# Overall Placement Process

<table>
<thead>
<tr>
<th>Maintained by:</th>
<th>Director of Academic Programme Development/Academic Partnerships Office</th>
</tr>
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<td>Owned by:</td>
<td>QAC on behalf of Senate</td>
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<td><a href="https://intra.brunel.ac.uk/s/QSO/Team/Partnerships">https://intra.brunel.ac.uk/s/QSO/Team/Partnerships</a></td>
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Pre-Placement Process

Student starts Level 2 (Level 1 and 3 for Thin Sandwich students)

- Vacancies advertised on the job portal system / Blackboard (ongoing throughout the year)
- Formal input re placements (Induction Lecture, Blackboard Access, PRF & Handbook)
- Student meets with PIA for application / interview advice (ongoing throughout the year)

Students hand in completed PRF (and in certain subjects/disciplines draft CV) by deadline

- If student has a disability
  - PIA invites students with disabilities to meet with them and the DDS Adviser to discuss reasonable adjustments needed

Student applies for placements and seeks advice from the PDC as needed (ongoing throughout the year)

- PDC sends students' applications and arrange interviews for certain employers

Student secures placement

**Legend**
- PRF = Placement Registration Form
- DDS = Disability & Dyslexia Service
- PIA = Placement & Internship Adviser
- PDC = Professional Development Centre

**P = Process**
- P1 – Appendix 1 – Process for Advertising Jobs
- P2 – Appendix 2a – Disability Process (Prior to Placement)

**F = Form / Document**
- F1 – Form 1 – Placement Registration Form
- F2 – Form 2 – Pre Placement Handbook
- F3 – Form 3 – Placement Support Document (Prior to Placement)
- F4 – Form 4 – Email to Student Disclosed Disability to University
Placement Process (Students)

1. Student secures placement
   - Student sends Own Placement Approval Form F5 and relevant documentation to PIA and PC for approval

2. Job advertised by PDC
   - PIA meets with student to assess the risk of the placement P3 F6 F7 F8 F9

3. Any issues with risk assessment
   - Investigate

4. Any issues with organisation or role
   - Investigate

5. Placement not approved
   - If issues are resolved
     - Placement approved
     - If
     - Placement is overseas, PDC sends student overseas checklist F10 and if the placement is based in EU, EU Candidate Country or EEA, PDC briefs student on Erasmus P4

6. Placement approved
   - If
   - Student is Tier 4, PDC sends student emails F11 to monitor the student’s activity and record on relevant spreadsheet

   - Student has a disability, PIA meets with student and DDS Adviser to discuss reasonable adjustments P2 F12 F13

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**F = Form / Document**
- F5 – Form 5 – Own Placement Approval Form
- F6 – Form 6 – Risk Awareness Form
- F7 – Form 7 – Risk Awareness Spreadsheet
- F8 – Form 8 – Information & Guidance for Students on the HASAWA
- F9 – Form 9 – Email to Students Confirming Placement Risk Profile
- F10 – Form 10 – Overseas Placement Checklist
- F11 – Form 11 – Tier 4 Monitoring Email
- F12 – Form 12 – Placement Support Document (After Securing Placement)
- F13 – Form 13 – Email to Employer ref Placement Support Document

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**P = Process**
- P2 – Appendix 2b – Disability Process (After Securing Placement)
- P3 – Appendix 3a – Risk Awareness Process for Students
- P4 – Appendix 4 – Erasmus Process

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**Legend**
- DDS = Disability & Dyslexia Service
- PIA = Placement & Internship Adviser
- PC = Placement Convenor
- PDC = Professional Development Centre
- EU = European Union
- EEA = European Economic Area
Placement Process (Employers)

Student secures placement

Student sends Own Placement Approval Form and relevant documentation to PIA and PC for approval

Job advertised by PDC

PIA sends Employer the Placement Guidelines and H&S Agreement

Any issues with guidelines or H&S Agreement

Y

Investigate

Issues are resolved

Placement approved

N

Placement not approved

Any issues with organisation or role

Y

Investigate

Issues are resolved

N

P = Process
P3 – Appendix 3b – Risk Awareness Process for Employers

F = Form / Document
F14 – Form 14 – Employer Placement Guidelines
F15 – Form 15 – Placement Health & Safety Agreement with Employer

Legend
PIA = Placement & Internship Adviser
PC = Placement Convenor
PDC = Professional Development Centre
H&S = Health & Safety
**Placed Process**

1. Student starts placement
2. Department allocates placement tutor and placement tutor visits student on placement
3. Student placement is assessed by the department
4. Department sends the Feedback on Placements Form $F^{17}$ to the PDC
5. PDC sends student CPD$^{F_{16}}$ Form
6. PDC updates student record on database and sends information to relevant department once CPD form is received

**Legend**
- **F** = Form / Document
- **F16** – Form 16 – Confirmation of Placement Details Form
- **F17** – Form 17 – Feedback on Placements Form
- **PDC** = Professional Development Centre
- **CPD** = Confirmation of Placement Details