



**University  
of Worcester**

School of Allied Health and Community  
Department of Health and Wellbeing

# **Work Based Learning New Student Guide 2023-24**

## **Foundation Degree**

Child & Adolescent Mental Health  
Health & Social Care

## **Certificate in Higher Education**

Health & Social Care

**Work Based Learning Team**

[wblt@worc.ac.uk](mailto:wblt@worc.ac.uk)

## QUICK GUIDE TO USEFUL CONTACTS

<b>Work Based Learning Tutors</b>	<a href="mailto:wblt@worc.ac.uk">wblt@worc.ac.uk</a>
<b>Placement Support Team (PLAST)</b>	<a href="mailto:plast@worc.ac.uk">plast@worc.ac.uk</a>
<b>Admissions C Team</b>	<a href="mailto:admissionsc@worc.ac.uk">admissionsc@worc.ac.uk</a>
<b>DDC (for DBS Applications)</b>	<a href="mailto:contact@ddc.uk.net">contact@ddc.uk.net</a> 0116 260 3055 / 0845 644 3298
<b>SOMA (for health clearances)</b>	<a href="mailto:lou@somahealth.co.uk">lou@somahealth.co.uk</a> / <a href="mailto:stacey@somahealth.co.uk">stacey@somahealth.co.uk</a> 01905 422808
<b>Firstpoint at the University</b> (Firstpoint provides student support which includes help completing DBS applications / Health Clearance applications, etc)	<a href="https://www2.worc.ac.uk/firstpoint/">https://www2.worc.ac.uk/firstpoint/</a>

## What is this guide for?

Welcome to the School of Allied Health and Community Foundation Degree/Certificate in Higher Education courses at the University of Worcester.

A requirement of the Foundation Degree/Certificate in Higher Education courses is to undertake a placement as part of your work-based learning module (WBL).

This guide is designed to help you:

- Know which WBL forms and paperwork you need to hand in before you start
- Understand the University placement clearance process
- Find and arrange your work-based learning placement

Please read this booklet carefully – it will guide you through the process of finding a placement for your work based learning, completing all the relevant forms before your course starts, and give you contact details to access support at the University where needed.

## What is in this guide?

Page 4	What do I need in order to start my placement? A pre-placement checklist
Page 5	Further information about placement paperwork and clearance <ul style="list-style-type: none"><li>- DBS Application and Certificate</li><li>-University Placement Form</li><li>-Clearance</li></ul>
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## What do I need to do to start my placement?

Please find a checklist below to help guide you through the process of securing a placement and being cleared to start. This checklist is for your own use and does not need to be handed in. The University's placement clearance process cannot be completed until all these steps have been done, so please read this guide carefully, and refer to the Clearance Flowchart on page 6.

If you have any queries or become stuck with anything below, please email

**admissionsc@worc.ac.uk**

**Please note** – once we have received your placement form, the University contacts all placement areas (including students' places of employment) to request information about Health & Safety and Insurance. **You will not be fully cleared until you receive a placement clearance notification email from a member of the Placement Support Team (see contact details on page 13). PLEASE ACTION ALL FORMS AT YOUR EARLIEST CONVENIENCE TO AVOID DELAYS COMMENCING PRACTICE**

		Please begin to work through these steps when you first receive this pack	TICK
1	DBS APPLICATION	I have completed my online DBS application and verified my ID documents with the University's DBS service provider DDC, IF REQUIRED. (DDC will e-mail students from the end of June onwards with DBS instructions).	
		OR I am already registered for the DBS Update Service.	
2	SOMA HEALTH	I have completed the online SOMA Health Questionnaire (a link will be provided in your Admissions pack once students have been sent a 'Firm Acceptance' email)	
3	FINDING A PLACEMENT	I am using my place of employment as my placement and have had permission from my manager to do so.	
		OR I have arranged and confirmed a placement experience of my own.	
		OR I have not yet arranged or confirmed a placement, but I have been in contact with the Work Based Learning Tutors for support to find one - please do this by 30 <sup>th</sup> September 2023	
4	PLACEMENT FORM	I have arranged a placement before the start of the course and completed the online Placement Information Form. <b>The form will be emailed to you at the end of August soon after A Level results are published.</b>	
		OR I have not secured a placement before the start of the course but understand that as soon as I do, I need to complete the online Placement Information Form.	
5	DBS CERTIFICATE	I have received my University of Worcester DBS certificate and have taken this <b>original</b> certificate to Firstpoint for verification.	
		OR I am already registered for the DBS Update Service and have provided my details including original DBS certificate at Firstpoint for the University to access my DBS update information.	
6	STUDENT DRIVER INDEMNITY FORM	I have completed and submitted the online <i>Student Driver Indemnity Form</i> . <b>This form will be emailed to you towards the start of your course.</b>	
If you are not able to tick all checklist boxes 1 to 5 by the start of your course in September, please contact the Work Based Learning Tutors at wblt@worc.ac.uk for clarification and support.			

## Further information about placement paperwork and clearance

### DBS Application and Certificate

**All students must hold an Enhanced DBS certificate obtained via the University of Worcester's DBS service provider - DDC**, even if you already have another DBS certificate, unless you are currently registered to use the DBS Update Service (your clearance must be an Enhanced DBS and cover Children and Vulnerable Groups). This usually costs around £56 including application, and students will need to cover this cost.

The University does not receive a copy of your DBS certificate so please keep your copy safe. Once you get your DBS certificate back, you will need to take the original DBS certificate into Firstpoint (located in the Peirson building on St John's Campus). If you received your DBS at or before the start of the course, please take it to Firstpoint during the first week of your course, or as soon as you receive it if it comes through later. Firstpoint will process your certificate information and record this on the university database.

If you are already registered for the DBS Update Service, please contact Firstpoint with your details and provide them with the original DBS certificate so that they can access your DBS Update Information. Registering for the DBS Update Service can be useful if your work placement requires a new organisation specific DBS. A DBS Update subscription is £13 per year but needs to be registered within 30 days of your original certificate issue date. A DBS Update Certificate will allow a placement to carry out instant online status checks on your DBS certificate that is linked to your subscription. For more information, please go to the DBS Update Service webpage <https://www.gov.uk/dbs-update-service>. See page 2 of this Guide for the contact details for DDC.

### University Placement Form

Once you have found a placement, you will need to complete the online placement form as soon as possible, and **this will be emailed to you in due course**. Please complete this as a matter of priority once you have confirmed your placement and mentor.

The University will need to approve your placement, and then contact the placement for health and safety and insurance paperwork, even for those students who are using their place of employment for their work-based learning. This can be a time-consuming process, so please send back the placement form as soon as you can. Further details about finding a placement are included in the rest of this booklet, but if you need any support in looking for a placement, please contact the WBL Tutors as soon as possible on [wblt@worc.ac.uk](mailto:wblt@worc.ac.uk) and we will be happy to support you.

### Clearance

Please note you must not start your placement until you receive your clearance date in an email from the Placement Support Team – Nursing, Midwifery, and Allied Health (PLAST). This still applies if you are using your place of employment – you will need to wait for the clearance email before you count your university placement hours.

If you are unsure about any of this process, please contact the Work Based Learning Tutors at [wblt@worc.ac.uk](mailto:wblt@worc.ac.uk) who can advise.

## STUDENT ACCEPTS COURSE OFFER

### Student completes as soon as possible:

- SOMA health questionnaire via link in email from Admissions.
  - Instructions for obtaining a DBS sent from the University of Worcester's DBS service provider, DDC.
  - Student Code of Conduct and Covid Self Risk Assessment
  - Find and confirm a relevant placement.
  - Complete placement form via link in email from the Placement Support Team (PLAST)
- Support and guidance are available by contacting the Work Based Learning Tutors at [wblt@worc.ac.uk](mailto:wblt@worc.ac.uk)

**Student**

**WBL Tutors**

Student receives DBS certificate and takes their **original** copy to Firstpoint.

Students will NOT be cleared to start placement until this is done.

WBL Tutors to confirm suitability of placement for course and undertake risk assessment. If there are any issues with chosen placement, students may be required to seek an alternative placement. Students will be contacted if there are any concerns.

**Any issues with DBS or requirements on the health form?**

**NO**

**YES** – Information passed to Course Leader for further discussion with student.

PLAST contact placement/WBLT for completed:

- Health & Safety Audit form
- Liability Insurance Certificates
- Placement Risk Assessment

**Have these been received?**

**YES**

**NO** – Student not to start placement until all paperwork has been received and confirmed.

- ✓ DBS enhanced certificate
- ✓ SOMA health questionnaire
- ✓ Student Code of Conduct/Covid Self Risk Assessment
- ✓ Health & Safety Audit form/Risk Assessment form
- ✓ Insurance Certificates
- ✓ Suitability of placement approved by WBL Tutor

**PLAST will notify student by email that they are cleared and ready to start placement**

**STUDENT CLEARED FOR PLACEMENT**

## Finding a placement

All students are responsible for finding their own placement, although the WBL Tutors are here to support you if you need help. You need to start looking as soon as possible and should aim to have something lined up before you start the course in September.

Please contact the WBL Tutors if you would like further support (contact details on page 13).

### What to look for

**You will need to make sure that your placement is relevant to your course as not all placements suggested in this guide will be suitable for every course. Please contact us if you are unsure.**

Think about the areas you are interested and enthusiastic about working in. Have you enjoyed working with older people, or adults with learning disabilities? Think about the areas that you would work well in, and where you might be considering your future career path, but also think flexibly about other options you may not have considered.

Examples of placements which you could look at:

- **Day centres** – e.g. for older people, people experiencing homelessness, for adults with learning disabilities
- **Supported living**
- **Care homes** – nursing and residential
- **Mainstream schools, special schools, colleges and nurseries**
- **Youth settings** – youth clubs, local youth support services, residential homes
- **Children's Centres**
- **Charities and voluntary sector** – e.g. Mind, Age UK, Alzheimer's Society, Headway, YMCA, Women's Aid
- **Care farms**

### NHS Placements

Voluntary NHS placements where you are not employed directly are very difficult to arrange within Worcestershire and Herefordshire due to arrangements with Nursing and Midwifery courses. However, some students have secured NHS based placements further afield, so this may be possible if you are outside the local area.

## How to look

### Network

Pick the brains of the people you know! Does anyone have any possible contacts?

Friends and family members may be able to signpost or steer you to a placement (however, please be aware that you cannot work with a close contact as your mentor, and ideally you would not be in the same setting as a family member or close friend). Alternatively speak to:

- Other students
- Work colleagues
- University or college staff
- Contacts from any voluntary/community work you have done



### Internet search

THIS IS THE KEY PLACE TO FIND PLACEMENTS! Try researching local services. For example, your Google searches might include terms such as:

- 'Children work experience Herefordshire'
- 'Special schools Birmingham student placement'
- 'Dementia' 'Gloucestershire'
- 'Head injuries' 'West Midlands'
- 'Worcestershire' 'homelessness'



### Social Media

We live in a digital world! A lot of placement providers will use social media – Tweet them, Facebook them and get in contact.



## Where to look

Your placement does not have to be in Worcester – as long as you can attend your university lectures each week, it is fine to have a placement in your home town or elsewhere. Please be mindful of your own travel considerations, especially if you have to rely on public transport.

***If you are already employed and are using your place of work for your placement, please do ensure that you have your employer/manager's permission to carry out your work based learning at your work place.***



## How to approach different organisations

The email template at the end of this pack gives an example of the information you might want to include if you are contacting an organisation.

- If you are writing to some very similar settings, you may find that you can use the same text, but ensure you proof read carefully and check the specific contact details.
- Sell yourself. What can you bring to their team? Why would it be an advantage for them to have you in their organisation? Think about your skills and experience.
- If you do not hear back within a few days, follow it up with a phone call - it's easy for emails to sit in an inbox when everyone is busy in a company, so do think about phoning if you don't hear back. Be proactive!



## What to do if I'm still having difficulties finding a placement?

We understand it can be challenging to find a suitable placement. If you are not very familiar with the local area, or you are not hearing back from the places you have approached, please do contact a WBL Tutor for further advice and guidance.

Contact details on page 13.

## Example Email Template

This is a template email for a potential placement – you will need to edit it to include your contact details and amend the wording for each particular setting.

Dear *NAME*

I will be a first year Foundation Degree / Certificate in Higher Education *[delete as applicable]* student from September 2023, studying on the *name of course* course at the University of Worcester. I am emailing you with regards to a potential placement at *your organisation*. I am required to undertake a placement, and I am hoping you may be able to help me.

I need to complete a minimum of **150 hours / 200 hours** *[delete as applicable – CAMH students will need to complete 200 hours]* during my time in placement. The placement is designed to run for the length of the academic year, so I am ideally looking for a placement one day a week between October and May.

I will need to have a named mentor who can support me, although I will be working independently for the majority of the time. A mentor is usually a senior person / or an experienced individual who has a good understanding of the setting and its remit. In brief, they would need to meet with me at regular intervals, help me identify learning opportunities, and to sign off a small amount of paperwork.

*Add in a brief line about why you have chosen this organisation; what you can bring to the role; why you are enthusiastic about the setting*

e.g I have enjoyed working with older people for some time, having held a voluntary role at a care home in my home town. I am patient, work well as part of a team, and am respectful and friendly with the clients. I would welcome the chance of further developing my health and social care skills at *the organisation*.

I hope you can accommodate me. If you have any questions or would like more information from the University then please contact the Work Based Learning Tutors at [wblt@worc.ac.uk](mailto:wblt@worc.ac.uk).

Many thanks for your help

Kind regards, *Name*

## Driving to Placement

### Eligibility to Drive

Work related driving legislation places a responsibility on the University while students are travelling on business relating to their course.

At the start of the course and subsequently at the start of each academic year, students driving to placement are required to complete and submit an online ***Student Driver Indemnity Form*** to PLAST. **This asks you to confirm that you have advised your insurers of the need to travel to placement, and that your policy includes such travel.** The University will then regard this as an acceptance by the student that this cover is in place. The online form will be emailed by PLAST to students nearer to the course start date.

**Students are responsible for ensuring:**

- **they are legally entitled to drive, with a full driving licence**
- **they have correct levels of motor insurance**
- **that any vehicle more than 3 years' old has a yearly MOT.**

**Students with more than 6 points on their driving licence, or who have been disqualified from driving in the past, must await clearance from the University's insurers before using their own vehicle for travel to placement.**

Students travelling in their own motor vehicle should understand that they do so at their own risk. Travel to placement does not constitute any acceptance of liability by the University of Worcester or placement areas for the risks of arising from the use of a private vehicle.

### Vehicle Insurance

In order to use your vehicle to travel to placement **you must check with your insurers that your insurance covers you for commuting to placements. It is your responsibility to make sure you have adequate insurance.**

Different insurance companies take a different view about what constitutes 'commuting'. Some will be happy to include travel to placement within this insurance, but some may regard it as business travel and therefore charge an additional amount. The University recommends that when students renew their insurance they shop around for a policy which will include journeys to a variety of placements within their definition of 'Commuting', rather than paying a premium for business insurance.

Students using their place of work as their placement should be covered by a 'commuting' clause, unless they use their vehicle to drive to different sites during the working day, in which case business insurance is required – either on your own policy or through your employer.

PLAST make reasonable attempts to collate insurance information and give advice where possible, but it is not the department's role to monitor individual levels of insurance cover.

## Community Mileage

Where students are on a community-based placement (driving to meetings or service user homes during the course of the working day) we recommend students discuss with their supervisor/manager the possibility of accompanying the supervisor in their vehicle. This happens in many cases anyway, but from time to time some students use their own vehicles to travel to the different sites.

Students who are undertaking community mileage MUST take out business insurance if they wish to use their own vehicle for such journeys (unless your employer pays for this cover). In the event of an accident you may not be covered if the insurance company discovers that you were insufficiently covered for the journeys involved. Adding business mileage insurance to your premium will normally incur additional costs – this differs on an individual basis. If you are using your vehicle to travel between sites you must have a current motor insurance certificate which contains the following clause in the section 'Limitations to Use':

*Social, Domestic and Pleasure, Commuting and Business Use by the Insured Person*

The term 'Insured Person' means you. If the policy is not in your name, or there are any doubts concerning insurance cover, you should seek guidance directly from the insurance company providing the cover, and if necessary arrange for the clause to be inserted.

**For further advice please contact [plast@worc.ac.uk](mailto:plast@worc.ac.uk)**

## Work Based Learning Team Contacts

### WBL Tutors

Please contact us if you have any questions about your work based learning.

We can provide support in helping you find a placement; can answer queries about the work-based learning module requirements; clarify any queries about the placement paperwork; and liaise with prospective placement providers. We are available via the WBLT email address at : [wblt@worc.ac.uk](mailto:wblt@worc.ac.uk)

The WBLT comprise of Naomi Blaikie, Kam Everton and Dan Howarth

### Placement Support Team – Nursing, Midwifery, and Allied Health

If you have specific queries about the clearance process once you have submitted your placement form, please contact the relevant colleague in PLAST who can advise:

For Fd Health and Social Care, Cert HE Health and Social Care, Fd Child & Adolescent Mental Health course please contact:

Sarah Davis	01905 542419	<a href="mailto:s.davis@worc.ac.uk">s.davis@worc.ac.uk</a>
Janice Spikes	01905 542486	<a href="mailto:j.spikes@worc.ac.uk">j.spikes@worc.ac.uk</a>

Alternatively, you can email the Placement Support Team generic email address at [plast@worc.ac.uk](mailto:plast@worc.ac.uk)

