Imperial College London (June 2014) : Flow Diagrams for Good Practice Management (macro and micro levels)
Good Practice for External UG and PGT Curriculum-based Placements, PGR Placements & Undergraduate Extra ECTS Placements
Feedback should be fed into the system

Academic Regulations for relevant degree programme must allow for an external placement (as defined).

Selection Procedures may apply prior to engagement with Placement Provider.

New idea for placement provider

Discuss
    a.) Health & Safety Factors and
    b.) Academic Management issues related to the placement provider and the placement

Student Exchange Agreement (should already be held by Registry)

OR

Placement Provider Information Form (sent to placement provider)

Feedback Loops

Template Placement Approval Form and a Risk-based assessment Sheet are available.

Student Exchange Agreement (should already be held by Registry)

Feedback Loops

Template Placement Approval Form and a Risk-based assessment Sheet are available.

Using "intelligence" undertake a Risk-based assessment.

Template Placement Approval Form and a Risk-based assessment Sheet are available.

_a.) Health & Safety Factors and
    b.) Academic Management

Placement Provider: used previously

START HERE

Placement Provider: used previously

Discuss
    a.) Health & Safety Factors and
    b.) Academic Management issues related to the placement provider and the placement

Student Exchange Agreement (should already be held by Registry)

OR

Placement Provider Information Form (sent to placement provider)

Provides "intelligence"

Placement Provider: used previously

One or more MEDIUM/HIGH RISK elements identified

Health & Safety Factors: A Student Placement Risk Assessment Form is available on the Off-Site Working Website to assist

Is a Site Visit to Placement Provider Required?

Discuss outcomes of any further "intelligence" which has been considered.

DECISION by Placement Manager to proceed or not

Sending Department formally approves the placement.

A template Placement Approval Form available

Formal Preparation by Student, Placement Manager & placement provider concluded

Refer to Resources.

ARRIVAL AT HOST: Importance of Day 1 Inductions

Regular contact maintained

Maintain Contact

Consider changes in circumstances. Possible reassessment of control measures and perhaps a requirement for a new risk-based assessment especially if there is a change in placement provider. See Good Practice.

Tutor Visit to Placement Provider? See Good Practice

DEPARTURE FROM HOST

End of Placement Feedback. Template available

Academic Assessment

FINISH HERE

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