

# HE Student Placement Policy

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<b>Applicable from:</b>	31 <sup>st</sup> March 2023
<b>Approved by:</b>	Academic Board
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<b>Scope of policy (audience):</b>	Staff, Students, Prospective Students
<b>Policyholder:</b>	HE Registrar
<b>Contact:</b>	<a href="mailto:quality@leedsconservatoire.ac.uk">quality@leedsconservatoire.ac.uk</a>
<b>Alternative formats:</b>	Available on request

<b>Linked external codes/regulations</b>
UK Quality Code for Higher Education
<b>Linked documents/references</b>
Equality, Diversity and Inclusion Policy Statement
<b>Equality Impact Assessment information</b>

<b>Policy Statement</b>
<p>Leeds Conservatoire undertakes to provide inspirational teaching via appropriate and relevant teaching strategies.</p> <p>Students are provided with the range of professional and transferable skills appropriate to the level of their exit award, and the critical skills required for further research or practice-based study. The core learning experience is delivered through a range of learning and teaching strategies, including one to one instrumental tuition, ensemble/band coaching, masterclasses, rehearsals, workshops, lectures, seminars, projects, <b>placements</b>, performances, studio sessions, Digital Audio Workstation (DAW) sessions (where appropriate), self-reflection and evaluation, group and individual tutorials. These are supported by e-Learning, workshops and masterclasses.</p> <p>Guidance and support is provided for students, Leeds Conservatoire staff and placement providers.</p> <p>Leeds Conservatoire policies align with relevant external requirements and regulations.</p>
<b>Background/vision (if applicable)</b>
<p>This policy applies to higher education placement learning opportunities at Leeds Conservatoire, currently within the Level 6 'Community Music Project' optional module.</p> <p>A 'placement learning opportunity' is a planned period of learning, normally based with an external provider, which is an integral part of a taught programme of study.</p> <p>Placement learning provides students with substantial direct experience of planning and</p>

delivering a project based in the community.

Students apply their knowledge in practical project work with tutorial support and supervision. Student groups plan and lead in delivering a music project in an agreed community-based setting.

The purpose of this policy is to ensure that students, staff and providers are appropriately prepared and supported and aware of their individual responsibilities.

## **Principles and procedures**

### **1. Principles**

- 1.1. Leeds Conservatoire is committed to ensuring that employability skills are embedded across the undergraduate portfolio. This includes placement learning opportunities for BA students.
- 1.2. Leeds Conservatoire's relationship with a placement provider may vary with the nature of the arrangement however all should be organised to ensure that:
  - Aims and outcomes are clearly defined and understood by all parties and where the responsibilities of Leeds Conservatoire, placement provider and student are made explicit
  - There are adequate opportunities for general or specific learning outcomes to be achieved
  - These opportunities should widen learning opportunities without prejudice to the academic standards of the award being sought, or the quality of the student experience.
- 1.3. Validation and review processes will also focus on the development of employability skills, to ensure that these are appropriately embedded.

### **2. Learning Outcomes**

- 2.1. Leeds Conservatoire seeks to ensure that all learning outcomes are clearly communicated and addressed by all relevant parties.
- 2.2. Assessment of the achievement of learning outcomes is conducted by Leeds Conservatoire staff.
- 2.3. Summative assessment is in accordance with the approved module specification.

### **3. Equality, Diversity and Inclusion**

- 3.1. Leeds Conservatoire is committed to valuing diversity and promoting equality. It seeks to maximise the potential of students and staff, be responsive to new ideas, and equip students for life in a multicultural and diverse society.
- 3.2. Leeds Conservatoire is committed to:
  - Promoting equality
  - Promoting social cohesion and building community links
  - Respecting the dignity of all people who visit, study and work at Leeds Conservatoire

- Providing conditions which encourage everyone to participate, progress and achieve in their learning
- Actively challenging unacceptable actions and behaviours such as harassment or bullying.

3.3. All placement providers are asked to familiarise themselves with Leeds Conservatoire's Equality Diversity and Inclusion Policy Statement.

3.4. All reports of discriminatory behaviours by a Leeds Conservatoire placement student or their provider will be promptly and thoroughly investigated by the conservatoire or the provider as appropriate.

#### **4. Health and Safety**

4.1. Leeds Conservatoire recognises its responsibilities as a placement organiser and takes all reasonable steps to ensure the Health and Safety of students on placement and to ensure that the conservatoire does not knowingly expose students to any significant risk to their health and safety. The conservatoire recognises it has a duty of care for all students whilst on placement.

4.2. Primary responsibility for the management of the health and safety for a student while on the placement lies with the placement provider (under Section 2.1 of the Health and Safety at Work Act 1974). The student will be treated as equivalent to one of their own employees in relation to health and safety matters.

4.3. Leeds Conservatoire carries out a risk assessment prior to the start of the placement to ensure that all risks are identified and mitigated wherever possible, in accordance with the conservatoire's Health and Safety Policy and UCEA guidance. The risk assessments for placements will be subject to regular review.

#### **5. Safeguarding and Data Protection**

5.1. Leeds Conservatoire issues students with Safeguarding and Safe Behaviour guidelines in line with its Safeguarding Procedures. The guidelines are also available on the VLE.

5.2. Students undertaking placement learning are required to complete Safeguarding online training.

5.3. Placement providers are required to make students aware of their Safeguarding Policies during the initial induction session.

5.4. Leeds Conservatoire issues clear, strict procedures to placement learning students to ensure data protection and safeguarding obligations are met. Students are required to sign a contract which outlines these obligations. This includes procedures on videoing, editing and storing footage of their community projects.

5.5. Leeds Conservatoire requires consent from the student prior to the placement, authorising the disclosure of his/her personal data in connection with the placement. Such disclosure may be necessary to enable both the institution and the placement provider to comply with its legal obligations, e.g. in relation to Health and Safety.

- 5.6. Leeds Conservatoire seeks written assurance from the placement provider that any personal data disclosed to it and processed by it will be kept securely, used only for the purposes of administering the placement, not disclosed to any third parties and appropriately disposed of at the end of the contract.
- 5.7. Leeds Conservatoire seeks permission to take photographs/videos of the participants involved in placement learning music projects for the purposes of assessment only. The conservatoire respects the individual's right to decline this permission and will use alternative methods of assessment if required, eg visit by Module Coordinator. The conservatoire will contact the provider for additional permission should the conservatoire wish to use the images for any other purpose.

## **6. Project Visits**

- 6.1. Students will only be visited by a representative of the Conservatoire in the following circumstances:
- If the participants cannot be filmed due to safeguarding considerations;
  - Where permission to film is declined for other reasons;
  - Where there is cause for concern.

## **7. Remuneration**

- 7.1. No remuneration must be offered by the placement provider.
- 7.2. Students cannot claim travel expenses from Leeds Conservatoire.

## **8. Insurance**

- 8.1. Leeds Conservatoire will take reasonable steps to ensure that appropriate insurance is in place. The insurance cover will indemnify the conservatoire for legal liability arising from a student causing injury to a third party or damage to property when on placement.
- 8.2. Placement providers are required to demonstrate that they have public liability insurance before a placement is approved.

## **9. Staff Development and Training**

- 9.1. The conservatoire undertakes to ensure that all staff involved in supporting placement learning opportunities are competent to carry out their roles and responsibilities.

## **10. Equality and Diversity Statement**

- 10.1. This policy will be implemented in accordance with the Leeds Conservatoire Music's Equality, Diversity and Inclusion Policy Statement and with consideration of teaching and assessment guidelines set out by the validating body and the QAA Quality Code.

### **Procedure**

N/A

### **Responsibilities**

Leeds Conservatoire will have in place procedures to ensure that students, staff and providers are appropriately prepared and supported and made aware of their individual responsibilities.

<b>Procedure flowchart (if applicable)</b>
N/A
<b>Breach of policy (if applicable)</b>
Students and placement providers may have recourse to the Complaints Policy if this policy is not followed.