



## CODE OF GOOD PRACTICE

A definition of quality work experience:

**Quality work experience is temporary employment of a student, usually off campus, within a framework of learning and assessment where the individual student takes control of the learning.**

The following represents criteria for good practice based on the experience of practitioners:

- The student is taught by the University to identify and recognise potential learning outcomes, including key skills development and subject related skills, where appropriate
- Learning objectives are set by the University, organisation and student within an agreed structure or framework
- Supervision is by an organisation supervisor or mentor who understands the objectives and benefits and learning outcomes for both sides
- Regular feedback is given
- Where possible, academic supervision and visits take place at an agreed frequency
- A project or series of tasks is undertaken and a report is written
- Learning, development and achievements are articulated by the student in written form
- Guidance is provided to integrate this learning into longer term career planning
- An assessment is made of skills development
- Recognition, credit or a certificate is awarded

Organisations need, therefore, to know what constitutes good practice on their side:

- Relevant legislation is adhered to, e.g. health and safety at work, organisation's liability insurance and equal opportunities legislation
- Students who contribute to the profitability or objectives of the organisation are paid a proper wage for their work
- A job description is given and where appropriate a contract of employment is given
- Induction is given into the organisation and the job
- Learning objectives are set
- Supervision is given by an organisation supervisor who understands the objectives, benefits and learning outcomes of the work experience
- Regular feedback is given
- Opportunities for training are given where appropriate
- An appraisal is given during and at the end of the placement by the supervisor
- An assessment is made of achievements and key skills development, with guidance, where necessary from the University.
- Access to a visit from the University to the workplace is made possible