

Placement Year: Placement Tutor Guide

Introduction

This guide is aimed at supporting staff members who are acting as visit tutors who are responsible for making **direct and regular** contact with students (either face to face or via Teams) whilst they are on placement year. This guide should be read in conjunction with your school's specific placement year module handbook.

All students out on placement for the year are allocated an academic Placement Contact Tutor to provide support and guidance from their relevant subject department. This may be the same person as the placement lead, however if there are a lot of students out on placement, this role may be allocated to other academic colleagues in the school.

As students are still enrolled with the University, and the placement year is an academic module that will go to an Academic Board, there are certain contact points that must be adhered to throughout the year.

Academic Progression Requirements

Students must successfully complete and pass the previous year of their programme before commencing a placement year. It is the responsibility of the placement tutor to monitor the academic progression of students who secure a placement.

Students who are undertaking reassessments or resits are not permitted to begin their placement until their results have been confirmed and progression has been approved by the University. If concerns are raised regarding a student's progression status or you are aware of a student due to undertake a placement who has failed a module, Placement Tutors should seek clarification from the School Placement Lead and placement team.

Before placement

Students are offered support by the Careers & Employability team to search and apply for placements. If you know of any students who are interested in applying for placement year, please signpost them to placementsandwexp@lincoln.ac.uk

Placement leads in each school will usually assign placement visit tutors towards the beginning of the academic year.

Placement Advisers provide:

- [1:1 appointments](#) to talk through applications and interviews.

- [Group workshops](#) covering 'Prep for placement year' and 'How to find work experience'.
- [CV and Cover Letter](#) resources.
- [Interview preparation](#) resources.
- [Job search website](#) recommendations.

Please support the careers and employability team by promoting and signposting our services to relevant students throughout the year.

During placement

Placement Contact Tutors Responsibilities

- To provide personal and academic support throughout the placement to your allocated student(s). This may include but is not limited to meetings with your student, regular email contact, support with any academic elements of placement.
- Mandatory initial placement visit meeting and end of placement meeting (either via Teams or Face to Face) with student.
- To maintain a link to the University of Lincoln for the student through regular contact, updates on events and deadlines and the placement visit.
- To support with any concerns raised by any party from the placement.
- To draw together the information for the assessment.
- To help support their return to final year. Please see the [careers & employability final year](#) checklist
- Keep the placement team in the loop of relevant conversations or issues.

Expected contact

The initial contact meeting is to discuss and complete the [initial placement contact form](#). During this first visit/check in (via Teams video call or in person), it is important to check the student has received a formal induction in the workplace. Once the form is submitted, this will be automatically sent to the Placement Team to save in the relevant student's folder. We also ask that you save a copy of the form. The initial contact meeting should take place **within the first 2 weeks of you being assigned as tutor**, between yourself and the student.

It is best practice to send a monthly email to the student as a reminder that you are there to help or answer any questions they may have. Some students may decide they prefer more or less frequent contact points, but this can be decided during initial meetings. **If a student fails to respond to a monthly check in within a week, the Placement Tutor should send a chase email/try to contact them via phone. If no response is received within one week of the chase, the matter will need to be escalated to both the Placement Lead and Placement Team.**

We ask Placement Tutors to organise an end of placement assessment with the student and their supervisor/line manager. Each school has their own criteria for assessment. If you are unsure of what is required, please speak to your Placement Lead. We then ask you to record this information via the Placement Visit Report which on completion will automatically be sent to the Placement Team to save in the relevant student's folder. You should save a copy of this document on completion as it may be required by the module lead and the exam board.

The following criteria will be used to determine successful completion of the Placement Year:

1. Completion of a year of full-time work, a minimum of 24 hours a week for 24 weeks, unless the course of study specifies more. This is a minimum, and if the student has agreed and signed a contract for a placement that is for a longer period this should be honoured.
2. Meeting the required outcomes identified in the module handbook.
3. A satisfactory report from the placement supervisor/line manager towards the end of the placement which is shared with Placement Lead (report document will be shared by your placement adviser).
4. A satisfactory reflective log submitted by the placement student (if required by their specific course) at the end of the placement, focusing on personal development including skills developed and experience acquired whilst on placement. (Some Schools also require a placement presentation).
5. A satisfactory placement visit & corresponding report from the Placement Tutor (conducted at the end of placement either via Teams or face to face)

Responsibility for ensuring that a student successfully completes their placement, including monitoring progress and collecting any required information and documentation, rests with the school. The Placement Team can provide support and guidance where required, but overall responsibility remains with the school.

Placement Tutor Checklist

- ☐ Confirm student has successfully passed the previous year before commencing placement.
- ☐ Complete Initial Placement Contact Form within 2 weeks of allocation as their Placement Tutor and save a copy of the form.
- ☐ Provide personal and academic support throughout the placement.
- ☐ Maintain regular contact and act as the University's point of contact and send a monthly check in email.

☐ If the student does not respond to monthly check in within a week, chase by email and/or phone.

☐ If there is no response is received within one week of the chase, escalate to the Placement Lead and Placement Team.

☐ Support and manage any issues raised by the student or employer and keep the Placement Team informed of any significant issues or concerns.

☐ Arrange and complete the end-of-placement assessment with the student and line manager/supervisor. If you are unsure of assessment criteria, check with Placement Lead.

☐ Share and save the supervisor/line manager report with the Placement Lead.

☐ Complete and submit the Placement Visit Report and then save a copy.

☐ Support the student's transition back to final year.

☐ Confirm all placement requirements have been met for successful completion.

☐ To monitor student engagement for your cohort and identify students who may require additional encouragement or support please ask your placement adviser for access to the placement engagement tracker.

Reminder: Responsibility for monitoring student progress, collecting evidence, and ensuring successful completion of the placement year rests with the school.