



Policy and Procedure on work based learning, student placement activity and third party involvement from the industry.

Practical experience is an important part of student learning. It provides opportunities to apply theory in workplace context and develop employability skills relating to communication, teamwork, problem solving, self-management, planning, organising, and initiative and enterprise skills. This Policy describes Rushmore Business School (RBS) approach to work-based learning and outlines the rights and obligations of students, placement providers and the institution itself. The School values its relationships with external stakeholders and seeks to develop arrangements for student placement for mutual benefit and also for collaboration in the designing of new programmes as per the need of the industry in Mauritius.

Learning outcomes

To undertake a placement there will be an agreed set of achievable learning outcomes specifically related to each student's needs as discussed and agreed with course tutors. It is essential that the agreed learning outcomes for a placement be part of coherent assessment strategy for the module of which the placement is a part.

Placement provider: a workplace providing a work-based learning (placement) environment to students of Rushmore Business School.

Work-based learning: unpaid, structured learning in a workplace which is subject to a written agreement between the placement provider, the student and RBS.

Scope

This policy applies to all students who are enrolled in a work-based learning course as a component of their program requirements. This policy also applies to RBS staff involved in developing relationships with placement providers and in supervising placements.

Purpose of a placement

Student placements are often a discrete element of a programme of study, which enable students to gain work experience on the floor. Placements may have very different structures depending on the requirements and specialism of a programme of study and related activities of individual students.

Placements are designed to address one or more of the following:

- develop greater understanding of the industry

- link theory and practice by providing experience of work within the industry to reinforce and complement the academic components of the programme of study;
- obtain source material for a project or dissertation which forms part of the programme of study;
- learn new technical skills;
- reinforce and complement existing skills;
- develop and exercise thinking in a practical context;
- encourage self-development through critical reflection;
- enter, and identify with, a professional role.

Allocation of placements

The course co-ordinator will be responsible for allocating available placements. Students will have the opportunity to include a justified request not to participate in a particular placement. Reasons may include a conflict of interest, a disability that would be difficult to accommodate by the placement provider, or extreme difficulty in accessing transportation. While every effort will be made to accommodate student preferences, there will be no guarantee that students will be placed in an organisation on their list of preferences.

Principles

RBS will:

- ensure the equitable allocation of available placements, taking into account the preferences of students wherever possible;
- take all reasonable precautions to ensure the health and welfare of students on placement;
- risk assess and quality assure placements to ensure learning outcomes are met;
- monitor the progress and attendance requirements of students while on placement, and
- ensure that all those involved in a placement are appropriately oriented, and aware of their rights and responsibilities.

Selection and approval of placement providers

RBS is responsible for identifying and engaging placement providers who can provide:

- a safe, positive and ethical learning environment for students;
- suitable induction, training, and mentoring in a professional behavior;
- varied experiences to students that support the attainment of course learning objectives and
- appropriate supervision and performance evaluation of students.

Roles and Responsibilities

Placement Provider

The placement provider will:

- nominate a workplace supervisor to be responsible for the student during the placement;

- provide the student with the appropriate orientation, induction and training in the organisation's policies, procedures and rules including safe work procedures;
- inform students that they must comply with the organisation's policies and rules with respect to behaviour and discipline whilst undertaking a placement;
- provide the appropriate facilities, equipment and learning experiences for the student, taking into account the level of the student's skills and experience;
- immediately notify RBS if the student is injured or involved in any adverse incident at the placement premises;
- notify RBS if the student does not meet agreed attendance requirements;
- comply with its obligations under applicable equal opportunity, anti-discrimination and workplace health and safety laws;
- maintain confidentiality regarding the RBS confidential information and comply with applicable privacy laws in regards to a student's personal information;
- participate in the assessment of the student's performance against a pre-agreed list of expectations;
- Appropriately manage records relating to the student including attendance and progress reviews;

Rushmore Business School

RBS will:

- nominate a supervisor for the student who will liaise with the placement provider about all aspects of the placement;
- monitor student progress and ensure that assessment appropriately aligns with students' expected learning outcomes and tasks;
- inform the student of confidentiality, privacy and other obligations, including their responsibility to adhere to all relevant workplace policies of the placement provider, including policies relating to behaviour and dress code;
- provide students, particularly international students, with information about the workplace, including workplace culture, diversity, and relevant legislation and rights of employees;
- ensure that students apply for and obtain any clearances required by the placement provider

RBS student shall

- while on placement, behave in a manner appropriate to that of an employee of the placement provider and in compliance with the RBS Student Code of Conduct;
- adhere to the professional ethics and codes of conduct appropriate to the discipline of the placement;
- maintain communication with the workplace supervisor as required;
- raise issues of concern with the workplace supervisor and the RBS supervisor;
- complete and submit required assessments;

- advise the placement co-ordinator of any fact which may affect their capacity to undertake the placement, such as a disability or personal difficulty.
- Use resources available at the placement site for the purposes they are intended.
- Sign a Student Placement Agreement which outlines the student's rights and responsibilities, and scope of the work they will undertake while on placement.

Benefits to students undertaking a placement:

- Increased employment opportunities specific and general;
- Apply knowledge in a real life situation;
- Explore different career paths without long term commitment;
- Meet people and exchange experiences;
- Puts academic work in context;
- Additional job specific training;
- Enhances generic skills;
- Improve CV;
- Opportunity to gain a good reference/possible employment;

Benefits to providers offering placements

- Effective arm of recruitment strategy, find out about a potential employee with no long term commitment;
- Sponsorship;
- Part of Industry wide investment;
- Tap into the expertise of the students and the school;
- Enhanced relationship between company and higher education;
- Promote a good image for their company and raise their profile among the student population;

Template for a Portfolio:

Student's Name:.....

Placement Provider's Name:.....

Daily Work Record

Date	Time (from – To)	Job worked on (Description)	Suggested workshop/skill training (if needed)

Instructions:

Student is to keep date, time, and job description on a daily basis. On-the-job instructor/mentor is to sign and verify, and make suggestions and comments at the end of each week.

Comment:

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Placement Supervisor Signature:

Date:

Student Performance Evaluation

Student Name:

Placement Provider Name:

	Unsatisfactory	Satisfactory	Fair	Good	Excellent
JOB UNDERSTANDING Individual possesses a clear knowledge of the responsibilities and tasks he/she must perform.					
JOB PERFORMANCE The neatness, thoroughness and accuracy of the student's work.					
JOB PRODUCTIVITY The quality of the student's work in terms of volume and accomplishment					
DEPENDABILITY Student can be relied upon in terms of timeliness and completion of assigned tasks.					
COOPERATION The ability to work willingly with associates, subordinates, supervisors and others.					
ATTITUDE Student can be relied upon to act in a courteous and mature manner.					
SAFETY/HOUSEKEEPING Practices safe, clean work habits on equipment and areas of work.					

General comments as to student strengths, weaknesses, and action needed to improve performance:

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Placement Supervisor Signature:

Date:

PLACEMENT/ WORK-BASED LEARNING FLOW CHART



