Work Placement Academic Lead

Role Summary
1. The work placement year has become an increasingly important and sought after part of the student experience at Leeds with a proven positive impact on graduate outcomes. Working with the appropriate senior team (Dean, Pro-Dean Student Education, Head of School, Director of Student Education and Programme Leaders) and normally with the support of the Student Education Service, you will be responsible for the development, organisation, management and quality of the placement year module. You will have a strategic role contributing to policy, priorities and continuous improvement of the wider institutional placement strategy.

2. A Work Placement Academic Lead will be able to demonstrate a strong commitment to the student experience as well as actively promoting the engagement between the University and industry. The expertise of the Academic Lead will also feed into cross-institutional development and enhancement of placements.

Placement Module Structures
3. Work placement modules can be delivered at school or Faculty level and can vary in scale considerably. Faculty modules are currently delivered in LUBS, FBS and Engineering. Within other faculties modules are delivered within the majority of schools. Students without a school or Faculty module can undertake their placement through the Careers Centre (CSER8000).

4. Work Placement Academic Leads will be required to work with the appropriate senior team as outlined in the role summary. This will be dependent upon whether the module is delivered at school or Faculty level.

Main Responsibilities
5. **Quality Assurance**
    a) Take a leading role in encouraging a culture in which staff and students understand the value of undertaking a placement year

    b) Coordinating the effective design, delivery, review and modification of the module based on analysis of student feedback and other evaluative information

    c) Work collaboratively with leaders of programmes to which the module contributes to ensure that the module assessment is academically coherent and the module learning outcomes are clear and appropriate

6. **Student Support**
    a) Work with the senior team to ensure the module meets the policy on minimum standards as set out in Appendix 1.

    b) Liaise with the senior team to raise any concerns and ensure resource requirements are in place to support the delivery of the placement year including administration and tutor allocation.

7. **Strategic Role**
    a) Contribute to the cross-institutional strategic development of placements through either the Sub-Group for Work Placements and/or the Placement Leaders Forum

      b)   Contribute to the Faculty Employability Group

Workload

8. The work placement year is a 120 credit module. The Academic Lead role should be recognised in the workload model as defined by the school / Faculty and should reflect:
   - The number of students enrolled
   - The distribution of the workload across academic and professional staff

Professional Support

9. Academic Leads can access professional support from the Central Placement Team and peer support through networks such as the Placement Leaders Forum and the Employability Network. The central team also draw on expertise from Health and Safety, Legal and Student Funding to support academic module leaders.

Development

10. On appointment, your development needs to support you in undertaking the role effectively will be considered with the appointing manager and an appropriate plan will be drawn up.

11. You will seek regular feedback on your performance to enable your continuous professional development and personal effectiveness in the role and will support the development of others.

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Appendix 1 Minimum Standards

Staff involved in supporting School or Faculty work placement modules should meet the minimum standards as set out below. Staff are able to draw on expertise from across the University which is made available through engagement with the Placement Leaders Forum

Pre-Placement
What students can expect from staff supporting the School/Faculty module:
- Afforded an equal opportunity to undertake a placement
- Receive information and advice about the placement module including duration, appropriate graduate level work and academic assessment
- Support to find and apply for suitable placements by:
  - Facilitating contact with returning placement students
  - Raising awareness of online resources such as the 'Your Placement Year Guide'
  - Signposting to MyCareer for vacancies and employer events
  - Highlighting any subject specific employer links or resources
  - Raising awareness of the costs associated with a work placement and where to find out further information (such as Student Funding and online resources)
  - Supporting individual students' needs and referring to additional support as required

- Undertake the approval process including
  - Approval of placement providing feedback and support if a placement is not suitable
  - Completing the University's tri-partite agreement with the student and host organisation
  - Undertaking the risk management action plan process with students
  - Guidance on how to complete and submit a change of programme form
  - Appropriate pre-placement briefing

- Assessment information
  - Clear communication of the assessment process including requirements and deadlines for submission

All of the above information should be included in pre-placement section of a handbook available online.

On-Placement
What students can expect from staff supporting the School/Faculty module
- A named placement tutor (member of staff who supports the student throughout the placement)

  - Instigates and maintains contact throughout the placement

  - Liaises with the host organisations named supervisor

  - Conducts the visit and completes a meeting report

  - A mechanism for managing issues, risks and concerns for example personal disclosures, health and safety breaches and early termination of placement.

- Communication of all relevant academic information relating to progression into final year including module enrolment and final year project dates and requirements.

All of the above information should be included in on-placement section of a handbook available online.

Post-Placement/Post-Study Abroad
What students can expect from staff supporting the school / Faculty module

- Clear plan for reintegration into University life such as a celebration event, welcome back from School including any changes in School

- Timely communication of pass/fail of placement year and appropriate feedback in accordance with published deadlines

- Encouraging students to complete the University wide returners survey

- An opportunity to share learning with other students

All of the above information should be included in post-placement section of a handbook available online.

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