

HSE – Principles of Practice & Timetabling Guide (side 1)

What is HSE?
 Highly Skilled Employment (HSE) aims to achieve greater levels of integration between services and course curricula to create a single and distinctive employability offer for our students. It is one of our step-change projects under the University strategy that seeks to build on best practice and specifically create a change in our approach to employability in the curriculum to improve graduate outcomes.

- General Principles**
- The general principles of students securing work placements through HSE:
- The student is required to spend a minimum of 120 hours fulfilling the negotiated goals/objectives/outcomes of placement
 - The student should undertake a defined role and/or responsibility/outcome(s) during their placement, negotiated and agreed between the student, academic supervisor and placement provider
 - The activities, location and requirements of the placement should be agreed between student, academic supervisor and placement provider.
 - Considerations should be made for access and participation to ensure equality for all students.
 - A placement can involve external, off-site engagement with a placement provider, on-campus activity within the University, mixed delivery of both on and off site engagement with placement provider
 - Placement providers can support individual or groups of students.
 - Scheduled and teaching learning hours are aligned to the normal module hour requirements

Work experience categories

Six categories of work experience which have been defined to best suit the needs of students and placement providers.
1, 2, 3, and 4 can be used to fulfil commitment of a placement within a course and are the focus of this guide.

1. Short placement

2. Incorporated placement (current employer)

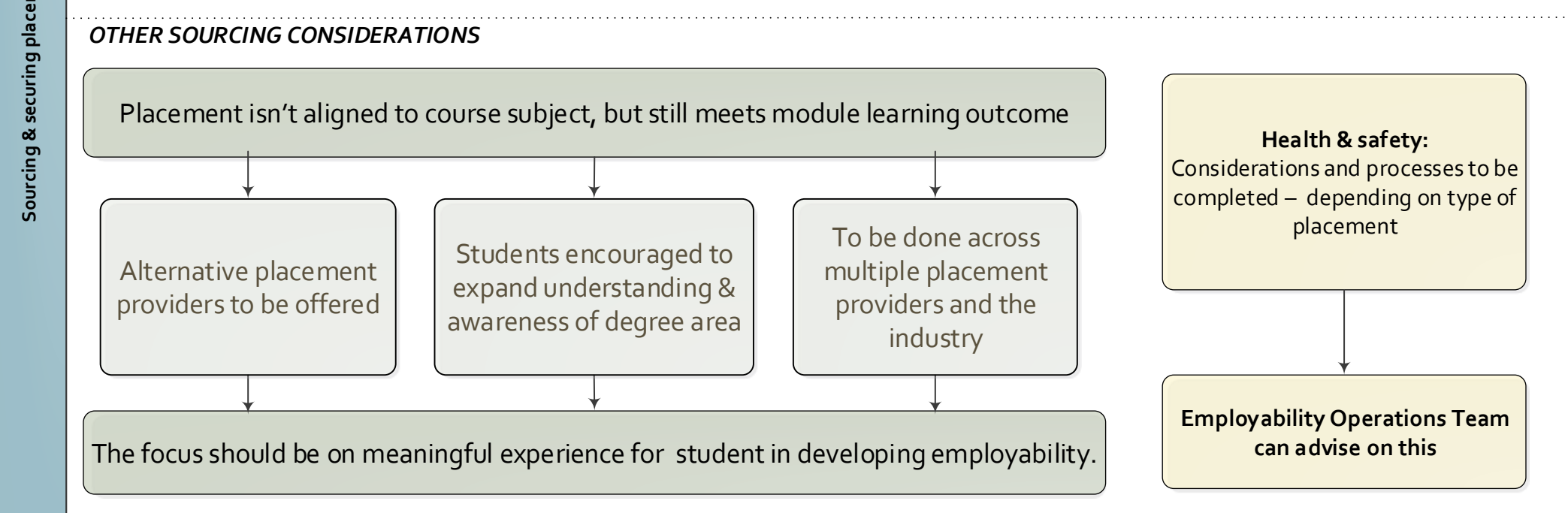
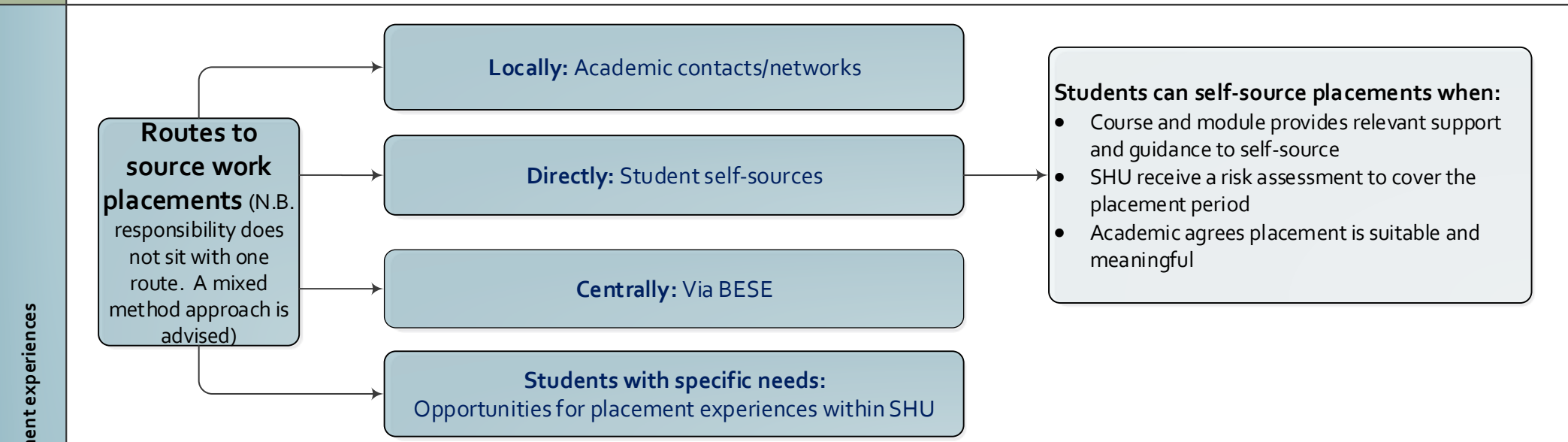
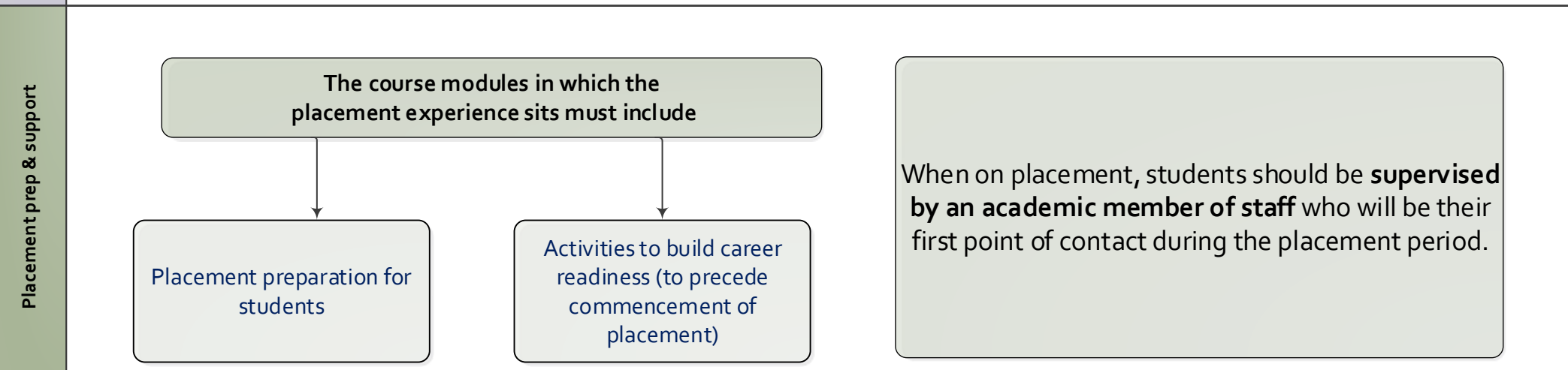
3. Placement alliance

4. Enterprise residency

5. Authentic work experience

6. Scholarly research or Innovation work experience

Individual breakdowns and full definitions of each category are documented within appendix #1:



HSE – Principles of Practice & Timetabling Guide (side 2)

TTRF

Ways in which the 120 hours placements can be delivered to Hallam students from a *timetabling* perspective - to inform submission of a module **Time Table Request Form (TTRF)** in March 2020.

Courses should decide the model to best suit the needs of their students, course design and content, and placement providers.

If a course wishes to design an alternative placement delivery model they should discuss this with their relevant faculty leadership team.

Placement Categories: timetabling Guidance

1. Short placements

1.a. Blocked: within standard teaching calendar

Timetabling
Placement period identified within standard teaching calendar (submitted within TTRF)

Model
Available to self-contained courses.

1.b. Blocked: outside standard teaching calendar

Timetabling
Placement period identified outside standard teaching calendar (not on TTRF)

1.c. Part time

Timetabling
Agreed day(s) off timetable/week (submitted within TTRF)

Use of 1 day/week after timetables are confirmed (not on TTRF)

Hours
Evenings, weekends, and hours outside normal teaching time (not on TTRF)

Model
Available to self-contained courses.

1.d. Combination

Timetabling
Placement period includes a combination of both blocked and part time periods;

within the teaching schedule (blocked period to be submitted within TTRF).

OR
outside of teaching schedule (not on TTRF)

Model
Available to self-contained courses.

1.e. Collaborative Project

Timetabling
Placement period agreed outside of teaching calendar. Could include evenings, weekends, and hours outside normal teaching time (not on TTRF)

Hours
Flexible-hours to fit around timetable to meet requirements (not on TTRF).

1.f. Portfolio Placement

Timetabling
Flexible-hours to fit around timetable to meet requirements (not on TTRF).

Placement period agreed outside of teaching calendar. Could include evenings, weekends, hours outside teaching time (not on TTRF).

Hours
Could include placement within existing working hours with employer where different activity carried out to fit needs of the Placement

Full information on each of these models of practice and delivery strands can be found within the complete placement principles of practice and timetabling guide.

Other categories

2. Incorporated Placements

Agreed between the student, placement provider and an academic. Should represent a change in the activities normally undertaken.

Allows for **flexible** placement hours both within and outside of normal teaching hours, and within student's self-directed learning

As the placement would be incorporated into current employment whereby the employer becomes the student's placement provider, there are no timetabling planning considerations. As such, this would not affect submission of a TTRF.

3. Placement Alliance

Would include a whole course being out of university for a semester. As such this would not affect submission of a TTRF.

4. Enterprise Residency

Delivered in partnership with the Hallam i-Lab.

Agreed with the student, an academic and a member of the i-Lab provider. In these circumstances, a member of the i-Lab would undertake the role of the placement provider, even if the student is working freelance in a self-employed capacity.

This model of engagement could include one or a mix of the following models for delivery:

- Working on their idea at the i.Lab during timetabled sessions within the allocated work experience module,
- or during a blocked placement period (available to self-contained courses)
- or outside of timetabled teaching hours during a student's self-directed learning time
- or a combination of all of these depending on the situation of the individual student.