

## Learner Work Placement Policy and Procedure

### 1.0 Introduction

This document describes Regent Institute Middle East's (RIME) approach to providing, monitoring and evaluating work placements for learners.

The primary audiences for this document are:

- Learners who take part in work placements
- Staff who are responsible for identifying work placements, and supporting learners on work placements
- Placement providers.

This document applies to all work placements as defined below, whether or not they are mandatory or formally assessed.

### 2.0 What is a work placement?

For the purposes of this document a work placement refers to a planned specific experience or period of learning, normally outside of RIME, either in a workplace or at another provider, where the learning outcomes are an intended and integral part of the programme and module or unit of study.

Work-based learning is learning that is integral to a programme, which is based in the workplace and assessed and credited as part of the programme. It is achieved and demonstrated through engagement with a workplace environment (which may be the learner's own), and normally includes the assessment of reflective practice and/or professional competencies and skills associated with employability.

A 'placement provider' is a host organisation offering a work placement opportunity.

### 3.0 Principles

The principles underlying this policy and procedure are that:

- RIME has responsibility for quality, academic standards and the learner experience for work placement learning.
- All work placements provided by a host organisation must be appropriately approved, recorded, monitored and reviewed to ensure the quality of the learner learning experience and the continued appropriateness of the work placement.
- Clear guidance must be available to all those involved in the work placement, including placement providers, staff and learners.

## 4.0 Responsibilities

### What RIME is responsible for

1. RIME has the following responsibilities:
  - Informing learners of their responsibilities and providing appropriate and timely information, support and guidance before, during and after the work placement.
  - Giving placement providers appropriate and timely information, support and guidance throughout the placement process.
  - Providing RIME staff with briefings, training and information about their responsibilities to enable them fully to fulfil their role.
  - Maintaining procedures for securing, monitoring, administering, recording and reviewing work placements.
  - Briefing learners before they go on placement on Health and Safety requirements.
  - Briefing learners on the structure, timing and method of assessment learning and how the work placement is part of their programme of study.
  - Briefing learners on RIME's Equality and Diversity Policy.
  - Providing each learner with a nominated member of RIME staff as placement supervisor and first point of contact for the learner whilst they are on placement.
  - Visiting each learner whilst they are on placement.
  - Checking during visits that the learner does not have any concerns about their health, safety and welfare.
  - Providing academic supervision and any related assessment requirements according to the learner's programme and module specification.
  - Record placement activities for each visit to the learner on placement.
  - Responding promptly to communications from the learner on placement and the placement provider.
  - Advising the learner of alternative arrangements in the event of withdrawing from the placement or the placement being terminated for reasons beyond the learner or institute's control.
  - Providing an annual evaluation and review of placement activities.

### What the placement provider is responsible for

- Supervising the learner whilst they are on placement.
- Having the primary duty of care to ensure the health and safety of the learner.
- Providing Health and Safety, risk assessment and insurance information to RIME.
- Nominating an appropriately trained, briefed and competent member of staff to act as the learner's placement supervisor.
- Providing the learner with a full and clear induction to the organisation, its working practices, regulations and policies, including Health and Safety, arrangements and how to report accidents, incidents and unsafe conditions.
- Providing the learner with an appropriate working environment and necessary equipment to carry out their duties.

- Upholding duties and responsibilities of the Equality Act 2010.
- Maintaining confidentiality regarding personal and/or professional information.

### What the learner is responsible for

- Abiding by RIME's Learner Charter.
- Conducting themselves in a responsible and professional manner at all times.
- Maintaining appropriate levels of confidentiality regarding personal and professional information, and information concerning the placement provider.
- Attending pre-placement briefings by RIME and placement provider.
- Abiding by the rules and regulations regarding Health and Safety and other working practices of the placement provider.
- Reporting any concerns about Health and Safety either before or during the placement.
- Contacting RIME at the earliest opportunities about any significant matters that arise during the placement.
- Contacting RIME if contact details change or any other changes in circumstances related to the placement or the host organisation.

## 5.0 Monitoring and evaluating work placements

The designated member of staff with overall responsibility for work placements at RIME is responsible for maintaining a record of all work placements, placement providers and learners allocated to work placements as part of their programme of study.

This member of staff will monitor and evaluate work placements and produce an annual report for the Academic Board, which will include:

- A complete list of all placement providers and the number of placement opportunities each provider offers.
- The total number of learners on work placements over the academic year by programme of study.
- An appraisal of the learning opportunities offered by work placements.
- A summary of learner feedback on their work placements.
- A summary of any issues, concerns and/or complaints that have arisen, and how these have been resolved.
- Any suggestions for improving the way RIME provides and manages work placements.

## 6.0 Complaints

Any complaints by a learner about a work placement should be made using the Learner Complaints Procedure.

Placement providers with concerns about a learner on a work placement should discuss the matter with the Programme Leader or Academic Support Officer.

## 7.0 Review

The service quality review team will monitor the implementation of this policy.

### Staff Members Involved

Course Team Leaders

HR Manager and Academic Head

Service Quality Review Team

## 8.0 Review

This Policy will be reviewed annually by the RIME Senior Management Team.

It will also be reviewed annually by the Academic Head with the academic leads in the light of attendance, retention and achievement data, learner and tutor feedback as well as lesson observations.

For advice and support please contact the Academic Head.

## Policy Information

Purpose	Policy Information
Title	Work Placement Policy
Document Number	0169
Purpose	Regent Institute Middle East FZ LLC learner WP policy is based on a commitment to a fair opportunity for work-based learning that is integral to a programme, which is based in the workplace and assessed and credited as part of the programme. It is achieved and demonstrated through engagement with a workplace environment
Audience	Staff; Learners
Category	Operational
Next review date	March, 2026

## Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	26/9/2022	Policy approved by RIME Governance Committee
2.01	AH	QAC	20/3/2023	Policy approved by RIME Quality Assurance Committee
3.01	AH	QAC	18/3/2024	Policy approved by RIME Quality Assurance Committee
4.01	AH	QAC	18/3/2025	Policy approved by RIME Quality Assurance Committee