

Taxonomy grid for Work Base and Placement Learning

This table provides a quick reference guide as the types of Work Base and Placement Learning provision with University of Portsmouth and what should be considered, and completed in each scenario.

Consideration	Work-based and Placement Learning									
	Risk Assessment	Provider Agreement Letter	Provider Responsibilities	Student Responsibilities	Criteria for Evaluation of Suitability of a Placement Learning Environment	Confirmation of appropriate Insurance and Health and Safety in place for student	Managed by QMD	Managed by Study Abroad/Student Exchanges Office (IO)	Managed by Faculty Placement Office	Notes
TAUGHT PROGRAMMES										
Student on work placement in UK as part of UoP course*	√	√	√	√	√	√			√	Local form variations may apply contact the Faculty Placement Office
Student on work placement overseas as part of UoP course	√	√	√	√	√	√			√	Local form variations may apply contact the Faculty Placement Office
Study Placement in the EU via Erasmus+								√		Approval required – contact the Exchange Team, International Office
Study Placement overseas (non-Erasmus+)							√			Approval required – contact the CPO, QMD
Study Placement overseas (non-Erasmus+) with Dual Award							√			Approval required – contact the CPO, QMD
Study Placement in the EU via Erasmus+ with Dual Award							√	√		Approval required – contact the Exchange Team, International Office and CPO, QMD

*Including Self Employed Placement (also see note under Other Activities grid found on page 4)

Type of activity	Work-based and Placement Learning									
	Risk Assessment	Provider Agreement Letter	Provider Responsibilities	Student Responsibilities	Criteria for Evaluation of Suitability of a Placement Learning Environment	Confirmation of appropriate Insurance and Health and Safety in place for student	Managed by QMD	Managed by Study Abroad/Student Exchanges Office (IO)	Managed by Faculty Placement Office	Notes
TAUGHT PROGRAMMES continued										
Work Placement in the EU via Erasmus+								✓		Approval required – contact the Exchange Team, International Office
Student on work placement, linked to a credit bearing unit (e.g. LiFE)	✓	✓	✓	✓	✓	✓				Local form variations may apply contact the Faculty Placement Office
F-T/P-T student volunteer work (including Ambassador and Creative Crew)						✓				Managed locally at Department, support and guidance via Purple Door

Type of activity	Work-based and Placement Learning						
	Research Work-based/ Placement Agreement*	Criteria for Evaluation of Suitability of a Placement Learning Environment	Risk Assessment (Research)†	Confirmation of appropriate Insurance and Health and Safety in place for student	Ethical Review (considered as part of)	Managed in Faculty by First Supervisor ADA/FRDC for PGRS	Notes
RESEARCH PROGRAMMES							
Postgraduate Research Student (PGRS) – Work based where the student is at their place of employment undertaking their research	√		√	<i>To be confirmed within the Research Work based/Placement Agreement form</i>	√	√	*†Local form variations may apply for the Risk Assessment or the Research Work-based/Placement Agreement – contact the Faculty/Dept Research Degree Coordinator. Paperwork should be kept on department student file and reported to FRD Committee
PGRS – Placement – agreed period of time at an external provider for the purpose of gaining experience related to their research	√	Available as guidance	√	<i>To be confirmed within the Research Work based/Placement Agreement form</i>	√	√	*†Local form variations may apply for the Risk Assessment or the Research Work-based/Placement Agreement – contact the Faculty/Dept Research Degree Coordinator. Paperwork should be kept on department student file and reported to FRD Committee
PGRS – External provider for subject specific Research Training	√		√	<i>To be confirmed within the Research Work based/Placement Agreement form</i>	√	√	*†Local form variations may apply for the Risk Assessment or the Research Work-based/Placement Agreement – contact the Faculty/Dept Research Degree Coordinator. Paperwork should be kept on department student file and reported to FRD Committee
PGRS – Fieldwork – including short periods of data collection/research, attendance at conferences			√				*†Local form variations may apply for the Risk Assessment or the Research Work-based/Placement Agreement – contact the Faculty/Dept Research Degree Coordinator. Paperwork should be kept on department student file and reported to FRD Committee

OTHER ACTIVITIES AND ASSOCIATED UNIVERSITY OF PORTSMOUTH POLICIES		Notes
Overseas travel	<p>Any travel outside of the UK must be approved. To find out more about permission to travel please see the following website: http://www.port.ac.uk/special/studyabroad/outgoingstudents/practicalinformation/permissiontotravel/</p>	
Self Employed Placement	<p>Some Faculties have introduced a Self Employed Placement, allowing the student to undertake self-employment for the duration of the placement period. Appropriate risk assessment should be carried out to the location (property/facilities) and type of self-employment that is being undertaken to ensure it is an appropriate environment.</p> <p>Please see further advice and guidance from:</p> <p>Insurance Team http://www.port.ac.uk/departments/services/finance/universityinsurancepages/insurancehomepage/</p> <p>Support and guidance may be available to the student and Faculty/Department during the placement via Purple Door and the University's Student Enterprise team (enterprise@port.ac.uk).</p>	
Marie Skłodowska-Curie actions	<p>A Research Fellowship Programme – Academic staff work with Research and Innovation Services and Central Finance to submit bids for funding under the Innovative Training Networks (ITN).</p> <p>If the bid is successful ITNs include joint research training implemented by at least three partners from in and outside academia with the aim of PGRS experiencing different sectors and developing their transferable skills by working on joint research projects.</p> <p>Please note that Erasmus Mundus has now been incorporated into Marie Skłodowska-Curie actions.</p>	<p>Further information on Marie Skłodowska-Curie actions is available from http://ec.europa.eu/research/mariecurieactions/index_en.htm</p>