

Office of Quality, Standards
and Partnerships



UNIVERSITY OF
LINCOLN

QUALITY ASSURANCE MANUAL
Workplace Education Activity

SECTION 02C

Context

This guidance document outlines additional information to be considered when validating or approving new programmes of study that contain a Workplace Education Activity. It should be read in conjunction with the University's Policy on Workplace Education Activity and also Quality Assurance Manual Section 02: *Programme Approval*.

Definitions

One way of ensuring that students' subject knowledge and understanding is well-grounded is to broaden their learning and life experiences beyond the University environment. An increasing number of the University's programmes contain such opportunities, by offering Workplace Education Activities within academic programmes either on a compulsory or an optional basis.

Workplace Education Activities can be either a formal part of an academic programme's structure, offering experiences and learning directly relevant to a student's programme of study, or they can be additional activity outside of the formal structure, designed to develop broader skills, knowledge and employability traits.

The University's Teaching Excellence and Graduate Success Group approved the following definitions for different Workplace Education Activities.

	Definition	Approval Process	Student Visa Compliant?
<p>Module-Based Work Opportunity</p> <p>Often known as: <i>Projects; Work Experience, Employer led project/simulation, Consultancy Project</i></p>	<p>A credit bearing, assessed module, formally approved as part of a validated programme, and operated under the terms of a Work Place Education Activity Agreement. Work activity will be variable in terms of its requirements (length, frequency, intensity, and format).</p>	<p>POG endorsement not required.</p> <p>Initial approval at (re)validation event or alternatively through College AAC and its associated approval processes.</p>	<p>Yes. Students on a Student visa can undertake a Module-Based Work Opportunity as defined.</p>

<p>Practice Placement</p> <p>Often known as: Professional Practice Placement, PSRB Placement, Clinical Practice</p>	<p>A compulsory, professionally driven, credit bearing (15 to 60 credit) assessed module, formally approved as part of a validated programme, and operated under the terms of a work placement agreement. Successful completion of Professional Practice Placements are often linked with professional body requirements leading to a license to practice.</p>	<p>POG endorsement not required.</p> <p>Initial approval at programme (re)validation event or alternatively through College AAC and its associated approval processes if introduced later and acceptable to any involved PSRB</p>	<p>Yes. Student on a Student visa can undertake a Practice Placement as defined.</p>
<p>Professional Practice Year/Year in Industry</p> <p>Often known as: <i>Sandwich Year; Year in Industry; Internship Year, Industrial Placements, End on placement</i></p>	<p>An assessed Practice Year, usually sourced by students, running to a pre-agreed period of between 30-52 weeks. The Professional Practice Year usually occurs in the student's penultimate year of study (or following their final year of study for the 'end on' variant), and are related to their programme of study.</p>	<p>POG endorsement required for an additional programme title/new mode of delivery. This should be noted at POG after initial approval at College AAC. Subsequent approval processes.</p>	<p>Yes. Student on a Student visa can undertake a Professional Practice year as defined.</p> <p>If the Professional Practice Year is not guaranteed, International Admissions cannot include the Practice Year in the (CAS) visa. Student will need to extend their visa either before or after the Practice Year has taken place.</p>

<p>Extra-Curricular Work Opportunity</p> <p>Often known as: <i>Work Experience, Voluntary Work, Projects, Part Time Work, Summer Placements</i></p>	<p>A interaction with aspects of the working environment/world, that sits outside of a validated programme.</p>	<p>No approval process required.</p>	<p>No, if the opportunity is not an integral and assessed part of the course, this would not be compliant to Home Office rules and students on a Student visa will not be able to undertake this unless it is during non-term time or as a part of their 20 hours a week term time working allowance.</p>
<p>Extra-Curricular Business/ Industry Interactions</p> <p>Often known as: <i>Business/ Industry challenge; Employer mentoring; Work Shadowing, Industry Insight</i></p>	<p>A non-credit bearing opportunity offered as an extra-curricular opportunity to connect students with employers and the external environment. These are value added experiences which help prepare students for their future, enhance their employability and networks. These activities, whilst extra-curricular, can contribute towards the Lincoln Award.</p>	<p>No approval process required.</p>	<p>Yes as long as visa working restrictions are adhered to. As defined international students are able to undertake this activity on a Student visa if this does not exceed their working rights restrictions term-time. Immigration advice prior to undertaking this is recommended to be sought from the International Advice team and Student Visa Compliance Team.</p>

<p>Internships</p>	<p>A non-credit bearing short-term work opportunity that can either be sourced by the student or by the University and. These can be part time or full time opportunities, and can be focused on students and graduates alike.</p> <p>The term “internships” can also be used to describe opportunities for new graduates, and internships will take many forms depending on the need of the client, the student and the School.</p>	<p>If intended to be a formal part of a programme then relevant approval processes will apply as above.</p>	<p>No, if the internship is not an integral and assessed part of the course, this would not be compliant to Home Office rules and student on a Student visa will not be able to undertake this unless it is during non-term time or if part time, as a part of their 20 hours a week allowance.</p>
---------------------------	--	---	---

Programme Development and Validation

The University requires that for any programme of study containing a Workplace Education Activity, the approval of that programme will need to particularly consider this element to ensure appropriate standards are achieved and the maintenance of quality of the student experience is assured. In particular, where the Workplace Education Activity is a formal, credit rated part of the structure of the programme, validation will ensure that specific learning outcomes are clearly identified, are assessed appropriately, and contribute to the overall aims of the programme.

The process for incorporation of a Workplace Education Activity into a programme of study, will vary dependent on the nature of that activity (see Definitions above).

Validation of a New Programme containing a Workplace Education Activity

Where a Workplace Education Activity is to be included within a programme’s structure from the outset, the process follows the normal procedures outlined in QAM 02: *Programme Approval*. It requires initial institutional approval from the College Leadership Team, the University’s Portfolio Oversight Group and the University’s Academic Affairs Committee before proceeding to validation.

Adding a Workplace Education Activity to an Existing Programme

The process associated with adding a Workplace Education Activity to an existing programme will vary depending upon the nature of the activity being added. Initial approval from the University's Portfolio Oversight Group may be required (see definitions above), after which three possibilities exist:

1. Formal revalidation of the programme, or
2. Incorporation of the Activity via College Academic Affairs Committee, or
3. No formal approval process required

1. Formal Revalidation of the Programme

Where introduction of the Workplace Education Activity aligns with a revalidation of provision, the Programme Team should initially seek approval to revalidate from their College Academic Affairs Committee. The process for revalidation follows the normal procedures outlined in QAM 02: *Programme Approval*.

2. Incorporation of the Activity via College Academic Affairs Committee (CAAC)

If the Workplace Education Activity is to be introduced to the programme via CAAC approval, the following procedure should be followed:

1. The Programme Team initially seek College Leadership Team support for the proposal
2. The Programme Team seek Subject Committee, External Examiner and, if required, PSRB support for the proposal
3. Proposal submitted to CAAC for approval
4. Approved paperwork sent to Portfolio Oversight Group for noting if the proposal is for a Professional Practice Year/Year in Industry and/or if alternative programme titles are required
5. Approved paperwork is sent to Academic Affairs Committee for endorsement

Programme Teams will need to submit a Workplace Education Activity Approval Form to CAAC outlining the details associated with the activity. Updated programme and module specifications for any affected programmes should also be submitted to CAAC in support of the application, detailing how the Workplace Education Activity will operate.

3. No formal approval process required

Where incorporation of a Workplace Education Activity requires no formal approval process i.e. it does not form a formal part of a programme's structure, it will normally be sufficient to note the details at the relevant Subject Committee to facilitate the spreading of good practice.