

UNFORESEEN TERMINATION OF STUDENT PLACEMENT POLICY

1 INTRODUCTION

- 1.1 The University of Huddersfield is committed to offering its students the opportunity to embark on professional placement and work experience ventures. As part of that commitment, the University has taken into consideration that unforeseen circumstances which may not be within the control of the student may impact their Supervised Work Experience (SWE) or Work-Based Learning (WBL) and may need to be terminated earlier than expected or deemed incomplete.
- 1.2 The University have created this policy to support the interests of all parties involved in the placement process and continue its support for the student's professional development to ensure that the students who have not been able to secure the minimum hours/weeks/days required in employment, but are able to meet the module learning outcomes are still able to progress through their course of study.
- 1.3 This policy will be reviewed by UTLC on an annual basis.

2 IMPLEMENTATION

- 2.1 The implementation of this policy will be the responsibility of authorised School staff, in consultation with the placement provider, to take action in situations notified to them by colleagues, students or placement providers.

3 CONSIDERATIONS FOR EARLY PLACEMENT TERMINATION

- 3.1 For Supervised Work Experience (SWE) credits (i.e. S level credits leading to the award of a degree in the sandwich mode) the Course Assessment Board (CAB) should confirm the award of S level credit if the following conditions are met;
 - 3.1.1 All of the learning outcomes of the module have been met or the University is confident the learning outcomes would have been met, had the student completed the full term of the placement
 - 3.1.2 The student has completed a significant element (usually, over 60%) of the SWE. In accordance with the awards regulations, of the required 36-48 weeks of SWE, normally, a minimum of 22 weeks would need to be documented as being complete.

- 3.1.3 The employer / placement provider provides proof of termination of the work experience and the reasons for this
- 3.2 However, where the above is not possible, students should be advised to interrupt their studies for the remainder of the placement year and return in the subsequent session to complete the full-time (ie non-Sandwich) award
- 3.3 For Work-Based Learning (WBL) credits (i.e. F, I or H level credits completed in a workbased environment) it is proposed that the award of credit for a specific module which has already been commenced be confirmed subject to the above SWE criteria
- 3.4 However, where significant work-based elements (usually, over 40%) of the course remain outstanding it is proposed that:
 - 3.4.1 An alternative means of demonstrating the outcomes for the relevant modules is identified, for example by means of a simulated exercise or reflective assessment
 - 3.4.2 The student be supported in transferring to another course with reduced or no requirements for work-based experience
 - 3.4.3 The student be offered the opportunity to interrupt their studies until they are able to return to the course and meet the work based requirements of the course, or accept an interim award
 - 3.4.4 Where the placement module is optional, the student be given the option to substitute the module for an alternative

POLICY SIGN-OFF AND OWNERSHIP DETAILS			
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V1.0	Sept 2020	New policy under Policy framework. Due to the covid-19 pandemic, revisions were made to this policy to ensure it captured a wider set of unforeseen circumstances and provided in date alternatives for incomplete placements	Senior Registry Officer