

ITALIA CONTI

Student Teacher Policy

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This policy will be reviewed and approved by the Senior Leadership Team and Policy Steering Group.

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1. Introduction

This *Student Teacher Policy* is designed to ensure that student-teachers have a safe, rewarding and effective learning experience as part of their work-based learning or student teacher/coach placement.

This policy contains useful information about how student-teachers are expected to conduct themselves, their rights and responsibilities, professional boundaries, and where student teachers can seek help if they experience difficulties.

It also provides guidance on the procedures in place should things go wrong, or where the conduct or performance of the student-teacher falls below the required standard.

The policy has been informed by the [QAA UK Quality Code for Higher Education Advice and Guidance, Work- Based Learning](#).

‘Work-based learning for higher education courses describes courses that bring together higher education providers and work organisations to create learning opportunities. This Theme needs to be considered in conjunction with other regulatory requirements including providers’ academic regulations, funding body requirements and professional, statutory and regulatory bodies’ (PSRB) rules and regulations.’¹

The Quality Assurance Agency’s (QAA) guiding principles² to consider when undertaking work-based learning include:

- work-based learning courses and opportunities are designed and developed in partnership with employers, students and other stakeholders (where appropriate) and contain learning outcomes that are relevant to work objectives.
- work-based learning consists of structured opportunities for learning and is achieved through authentic activity and is supervised in the workplace.
- work-based learning opportunities are underpinned by formal agreements between education organisations, employers and students.
- education organisations and employers consider any specific issues in relation to the workplace environment and deal with them appropriately, including informal agreements where appropriate.
- work-based learning is delivered through a meaningful partnership between students, employers and the education organisation.

¹ Quality Assurance Agency for Higher Education (QAA), *UK Quality Code for Higher Education: Advice and Guidance – Work-based Learning*, November 2018, p. 6. Available at <https://www.qaa.ac.uk/docs/qaa/quality-code/advice-and-guidance-work-based-learning.pdf> (Accessed: [22nd May 2025]).

² Ibid., pp. 6-7

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- work-based learning opportunities enable students to apply and integrate areas of subject and professional knowledge, skills and behaviours to enable them to meet course learning outcomes.
 - parties understand and respect the respective roles, responsibilities and expectations of the education organisation, employer and student, and appropriate training and support is provided where required.
 - education organisations and employers acknowledge individuals have unique needs within the education organisation and in the workplace, and collaborate to ensure opportunities are inclusive, safe and supported.
 - work-based learning opportunities are designed, monitored, evaluated and reviewed in partnership with employers.

Italia Conti has a duty of care to all its students in respect of the health and safety standards of a student's learning environment. Departments should therefore ensure that they have the expertise to organise and maintain appropriate and safe placement learning opportunities.

2. Scope of this policy

This document will provide clear guidance for students, placement providers and staff who manage placements across Italia Conti. It details the entitlements and responsibilities of all parties. A template agreement form is annexed to support this guidance.

This policy relates to any situation where a student-teacher works or studies on-campus or in an approved non-Italia Conti location, and where their work or placement situation contributes towards learning outcomes of their course of study.

3. Limitations of this policy

Any or all aspects of this policy (including disciplinary actions outlined in Italia Conti's *Staff Code of Conduct*) may be superseded by:

- a) the *Student Teacher Policy* (or its equivalent) of the Validating Institution who is accrediting the student-teacher's training course. (Provided that the contract or the *memorandum of understanding* between Italia Conti and the Validating Institution allows for this);
- b) any programme-specific Professional, Statutory and Regulatory Bodies' (PSRB) rules and regulations.

4. Key definitions

For the purposes of this policy, the following definitions are used:

- a) **work-based learning**: we define this as any learning which takes place in a workplace

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which is directly relevant and contributes to students meeting relevant learning outcomes. Work-based learning may be paid or unpaid. It does not apply to any employment undertaken outside of a course of study which does not contribute towards the meeting of learning outcomes.

- b) **placement:** we define a placement to mean a period of study undertaken, which could be either in a work or educational context. A placement could be a block of work undertaken for a placement module, or a period of time when a student-teacher performs teaching and/or coaching and associate duties in connection as part of their course of study and which has been agreed between Italia Conti, the student-teacher as an activity contributing to the learning outcomes of the course of study. It can also mean means any work-based learning regardless of whether the student participates in person or remotely.
- c) A “**student-teacher**” is any student who is enrolled on a postgraduate course at Italia Conti and who will operate both as a MA/MFA student and as an MA/MFA student-teacher, including undertaking a student teaching and/or coaching placement with us as part of their studies, or outside Italia Conti.
- d) The “**placement supervisor**” is the Italia Conti member of staff who acts as the MA supervisor and mentor for the student-teacher. Italia Conti will have at least one named contact for placements (referred to as the Placement Supervisor in this policy),
- e) A “**mentor**” is the Italia Conti member of staff who works to support the student-teacher in their professional development. They should be the first person that the student-teacher contacts if they experience challenges in their teaching practice. The mentor acts as de facto line manager when in a teaching practice situation.

5. Aims:

Italia Conti aims to:

- provide a safe and healthy environment which offers an appropriate range of experiences for personal and professional development;
- promote effective working practices;
- promote effective professional relationships between student-teachers and students;
- promote effective professional relationships between student-teachers and members of staff;
- comply with the teaching-placement requirements of the Placement Provider, e.g. partner university or external placement requirements of other bodies (as relevant).

6. Student-teacher rights and responsibilities

Student-teachers’ rights and responsibilities are outlined in the *Placement Agreement Form*.

Where specific guidance is not provided in the *Placement Agreement Form*, the procedures and processes of the current Italia Conti *Staff Handbook* will apply.

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The student-teacher will comply with all policies and procedures in force at Italia Conti unless these are superseded by an agreement or arrangement with the Validating Institution (see **section 2**).

Note: as the student-teacher is not working under a contract of employment, provisions of the *Staff Handbook* relating specifically to employment law may not apply. This may affect any remedies which the student-teacher may seek.

7. Unpaid placements

Unpaid placements may not continue for more than 12 months, and the work performed by the student-teacher must relate directly to their course's learning outcomes. Longer placements and other types of work fall outside the work placement minimum wage exemption. For more information see: <https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships>.

If a student-teacher is offered a role for longer than a year, they must have a contract of employment.

8. Induction

MA/MFA Student-teachers will receive a formal induction prior to commencing their practical teaching experience.

The induction will consist of the course introduction, and an induction to the expectations, procedures, and activities required by Italia Conti and the partner university. No student-teacher will be permitted to commence their teaching placement until they have fully completed this induction process.

9. Codes of Conduct

All student-teachers are expected to fully comply with both the *Student Code of Conduct* and the *Staff Code of Conduct*. Where the student-teacher fails to comply with these *Codes*, disciplinary action may be taken in accordance with the Code, or a referral may be made to the process outlined in **section 15** ("Management of issues during student-teacher placement") whichever is deemed most appropriate.

The decision about which course of action to take will be made by the Director of Human Resources with advice from i) the placement supervisor, ii) the Course Leader and iii) the Validating Institution Contact.

10. Equal opportunity / Equality statement

Italia Conti is committed to providing equality of opportunity for all students and staff across and within all aspects of its activity, regardless of race, disability, religion or belief, sexual

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orientation, gender or gender reassignment, pregnancy, or maternity ('protected characteristics'). Italia Conti will not tolerate any form of discrimination or harassment.

This includes working to support our staff and students against racism, sexism, homophobia, transphobia, ableism, ageism, islamophobia, antisemitism, and all other forms of discrimination.

11. Placement Administration

Italia Conti's Human Resource department will maintain the following information:

- details of all students on teaching placement at any time;
- details of the placement including start and end dates;
- details of the student-teacher supervisor;
- placement host details (supervisor, address, telephone number, business email address)
- signed student-teacher [Placement Agreement Form](#);
- a copy of Italia Conti's Employer's Liability Insurance;
- student and employer evaluation forms.

12. Disclosure & Barring Service (DBS) Checks

A DBS check provides details of any spent and unspent convictions, cautions, reprimands and final warnings, or whether local police hold any information that can reasonably be considered relevant to working with vulnerable groups.

All student-teachers are required to have a satisfactory Enhanced Disclosure and Barring Service (DBS) check **before** beginning study on their MA programme of study.

- **Requirement:** No student-teacher will be allowed to work unsupervised with learners under 18 years of age or vulnerable adults without a valid Enhanced DBS certificate.
- **Purpose:** The DBS check provides details of any spent and unspent convictions, cautions, reprimands, and final warnings, as well as any relevant information held by local police that may be pertinent to working with vulnerable groups.
- **Process:** The DBS check must be completed and verified before the placement begins. Student-teachers will be informed of the application process during induction.
- **Guidance:** For more information, student-teachers should refer to the relevant Validating Institution's DBS policy and procedures, including guidance on the disclosure of criminal convictions.
- **Monitoring:** Italia Conti and the Validating Institution will monitor compliance with DBS requirements and may conduct spot checks or request confirmation of clearance at any time.

13. Confidentiality and Data Protection

Student-teacher information will be processed in accordance with Italia Conti's *Data Protection Policy*.

Student-teachers are required to comply with Italia Conti's *Data Protection Policy* and any *Privacy Notices* which may be in force. These will be covered in our standard Staff Induction.

In the course of their placement, student-teachers will have access to confidential information which they must keep safe and secure. This may include³:

- student performance and grades;
- sensitive personal information, e.g. students' medical conditions;
- staff discussions about student's pastoral and academic performance;
- operational information;
- information which is embargoed.

Such information should only be shared with those who are authorised to receive it, and any breach of confidentiality should be reported immediately to the student-teacher's Course Leader and Data Protection Officer (DPO).

14. Data Sharing

If data is to be shared with a Placement Provider there may be a need for a data sharing agreement. An example template can be found in **Appendix 4**.

15. Placement suitability and guidance

The placement supervisor, or member of academic staff, should satisfy themselves that each placement provider, whether allocated by Italia Conti or independently found by the student, is suitable.

Procedures for:

- securing, approving and allocating placements should be transparent to all, and take into account, as a minimum:
- the suitability of the placement to allow students to successfully meet the learning outcomes of the placement.
- that the placement provider meets with Health and Safety requirements.
- any relevant professional, statutory or regulatory body (PSRB) requirements governing the suitability of placements.
- student support on placements, including the mechanisms for dealing with any problems or complaints.

³ this is not an exhaustive list.

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- information should be given to students on the consequences of failure to either secure or complete a placement.

A risk-based approach should be used when checking the validity of placement hosts, particularly if independently sourced. This allows a lighter touch on companies with relatively low risk (well-known reputable organisations) and more rigorous control measures where the risk is higher (Small and Medium-sized Enterprise) SME's or small unknown organisations).

Organisation Checklist	
Company registration number/Charity registration number	☐
Legitimate company website	☐
Line manager email confirming placement from business email account	☐
Registered on UK Companies House (Student visa requirement) and accounts filed within the last year.	☐
Commercial address provided where student will be located.	☐
Online search on company does not reveal negative coverage that could affect student safety and wellbeing and Italia Conti's reputation.	☐
Request copies of the placement provider's <i>Health and Safety Policy</i> .	☐
Additional Checks for SMEs	
Copy of Employer's Liability Insurance (preferably in a company name – if in an individual sole trader's name check with Centre for Student Success or consult our insurance team).	☐
Telephone number and address on website checked for legitimacy.	☐
Additional Checks for students aged under 18 yrs.	☐
Request a copy of the placement provider's <i>Safeguarding Policy</i> (if they do not have one check with the Legal team).	☐
Additional procedure for high-risk organisations	
Placement Supervisor conducts a visit.	☐

16. Health & Safety

Italia Conti is legally responsible for the safety and wellbeing of students while on placements. Therefore, health and safety and safeguarding must be covered in written placement agreements and highlighted during induction sessions. Where possible providers should have well-constructed arrangements around health and safety risk assessments.

Where a provider is too small to have formal policy and procedures it is still Italia Conti's responsibility to check that they have safe working practices to protect students. Students must also be made aware of relevant policies and systems, and of their own responsibility to follow placement provider health and safety policies and directions, to engage in safe working practices, and be given information about whom to contact if they have health and safety or safeguarding concerns [about the work they are asked to do or the provider].

Please refer to the Italia Conti Health & Safety Officer for more details of the factors to consider regarding the risk associated with a placement, i.e. work, travel and transportation, location and region, health and environment, individual student and insurance limitations.

Health & safety questions should be included in the *Placement Agreement Form*. This should be signed by the placement provider to confirm that they meet and follow current Health & Safety legislation and that they hold valid Employer's Liability Insurance. A copy of the Employer Liability Insurance and a completed risk assessment form should be requested.

Other areas for consideration are the sharing of expectations regarding ethical and commercial confidentiality, and data protection issues, which should occur at all stages of the partnership. Placement providers may request for students to sign additional documents with regards to data protection and confidentiality.

17. Data Protection

Italia Conti and placement provider will be sharing personal data about the student, and it is very important that the parties make sure that this sharing meets mandatory legal standards.

For multiple placements a data sharing agreement is recommended. The Placement Supervisor should liaise with the Data Protection Officer (DPO@italiaconti.co.uk) at Italia Conti to facilitate appropriate Data Protection Due Diligence.

18. Monitoring and Evaluation

Italia Conti will collect feedback from stakeholders, including placement providers, student-teachers and participants to ensure that the student -teachers are benefiting from the experience, being treated fairly and equally, and that the placements are operating effectively.

This feedback is normally anonymised and discussed at Course Committee meetings and through student-teacher surveys.

This information will be used to measure the impact of work-based learning experiences and to inform good practice.

19. Management of issues during student-teacher placement

Common issues that might affect a student-teacher placement include⁴:

- risk to personal health or safety of the student-teacher;
- placement not providing the appropriate experience to allow the relevant learning outcomes to be fulfilled;
- the student-teacher does not feel they are being supported effectively during their placement;
- the conduct or practice of the student falls below the standard required;
- the conduct or practice of the student is a risk to the health or safety of others;
- difficulties arise between the student-teacher and their placement supervisor.

⁴ this is not an exhaustive list.

In the first instance, an informal process should be undertaken where the student-teacher is encouraged to speak to their placement supervisor to try and resolve any issues with the parties concerned.

If the informal process does not resolve the situation, the following procedure should be followed:

1) **Stage 1:** information should be formally sent to the student-teacher's placement manager. The Validating Institution should be informed, (normally via the Validating Institution Contact).

2) **Stage 2:** a consultation meeting should be arranged, (ideally within 5 working days of the information being received at Stage 1).

The Stage 2 meeting will consider:

- the nature of the information and its seriousness;
- the steps to be taken, and by whom, to determine the validity of the information;
- whether suspension of the teaching placement should occur or continue whilst the enquiry is ongoing;
- a timetable for the enquiry should be agreed to include the setting up of a meeting to consider the findings;
- other areas for consideration will be determined dependant on the particular case in question. Representatives from the organisations involved should be normally invited. (This meeting does not normally include the student-teacher).
- a report is written and considered at Stage 3.

3) **Stage 3:** Following the enquiry and completion of the report

- a meeting will be held to consider the report, which will have been shared in advance with the student-teacher. This meeting will consider whether the placement should continue or be terminated.
- the meeting will normally take place within 5 working days of the Stage 2 meeting.
- as a result of this meeting, further action may be taken by Italia Conti.

4) **Stage 4:** where the meeting at Stage 3 confirms concerns, the formal report of the decision will be communicated to all parties under the agreed timeframe.

Where it is decided under Part 1 or Part 2 that the student's placement be terminated, then at that point information with regard to the premature ending will be communicated to the student and next actions agreed.

20. Assessment

Student-teachers should refer to their *Course Handbook* on how their teaching placement will be assessed.

Appendix 1: Placement Agreement

Note: this form may be superseded by any agreement drawn up by a Placement Provider (see section 2).

Parties:

- 1) Italia Conti;
- 2) The Placement Provider;
- 3) The student- teacher

This agreement is between:

Part A: Italia Conti and the Placement Provider.

Part B: Italia Conti and the student-teacher (this may be completed as a separate document).

Part A: Placement Provider & Italia Conti Agreement

Data sharing

Each of us will take all necessary steps to ensure that we each operate at all times in accordance with the requirements of the UK Data Protection Act 2018 giving due regard to best practice and making sure that all Processing under this agreement has a lawful basis and comply with suitable data sharing schedule. An example of a Data Sharing template can be found in **Annex 1**.

Law and regulations

We will each comply with laws and regulations applicable to the placement including, (but not limited to) health and safety law and regulation, the Equalities Act 2010, the Modern Slavery Act 2015 and relevant Higher Education law and regulation.

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1. Before the placement starts we will:

- a) provide well defined placement objectives;
- b) brief students on matters such as their expected behaviour and clothing and provide a pre-placement induction where possible;
- c) give the students and you details of key Italia Conti and Placement Provider contacts;
- d) discuss and agree with you any reasonable adjustment(s) needed by the student with support from the Italia Conti Wellbeing Team, including a workplace assessment if necessary; and
- e) help students to develop employability skills required for the role.

2. During the Placement we will:

- a) monitor the student's progress through visits or touch points with you;
- b) where required, monitor student attendance of learners on Student visas;
- c) provide a named placement supervisor to support students;
- d) respond promptly to any concerns or issues raised by you, arrange a three-way review of the student's performance and/or behaviour and agree any actions to be taken to resolve them by either or both of us and the student;
- e) where it is not possible to resolve concerns or issues and the student elects to withdraw or you elect to end the placement, one of us will give written notice to the other formally ending the placement to be sent to the contact names in the placement details form in appendix 1.

3. After the placement we will:

- a) arrange for students to reflect upon the experience and consolidate the learning experiences.
- b) provide an evaluation mechanism in place for you and the student to evaluate the placement including an appraisal form.
- c) Set deadlines for students to feed into these processes.

Circumstances outside our control

If either of us is unable to complete our responsibilities due to circumstances outside our control we will work together to suspend the placement until it is possible for us to complete them or make the best arrangements in the student-teacher's best interests as are practically possible, depending on the circumstances.

Ending the placement early

If you wish to end this placement early you will inform the student-teacher and us as quickly as possible and we will work with you and the student-teacher to make arrangements for ending it as soon as practically possible while protecting the student teacher's interests, taking into account your reasons for ending the placement.

This agreement will automatically terminate when the placement ends. Clauses relating to actions to be taken after the end of the placement will continue to apply until both parties have completed all their responsibilities.

General

Variations to this agreement will be valid only if recorded in writing and signed by all Parties.

Any headings will not affect the interpretation of this contract.

Notices under this Agreement may be emailed or posted by first class post to the addresses given in the placement details form. Any notice will be treated as served on the day on which it is emailed, or left at the relevant address or, if served by post, two days after posting if sent from a UK location or five days if sent from outside the UK.

This agreement will be governed by English law, and the Courts of England and Wales will have jurisdiction to settle any disputes which may arise in connection with it.

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For Italia Conti

_____ Date: _____
(Signature)

Print Name _____

Position _____

For the Placement Provider

_____ Date: _____
(Signature)

Print Name _____

Position _____

Part B: Student-Teacher Placement Agreement

Student-Teacher Responsibilities

You will have read this *Student Teacher Policy* and by signing this agreement you commit to carrying out your responsibilities set out in this policy. You will behave with integrity as an ambassador to Italia Conti in all dealings with the Validating Institution.

if you are on a Student visa, always respond quickly to any Validating Institution emails or phone calls while you are on placement as you will be asked to confirm that you are attending as it is extremely important that we can report on your attendance to UK Visas and Immigration (UKVI). If you do not respond, the Validating Institution may send a member of their staff without notice to check on your attendance in person. If we find that you have not been attending your placement every day without good reason and, where you have to be absence because of illness or for any other reason, we may end your placement early.

Be aware that all Validating Institution regulations continue to apply to you while you are on placement and any behaviour which would be a breach of these Regulations while you are on campus will not be tolerated while you are on placement.

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If you have any worries or experience any problems in your workplace, please report this to your placement supervisor so that we are able to offer support.

1. Before the placement you must:

- a) prepare yourself by reading the appropriate module specification and/or placement handbook and/or other information provided by your Validating Institution for your placement;
- b) have an up-to-date CV and covering letter ready for Italia Conti;
- c) prepare yourself for placement interviews and be able to articulate their skills and motivation for applying for the placement role;
- d) make sure you understand your learning objectives; and
- e) attend any briefing or induction session offered by the Validating Institution and/or Validating Institution Contact to outline expectations whilst on placement, Health & Safety issues and in-work etiquette.

2. While on placement:

- a) ask for help and advice from Italia Conti or from your placement supervisor if you experience any difficulties adjust to the workplace or have any problems or concerns about your role or any other aspect of your placement;
- b) make sure that you are aware of all programme requirements while on placement, including attendance and assessment and ask for help and support if you are unsure;
- c) read Italia Conti's health and safety information and make sure that you are familiar with any health and safety direction given to you such as what do if there is a fire evacuation;
- d) comply fully with all of Italia Conti's policies currently in force, and make sure you are aware of our current guidance on appropriate touch, safeguarding & child protection (including handling disclosures), and sexual violence;
- e) make sure that you comply with Italia Conti's *Staff Code of Conduct* given to you and ask your placement supervisor if there is anything in the *Code* that you do not understand, or you are unsure about what is expected of you;
- f) (if required to do so), keep a reflective log during the placement, to ensure that you record your experience and are able to reflect upon the skills and experience gained;
- g) email your placement supervisor and *<insert details of Placement Provider contact>* on each day of absence if you are unable to attend your placement on the day on which you cannot attend and, if possible, before the time when you are due to arrive at your placement. If you are unable to do this, you must let *<insert details of Placement Provider contact>* know as quickly as possible.
- h) do not share:

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- i) information which you are told is confidential or which is labelled as confidential;
 - ii) personal data or other personal information about placement provider staff, clients, customers, or other individuals connected with your placement workplace.

with anyone outside your placement workplace without permission from your placement supervisor;

and

- i) contact your placement supervisor if you have any concerns about your wellbeing, personal safety or behaviour towards you from placement provider staff so that we can support and advise you.

3. After the placement:

- a) complete all placement evaluation forms by the deadline given to you by your Validating Institution;
- b) complete (if required) Italia Conti's appraisal form by any deadline given to you and if there is no deadline, as quickly as you can;
- c) remember to ask for your placement reference; and
- d) write a reflection on the experience which includes how the placement learning relates to your academic modules and how the experience is relates to your future career aims.

Part B: Student-Teacher Placement Agreement Declaration

I understand and will comply with the responsibilities indicated in Part B. I understand that failure to comply with these responsibilities may result in disciplinary action being taken against me, or a withdrawal of my student-teaching placement.

Placement role: _____

Placement name: _____

Name _____

Signed (student-teacher) _____

Date: _____

Appendix 2: Student-Teacher Placement Guidance

1. Responsibilities of the Student:

The student-teacher accepts responsibility for cooperating as necessary in finding a placement, meeting the programme requirements including assessment, and operating with integrity as an ambassador to the Validating Institution in all dealings with Italia Conti.

- The student takes every action necessary to get the most out of the learning experience, such as relating learning to the programme/module, building transferable skills, and using the opportunity to inform career planning.

2. Before the placement:

- The student should ensure that they have read the appropriate module specification and/or placement handbook which lays out the programme requirements.
- The student should ensure that they have an up-to-date CV and covering letter to present to Italia Conti.
- The student should be suitably prepared to attend an interview for a placement role and be able to articulate their skills and motivation for applying for the position.
- The student should ensure that they understand the expectations with regards to meeting the learning objectives and completing the necessary assessment in line with the programme requirements.
- Where possible, the student should attend a briefing or induction session given by Italia Conti to outline expectations whilst on placement, Health & Safety issues and in-work etiquette.
- The placement will not be formally recognised until a *Placement Agreement Form* has been signed by all parties (student, Course Leader and Human Resources representative).

3. During the placement:

- The student should take every opportunity on placement to optimise the learning experience, relating to academic programme content, developing personal and interpersonal skills, and learning professional expectations and behaviour.
- The student should be able to adjust to the workplace and reflect on the new context and priorities of Italia Conti.
- The student must ensure that they are fully aware of all programme requirements while on placement, including attendance, self-reflection, recording their activities and assessment.

4. After the placement:

- The student should complete the relevant placement evaluation forms as required by the Validating Institution.
- The student should ensure that they provide Italia Conti with the necessary appraisal form to complete.
- The student should seek a reference/endorsement from the organisation.
- Where required, the student should write a reflection on the experience which includes how the placement learning relates to their academic modules and how the experience is relevant to their future career aims.
- The student should complete the required assessment in a timely manner.

Appendix 3: Italia Conti's responsibilities

1. The principal responsibilities of Italia Conti:

- Italia Conti needs to have provided a clear and comprehensive job description and outlined how the student will be supported, and where possible, mentored.
- Italia Conti should treat students like employees and provide them with the necessary support to complete their work and learn from their experience.
- Italia Conti should work with the student and department to maximise the learning experience.
- Italia Conti should provide a safe and suitable environment for the student to work in.
- Italia Conti should hold the necessary Employer Liability Insurance.

2a. Before the placement:

- Italia Conti should clearly outline their expectations with regards to the placement.
- An induction and training should be organised to introduce the student to the role, health & safety procedures and to provide support with regards to their performance.
- Italia Conti should make reasonable adjustments for student-teachers with disabilities.
- Italia Conti should be aware of their role in attendance monitoring for the student-teacher and any appraisal which will need to be completed as part of the assessment.
- Italia Conti should be clear about the duration of the placement and hours that the student-teacher is required to complete as part of the placement.
- Italia Conti should cooperate with the Validating Institution to provide necessary details about the placement, a signed *Placement Agreement Form*, Employer Liability Insurance and appropriate compliance and health & safety information.

2b. During the Placement:

- Italia Conti should provide induction and training including Health and Safety.
- Italia Conti should appoint a mentor to oversee the training, development and general learning processes of the student-teacher.

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- Italia Conti should appoint a placement supervisor to act as a line manager for the student-teacher.
- Italia Conti should co-operate with the Validating Institution in all programme requirements such as the need for the student to undertake assessed work while on placement, dealing with sensitive or confidential data, and attend any appropriate event during the placement if requested.
- Italia Conti should involve the Validating Institution immediately if there are any issues to ensure that there is a joint resolution to the situation. (This normally happens at **Stage 1** of the student-teacher issue management process).
- Italia Conti should complete the required appraisals, statements and reports on the student's conduct and performance.
- Italia Conti should provide the student with regular review sessions and invite suggestions as to how to make the placement experience even more rewarding for all parties.

2c. After the placement:

- Italia Conti should provide the Validating Institution with any required appraisal report within the agreed time frame of the placement ending.
- Italia Conti should provide the student with a reference/endorsement.
- Italia Conti should provide feedback to students regarding presentations or projects that have been delivered as part of the placement.

Appendix 4: Guidance for MA/MFA Student-Teachers on student placements within Italia Conti

a) Relationships with students

You hold a unique position within Italia Conti of being both student and teacher.

You are not normally expected to make any comments on acting or musical theatre student's individual progress or the progress of the class as a whole to any student at Italia Conti. It is important that you uphold this as otherwise you might inadvertently find yourself becoming a surrogate voice teacher for the students which is not your role at this stage.

Exceptions to this would be in Year 2, where, if you are designated to lead a session on a formal internal placement. In such situations, permissions will need to be arranged with the teacher in the room and with the MA Course Leader or Dep Course Leader.

The students are not allowed to use you as a source of free voice advice.

You are not allowed to give voice advice to the students in any context unless you are expressly given permission by your Course Leader.

You are not allowed to comment on the quality of voice teaching to any student.

b) Relationships with staff

You hold a unique position within the school of being both teacher and student.

Try not to comment directly to the teacher you have observed, rather let your timetabled lesson – Unpacking Observations - be your place to unpack your observations and questions.

Do not undermine your observed teacher by commenting about them to other staff.

Do thank the teacher for letting you observe the lesson.

Do not give opinions (either good or bad) on the teacher you have observed to students.

Try to save opinions for the discussions in the Unpacking Observation classes that you have with your Course Leader

c) Voice Lessons

Taking part in School of Acting and School of Musical Theatre Voice lessons

Throughout your training to be a voice teacher, you will take part in the practical voice and warm-up elements of voice lessons in both the School of Acting and the School of Musical Theatre. You are taking part in the classes to gain a practical understanding of lesson progression.

You may be asked to partner students if there are an odd number of students in the class.

You will **not be asked to volunteer any feedback** within the class, instead you are expected to write down your reflective response in your voice teaching journal.

d) Observing Lessons (School of Acting & School of Musical Theatre)

Throughout your training to be a voice teacher, you will be observing parts of voice classes from both the School of Acting and the School of Musical Theatre. This may mean that after the warm-up that you have taken part in, that you then sit and watch from the side of the room.

In this instance you are observing how the teacher is working with the students and the response of the students to the work in hand. You will not be asked directly for feedback in the class. Instead, you will have specific lessons with your Course Leader (or a member of the voice teaching team) to unpack your observations and reflections as a separate lesson on your timetable entitled, 'Unpacking Observations'.

END