all parties would be expected as the need arises.

- The Director of Undergraduate Studies or Director of Postgraduate Studies is responsible for ensuring that a Placement Manager fulfils the role in the case of each placement undertaken, since they have specific responsibility for co-ordinating the health and safety of degree programmes.

Duties and Key Responsibilities
- When new to the role of Placement Manager the appointed member of staff should:

  o Review Imperial's Placement Learning Policy and Good Practice[5] (and associated resources) in conjunction with any relevant departmental policy and procedure.

---

[3] Imperial's definition of a "placement" can be found in the [Placement Learning Policy](#).
[4] http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/
[5] General good practice exists, plus specific material for compulsory study abroad placements (year abroad)

- o (if relevant) Familiarise themselves with recent placement providers and consider the feedback provided by students (which may or may not have yet been acted upon).

- o Seek support as necessary from the Registry[6] and (if relevant) previous post holders. Familiarise themselves with the training and guidance available.

- Ensure that where the Placement Manager themselves does not act as Placement Tutor:

  - o That a Placement Tutor (from amongst the academic staff of the department) is allocated.

  - o Ensure that the Placement Tutor is briefed as to their role (see roles and responsibilities for a Placement Tutor).

- Ensure that the student is made aware of the roles of both the Placement Manager and the Placement Tutor, and that they remain a registered student of Imperial throughout

- Ensure that a risk-based assessment is undertaken for each placement (*or a group of similar placements at the same placement provider*). Consideration should be given to undertaking a preparatory site visit as part of this risk-based assessment[7]. Should the risk-based assessment indicate that a full risk assessment be undertaken for the whole placement or one or more elements of the placement then time should be allowed for this to take place[8].

- In the case of placements not managed within the framework of an official student exchange agreement, ensure that a Placement Provider Information Form (or dept equivalent) is completed by each placement provider for each placement (*or a group of similar placements at the same placement provider*), that any issues that arise are considered and fed into the aforementioned risk-based assessment.

- Ensure a suitably qualified supervisor (work-based placements; projects in industry and HEIs) is identified at the placement provider ("Placement Supervisor"). Ensure that the Placement Supervisor[9] is briefed as to:

  - o The requirements of the placement, including (but not limited to) the format and timeframe of any assessments and any contribution expected of the Placement Supervisor and the placement provider

  - o The outcomes of the risk-based assessment and any further risk assessments which may have been necessary.

---

[6] Assistant Registrar (Placements): http://www.imperial.ac.uk/placements/information-for-imperial-college-staff/
[7] Supervisory visits to students may double as preparatory site visits for placements to commence later that academic year or during the following academic year. They should naturally be planned as such.
[8] See good practice for risk-based assessments. Specific risk-assessments for whole placements or one or more elements of a placement would take place as part of the university-wide off-site working processes.
[9] For study-based placements (e.g. undergraduate year abroad) the Placement Supervisor would normally be the exchange co-ordinator at the host university.

- o Any requirements for the student to attend activities at Imperial during the placement,

- o Any requirements on the part of the Placement Manager or Tutor to visit the student at the placement provider.

- Ensure that the [Student Placement Approval Form](#) (or departmental equivalent) is completed in advance of any placement commencing.

- [Doctoral Degrees] Ensure that where the placement is undertaken by a doctoral degree student that [study leave procedures](#) are also completed.

- Ensure that a pre-departure meeting takes place at an appropriate time and that the student completes and returns to the department <u>and</u> the placement provider the [Pre-departure Checklist (for placements abroad) and Emergency Contacts Form](#)[10].

- Ensure that at least one Skype meeting is undertaken per month (by either the Placement Manager or the Placement Tutor) with any outcomes noted[11]. This is compulsory for where the student has a UK Student visa.

- Ensure that at least one piece of written feedback is obtained from each student at the end of each placement[12]; to consider that feedback and take necessary actions; to keep feedback accessible to the Dept and (as appropriate to future students.)

- To maintain up-to-date and accurate records (in collaboration with the appropriate departmental student office but may also involve Registry) and (where relevant) assist with any handover of responsibilities (this includes handover of responsibilities part-way through the management of a placement or placements).

- To liaise as necessary (where the role of Placement Manager is not undertaken by one of the following) with the Director of Undergraduate Studies/MSc Course Organiser/Director of Postgraduate Studies.

---

[10] This form makes reference to the [Student Placement Emergency Procedure](#).
[11] or at least one Skype meeting for where the placement is less than a month (but of 2 weeks duration or more)
[12] Other feedback regimes may be put in place which may assist with supervision during a placement. The one piece of feedback at the end is the minimum requirement.

Appendix 2: Roles and Responsibilities of <u>a Placement Tutor</u>

All placements[13] are subject to Imperial's Placement Learning Policy and Good Practice and are administered by a Placement Manager. Each student undertaking a placement should have a Placement Tutor allocated by the Placement Manager. The person acting as a Placement Tutor, who must be an academic member of staff, may be doing so on a frequent basis or on an infrequent or one-off basis. The Placement Manager may act as Placement Tutor if they are a member of academic staff. No placement can take place unless a Placement Tutor has been assigned.

Summary of Role

- A Placement Tutor provides, in co-operation with the Placement Manager, supervision of a student before, during and after their placement[14].

- In cases where the Placement Manager is <u>not</u> acting as the Placement Tutor, the Placement Tutor will receive a briefing from the Placement Manager as to their role and responsibilities. The Placement Tutor should be mindful of the role and responsibilities of the Placement Manager[15].

- Elements of the Placement Manager's role may be delegated after consultation to the Placement Tutor.

- The role of a student's Personal Tutor should be considered separate to that of the Placement Manager or Placement Tutor; liaison between all parties would be expected as the need arises.

- The Placement Manager with the Director of Undergraduate Studies or Director of Postgraduate Studies is responsible for ensuring that a Placement Tutor fulfils their role.

Duties and Key Responsibilities

- When new to the role of Placement Tutor the member of staff should:

  o Review Imperial's [Placement Learning Policy and Good Practice](#) (and associated resources) in conjunction with the Placement Manager's role and responsibilities and any relevant departmental policy and procedure.

  o Familiarise themselves with the training and guidance available.

---

[13] Imperial's definition of a "placement" can be found in the [Placement Learning Policy](#).
[14] General good practice exists, plus specific material for compulsory study abroad placements (year abroad): http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/
[15] see role and responsibilities of a Placement Manager (appendix 1)

- Where the Placement Tutor is <u>not</u> also acting as the Placement Manager, receive a briefing at the earliest possible opportunity[16] from the Placement Manager for each placement (or group of similar placements for which the Tutor will be contributing), the content of which should include (but is not limited to):

  o being informed/reminded as to the structure of the placement.

  o (undergraduate only) the appropriateness of the placement in providing tasks which enable the relevant learning outcomes to be achieved.

  o being notified as to the name and contact details of the Placement Supervisor[17] at the placement provider (the Placement Tutor should be provided with a copy of the Placement Provider Information Form).

  o (UG and PGT only) the format and timeframe of any assessment(s) to which the placement contributes, including the Placement Tutor's contribution and any contribution expected of the placement provider, specifically the Placement Supervisor.

  o Being informed as to the outcomes of the risk-based assessment, and any further risk assessments which may have been necessary

  o receive details about any issues that have arisen concerning the assessment, for example, issues of confidentiality concerning the work to be undertaken and the impact on any normal assessment routine.

  o the dept's expectations regarding maintaining regular contact with the student.

  o any requirements for the student to attend activities at Imperial during the placement.

  o any requirements for the Placement Tutor to visit the student at the placement provider.

- To be informed by the Placement Manager when the placement has been formally approved by the Department using the [Student Placement Approval Form](#) (or departmental equivalent), and to receive a copy.

- To attend the pre-departure meeting with the student(s) and the Placement Manager[18]. To receive a copy of the [Pre-departure Checklist (for placements abroad) and Emergency Contacts Form](#) which the student(s) will have completed.

---

[16] The Placement Tutor can be assigned and briefed before a placement has been approved if it improves the system employed for managing the placement.
[17] For study-based placements (e.g. undergraduate year abroad) the Placement Supervisor would normally be the exchange co-ordinator at the host university.
[18] Earlier meetings of the student with one or both of the Placement Manager and Placement Tutor are <u>not</u> ruled out.

- To maintain regular contact (in co-operation with the Placement Manager) with the student, especially regarding their initial arrival. In instances where the student is in the UK on a Tier 4 visa/Student Visa a log should be maintained of the contacts made.

- Key: To act as a source of support and guidance to the student on all matters relating to their placement (academic and non-academic), especially monitoring the progress of the student in achieving the academic goals of the placement, including meeting any assessment targets/deadlines etc. In co-operation with the Placement Manager to consider solutions to any problems which may arise which significantly disrupt the placement and to consider contingency arrangements should the placement come to an end early (*e.g. the Placement Supervisor moves jobs, or the Placement Provider can no longer provide the tasks which were the focus of the placement, or the location of the placement is affected by a natural disaster*). To act in co-operation with the student's Personal Tutor as appropriate.

- To visit the student on placement if advised by the Placement Manager. If a visit is deemed necessary then in consultation with the Placement Manager an appropriate academic substitute may act in the Placement Tutor's place.

- To assist the Placement Manager in considering feedback from the student (received during and after the placement) and to help determine any actions required.

- To assist with maintaining up-to-date and accurate records (in collaboration with the appropriate departmental student office but may also involve Registry) and (where relevant) assist with any handover of responsibilities (this includes handover of responsibilities part-way through the management of a placement or placements).

- To liaise (where the role of Placement Manager is not undertaken by one of the following) with the Director of Undergraduate Studies/MSc Course Organiser/Director of Postgraduate Studies as necessary.