



Degrees with a Year in Industry

Placement Handbook 2020/21



A Russell Group Institution

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Student/Employer/UoL Details

Student Name: _____

Student ID: _____

Placement Title: _____

Employer Name/Address/Telephone No: _____

Work Place Supervisor Name: _____

Email/Telephone Number: _____

Start Date: _____ End Date: _____

ULCS Placement Tutor: _____

Placement Tutor Details: _____

Placement Tutor Visits Dates:

First Visit: _____ Final Visit: _____

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1. Introduction

1.1 University of Liverpool

The University of Liverpool (UoL) was founded in 1881, and has an impressive history of pioneering education and research, with a particular emphasis on 'education for the professions'.

Currently, a principal centre of excellence in many disciplines, the University strives to prepare its students for the challenges of the 21st century. As one of the UK's top 24 research-led universities, we are furthering knowledge with strategic partners worldwide.

Students are welcomed from all over the world, both on campus and via online learning. This global environment, combined with a rich heritage, is the perfect backdrop to ensure students are prepared for future challenges, reach their potential and achieve their ambitions.

Education creates opportunity. We are proud to be one of the UK's most inclusive universities, welcoming students from a wide variety of backgrounds and from over 100 countries of the world.

1.2 A Russell Group Institution

As a member of the Russell Group of major research-intensive universities, the University of Liverpool has an enviable international reputation for innovative research. It is globally recognised for its research in health and life sciences, science and engineering, and humanities and social sciences.

The University of Liverpool offers an outstanding teaching and learning experience undertaken within a culture of research excellence that keeps staff at the cutting edge of knowledge and ensures student talent is nurtured and celebrated.

1.3 The Department of Computer Science

The Department of Computer Science, University of Liverpool (ULCS) works with today's leaders in research and information technology to prepare its students to be leaders of the future. The Department's ethos is that learning makes a difference, and there is a fundamental belief that the purpose of the Department's research and teaching is to develop students who are individuals truly committed to making a real difference in the lives of individuals, enterprise and communities.

The last independent assessment identified the University of Liverpool as one of the top three centres in the UK for Computer Science-related published research. We work closely with an impressive range of industry partners to develop technologies and applications in cutting edge fields, from mobile computing to artificial intelligence. Strongly funded, we have invested £5m in facilities and equipment to support our teaching and research. It has created an inspiring environment in which world class academics and ambitious students can do their best work.

The Department offers a range of British Computer Society (BCS) accredited programmes that cross the Computer Science spectrum and combine cutting edge theory with extensive practical training. BCS Accreditation Standards require a high quality teaching environment, a commitment to continuous improvement, and curricula responsive to the changes in the computing field. This achievement means that not only has the Department of Computer Science met specific standards of excellence, but has also made a commitment to on-going improvement to ensure that the institution will continue to deliver high quality education to its students. BCS accredited institutions produce graduates that are highly skilled and more desirable to employers than other non-accredited schools.

The Department of Computer Science would like to take this opportunity to thank placement employers for supporting our placement scheme. By providing a work placement for our student they have provided them with an opportunity to enrich their learning and improve their career prospect in such a competitive world. Without the co-operation and assistance of organisations such as these, our students would not be able to apply the fundamental computing theory and skills they have acquired in the first two years of their degree programme in a practical business environment. In return we hope their organisation will benefit from the student and the added value they can bring to their organisation.

We regard the placement as a three-way association between employers, students and the ULCS. This guide provides information, recommendations and guidelines for all three parties.

1.4 Programme Content

ULCS offers five degree programmes with the option of a Year in Industry. These are four year degree programmes, which give a thorough grounding in a range of computing subjects with an opportunity to specialise. From the first year of study, students are introduced to the problems and challenges of the computing world and how to solve them. By the final year of the programme, students are able to consolidate their studies through a much greater degree of personal study and research.

In the two years preceding the placement year, students will have completed a range of modules covering areas such as programming, the foundation of computing, databases, distributed computing, software engineering, operating systems and memory management. They will also attend modules aimed at strengthening their recruitability and employability skills. They will have a good understanding of the computing theories relating to all these areas, and will have successfully completed assignments (either individually or as part of a group) and examinations requiring them to research topics, analyse data and critically reflect upon theories and ideas. The Department's aim is to produce graduates who are team players, organised and able to work under pressure, are open to new ideas and opportunities and who are flexible and adaptable, and by the time of the placement year our students will already be showing strength in these areas. The placement year is a minimum 8 months period of work experience and will take place in an industrial, commercial, public or third sector setting. The placement year is assessed through a portfolio of work, which includes a diary of critical reflection (the Log book), an essay and presentation.

1.5 Procedures

This Placement Handbook will set out key rights and responsibilities under the placement scheme for employers, students and ULCS staff. The handbook will:

- Set out the procedures that we ask everyone to follow while students are employed during their placement year, to enable them to fulfil the requirements for the year in industry.
- Provide copies of key documentation to be completed by the placement employer during the placement period, and guidance on the other requirements students have to fulfil.
- Provide a student induction checklist, which should be completed within eight weeks of starting work. If any of the items are not covered the student must notify the **CS Student Experience Team** - see Section 7 for contact details. Employers may choose to use their own work-based induction document, which must be completed and returned to **CS Student Experience Team**.
- Provide guidance notes for students on placement health and safety, which should be read prior to the commencement of the placement.

At the start of the placement training period with the placement employer, students should:

- Provide a copy of the Placement Handbook to the person responsible for supervision during the

placement year (**workplace supervisor**).

- Complete the student induction checklist (Appendix 1) or something similar e.g. a work-based induction document and submit it through the Departmental Submission System (together with all the other documents listed in this handbook)

<https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

as soon as possible and no later than eight weeks from the start of the placement (week starting on July 2nd or later) - see Section 7 for contact details.

- If the placement was sourced by the student directly, and was not sourced by Careers and Employability, the student needs to complete the health and safety risk assessment form (Appendix 7) and submit it via the Departmental Submission System

<https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

as soon as possible and no later than eight weeks from the start of the placement (week starting on July 2nd or later) – see Section 7 for contact details.

- Agree with the employer an outline programme of jobs, activities, training etc. which students will be required to complete for at least an initial period of time. Students should attempt to link these to specific self-learning objectives for the placement.
- Complete first diary entry detailing the induction period.

1.6 Progression/Continuation

The placement year is a minimum 8 months placement in an industrial, commercial, public sector or third sector setting. Each student will have a member of academic staff assigned as a placement tutor. The tutor will advise the student of their assessment requirements, but the workplace supervisor will deal with day to day work related issues.

Where a student falls short of the normal 8 months on placement due to no fault of their own, for example due to redundancy, then the University's Careers and Employability and ULCS will endeavour to help the student to find an alternative placement which will be linked to the original placement in terms of the 8 month rule. However, the University's Careers and Employability and ULCS cannot guarantee this.

Should a student be unable to find an alternative placement due to no fault of their own they would come under the scrutiny of the ULCS Extenuating Circumstances Committee, as indeed they would for any issues affecting assignments.

Where a student is dismissed for misconduct or unsatisfactory performance, then they will not be allowed to complete the year in industry. Dismissal would not constitute mitigating circumstances for failing to complete a minimum of 8 months on the placement.

Where students encounter difficulties in the course of their placement, such as being asked to complete inappropriate tasks or receiving warnings regarding conduct or performance, then this should be discussed with their workplace supervisor. Any issues of a more serious nature which cannot be resolved should be reported to ULCS in a constructive and timely manner, via Dr Rasmus Ibsen-Jensen, so that the appropriate course of action can be established (see Section 7 for contact details).

1.7 Fees

The fee for the year in industry is £1,850 for students who are liable to pay the £9,250 fee. Further information on fees and finance is available from the University website <http://www.liv.ac.uk/study/undergraduate/finance/fees/>

Payment of the fee provides students with full support from the Employability Skills and Placement Administrator and their Placement Tutor whilst they are on placement – see Section 7 for contact details. Students will also receive two placement visits during their placement, one of which may take the form of a structured telephone conversation should all parties agree. Students also have access to the UoL Library which has an impressive collection of books, including many electronic books and journals.

1.8 COVID

The coronavirus or COVID pandemic has created many challenges, including to the year in industry. For example, a number of students will be working from home as a part of their year in industry placement and some may even be let go early or be furloughed. It is the student's responsibility to fill out Appendix 1 on commencement of their placement and when they change workplace. In particular, if they start working from home, they should fill out the form in Appendix 1 for their home and if they start working on the company site they should fill out the form in Appendix 1 for the company offices. Thus, they may end up filling it out multiple times. If a student is being let go early, please contact Dr Rasmus Ibsen-Jensen (see Section 7 for contact details). The Department and Careers and Employability will endeavour to find students a replacement placement however this cannot be guaranteed. Each student is expected to follow the COVID guidelines from the government in whichever country they may be in, their workplace as well as the University of Liverpool. These guidelines may change over time and should be checked regularly. The COVID guidelines for University of Liverpool can be found on the University websites

<https://www.liverpool.ac.uk/intranet/eee-cs-health-and-safety/induction/> and

<https://www.liverpool.ac.uk/intranet/eee-cs-health-and-safety/generalsafetylinks/dse/>

If following all three sets of guidelines leads to inconsistency, please contact Dr Rasmus Ibsen-Jensen (see Section 7 for contact details).

2. Academic Content

2.1 Aims and Objectives of the Placement Year

The aim of the placement year is to provide students with an opportunity to apply the theory learned in the first two years of their degree programme to an actual work environment. It will:

- Provide students with a good “all-round” understanding of the field of computer Science, while at the same time allowing student to specialise in particular areas such as programming languages, software development, AI, algorithmic, etc.
- Provide students with practical experience of computing within commercial and industrial settings.

2.2 Learning Outcomes

At the end of the placement year it is anticipated that students will have accomplished the following learning outcomes. Students will have:

- Knowledge and understanding of the essential facts, concepts, principles and theories relating to computer science.
- A good knowledge of how the aforementioned knowledge and understanding can be used to model and design computer-based systems.
- A good understanding of how to recognise and critically analyse criteria and specifications appropriate to problems to be solved by computer, and plan innovative strategies for their solution.
- A sound knowledge of the criteria and mechanisms whereby computer-based systems can be critically evaluated and analysed to determine the extent to which they meet the criteria defined for their current and future development.
- An in depth understanding of the appropriate theory, practices, languages and tools that may be deployed for the specification, design, implementation and evaluation of computer- based systems.
- Knowledge of how to present succinctly (orally, electronically or in writing) rational and reasoned arguments addressing a given problem to be solved by computer.
- A good understanding of the professional, moral and ethical issues involved in the exploitation of computer technology, and the associated professional, ethical and legal practices.
- A good understanding of the field of theoretical computer science in the context of computer Science.
- An appreciation of the world of business where computing technology may be used, including an awareness of financial and economic considerations.
- The ability to:
 - Specify, design and construct computer-based systems in a manner that is both innovative and creative.
 - Critically evaluate and analyse computer-based systems in terms of general quality attributes, possible trade-offs presented within a given problem, risks or safety aspects that may be involved in their operation, and professional, ethical and legal issues.
 - Deploy effectively the tools used for the construction and documentation of computer- based

systems, with practical emphasis on understanding the whole process involved in the effective deployment of computers to solve practical problems.

- Work as a member of a development team, recognising the different roles within a team and different ways of organising teams.
- Operate computing equipment effectively, taking into account its logical and physical properties.

2.3 Assessment/Academic Requirements

The year in industry contributes to **10% of the final mark** used to determine the degree classification. The year in industry is assessed by a portfolio of work, which comprises:

1. Introductory report (15%): a 3 page report outlining the placement work plan and aims– please see below for further details.
2. Log Book – performance assessment (35%): Log Book based on activities and discussion with Industrial supervisor - please see below for further details.
3. Presentation (15%): a 15 minute individual presentation on key activities performed during the placement– please see below for further details.
4. Final report (35%): a 7,000 - 10,000 word essay detailing the activities performed during the placement and providing a critical reflection on the relationship between theory and practice.

Each of these pieces of assessment is either marked by the **academic placement tutor** (typically the student's personal tutor) and their **workplace supervisor** (typically their line manager) – assignment 2 and 3 -- or by the academic placement tutor and an academic moderator -- assignment 1 and 4.

Students should keep a weekly diary (log book) reflecting on their placement and their own development. This should include reflections upon key activities such as: induction; meetings with the placement tutor; reflections upon workplace evaluation and plans for development that arise from these and records of all contact with the ULCS during the placement year as evidence of continuing engagement with academic aspects of the programme. Documents such as the workplace evaluations should be submitted as part of an overall portfolio.

Students should be mindful of using confidential information in assignments. Should confidential material be included, a Non-Disclosure Agreement (NDA or other Confidentiality Agreement) will need to be drawn up between the employer and UoL. A NDA agreement creates a confidential relationship between the parties to protect any type of confidential information. Having an NDA drawn up is a long and drawn out process which can take some considerable time.

The presentation, which should include slides, will take place during the second visit of the Academic Placement Tutor and will be given before the placement tutor and the academic supervisor. Students should make the relevant arrangements for the visit and the presentation that should take place before the end of the placement.

It is extremely important students and employers are aware of these key dates and plan accordingly. The submission deadline for the above written and oral pieces of assessment is agreed between the student and the Academic Placement Tutor with the exception of the dissertation, for which the deadline is 30th of July 2021. The presentation should be before or on the 16th of July 2021 and before the end of placement. The log book has a deadline of a week before the presentation. After each date has been agreed, it is the student's responsibility to inform Dr Rasmus Ibsen-Jensen of the date (see Section 7 for contact information).

All relevant documents should be submitted through the Departmental Submission System:

<https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

More information on the assessments are on the departmental website:

<https://cgi.csc.liv.ac.uk/~comp299/2020-2021/Placement-Assessment.html>

The introductory and the final report will be assessed by academics from the Department of Computer Science whilst employers are expected to co-mark or grade the student's overall performance and the oral presentation. The marking descriptors for the different types of assessment involved in the year out are detailed at appendix 4.

3. Roles and Responsibilities

The following information provides guidance regarding the roles, responsibilities and expectations of all three parties.

3.1 Employer Responsibilities

- Induct the student into the organisation's health & safety procedures as appropriate, and ensure compliance with the current Health & Safety at Work Act – see Section 3.4.
- Complete health and safety risk assessment (Appendix 7) and submit it through the Departmental Submission System:

<https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

as soon as possible and no later than the two months after the start of a placement (week starting on July 2nd or later) - see Section 7 for contact details.

- Where students are undertaking a placement outside of the UK the responsibility for ensuring safety rests with the student and the placement employer. The employer must ensure they are adhering to the current legal regulations of their country.
- Ensure students are covered by Employer's Liability and Public Liability Insurance and the relevant insurers are notified of the student placement.
- Where the placement is being undertaken outside of the UK the employer should confirm in writing to ULCS via the **CS Student Experience Team**, that current insurance policies are in place and the type of liability cover provided – see Section 7 for contact details.
- Provide appropriate induction training in the first week to enable students to fully understand their role in the organisation and to explain work rules and standards of conduct expected.
- Assign a **workplace supervisor** who will take responsibility for the student's progress towards the achievement of objectives which have been set by the employer.
- Participate in the appraisal elements as outlined in Section 3.6.
- Provide challenging opportunities for the student to expand their knowledge of the organisation.
- Provide an unbiased and fair working environment for the student with particular regard to gender and ethnicity etc.
- During the second meeting with the academic assessor complete a "Performance in Placement assessment form" (see Appendix 3).
- Notify, in the first instance, Dr Rasmus Ibsen-Jensen, of any significant change of placement location which may lead to an amendment of a health & safety risk assessment – see Section 7 for contact details.
- Notify Dr Rasmus Ibsen-Jensen, in the first instance, of any significant complications that may arise not covered by the normal processes – see Section 7 for contact details.
- Where a student does not report to their regular workplace for two consecutive days without providing the employer with an explanation, the employer should report the student absence to Dr Rasmus Ibsen-Jensen immediately – see Section 7 for contact details.

3.2 Student Responsibilities

- To act within the terms and conditions of employment as confirmed by their employer.
- To approach work diligently, take responsibility, and display a willingness to use their own initiative.
- Fully respect the confidentiality of the employer organisation.
- Take reasonable care of their own health & safety and the health & safety of other people who may be affected by your actions.
- Where the placement is undertaken outside of the UK, the responsibility for ensuring safety rests with the student and the placement employer. Students should forward confirmation of compliance with current health and safety legislation from the employer to Ms Helen Mattocks - see Section 7 for contact details.
- Ensure the employer completes the health and safety risk assessment form (Appendix 7) and submit them through the Departmental Submission System:

<https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

within the first eight weeks of the placement commencing – see Section 7 for contact details.

- Report immediately any absence to their employer.
- Notify Dr Rasmus Ibsen-Jensen of any absence of five consecutive days or more. Contact should be made immediately if students feel the absence will have a detrimental impact on their academic requirements - see Section 6 for details.
- Satisfy the academic requirements outlined in the Placement Handbook.
- Act as an ambassador for the Department of Computer Science and the University of Liverpool.
- Complete student induction checklist (Appendix 1) or something similar e.g. a work-based induction document and return to ULCS via Dr Rasmus Ibsen-Jensen within 8 weeks from the beginning of placement - see Section 7 for contact details.
- If travelling overseas, make an application for UoL travel insurance cover (Appendix 8 & 9) and return the form to the **CS Student Experience Team** at least seven days prior to travel – see Section 7 for contact details.
- To familiarise themselves with the content of the Placement Handbook produced by ULCS and discuss any relevant issues with their employer.
- Notify Dr Rasmus Ibsen-Jensen of any problems relating to the quality of the placement which cannot be resolved with the employer. Students must not give notice to employers without first discussing the situation with their employer and notifying Dr Rasmus Ibsen-Jensen of the situation – see Section 7 for contact details.
- Plan and organise first supervisory meeting with their placement tutor at your place of work according to the Placement Handbook. The first visit will take place approximately two months after the start of the placement - see Section 4.1.
- Contact placement tutor by email to arrange a date and time for telephone conversations.
- Arrange with employer sufficient time to attend a compulsory presentation to be attended by their academic supervisors – see Section 2.3.

- Ensure they are fully aware of their academic requirements and the submission deadline for their dissertation of 30th July 2021 at 12.00 noon - see Section 2.3.
- Notify Dr Rasmus Ibsen-Jensen of any significant change of placement location, or contact information etc. – see Section 7 for contact details.
- Keep in touch with current University issues by way of monitoring their University email account on a regular basis. Students are also required to monitor the Year in Industry web pages.

It is extremely important that students provide ULCS with:

- Student contact details (including mobile number and emergency contact details).
- Supervisor contact details.

Students are required to ensure the information provided is kept up to date. Please submit the relevant information in a text file submitted through the Departmental Submission System:

<https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

3.3 University of Liverpool Department of Computer Science Responsibilities

- Ensure the employer is provided with appropriate and timely information prior to, throughout and following the student's placement learning.
- Ensure that both the employer and student are satisfied with the support and direction provided by ULCS staff.
- All students on placement will be provided with a nominated academic placement tutor.
- Allocated placement tutor to undertake two placement visits during the student's placement. The first visit will be arranged by the student and should take place within two months of the start of the placement. With the agreement of the student, placement tutor and employer, one of the visits may take the form of a structured telephone conference call with all parties involved – see Section 4.1.
- Maintain regular communication during the year by way of providing support to the student, monitoring student progress, seeking feedback from the student and ensuring the student fully understands their academic requirements. This applies to UK and non UK placements.
- For students undertaking their placement outside the UK, on-going support will be provided by the placement tutor. Ideally a placement visit should take place, however where this is not possible, the student will be asked to arrange to use Skype as an alternative.
- Provide both the student and employer with a Placement Handbook to explain their rights and responsibilities under the placement scheme.
- Monitor student's placement assessment in accordance with programme requirements.
- Secure assurances from employer regarding health and safety. Ensure Appendix 7 is **completed by the employer**.
- Respond to employer's queries in a timely and appropriate manner.
- Keep students updated of current University issues by way of sending emails to their University email account and posting information on the Year in Industry web pages.

3.4 Student Induction

A comprehensive induction will not only enable the student to fit into the employer company on a social level, it will also ensure their basic health, safety and welfare requirements are met. It is, therefore, a requirement of ULCS that students are subject to an induction process during their first week. Below is suggested content for employers who do not have a structure for induction programmes. An example can be found in Appendix 1.

- Welcome to the company/organisation, including tour of premises and introduction to key staff (where appropriate).
- Set aims and objectives to be undertaken by the student (job description/role).
- Confirm student's workplace supervisor and give directions of day-to-day supervision arrangements.
- Confirm hours of attendance, absence procedures and general HR measures.
- Prohibitions, rules, dos and don'ts that will apply to the student.
- Confirm employer's legal responsibilities relating to Health and Safety requirements and duty of care.
- Undertake a risk assessment of workplace.
- Confirm fire and emergency procedures.
- Rules and standards.
- Arrangements for safe use of equipment and machinery.

A completed student induction checklist (Appendix 1) or something similar e.g. a work-based induction document should be submitted through the Computer Science Departmental Submission System

<https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

by the end of the second week of the placement- see Section 7 for contact details.

3.5 Behaviour and Expectations

The University of Liverpool is committed to providing a positive, professional and safe environment in which work is carried out against a background of respect for the experience, abilities and skills of all individuals. In striving towards the achievement of such an environment the University will not tolerate bullying and harassment. It is the responsibility of all members of the University community to behave professionally, courteously and respectfully towards others.

It is expected that students should at all times behave in a professional manner towards their employer, colleagues and University staff. The same respect should be shown in return. Employers are encouraged to speak directly with students over any misconduct concerns they have, with a view to resolving the situation. If the situation cannot be resolved, employers are encouraged to provide feedback to ULCS in a constructive and timely manner, via Dr Rasmus Ibsen-Jensen, so that the most appropriate course of action can be established – see Section 7 for contact details.

Full details of University of Liverpool's policy on "Dignity at Work and Study" can be found at http://www.liv.ac.uk/hr/diversity_equality/Dignity_at_Work_and_Study_Policy_and_Procedures.htm

3.6 Appraisal

The placement year is an integral and assessed part of the student's programme, therefore ULCS is required to evaluate their performance and learning throughout the year. Performance appraisal, conducted by the student's supervisor on the placement, will form a key part of the student's final work-based portfolio. It is recommended that regular meetings are arranged to discuss progress and development during the placement year. Employers will be invited to complete a ULCS professional placement appraisal sheet (Appendix 3) that contributes to the final assessment of the year in industry.

The University Code of Practice on Assessment gives a clear definition of the principles and practices for the assessment of learning outcomes.

http://www.liv.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/code_of_practice_on_assessment.pdf

3.7 Communication

Please be aware that ULCS and the University will only communicate with students via their University email account. It is extremely important that students regularly check their account as failure to do so could result in them missing essential information. If students prefer to use external accounts they should ensure they set up a divert from their University account. Students will be assessed on their communication skills, please see requirements of log book – Section 2.3

3.8 Returning to University

Students will be able to register for their fourth year optional modules via Liverpool Life in mid April 2021. Information about the modules available will be published in April 2021 on the Year in Industry web pages. Students should ensure that they monitor their University email account for further information and updates. Failure to register for modules during the spring registration period may result in students being unable to study their first choice modules.

4. Support and Guidance

4.1 Placement Tutor Visits

Each student will have a member of academic staff assigned as a placement tutor. The placement tutor will advise students on their assessment requirements but not day to day work related issues. Any issues of a serious nature which arise during the course of the placement should be referred to ULCS via Dr Rasmus Ibsen-Jensen – see Section 7 for contact details.

During the placement period the student will be entitled to two placement visits by their placement tutor. **Both visits will be arranged by the student.** Students should contact their academic placement tutor within the first two months of the start of the placement to make appropriate arrangements. This year, it is likely that both meetings will take place either as a telephone conversation or online, e.g. over MS Teams, Skype or similar, due to COVID.

In preparation for the placement visit to the employer organisation, students are required to:

- Check availability of all who will attend.
- Confirm date/time and location/media of visit. Provide contact telephone numbers or similar for the placement tutor.
- Ensure weekly diary is up to date.

In addition, students will have a named line manager in their host organisation who will be responsible for managing the student and will be the first point of contact for liaison with the University.

A placement visit should take place for students undertaking their placement outside the UK, however where this is not possible, the student will be asked to arrange to use Skype as an alternative.

In preparation for the Skype session students are required to:

- Check availability of all who will attend.
- Confirm date/time.
- Ensure all technical issues have been resolved.
- Provide any relevant connection, passwords etc.
- Ensure weekly diary is up to date and submit to ULCS via Departmental Submission system prior to the Skype session:

<https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

4.2 Workplace Supervision

Students should be allocated a workplace supervisor, who will provide direct support relating to all work based issues. They should provide an additional level of support for students to complement the core support provided by the University. The role of the workplace supervisor is to:

- Actively motivate and monitor student performance.
- Encourage, support and provide guidance.
- Provide surroundings which will allow the student to meet their set objectives as specified in their job description.
- Assist students to relate learning to the workplace.
- Ensure the student receives the relevant training required to enable them to deliver the specified job.
- Continue to further train and develop the student should their role change– see Appendix 2.
- Participate in the appraisal elements as outline in Section 3.6.

- Keep ULCS, via Dr Rasmus Ibsen-Jensen, updated of any questions or concerns – see Section 7 for contact details.

Employers will be invited to contribute to the marking of the presentations, which form 15% of the overall mark for the year.

Where a student does not report to their regular workplace for two consecutive days without providing the employer with an explanation, the employer should report the student absence to Dr Rasmus Ibsen-Jensen immediately – see Section 7 for contact details.

4.3 Careers and Employability

The Careers & Employability Service provides information, advice and guidance on what a student needs to know about planning their career – be it working for a big firm, supporting a community organisation, studying for a higher degree, or taking time out to travel.

Before going out on placement Careers and Employability puts students in touch with placement providers, introduces them to placements through a dedicated fortnightly newsletter, and offers support with writing high quality CVs and applications.

Careers & Employability offers:

- Access to part-time, term-time job vacancies.
- Internships and work experience opportunities.
- Access to Liverpool Advantage, our programme of centrally run careers and employer events.
- Graduate job vacancies with leading national and local employers.
- Opportunities to meet organisations who want to recruit Liverpool graduates.
- Volunteering opportunities in Liverpool, across the UK and overseas.
- Specialist help with CVs, applications and interviews.
- Information on further study options.
- Advice and information on taking a year out.
- Skills development opportunities.
- Holiday jobs and work experience opportunities across the world (and in Liverpool).
- Impartial advice about options with a student's degree.

Whilst students are on placement, and after they return, Careers and Employability are available to provide one-to-one support on any careers related topics.

The Careers & Employability Service is located on the first floor of the Student Services Centre, next door to the Guild of Students on Mount Pleasant, opposite the Metropolitan Cathedral.

Details of all services are on the University website at: <http://www.liv.ac.uk/careers>. You can contact the Careers & Employability Service by email: careers@liv.ac.uk or telephone: 0151 794 4647.

Follow them on *Facebook*: <http://www.facebook.com/TheCareersandEmployabilityService>
Keep up-to-date with the goings on in the graduate job market on *Twitter*: @thecareersgame
Find out about careers fairs organised by the Liverpool Fairs Partnership on *Twitter*: @Liverpool_Fairs

5. Statutory Requirements

5.1 Health & Safety

The University of Liverpool regards the health and safety of its students as one of its highest priorities. The Health and Safety at Work Act requires every organisation to ensure, so far as reasonably practicable, the health, safety and welfare of its employees, and requires it not to put anyone at risk as a result of its activities.

As students on placement are regarded as employees they are owed a duty of care from their employer to ensure, as far as is reasonably practicable, their health, safety and welfare at work. The provision of relevant health and safety information and adequate instruction, training and supervision are required. The primary responsibility for meeting statutory requirements within a placement remains with the employer. Any concerns or questions surrounding health and safety should be referred to Dr Rasmus Ibsen-Jensen immediately – see Section 7 for contact details.

Employers are to complete the health and safety risk assessment form (Appendix 7) and the students submit through the Departmental Submission System

<https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

as soon as possible and no later than eight weeks from the start of the placement– see Section 7 for contact details.

Full detail of the University of Liverpool Health and Safety Policies can be found at [http://www.liv.ac.uk/media/livacuk/safety/documentsguidance/university_safety_policy_July_2013\(3\).pdf](http://www.liv.ac.uk/media/livacuk/safety/documentsguidance/university_safety_policy_July_2013(3).pdf)

Employers should confirm students are covered by Employer’s Liability and Public Liability Insurance and notify the relevant insurers of the student placement.

Where students are undertaking a placement outside of the UK the responsibility for ensuring safety rests with the student and the placement employer. The employer must ensure they are adhering to the current legal regulations of their country. Where the placement is being undertaken outside of the UK the employer should confirm there are insurance policies in place to cover the student and the type of liability cover they have.

Where students have concerns about their health and safety whilst they are on placement they should raise their concerns, in the first instance with their employer. However, if the issues are not resolved, the student must report any such concerns immediately to Dr Rasmus Ibsen-Jensen – see Section 7 for contact details. There are specific comments about COVID in Subsection 1.8.

5.2 Equality and Diversity

The University of Liverpool has policies covering Equal Opportunities, Race Equality and Diversity and Equality. These support all activities within the University and we trust employers share our commitment. Full details can be found at http://www.liv.ac.uk/hr/diversity_equality/.

5.3 Disability

The University of Liverpool has been awarded the ‘Two Ticks’ disability symbol by the Jobcentre Plus for its proactive approach and positive commitment towards the employment, retention, training and career development of disabled employees. The symbol demonstrates that the University of Liverpool is committed to working towards best practice in employing disabled people and its commitment to developing the full potential of disabled employees on an equal basis with others.

The UoL would expect any UK employer to adhere to the Employers and the Equality Act 2010. Any non UK employer should adhere to the current legislation of their country.

5.4 Travel Insurance

Students undertaking their placement overseas must complete the forms found in Appendix 8 - Travelling abroad on University Business - and return the completed form to the **CS Student Experience Team** at least seven days prior to travel.

Students who are undertaking a non-UK based placement in their home country should complete Appendix 8 at least seven days prior to travel and return to Ms Helen Mattocks. Students should be aware that the

Emergency Medical cover (see Appendix 9) provided by the policy does not apply to non-UK citizens when they are in their home country.

Students on overseas placements are advised to take out appropriate and adequate insurance for personal activities such as extreme sports/activities which carry a high risk etc.

5.5 International Support Team

The International Support Team (IST) can help with any questions international students may have whilst at the University and in the UK. The IST offers confidential advice and assistance on a wide range of issues. Their services are available to all international students studying at the University of Liverpool and their families. They assist with queries ranging from issues about a student's course, to immigration advice on visas and remaining in the UK, to problems with accommodation and council tax. Please visit <http://www.liv.ac.uk/studentssupport/ist/index.htm> for further details or contact ist@liv.ac.uk.

If you have any issues or queries surrounding your visa you should contact IST immediately.

5.6 Driving for Business Use

It is essential that any students who uses his or her own vehicle for work journeys (except commuting) has a valid and relevant driving licence and appropriate insurance for business use. Enquiries should be made by the student with their insurer to ensure they are fully covered and they should present evidence of this to their employer.

Students who are using an employer vehicle or a hire car must submit a copy of their driving licence, including the paper counterpart to Ms Helen Mattocks – see Section 7 for contact details.

5.7 Useful Websites

<http://www.fco.gov.uk/en/travel-and-living-abroad/>

Foreign and Commonwealth Office – detailed current information about travelling and living abroad

<http://www.dh.gov.uk/en/index.htm>

Department of Health – detailed current information regarding vaccinations and other general health issues

<http://www.ukba.homeoffice.gov.uk/>

United Kingdom Border Agency – detailed current information regarding study and working in the UK

6. Other useful information

6.1 Student Loans

Placement students who are on a full-year paid placement are eligible for a reduced loan rate.

Tuition Fees: Students should be allowed to borrow for the reduced tuition fee but cannot borrow more than the University actually charges. However, students do not have to borrow this money and can pay the tuition fee themselves, if they prefer.

Student Maintenance Loan: Students are entitled to borrow a reduced rate of the Maintenance Loan. However, students do not have to borrow any of this money. If they choose to, they can borrow all or part of the sum. It is not income dependent.

The Student Loan Company is responsible for assessing the students' individual eligibility and entitlement to the student loan and supplementary grants, and students must contact them directly to find out more.

Note that although the Student Loan Company is obliged to finance a student's studies (by paying the bulk of the fees by a tuition fee loan) for as long as your degree takes, this does not necessarily apply if students have changed their degree courses part-way through – if a student moved from a three-year to a four-year degree they may not get fee funding for the extra year and they should check this as soon as possible.

6.2 Tax liability

The UK tax year starts in early April each year. Everyone who is resident in the UK for tax purposes has a 'personal allowance', which is an amount of income one is allowed to earn or receive each year tax-free. The basic personal allowance can be found on the HMRC website: <http://www.hmrc.gov.uk/incometax/personal-allow.htm>.

Any income over this amount is subject to income tax. This will generally be deducted at source by the employer, pro rata throughout the year. However, some forms of income are exempt from tax, namely grants and certain specified types of sponsorship.

If a student is working in the UK, their employer deducts the tax under the PAYE (Pay As You Earn) scheme according to a code that is worked out by the student's local tax office (usually the tax office that the company uses). If a student has worked before, they should take their P45 with them when they start work and keep all pay slips showing deductions. A P45 form is obtained from the employer when the student leaves as this shows the total tax paid. If the student has not worked before, their employer will ask them to complete a P46 when they start their placement.

If a student works across two tax years (e.g. from August to the following July), the correct amount of tax should be deducted in the first tax year (August-April). Upon receipt of a P60 form, which the student should receive in April/May, this should be checked out with the personnel office of their employer, since at this stage the student may be entitled to a tax rebate.

If the student's total income during a tax year is less than the personal allowance, the student can claim back any tax you have paid by filling in a P50 form. These should be available through the Students' Union when returning to the University of Liverpool. The student can claim back the tax paid (in any part of a tax year) as long as you do not intend to earn any further cash before the end of the tax year.

When a student finishes their industrial year employment they will be issued with a P45. This form must be kept for future record.

6.3 Council tax

Even though employed, during the placement year a student still retains their student status. This means that students are exempt from council tax. However, students will need to request a Council Tax Certificate from the University to prove that this is the case.

Council Tax Certificates are required by local councils as evidence of student status before exemption from council tax can be granted. The exemption can only be obtained from the course start date to its completion date. If your tenancy agreement starts before or goes beyond these dates, a student is liable for council tax for that period.

Council Tax Certificates can be obtained through Liverpool Life. More information can be found at: <http://www.liv.ac.uk/student-administration/student-administration-centre/documents-id-cards/council-tax/>

6.4 National Insurance

If the student on a placement is an overseas student they will need to arrange to get a National Insurance number before they begin to work by telephoning Jobcentre Plus on 0345 600 0643. The student may be required to attend an interview where they will be asked about their circumstances and why they need a National Insurance number. They will need to take their passport and a letter from the University confirming that they are a registered year in industry student. Further information is available at:

<https://www.gov.uk/apply-national-insurance-number>

6.5 Paying Tax when on an Overseas Placement

The question of tax on earnings outside the UK is extremely complicated. The position regarding the taxation of earnings abroad depends on the country visited and the length and purpose of the visit. A student may either be liable to tax in the country where the money is earned or in the UK in respects of earnings abroad. Each country has its own method of dealing with the earnings of non-residents, and hence students are strongly advised to find out about their liabilities and responsibilities before they go abroad by checking with HMRC.

7. Contact Details

Placement Administrator:

CS Student Experience Team (Ms Bethan Birch) 0151 795 4276
csstudy@liverpool.ac.uk

Director of Studies Programmes with a Year in Industry (Academic Lead)

Dr Valentina Tamma 0151 795 4246
V.Tamma@liverpool.ac.uk

Placement coordinator

Dr Rasmus Ibsen-Jensen
R.Ibsen-Jensen@liverpool.ac.uk

Student Experience Administrator:

Mrs Lindsay Chadwick 0151 795 4275
csstudy@liverpool.ac.uk

Computer Science Departmental Submission System

Mr David Shield (for technical problems)
CSC-HELPDESK@liverpool.ac.uk

URL: <https://sam.csc.liv.ac.uk/COMP/Submissions.pl?strModule=COMP299>

Follow the link to submit the following documentation:

- Initial documentation (in a zip file). Deadline as soon as possible and no later than the two months after the start of a placement:
 - Induction checklist
 - Health and safety risk assessment
 - Student contact details (including mobile number and emergency contact details)
 - Supervisor contact details
- Introductory report. Deadline to be agreed between each student and their academic advisor;
- Presentation slides. Deadline to be agreed between each student and their academic advisor and to be completed by the 16th of July;
- Log book. Deadline one week before the Presentation;
- Final report. Deadline July 30th 2021

Appendix 1 – Student Induction Checklist

Name of Student: _____

Start Date: _____

Employer: _____

The following items are an example of key induction items. This list is not exhaustive and other topics may be covered.

Task	Date
Introduction to placement supervisor	
Provide supervisor with copy of Placement Handbook	
Introduced to key staff members and their role explained	
Explanation of student's role and duties	
Information on hours of work, including arrangements for overtime, shifts, duty rotas and time recording, where relevant	
Location of rest room, canteen (if relevant), etc.	
Lunch, tea and coffee arrangements	
Place of work	
Dress code	
Work space	
How to answer the telephone, transfer calls and make calls both internally and externally	
Post arrangements	
Arrangements for reporting absences, sickness etc.	
Arrangements for keys, passes, ID badges etc.	
Car Parking	

Health and Safety Issues	Date
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Emergency procedures	
Safety policy received or location known – Appendix 7 to be completed and returned to ULCS via the Departmental Submission System – see Section 7 for contact details	
Covered by Employers Liability/Public Liability – including injuries/sickness suffered due to employment duties – Appendix 7 to be completed and returned to ULCS via the Departmental Submission System – see Section 7 for contact details	
Location of first aid box	
First aid arrangements (including names of first aiders)	
Fire/evacuation procedures and location of fire extinguishers	
Accident reporting and location of accident book	
COSHH regulations/requirements	
Display screen equipment regulations/procedures	
Manual handling procedures	
Protective clothing arrangements	
Instruction on equipment you will be using	
Violence and aggressive behaviour	
Required to travel on official business	
Required to drive on official business – please see Section 5.6	

Other Issues	Date
Disciplinary procedures	
Courtesy to customer and public	
Confidentiality	
Noise control	
Acceptance of gifts	
Statements to the press	
Smoking	
Private use of telephones	

Academic matters	Employer's signature
Agreement to meet academic advisor	
Placement assessment procedures	
Confidentiality of reports	

Appendix 2 - Student's Placement Outline Programme

The following schedule outlines the proposed programme of training which the student will follow during his/her first period of employment with their organisation. This covers the period from the student's starting date.

Department of Functional Area	Proposed Training Experience - Project	- Approximate Time Span of Activity

Appendix 3 – Assessment forms for employers

Performance appraisal, conducted by the student's industrial supervisor on the placement, forms a key part of the student's placement. It is recommended that regular meetings are arranged to discuss progress and development during the placement year. Employers will be invited to complete the following University of Liverpool assessment forms for the two assessment components, to which they contribute, i.e. the final presentation and the log book /performance on the placement.

Year in Industry Placement: Oral Exam Assessment Form

Student Name:

Assessor Name:

Assessor Organisation:

Signature:

A. Summative Assessment

Grade Awarded (A++ to G)*:

Specific Assessment Criteria: The grade above is based on a profile formed from the following categories. The overall grade awarded is guided by this profile but not necessarily a weighted or averaged grade.

Category	A++ to A	B	C	D	E+	E- to G
Content						
Structure						
Coherence						
Breadth of Information / Content						
Succinctness / Fluency						
Presentation of technical information						
Effective summary						
Delivery						
Pace and timekeeping						
Interaction with audience						
Question handling						
Quality of audio-visual aids						
Appropriate use of audio-visual aids						
Originality						

B. Formative Feedback

Year in Industry Placement: Performance in Placement Assessment Form

Student Name:

Assessor Name:

Assessor Organisation:

Signature:

C. Summative Assessment

Grade Awarded (A++ to G)*:

Specific Assessment Criteria: The grade above is based on a profile formed from the following categories. The overall grade awarded is guided by this profile but not necessarily a weighted or averaged grade. The grade and mark have to be agreed with the academic supervisor.

Category	A++ to A	B	C	D	E+	E- to G	Weighting (Low, Medium, High)
Ability to comprehend							
Practical skills and reliability of work							
Ability to communicate verbally							
Level of supervision required							
Speed of work							
Development of student's technical ability							
Report-writing ability							
Initiative and organisation							
Ability of generating new ideas							
Timekeeping and absenteeism							
Teamwork and relationship to others							
Employability skills							

B. Formative assessment

Summary of assessment:

Strong points:

Weak points:

Additional comments:

Grade	Mark	For practical exercises and projects	For exercises, presentations, projects and written examinations
A++	90 – 100%	Displays an exceptional degree of originality and creativity and / or exceptional analytical and problem solving skills. Solution must have novel aspects. The methodology employed is well-developed and correct.	Shows critical understanding of current knowledge. Perceptive, focused treatment of all issues/questions presented in a critical and scholarly way.
A+	80 – 89%	Displays a level of originality and creativity and / or the ability to suggest realistic solutions to novel problems. The methodology employed is well-developed and correct.	Evidence of wide reading. Perceptive, focused treatment of all issues/questions presented in a critical and scholarly way.
A	70 – 79%	Demonstrates ability to analyse, interpret and organise information to produce coherent accounts or solve complex problems. All aspects of a suitable methodology evident and used correctly.	Comprehensive knowledge and understanding of the subject together with the ability to put the work into context and to critically evaluate selected aspects of the work. Arguments/answers will be clear, competently structured, and accurate.
B	60 – 69%	Demonstrates ability to analyse, interpret and organise information to produce coherent accounts or solve relatively complex problems. Use of a suitable methodology evident and used correctly, with minor omissions.	Good knowledge and understanding of the subject, with no major gaps or omissions, but minor gaps or omissions may occur. Arguments/answers will be clear, competently structured, and largely accurate.
C	50 – 59%	Displays ability to analyse, interpret and organise information to produce coherent accounts or solve well-defined problems of some scope. Most aspects of a suitable methodology evident and used correctly, some omissions occur but without negative impact on the result of the work.	Satisfactory knowledge and understanding of the essentials of the subject, with an ability to integrate information into a clear, well-structured account, but lacking in breadth or depth, or with some significant aspects omitted. Arguments/answers must be clear, although they may not be well-developed or reflect a wider appreciation of the subject. Some errors and omissions are likely to be present.
D	40 – 49%	Demonstrates an ability to solve limited, well-defined, problems of a familiar type.	General knowledge and understanding of the subject but very limited in depth or breadth.

		Most aspects of a suitable methodology evident, but minor flaws in its use or omissions with some negative impact on the result of the work.	Arguments/answers are likely to be somewhat lacking in structure. There are likely to be errors and omissions and the evidence provided to support arguments will be very limited.
E+	35 – 39%	Fails to demonstrate an ability to solve limited, well-defined, problems of a familiar type. Aspects of a suitable methodology evident, but flaws in its use or omissions which negatively impact on the result of the work.	Knowledge and understanding of the subject are fragmentary, some aspects showing a very basic level of understanding but other aspects displaying fundamental errors. Arguments/answers are lacking in structure. There are errors and omissions and the evidence provided to support arguments is very limited.
E-	30 – 34%	Fails to demonstrate an ability to solve simple, well-defined, problems of a familiar type. Lack of the use of a suitable methodology or flaws in its use which negatively impact on the result of the work.	Knowledge and understanding of the subject are fragmentary, with an insufficient number of aspects showing a very basic level of understanding and too many aspects displaying fundamental errors and omissions. Arguments/answers are lacking in structure. There are errors and omissions and the evidence provided to support arguments is very limited.
F	20 – 29%	Fails to demonstrate an ability to solve simple, well-defined, problems of a familiar type under guidance. Serious lack of the use of a suitable methodology or flaws in its use which negatively impact on the result of the work.	Very limited range of knowledge with many important gaps and omissions. Shows incomplete understanding with numerous errors of interpretation. Arguments/answers have little structure, contain serious errors, and there is no support for arguments.
F-	10 – 19%	Little evidence of the use of a suitable methodology.	Shows only the most limited and fragmentary knowledge of the subject with little or no understanding of essential principles and concepts. Work is likely to be unstructured and ill- presented. Arguments/answers are only loosely related to issues/questions or only cover a seriously inadequate part of the issues/questions.
G	0 – 9%	No evidence of the use of a suitable methodology.	Virtually devoid of any evidence of knowledge or understanding of the subject. No or almost no arguments/answers.

Appendix 5 – Log Book

Some notes on your log book.

Your log book is an important element of the learning experience that is your year in industry. Your placement year is not simply for work experience, or just a job for a year between your second and final year at university. It is a unique opportunity to look at the theory you learn at university and apply it in a practical, real world setting, within a supportive academic environment. Your log book should be completed regularly, ideally weekly, and should reflect on your placement and also your own development. This should include reflections upon key activities such as: induction; meetings with the placement tutor; reflections upon workplace evaluation and plans for development that arise from these; records of all contact with the School during the placement year as evidence of continuing engagement with the academic aspects of the programme. Documents such as the workplace evaluations should be included as part of the log book.

A Log Book is essentially a record or journal of your own learning; it helps you to record, structure, think about and reflect upon, plan, develop and illustrate your own learning

What is a Log Book

A log book is a journal which illustrates your own learning and skills development. It goes beyond a mere diary or record of “What you have done” but is a record of what you have learnt, tried and critically reflected upon. For example, if in your log book you include details of what you did or how you did something then consider asking yourself questions such as:

Did it go well? Why? What did you learn?

Did it go badly? Why? What did you learn?

How can you improve next time?

A log book contains your record of your experiences, thoughts, feelings and reflections. *One of the most important things it shows is your conclusions about how what you have learnt is relevant to you and how you will use the new information/knowledge/skill/technique in the future.*

It may contain details of problems you have encountered and solved (or not solved); examples of where you started to try out and practice some new skill, and examples of your own formal and informal learning. Formal learning is ‘taught’ in a formal academic setting - for example via a lecture or a course. Informal learning is learning which takes place outside a formal academic setting, for example, though talking with friends or colleagues in a social setting. The best entries will bring these elements together.

Once you have commenced a log book you will find it a valuable and useful 'tool' to help your learning and to help you to think about and structure your own learning.

How to keep a Log Book

Try to write something down after every new learning experience.

- What you did
- Your thoughts
- Your feelings (but keep a balance, it is not a personal diary)
- How well (or badly) it went
- What you learnt
- What you will do differently next time.

Try to regularly review (usually every 3-5 weeks) what you have written and reflect upon this, documenting this reflection as an additional entry. Be honest with yourself. Ask yourself questions such as:

- Have I achieved anything? If so, what?
- What progress have I made?
- Have I put any theory into practice?
- How does what I have been doing lead to me becoming better at a skill?
- How can I use this to plan for the future?
- How can I use this to plan new learning?

You will find that how you view something (your perception) changes over time. For example, you may have been trying to develop your communication skills and have had a bad or negative learning experience when something went wrong and you feel you have made little or no progress. You may reflect upon this the next day and your thoughts and feelings may be mainly negative ones. However when you reflect about the experience 3-5 weeks later on you may find that you have now overcome the negative experience and have used it to develop further and improve yourself. Skills rarely suddenly develop or improve 'overnight'. Learning new knowledge and applying it within a skills context usually takes time, effort and perseverance. A log book will help you to become more aware of how you learn, what learning tasks you enjoy (and don't enjoy) and of your emotional and cognitive (thought) processes.

At first it may seem difficult to start to critically reflect upon your own learning. Over time though, you will find that it becomes easier. The more often that you practice the skill of self-reflection then the easier it will become.

You can use your log book to record courses you went on, books you have read, discussions you have had, Internet sites you have looked at, television programmes you have watched. At the end of the day your log should become something that is directly relevant to you and your learning, as applied to your placement.

The log should be relevant to you and your job/studies/role/activities, therefore there is no 'right' or 'wrong' way of producing a log book. If you require any help, advice or guidance about your log book or about how to get started on one then please discuss it with your placement tutor.

Appendix 6 - Example Log Book

- What did I do?
- How do I think/feel about this?
- What did I think about but not say (or what did I want to say but did not)?
- How well (or badly) did it go?
- What did I learn?
- What will I do differently next time?
- How will I do it differently next time?
- What have I achieved?
- What have I learnt about myself?

- How have I put any theory into practice?
- How does what I have been doing lead to me becoming better at a skill?
- How can I use this to plan for the future?
- (How) can I use this to plan new learning experiences?

Appendix 7 – Health and Safety Risk Assessment

Student Name: _____

Student ID: _____

Name of Organisation: _____

Does your organisation have a current health and safety policy?	YES / NO
In addition to the basic health and safety induction training, will on-going, appropriate training and supervision be provided for placement student?	YES / NO
Where driving is undertaken using students own vehicle, employer to confirm student has the relevant driving licence and insurance for business use (enquiries will need to be made by the student with their insurer and presented to employer).	YES / NO
Where driving is undertaken using a hire car or employer vehicle, Appendix 10 of the handbook must be completed and submitted along with a copy of the student's driving licence, including paper copy to Dr Rasmus Ibsen-Jensen – see Section 7 for contact details.	YES/NO
Does your organisation have current risk assessment procedures?	YES / NO
Are risk assessments completed on a frequent basis and kept under regular review?	YES / NO
Are the findings of the risk assessment recorded, reported to the relevant people and any necessary recommendations implemented accordingly?	YES / NO
Will placement student be required to participate in any high risk activities?	YES / NO
Does your organisation hold Employer and Public Liability Insurance?	YES / NO
For overseas placements only - Does your organisation hold Employer's Liability (sometimes known as workman's compensation insurance) and Public Liability Insurance? These insurance policies would apply when an employee or other person seeks compensation when they have been injured or their property damaged due to the negligence of your organisation?	YES / NO
Is your indemnity limit in excess of £10,000,000?	YES / NO
Will the placement student be covered for any liability incurred as an employee of your organisation?	YES / NO
Placement employer to report back to the ULCS any accidents or incidents of concern, involving placement student via Dr Rasmus Ibsen-Jensen, Employability Skills and Placements Administrator – see Section 7 for contact details.	
Placement employer to report back to the ULCS any unauthorised absences of two consecutive days via Dr Rasmus Ibsen-Jensen, Employability Skills and Placements Administrator – see Section 7 for contact details.	

Please provide the name and details of the nominated health and safety contact.

Name: _____
Tel: _____

I can confirm that the above information is correct (employer)

Name (Print): _____
Signed: _____
Date: _____

Please ensure that this form is completed and returned to the ULCS as soon as possible as soon as possible and no later than eight weeks from the start of the placement.

Appendix 8 – Travelling Abroad (additional student form)



TRAVELLING ABROAD ON UNIVERISTY BUSINESS

PERIODS FOR LESS THAN SIX MONTHS (Longer periods by request using this form)

To be completed for each overseas visit and forwarded to the Insurance Section, Finance Office or email to finsec2@liv.ac.uk at least five days before travel

Name of Applicant (Block letters)

Department

If 'Other' please explain

Staff Postgraduate Undergraduate Other

Country to be visited

Dates

Duration (number of days)

Health:

(i) Have you received any medical advice that you should not travel? Yes/No

If Yes, please give brief details:

If unsure, please obtain written confirmation of your fitness to travel from your doctor.

Please give details of laptop or equipment being taken together with the replacement value.

.....

I hereby apply for Travel Insurance for the purpose of the above journey which I am undertaking for University purposes:

I require a Certificate of Insurance
Please tick if certificate required. This will be emailed if possible.

Email:.....

Signed

Date

Countersigned by Head of Department

Date

Notes

1. The following is only a brief summary of the cover and reference can be made to the Policy at any time for a more detailed examination of the cover provided.
 2. After arranging the insurance the University on behalf of the insurers will give the traveller a certificate of travel insurance if specifically requested. In most cases the overseas medical assistance card with emergency telephone number is sufficient. If in doubt contact the Insurance Section, Finance Office on extension 42096.
 3. The normal maximum duration of this insurance provision is 6 months. If you wish a longer period please give a note of the special circumstances. An additional premium will be charged for staff and PGR's but not Undergraduates.
 4. Health – Amongst the exclusions in the Policy is a standard one in respect of any claim which arises, consequent upon or contributed by a pre-existing or mental defect or infirmity when an insured person has undertaken a journey against the advice of a medical practitioner.
 5. Medical Expenses = Unlimited
Loss of Baggage = £10,000
Loss of Money = £5000 (lower limits for cash)
Cancellation and curtailment = £2000, £250,000 in any one period of insurance
Personal Liability = £5,000,000
Hospitalisation = £50 per day
- The insurers require an application form to be completed in advance of each visit. Please allow 5 working days if certificate is required

Appendix 9 – Overseas Medical Assistance in the Event of an Emergency



OVERSEAS MEDICAL ASSISTANCE IN THE EVENT OF AN EMERGENCY

TELEPHONE: RSA Services (First Assist)

+44 (0)20 8763 3155

and quote reference : Policy No. RKK853738

This is operated through a UK telephone number to provide you with direct access for advice and assistance from anywhere in the world, 24 hours a day.

In the event of a medical emergency whilst overseas you should contact the above number to obtain assistance with:

a) Medical

- i) Medical advice, referral or treatment.
- ii) Emergency repatriation.
- iii) Local payment of hospital bills.
- iv) Replacement of essential maintenance medication or drugs.

b) Personal

- i) Replacement of lost or stolen passport, tickets, or other travel documents.
- ii) Cancellation of lost or stolen credit, charge or bankers cards or travellers cheques.
- iii) Advance of emergency funds up to £100.
- iv) The tracking of lost luggage.
- v) Forwarding essential business documents and urgent messages all charges for which will be the sole responsibility of the Insured or Insured Person.
- vi) Legal advice.
- vii) The provision of interpreters at business meetings or the translation of documents all charges for which will be the sole responsibility of the Insured or Insured Person.

First Assist's email address is: international.ops@firstassist.co.uk