Imperial College London (2023): Flow diagrams for good practice placement management (macro and micro levels) (integral to the 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.

Placement Provider: used previously

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)

Placement Provider Information Form (sent to placement provider)

Other sources of “intelligence”

Provides “intelligence”

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

One or more MEDIUM/HIGH RISK elements identified

Health & Safety Factors: A Risk Assessment Form is available to assist:
student.placement@imperial.ac.uk

Academic management of the placement. Academic status of the student

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

End of Placement Feedback.
Template available

Academic Assessment

Regular contact maintained

Tutor Visit to Placement Provider? See Good Practice

DEPARTURE FROM HOST

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.

Feedback Loops

ARRIVAL AT HOST:
Importance of Day 1 Inductions

Keep formal preparation by student, Placement Manager & placement provider concluded

Refer to Resources.

Formal Preparation by Student, Placement Manager & placement provider concluded

Maintain Contact

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