



## JOINT BOARD OF MODERATORS

### ANNEX E – INDUSTRIAL PLACEMENTS IN DEGREE PROGRAMMES

#### 1. Introduction

- 1.1 An industrial placement which is a necessary and integral part of the university degree programme should be prepared for and monitored in the same way as all other parts of the programme.
- 1.2 These Guidelines are to be used when students spend a period of time on Industrial Placement(s) as part of a university degree programme. The placement should be of such a length as to allow the student to participate in an appropriate depth and breadth of experience, generally accepted to be in the order of twelve months or two six-month periods.
- 1.3 The relevant parts of the Guidelines should be used when students spend vacations working in the construction industry and for formal site visits as part of the degree programme.

#### 2. Preparation

- 2.1 The University should ensure that all students are formally made aware, in good time, of the responsibility (student or university) for finding industrial placements and this, along with the arrangements for preparing for and monitoring industrial placements, should be made clear in the programme handbook.
- 2.2 A briefing meeting should be held, normally within the three months before the start of the placement, at which an explanation should be given as to what should be achieved from the placement. The following items should be introduced and discussed:
  - The acceptance of responsibility for one's actions.
  - The acceptance of responsibility for personal safety and the safety of others.
  - How to make the most of opportunities for learning.
  - The understanding of the relationship between theory and practice.
  - The appreciation of management skills.
  - The gaining of experience in oral and written communication and other transferable/common/core skills at many levels.
  - The development of a professional attitude.
- 2.3 The briefing should particularly include a safety presentation explaining safety legislation and its effect in particular work locations. Reference should be made to the document 'Health & Safety Guidance for the Placement of HE students' ASET/USA: March 1997 (published by CVCP & obtainable from UCEA).

- 2.4 As soon as practicable after the start of the placement, the university should ascertain the name of a suitable senior person, within the employer's organisation, who will act as a 'mentor' to the student.
- 2.5 The briefing should also inform the students of the need for an enquiring mind throughout the placement.
- 2.6 Details of the professional bodies' Initial Professional Development (IPD) requirements for progression to professional registration as Incorporated or Chartered Engineers should be outlined to students.

### **3. Mentoring**

The arrangements for monitoring visits to the place of work by university staff should be explained to students. Visits should be made at least twice in an academic year. The member of staff should always have a meeting with the 'mentor' and possibly with the student's line manager if that is a different person. A written report on the visit should be prepared and its contents discussed with the student at the time.

### **4. Completion**

- 4.1 The whole period of placement should be recorded in a Training Report which should be submitted to the university. It should be used as a basis for a debriefing session at which individual students should assess and be assessed on their achievements. Health and safety training should form an important part of this assessment.
- 4.2 The student should be required to make a formal presentation, preferably to a peer group and staff, lasting approximately 15-20 minutes on his/her placement. This should form part of the assessment.
- 4.3 The student should keep all of their reports for future use.
- 4.4 The students should be encouraged by university staff, to use their experience and their reports as a basis for a presentation to the local Institution Branch, Regions or Division possibly during the 'papers' competition.