

# Placement Pathways

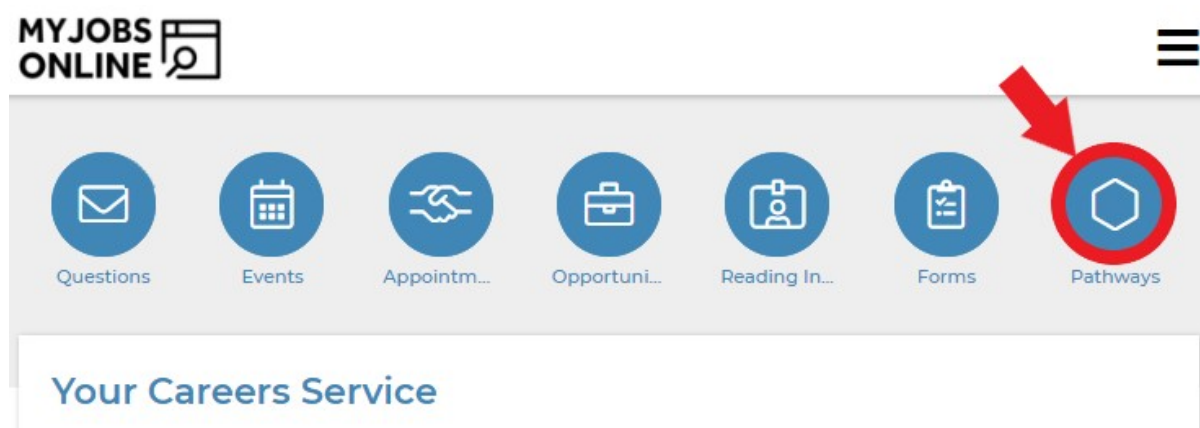
We have introduced a new online system called 'Pathways' to help you and the Placements Team manage your placement paperwork more efficiently. The new system will give you the opportunity to share important information about your placement and to engage more actively in the approval process.

Most of the processes and forms previously completed through sending emails are now available to complete via the Pathways functionality on MyJobsOnline.

You should already be familiar with MyJobsOnline, but if not, you will need to log in with your student details to set your preferences before accessing the Pathway.

## Getting started

Click on the **Pathways tab** as per the image below, then select the pathway for your School.



For your placement to be approved there are a number of activities that must be completed by you: some activities must be completed in full in order to submit the activity and proceed to the next level. This ensures that you complete the pathway in the correct order and allows your Placement Coordinator to review what has been submitted.

**Please give yourself and your Placement Coordinator sufficient time to review your placement. We recommend that you complete your pathway a minimum of 4-6 weeks before the start of a UK-based placement and 6-8 weeks minimum for an international placement.**

## Level 1- Placement Details and Information

Please note that you will need to complete this level in one 'sitting' i.e., you cannot complete part of it and come back to finish it later.

### Placement Details and Information

This is where you will provide details about your employer or placement provider. To complete this activity, you will need to have the following information available:

- Employer or Placement Provider (name of company)
- Sector (e.g., education, accountancy, food technology, various sciences, etc.)
- Placement address and postcode (where you will be based, not necessarily the head office)
- Placement country

- Contact name (usually your line manager, for large organisations, it may initially be a contact in the HR team)
- Contact position (their job title)
- Contact email
- Contact telephone number
- Employer/placement provider consent (do you agree that we can contact them if needed)

## Your Placement Role

Tell us about your placement role, you will find this information in the job advert, job description, offer letter or employment contract. If in doubt, please contact your placement provider or employer to clarify. To complete this activity, you will need to have the following information available:

- Placement job title
- Placement start date (please complete this as accurately as possible)
- Placement end date (please complete this as accurately as possible)
- Role description (a summary of your job role and duties)
- If the placement is paid
- Are you a Tier 4 student?
- Has the placement been discussed with your tutor?
- Who is your Placement Tutor?
- Whether your placement involves working with vulnerable people such as children or adults with learning difficulties/mental health conditions
  - If you answer yes to the above, you will be asked if a DBS check is needed and if it has been requested by the provider

Once the level 1 activities are completed and submitted, you will be able to move on to the next level.

## Level 2 – Health and Safety in the Workplace

### Read the online guidance document

To complete this activity, you will need to start by reading the online health and safety guidance (insert link). It is important that you read the guidance as this provides important information to help keep you safe and sets out what is required of your employer/placement provider and you.

### Complete the Health and Safety Quiz

Once you have read the online health and safety guide you should complete the Health and Safety Quiz. This confirms that you have read and understood the health and safety guidance. You can attempt the quiz as many times as you need, and we encourage you to refer to the guidance to assist you in answering the questions.

In order to complete this activity, you will need to provide the quiz reference. This is issued to you following the successful completion of the quiz.

### Provide a completed Health and Safety Checklist

Your employer or placement provider will need to complete the Health and Safety Checklist in order to confirm that they have the required health and safety practices in place.

You should email the checklist to your placement contact and we recommend that you state that the document is required in order for the University to progress with the approval of your placement. If you do not receive the completed form within a reasonable time, please do send a gentle reminder to your employer or placement provider.

Upload the returned document and you can then move onto the next set of activities.

## Level 3 – Risk Assessment

Please note that you will need to complete this level in one 'sitting' i.e., you cannot complete part of it and come back to finish it later.

### Risk Assessment Part 1 – Location and Overseas Travel

You will need to have the following information in order to complete this activity:

- Will you be travelling overseas as part of your placement? Please note, this is different from your placement being entirely based in another country.
  - If you will be travelling to other countries as part of your placement, you will need to provide details about where you will be travelling to and the reason for travelling.
- Is your placement overseas?
- Placement Location: select the country
- Region: County/State/Province/etc.
- Home Country: are you going home for your placement?
- Have you checked the travel advice? Make sure you read through the current travel advice as per the UK Government website: <https://www.gov.uk/foreign-travel-advice>
- If the Foreign and Commonwealth Office (FCO) has issued any advice against travelling to the country, or any specific regions, please enter that information. This is extremely important as it will help us decide if it is safe for you to travel.

### Risk Assessment Part 2 – Reasonable Adjustments

Here you will provide details of any medical and/or health conditions and if there are any reasonable adjustments needed in order for you to successfully complete your placement.

Please be as honest as possible so that we can support you: this information will not be shared with your employer or placement provider without your consent.

- Reasonable Adjustment Options
  - If you do not require any reasonable adjustments, you can click 'submit' as the rest of the questions are regarding the adjustments needed
  - **If you do not wish to disclose sensitive information on this form, you can click 'to discuss' instead and arrange a confidential meeting with your Placement Coordinator or Placement Tutor.**
- Reasonable Adjustment Details: for example, any required equipment, if you need additional time to complete work/projects, if you require a deaf interpreter or would benefit from additional breaks. Please provide as much detail as possible.
- Informed Provider: have you informed the provider about your reasonable adjustments?

### Risk Assessment Part 2 – Your Risk Profile

This activity requires you to provide details about the potential risks involved in your placement. For each of the risk factors, see below, you will need to select the appropriate level of risk (low, medium or high) and explain why you have selected this level. Please refer to the relevant sections in the Guidance on Completing a Placement Risk Assessment document as outlined below.

|                              |             |
|------------------------------|-------------|
| Type of Work                 | Section 2.2 |
| Travel and Transport         | Section 2.3 |
| Location                     | Section 2.4 |
| General/Environmental Health | Section 2.5 |
| Personal                     | Section 2.6 |

## Level 4- Submit your placement for approval

### Confidentiality and data protection statements

You will need to read and agree to these statements in order for the placement to be approved. Once you click the 'Submit' button the status will show as 'Pending' and your Placement Coordinator

will now review the information you have provided about your placement.

## Final stage - Placement Approval and Documents (completed by your Placement Coordinator)

### Unpaid placement

The Placement Agreement will be sent to your School and your placement provider for signing once this has been signed by both parties, all requirements have been fulfilled and the placement approval process is complete.

### Paid placement

A confirmation letter will be sent to your employer confirming that the placement is approved and informing the employer of any requirements including academic assignments.

### Placement Documents

Once completed you will be able to view your placement agreement or confirmation letter by accessing the pathway and clicking on this activity.

**Congratulations, you have successfully completed all the activities and you are now ready to start your placement. If you have any questions or concerns, please email your Placement Coordinator or email [placements@reading.ac.uk](mailto:placements@reading.ac.uk)**