

Role and Responsibilities of Placement Directors

Context

The University of East Anglia recognises and values the importance of placement activities both academically and vocationally and is committed to maximizing the opportunities that its students have to benefit from such possibilities. The University's Policy on Placements provides a framework outlining the minimum requirements in the development, delivery and monitoring that placement learning opportunities must meet in order to safeguard the interests of the University, Placement Students and Placement Providers.

Purpose

The Placement Director is responsible for the general oversight of the School's placement programme(s) and ensuring that compliance with the Policy on Placements is appropriately met. The Placement Director reports directly to the Head of School.

Whilst this role description seeks to define the role of Placement Director, it may be that the precise responsibilities attached to the role may vary in some cases (e.g. certain professional courses or where the Study Abroad Office are involved) or may be devolved to other members of the School. The ultimate responsibility for quality assurance, however, rests with the Placement Director as the representative of the Head of School.

This role descriptor should be read in conjunction with the Policy on Placements.

Role outline

Key aspects of the role include:

Strategic leadership of placement development and delivery

- To have general oversight of the establishment, delivery and organisation of placement learning opportunities in the School;
- To ensure compliance with the University's Policy on Placements and act as source of advice for both academic staff and students involved in placement activities;
- To ensure the quality of learning opportunities and experience for all students engaged in placement activities;
- To advise on the mitigation of any potential risk involved in the placement activities offered by the School;
- To liaise with professional services (including Learning & Teaching Service (LTS), Study Abroad Office, Careers Service, UEA Insurance, Student Visa Compliance Team, Student Support Services) as required, and act as a contact point for any queries and concerns.

Representation

- To attend any University meetings involving Placement Directors including relevant training sessions;
- To meet with the Directors of Learning & Teaching, and of Employability, and other stakeholders associated with curriculum and employability development;
- To provide placement related input at School and Faculty level on teaching committees, programme review meetings and other activities as required.

Placement delivery and monitoring

- Ensuring that clear information about the School's Placement Opportunities is readily available to students and Placement Providers (before, during and after placements) and to assist where appropriate in student briefing sessions;
- Ensuring that staff involved in the delivery of placements are adequately trained;
- Overseeing the School's mechanisms for raising and resolving concerns by any party: the School, Placement Student or Placement Provider;
- Facilitating the review process, including feedback from Placement Students and Placement Providers;
- Ensuring the monitoring of placement provision in the School and seeing that placement information is captured via the University's own quality assurance mechanisms;
- Ensuring that Placement Providers and Placement Students have a clear understanding of their obligations with respect to Health and Safety;
- Ensuring, where appropriate and possible, that Placement Providers, are visited during the placement period;
- Working with the Course Director to find a suitable remedy if a placement is prematurely terminated;
- Obtaining confirmation of the Placement Provider's insurance;
- Seeking advice from University's Student Visa Compliance Team where planning to include new placements opportunities in new/existing courses, and likewise for any Placement Student studying on a Tier 4 visa;
- Being a known contact point for any Placement Students experiencing difficulties during the placement activity.

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