

WORK-BASED LEARNING POLICY

The University of Law's Work-Based Learning Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

1 The University of Law (the University) recognises that central to this policy is the University's responsibility for the academic standards of all awards granted in its name and the quality of learning opportunities for students. This policy sets out the scope of the University's responsibilities for the management of work-based learning.

Responsibility for this policy

2 Ultimate responsibility for the development of clear and effective processes and procedures associated with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

Expectation

3 The University takes ultimate responsibility for academic standards and the quality of learning opportunities for all its programmes, irrespective of where these are delivered or who provides them. Arrangements for delivering learning opportunities with organisations other than the degree-awarding body are implemented securely and managed effectively.

4 The University acknowledges that it has some, limited, responsibility for learning opportunities delivered or provided by others that do not form part of a programme.

Key Aims and Principles

5 The University values the contribution of work-based learning to its programmes of study and the student experience. It makes opportunities available to students that are appropriate and relevant and adequately supported and also supports students in finding their own opportunities.

6 The University implements a robust process for the development, establishment, operation and review of work-based learning opportunities.

Procedural Approach

8 The University separates work-based learning opportunities into two categories:

8.1 Credit bearing: work-based learning that is essential to enabling a student to achieve the relevant learning outcomes and that contributes or leads to the award of credit by the University.

8.2 Non-credit bearing: work-based learning that is not formally assessed and does not contribute or lead to the award of credit by the University.

9 The inclusion of credit bearing work-based learning within a programme is approved by the Academic Board programme approval sub-committee with reference to:

9.1 Framework for Higher Education Qualifications

9.2 QAA UK Quality Code for Higher Education

9.3 QAA subject benchmark and qualification characteristics statements

9.4 Any relevant requirements of professional, statutory and regulatory bodies.

10 The University ensures that sufficient resources are available to manage the process of establishing, operating and evaluating work-based learning opportunities.

11 The University undertakes a risk assessment and proportionate due diligence exercise for every proposed work-based learning opportunity.

12 The University and those providing work-based learning opportunities have responsibilities for ensuring that opportunities run in accordance with relevant policies and legislation. In particular, there are health and safety, equality, confidentiality and conduct obligations on all parties. All those involved must be aware of these and must act in a way that ensures these obligations are met.

13 The University maintains records of all work-based learning arrangements.

14 Work-based learning opportunities may be open to all students or restricted to specific groups of students. Any criteria are made clear. The process for allocation of work-based learning opportunities, which may include an application and interview process (either internal or with the potential employer), is transparent and clear with due attention paid to equality of opportunity.

15 Students are provided with clear, detailed information about the nature of the work-based learning activity in which they are participating.

16 Where the work-based learning opportunity is assessed or contributes to assessment, this is made clear to students from the outset and the assessment requirements and criteria are explicit and clear.

17 The University has a written agreement in place with every work-based learning opportunity provider. This sets out the responsibilities of each party: the University, the placement provider, and the student. The agreement also addresses health and safety, and the nature of the role to be undertaken by the student. The written agreement is signed by all parties before the activity commences.

18 The University ensures that students undertaking a work-based learning opportunity have access to adequate support at the provider, through an appropriately qualified person, and from the University.

19 The University provides credit bearing work-based learning opportunity providers with all information relevant to the programmes or modules which they are supporting in order to place their contribution in context.

20 The University provides non-credit bearing work-based learning opportunity providers with appropriate information about the student's level of study and development of knowledge and skills.

21 The University acquires feedback from all providers of work-based learning opportunities in order to ensure the ongoing development of the provision.

22 A clear procedure for suspension, withdrawal or termination of any work-based learning opportunity is in place. This includes the provision of alternative arrangements where a student is undertaking credit bearing work-based learning. Where a module has a compulsory credit bearing work-based element and a work placement is not possible for legitimate reasons, an alternative is provided.

23 The University provides detail of completed credit bearing work-based learning opportunities on a student's transcript or other appropriate record of achievement, where relevant.

Responsibility for the provision

24 Responsibility for the effective implementation of the Work-Based Learning Policy lies with the relevant Programme or Function.

Monitoring and review of the provision

25 Responsibility for the monitoring and evaluation of this provision lies with the Chair of the Partnerships Committee.

Version history:

Version	Amended by	Revision summary	Date
V1.0	Head of Quality Assurance	First draft	29/06/2015
V1.1	Academic Registry	Proposed amendments	30/06/2015
V1.2	Director of Business Programmes	QA Review	04/03/2016
V1.3	Academic Board	Approval	19/05/16
V1.4	Academic Registry	Final amends	23/05/16
V1.5	Senior Quality Officer	Change to the document coding convention	02/04/20
V1.5	Quality Assurance Team Leader	Extension to term of approval of 3 years. Note change in document lead	10/10/2021