



SECRETARIAT

UNIVERSITY OF
LINCOLN

ACADEMIC POLICY SUMMARY SHEET

NAME OF ACADEMIC POLICY:	Work Based Learning Policy
PURPOSE OF POLICY AND WHOM IT APPLIES TO:	The policy sets out requirements for any programme of study containing work-based learning to ensure maintenance of quality, standards and the student experience.
RESPONSIBLE BOARD/ COMMITTEE WITH ROUTE OF APPROVAL:	Academic Affairs Committee
LEAD STAFF MEMBER RESPONSIBLE FOR ITS UPDATE:	Head of Academic Quality
PERSONS CONSULTED IN DEVELOPING POLICY:	The policy was considered by members of the Academic Affairs Committee and was last updated to include references to data protection legislation
POLICY APPROVED BY:	Academic Board approved the policy in April 2016.
DETAIL OF DISSEMINATION:	The policy was last updated and circulated to relevant staff in April 2016 and is available on the Secretariat's portal site.
PROPOSED DATE OF NEXT REVIEW	To be confirmed
SECRETARIAT OFFICER – MAIN CONTACT:	Officer to the Academic Affairs Committee
DATE:	15 May 2018



Work-Based Learning Policy

Introduction

This Work-Based Learning Policy recognises that the University of Lincoln seeks to help each student to flourish academically and personally through its programmes of study.

Work-Based Learning refers to learning closely bound to the work role and usually located in the workplace itself. An important aspect of Work-Based Learning is that through the experience of performing the work role, complemented by other academic activities such as directed reading, researching and group work, it is possible for students to achieve designated learning outcomes within an approved programme of study.

Work-Based Learning uses the immediacy of the work context to provide practice and to encourage reflection on issues leading to meaningful learning that is applicable to the work place. Learning and teaching approaches should encourage effective pedagogic practice across both the workplace and academic settings, and appropriately recognise the value of prior learning and prior experiential learning.

Work-Based Learning programmes come in various forms and modes of delivery, and often differ from traditional programmes. Many involve blended learning with blocks of teaching supplemented by distance learning or technology-based virtual learning resources. Other models offer learning sessions based within employment, with academic staff providing input, while others use employer-based tutors and mentors. Student-led, interactive, pragmatic contextualised learning and teaching approaches should be balanced alongside traditional lecture-based inputs.

All programmes are subject to University Regulations and details of Work-Based Learning is included in the programme and module specifications, which are approved at validation in accordance with processes detailed within the associated Quality Assurance Manuals.

The University has adopted the Quality Assurance Agency's (QAA) Quality Code and all programmes which include Work-Based Learning are designed and managed to ensure that the expectations of the Quality Code Chapters are met. *This is without prejudice to any specific requirements that might exist in professional or practice-based areas of study.*

Definition

The University adopts the following definition of Work-Based Learning, in line with the QAA Quality Code:

Work-Based Learning is learning that is integral to a higher education programme and which is based in the workplace and assessed and credited as part of a University programme. It is usually achieved and demonstrated through engagement with a workplace environment, the assessment of reflective practice and the designation of appropriate learning outcomes.

The following examples **do** fall within definitions of Work-Based Learning:

- Students undertaking a Work Placement (see additional policy and guidance)
- Students undertaking Foundation Degrees (see additional guidance)

- Students in vocational areas, undertaking professional qualifications part-time, using their work context as a key component of their learning
- Students enrolled on a programme of study run jointly by the University and an industrial partner or organisation

The following examples **do not** fall within definitions of Work-Based Learning:

- Programmes where students undertake an International Study period or Exchange module
- Programmes delivered by distance learning, evening class, day release, block release or blended learning which are not linked to the work context

Oversight of Work-Based Learning

The University requires that for any programme of study containing Work-Based Learning, the validation panel shall particularly address this aspect of the programme to ensure maintenance of quality, standards and the student experience. In particular, that learning outcomes are clearly identified, assessed appropriately and contribute to the aims of the programme, within an appropriate work-based context.

While the University retains responsibility for the academic standards of its awards, programme teams should ensure that all industrial partners and employers who provide Work-Based Learning opportunities are aware of their responsibilities in this regard, and that these are being fully discharged.

Industrial partners and employers are responsible for providing sufficient and appropriate learning opportunities for students undertaking Work-Based Learning, and programme teams should ensure that these requirements are fully met.

Programme teams should ensure that both students and employers are fully informed and supported through the programmes. Programme teams should also ensure that both programme staff and employers are appropriately qualified to fulfil their roles in supporting students in Work-Based Learning.

Annual programme monitoring reports require specific commentary on the management of quality in Work-Based Learning. These reports will be considered and approved through the appropriate University committees.

College Boards of Study, through College Academic Affairs Committees, are responsible for all Work-Based Learning across College programmes.

Data Protection

Work-Based Learning programmes involving a work placement or a programme of study run jointly by the University with an industrial partner or organisation must include formal information sharing and/or data processing agreements in accordance with data protection legislation.

Office of Quality, Standards and Partnerships