

HE STUDENT PLACEMENT POLICY

APPROVED BY HE ACADEMIC BOARD MAY 2026

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

CHANGE CONTROL

Version:	2	
Approval route		
Approval committee (ELT, SELT, Board)	Date approved	Version
Academic Board	March 2023	
SELT		
Academic Board	06/05/26	
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Name of author:	HE Registrar – Caroline Wilson	
Name of responsible committee:	Academic Board	
Related policies: (list)	Equality, Diversity and Inclusion Policy Statement Support to Study Policy Mental Health Policy Disability Policy Safeguarding Children and Adults Policy	
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Policy will be communicated via:	Website, VLE, Cecil	
Next review date:	March 2029	

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1. POLICY STATEMENT

- 1.1 This policy is applicable to all placements that are required to be undertaken by students enrolled at University Centre Leeds (including provision delivered at the Luminate Education Group FE Campuses) and Leeds Conservatoire.
- 1.2 A placement is defined as a period of industry learning undertaken by a student which should be risk assessed, is mandatory, is assessed as part of the course/professional registration and has approved mentors. Work experience/learning opportunities that are not mandatory/assessed but encouraged as part of professional and personal development are not included within the scope of this policy.
- 1.3 This policy is provided for students, staff and placement providers.
- 1.4 The Policy aligns with relevant external requirements and regulations.

2. BACKGROUND/VISION

- 2.1 This policy applies to higher education placement learning opportunities and any Professional Statutory and Regulatory Bodies (PSRB) professional practice placement(s) that a student is required to undertake to meet the professional standards required to practice in a protected profession.
- 2.2 A 'placement learning opportunity' is a planned period of learning, normally based with an external provider, which is an integral part of a taught programme of study.
- 2.3 The purpose of this policy is to ensure that students, staff and placement providers are appropriately prepared and supported and aware of their individual responsibilities.

3. PRINCIPLES AND COMPLIANCE

3.1 Principles

- 3.1.1 University Centre Leeds and Leeds Conservatoire are committed to ensuring that employability skills are embedded across their provision.
- 3.1.2 All courses that require placements to be completed must make adequate staffing provision for administrative coordination of the placements. Staff in these roles must have sufficient experience, time and support to fulfil their responsibilities. These roles should normally include: risk assessment and approval of placements, ensuring that students are prepared before undertaking a placement, and maintaining communication with and support for students throughout the placement.
- 3.1.3 University Centre Leeds and Leeds Conservatoire's relationships with a placement provider may vary with the nature of the arrangement however all should be organised to ensure that:
 - aims and outcomes are clearly defined and understood by all parties and where the responsibilities of University Centre Leeds and Leeds Conservatoire, placement provider and student are made explicit.
 - there are adequate opportunities for learning outcomes, competencies or PSRP stipulations to be achieved.
 - these opportunities should widen learning opportunities without prejudice to the academic standards of the award being sought, or the quality of the student experience.

- 3.1.5 Where undertaking a placement forms a compulsory part of the programme and involves additional costs to students, over and above the normal fees for the programme, this must be made clear at application stage and to current students in all promotional materials.
- 3.1.6 Validation, revalidation and review processes will also focus on the development of employability skills, to ensure that these are appropriately embedded.
- 3.1.7 For professional recognition of the award, including a “license to practice”, successful completion of the placement(s) is required.
- 3.1.8 In case of a breakdown of a placement, either by the placement provider or the student, the School/department that manages the placement must always provide adequate support for the students’ continuation of their studies as appropriate.

3.2 Monitoring Compliance

- 3.2.1 Assessment of the achievement of learning outcomes, competencies or PSRP stipulations is conducted by suitably qualified staff that are employed to do so by either University Centre Leeds or Leeds Conservatoire.
- 3.2.2 Summative assessment is in accordance with the approved module specification or apprenticeship End Point assessment.
- 3.2.3 Adherence to this Policy will be monitored through Annual Monitoring Reports as part of a wider quality assurance process which will be reviewed by Learning, Teaching and Quality Committee and Academic Board.

3.3 Equality, Diversity and Inclusion

- 3.3.1 The Provider is committed to valuing diversity and promoting equality. It seeks to maximise the potential of students and staff, be responsive to new ideas, and equip students for life in a multicultural and diverse society.
- 3.3.2 The Provider is committed to:
- promoting equality
 - promoting social cohesion and building community links
 - respecting the dignity of all people who visit, study and work at the Provider.
 - respecting the dignity of all people when visiting, studying or working in the community
 - providing conditions which encourage everyone to participate, progress and achieve in their learning
 - actively challenging unacceptable actions and behaviours such as harassment or bullying.
- 3.3.3 All placement providers are asked to familiarise themselves with [Luminate’s Leeds Equality Diversity and Inclusion Policy Statement](#).
- 3.3.4 All reports of discriminatory behaviours by a student undertaking a placement or their provider will be promptly and thoroughly investigated by University Centre Leeds, Leeds Conservatoire or the provider as appropriate.

3.4 Health and Safety

- 3.4.1 University Centre Leeds and Leeds Conservatoire recognise their responsibilities as a placement organiser and take all reasonable steps to ensure the Health and Safety of students

on placement and to ensure that they do not knowingly expose students to any significant risk to their health and safety. University Centre Leeds and Leeds Conservatoire recognise it has a duty of care for all students whilst on placement.

- 3.4.2 Primary responsibility for the management of the health and safety for a student while on the placement lies with the placement provider (under Section 2.1 of the Health and Safety at Work Act 1974). The student will be treated as equivalent to one of their own employees in relation to health and safety matters.
- 3.4.3 University Centre Leeds or Leeds Conservatoire carries out a risk assessment prior to the start of the placement to ensure that all risks are identified and mitigated wherever possible, in accordance with the Provider's Health and Safety Policy and UCEA guidance. The risk assessments for placements will be subject to regular review.

3.5 Safeguarding and Data Protection

- 3.5.1 The Provider issues students with [Safeguarding Children and Adults Policy](#) in line with its Safeguarding Procedures. The guidelines are also available on our respective Virtual Learning Environments.
- 3.5.2 Where applicable, students will also be required to have a valid DBS Certificate whilst completing a placement with the employer. In some instances, this would need to be an Enhanced DBS Certificate depending on the placement.
- 3.5.3 Placement providers are required to make students aware of their Safeguarding Policies during the initial induction session.
- 3.5.4 University Centre Leeds and Leeds Conservatoire issues clear, strict procedures to placement learning students to ensure data protection and safeguarding obligations are met. Students are required to sign a contract which outlines these obligations. This includes procedures on videoing, editing and storing footage of their placements.
- 3.5.5 University Centre Leeds and Leeds Conservatoire require consent from the student prior to the placement, authorising the disclosure of their personal data in connection with the placement. Such disclosure may be necessary to enable both the institution and the placement provider to comply with its legal obligations, e.g. in relation to Health and Safety.
- 3.5.6 University Centre Leeds and Leeds Conservatoire seek written assurance from the placement provider that any personal data disclosed to it and processed by it will be kept securely, used only for the purposes of administering the placement, not disclosed to any third parties and appropriately disposed of at the end of the contract.
- 3.5.7 University Centre Leeds and Leeds Conservatoire seeks permission to take footage (or similar) of the participants involved in placement learning for the purposes of assessment only. A student's right to decline this permission is respected.

3.6 Remuneration

- 3.6.1 No remuneration must be offered by the placement provider. Students cannot claim travel expenses from University Centre Leeds or Leeds Conservatoire.

3.7 Insurance

- 3.7.1 University Centre Leeds or Leeds Conservatoire will take reasonable steps to ensure that appropriate insurance is in place. The insurance cover will indemnify University Centre Leeds or Leeds Conservatoire for legal liability arising from a student causing injury to a third party or damage to property when on placement.
- 3.7.2 Placement providers are required to demonstrate that they have public liability insurance before a placement is approved.

3.8 Staff Development and Training

- 3.8.1 University Centre Leeds and Leeds Conservatoire will ensure that all staff involved in supporting placement learning opportunities are competent to carry out their roles and responsibilities.
- 3.8.2 Workplace mentors will be provided training opportunities, mentor handbooks and have the opportunity for regular 'check in' meetings.

3.9 Equality and Diversity Statement

- 3.9.1 This policy will be implemented in accordance with the Providers Equality, Diversity and Inclusion Policy Statement and with consideration of teaching and assessment guidelines set out by the validating body and the QAA Quality Code.

4. RESPONSIBILITIES

- 4.1 The Provider will have in-person procedures to ensure that students, staff and providers are appropriately prepared and supported and made aware of their individual responsibilities.

5. BREACH OF POLICY

- 5.1 Students and placement providers may have recourse to the Complaints Policy and Process and the Student Code of Conduct and Disciplinary Policy, if this policy is not followed.

6. REVIEW

Owner: Head of Registry

Introduced: Registry

Last review: June 2024

Next Review: March 2029

The Provider reserves the right to review the policy at any time.

Change Summary		
Version	Date	Summary of Changes
2	20/3/26	This is now a new joint policy of both UC and LC