

Guidance on the certification of placements

1. Summary

- 1.1 All placements will need to meet the requirements set out in the parent policy irrespective of the form of 'certification'.
- 1.2 Should a course fall outside of the criteria for the certification of placements, then students must normally be asked to complete a personal development planning portfolio as part of the placement assessment which can be used as evidence of successful completion of a placement.

2. Categories of certification

- 2.1 The policy sets out three alternative categories of certification.

Category A:

Placement learning that is not part of the standard 360 credits required for the Honours award, as an additional award to that of the overall course.

- 2.2 Placement learning should be properly specified – either as a single module (using the University Placement Specification) or separated into smaller modules. The placement learning should also be assigned a credit level and rating based upon its assessed learning outcomes. The credit level will have a pre-fix 'P' to indicate that the credits are not part of the 360 credits required for the Honours degree but are for the additional placement learning.
- 2.3 Students successfully completing the 'P' credits will receive a Diploma or Certificate depending upon the volume of credits:
 - A Placement, International Placement or International Study Diploma will normally involve the successful completion of a minimum of 36 weeks of placement or study abroad, and all associated assessment at levels P5 or/and P6.
 - A Placement Certificate will involve the successful completion of between 6 and 35 weeks of placement and all associated assessment at levels P4, P5 or/and P6.
- 2.4 The following Diplomas are available:
 - Placement Diploma;
 - International Placement Diploma;

- International Study and Placement Diploma;
 - International Study Diploma.
- 2.5 The following Certificates are available:
- Placement Certificate;
 - International Placement Certificate;
 - International Study and Placement Certificate;
 - International Study Certificate.
- 2.6 The following titles are available:
- Industrial Experience;
 - Industrial Studies;
 - Language Study Abroad;
 - Professional Practice;
 - Professional Skills;
 - Professional Studies.
- 2.7 No subject will be described in the title.
- 2.8 A Placement Diploma or Certificate may be awarded with pass, commendation or distinction.
- 2.9 A course team may seek approval to dispense with the pre-fix 'Placement' in the title on the basis of a suitable rationale and justification.
- 2.10 In order for placement learning to lead to a Placement Diploma/Certificate, it must demonstrate the following:
- a. outcomes that are clearly at either level 4, 5 or 6 and which contribute to the award outcomes;
 - b. a learning experience, appropriately designed and monitored, that allows students to develop the necessary knowledge, understanding and skills;
 - c. a placement or study abroad environment that supports the student in achieving the outcomes and is comparable across the cohort;
 - d. a suitable induction course that prepares students for the placement or study abroad;
 - e. appropriate supervision throughout the placement or study abroad, both academic and practitioner, with regular feedback to students;
 - f. assessments that are fit for purpose in measuring the intended learning outcomes and capable of moderation;
 - g. appropriate assessment criteria.
- 2.11 Additionally, in order for the learning to lead to an International Placement or Study Abroad Diploma, it must demonstrate the following:
- a. a learning experience which takes place outside of the UK.
- 2.12 Proposals for Placement/International Placement/International Study Diploma/Certificate will be subject to the University's standard approval procedures set out in Quality Handbook (QH) Section 5.

- 2.13 All students will receive additional 'certification' in respect of the additional outcomes they have achieved outside of their 360 credit points in the form of a Diploma or Certificate, as appropriate.

Explanatory notes

- A Codicil to the Placements Policy: Covid-19 Contingency is in operation for 2021/22. This states that where it is not possible for a student to complete a minimum of 36 weeks for reasons related to the Covid-19 pandemic, the minimum requirement for students on a sandwich placement or study abroad may be reduced to 24 weeks. This decision should be agreed at School level.

Category B:

Placement learning as an integral element of the minimum credit requirements for the overall award.

- 2.14 Placement learning is specified as, or within, a module(s) and its outcomes must be reflected in the course outcomes. Students do not receive an additional award for the successful completion of the placement element since its outcomes are embedded within the overall course itself. This type of 'certification' will be particularly useful within Continuing Professional Development (CPD) courses, and those courses that include Personal Development Planning (PDP) or career planning modules.
- 2.15 Proposals for placement in this category will be subject to the University's standard approval procedures set out in QH Section 5.

Category C:

Placement learning that does not lead to additional certification and is not an integral element of the course.

- 2.16 An Honours degree may include a placement that provides the opportunity for students to gain work experience and involves the completion of a satisfactory placement report or equivalent. Such placements are not assigned credits or levels. Students completing these placements will not receive an additional University award but may receive a Certificate of Achievement from the School.
- 2.17 A student will be eligible for a Certificate of Achievement if they:
- satisfactorily complete the required number of weeks of placement activity;
 - and receive satisfactory reports from the placement tutor and/or workplace supervisor in respect of the competencies or learning outcomes or experience gained;
 - and submit a satisfactory placement report, or complete a satisfactory presentation or other specified documentation.
- 2.18 No credits will be awarded. The Certificates of Achievement are not graded.
- 2.19 Proposals for placement opportunities, designed according to these criteria, are subject to the standard approval procedures set out in QH Section 5.

3. A note on postgraduate placements

- 3.1 Categories A, B and C, as outlined above, are equally applicable to postgraduate courses (references to levels 5 and 6 should be read as level 7). The awards set out in paras. 2.4 and 2.5 are available except that the award will be titled: Postgraduate Placement Diploma/Certificate.

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	None
May 2017	12.09.17	01.10.17	Reduced length at which placement can be certified from 10 to 6 weeks. Learning outcomes can now be specified at level 4.
Sept 2018	12.09.18	01.10.18	None
Sept 2019	11.09.19	01.10.19	Supplement title amended to clarify purpose Placement certificate titles updated to mirror diploma titles
May 2020	14.05.20	14.05.20	Removal of reference to 'Postgraduate' prefix for certification of placement learning at level 7. Clarification that placement certificates and diplomas can be awarded with pass, commendation or distinction (not merit).
Sept 2020	16.09.20	01.10.20	Changes to minimum number of weeks required for a Diploma from 36 to 24, and for a Certificate from 6-35 to 6-23, in line with changes to minimum number of weeks required for a sandwich placement for 2020/21 only
Sept 2021	07.09.21	01.10.21	Normal minimum number of weeks required for a Diploma reverted back to 36 weeks, and for a Certificate to 6-35. Reference to Codicil to the Placements Policy: Covid-19 contingency 2021/22 added which includes a provision for Schools to agree that the minimum number of weeks can be reduced to 24 for sandwich placements impacted by the Covid-19 pandemic. Re-introduction of reference to 'Postgraduate' prefix for certification of placement learning at level 7.

Equality Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	TBC	TBC