

The 'BEST' Way Forward

Work Placement

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Applied Science & Sports

Placement Month	Campus	Foundation Degree	Mode of attendance	Weeks on Placement
June/Sept 2016	Bangor	Architectural Technology with Sustainable Design	June to Sept Five days per week	Min of 13 weeks max of 20 weeks
			Sept to Dec Four days per week (1 day in college)	
Sep-16	Bangor	Sports, Exercise & Fitness	Sept to Nov Three days per week (2 days in college)	2 x 8 weeks placements (full time)
	Lisburn		Sept to Dec Two days per week	2 x 12 weeks placements (part time)
Nov-16	Bangor	Applied and Medical Science	Nov to Feb Five days per week	10 weeks placements
Jan-17	Downpatrick	Computing Software Development & ICT Systems	Jan to May Four days per week (1 day in college)	12 weeks placements
	Bangor			
Jan-17	Lisburn	Mechatronic Engineering	Jan to May Four days per week (1 day in college)	13 weeks placements
Jan-17	Bangor	Sports, Exercise & Fitness	Jan to March Three days per week (2 days in college)	2 x 8 weeks placements (full time)
	Lisburn		Jan to April Two days per week (2 days in college)	2 x 12 weeks placements (part time)
Feb-17	Bangor	Hospitality, Tourism and Events	Feb to June 30 hours per week	16 weeks placements
Mar-17	Lisburn	Leadership and Management	March to May Five days per week	10 weeks placements
Total	173 in 210 placements			

Business Engagement & Student Tracking System (BEST)

Key Features

- › Three Placement Partners have secure access on any device in line with Data Protection
- › Students Single Sign On access, must agree to Terms and Conditions before use
- › All evaluation documentation are online - templates provided
- › Generates placement documentation and reports are produced
- › Provides professional interaction with Placement Provider
- › Encouraged SERC departments to interact more promoting collaboration and efficiency: HE/FE Placements, Training Organisation, Course Enrichments, Business Unit

'BEST' - Triangulation

1. Students

- Online Forms; Health, Travel, CV
- Apply for placements, companies
- Access to over 10,000 companies
- Online Evaluations
- Communication with SERC placement staff
- Risk Assessment
- Placement Description

2. SERC Staff

- Manage student applications
- Evaluations on line
- Online Risk assessments
- Templates available
- Sharing company contacts
- Collaboration between campus and SERC schools

3. Placement Providers

- Access to;
- Student next of kin contact details,
- Health Declaration
- Placement description
- Risk assessment
- Online Evaluation forms
- Partnership Agreement

Five Stages Work Placement Procedure

Stage One	Student preparation – BEST forms: Health Declaration & Travel, search for placement, company, self sourced – Apply on BEST
Stage Two	Work Placement initial visit/Partnership Agreement – record/update company and placement on BEST – Login sent to Placement Provider
Stage Three	Placement student briefing – Student checks and ‘agrees’ Placement information (Risk Assessment) on BEST, completes Learning Agreement and Induction
Stage Four	Placement - monitoring/review and visits – Placement Visit completed by tutor
Stage Five	Evaluation, follow up, debriefing/exit interview – Student and Placement Provider completed BEST evaluations

The procedure will ensure Placement Providers, Students and College Staff have a clear understanding of the aims and objectives of the placement

Student BEST App

Student Placement Portal Home Help

Placement/Company Search

Keywords
Type in words relevant to the placement or company, leave blank for any

Placement Type
Select placement type, leave blank for any

Location
Select placement location




5 Items to do

Messages - 1 new

Placements/Company Search Results

Placements Matching Search Companies Matching Search

Your Wish List 3

	Company Ref 1074 Company Name Green 17 Creative Ltd		Company Ref 1127 Company Name Belfast Print Workshop
View details	Add Application to Wish List	View details	Add Application to Wish List
	Company Ref 1119 Company Name St Malachy's Primary School and Nursery Unit (Bangor)		
View details	Add Application to Wish List		

Student Placement Portal Home Help


Found Own Placement


Your Wish List 3

Company Name

Contacts will be displayed when a company is chosen

Other Info
Any other information you want known when placing you

Like to Start 

Like to End 

[Reset](#) [Add Application to Wish List](#)

Year: 16/17 ⚠ To use a new beta version of the home page check the checkbox (unchecking it will return to old start screen)


Full-screen Snip

Current Role: Work Placement Officer FE/HE

Quick Links



New company



New placement

Quick Reports

Key: ■ Everything OK ■ May need attention ■ Needs attention

Placements

■ 1 reserved placements within 7 days of starting

■ 7 placements not yet filled and within a month of starting

Insurance/Health Reports

■ 423 placements running with out of date health & safety/insurance details

■ 4 placements with H&S reviews or insurance about to expire within 7 days

Social Service Packs

■ 0 Social Service Packs required for vacancies starting within 7 Days

■ 3 Social Service Packs required for vacancies that are running/Have Ran


Pre Training

■ 2 Students need to complete pre training for vacancies starting within 7 Days

■ 63 Students need to complete pre training for vacancies that are running/Have Ran

Applications


System Information



Quick Guide


last change
25/09/2013

System changes




System Admins

Your System




Activities




Messages

Custom settings
currently enabled

Custom settings




Check placements




Check companies


Detailed reports




BEST statistics





Companies




Current placements by course







BEST Class List

Student		Applications		Placements		Incomplete	
	Student ID: BAI13197297	Draft: 0	Reserved: 0	Reserved: 0	Learning Agreement: ■		
	Forename: Stephen James	New: 0	Placed: 1	Placed: 1	Induction: ■		
	Surname: Bailie	In Progress: 0	Cancelled: 0	Cancelled: 0	Placement Report: ■		
	DOB: 09/05/1995	Reserved: 0			Performance Levels: ■		
		Placed: 1			Student Evaluation: ■		
		Cancelled: 0			Employer Evaluation: ■		
					Pre Training: ■		
					Travel Form: ■		
					Health Form: ■		
					Learning Agreement: ■		
					Induction: ■		
					Placement Report: ■		
					Performance Levels: ■		
					Student Evaluation: ■		
					Employer Evaluation: ■		
					Pre Training: ■		
					Travel Form: ■		
					Health Form: ■		
					Learning Agreement: ■		
					Induction: ■		
					Placement Report: ■		
					Performance Levels: ■		
					Student Evaluation: ■		
					Employer Evaluation: ■		
					Pre Training: ■		
					Travel Form: ■		
					Health Form: ■		

Placement Ref: 21475

Placement Title: Sports Class Assistant

Placement Type: Work Placement

Placement Description:

Template:

Font default Size default

Responsibilities under supervision of teaching staff at all times: there may be the opportunity to go on the student.

Sports Class Assistant

- Assist with teaching Physical Education including warm ups within the Curriculum Guidelines at all activities throughout the placement.
- Plan and prepare lessons in advance in collaboration with the supervising teacher to ensure that learning is kept

Brief:

The placement will involve working as a sports class assistant with the supervising teacher to ensure that learning is kept

Salary: 0

From: 28/09/2016

To: 24/03/2017

Deadline:

Days Per Week: 3

No. of Weeks: 16

16

	At	Time
Monday	College	
Tuesday	College	
Wednesday	Work Place	8.30 - 16.00
Thursday	Work Place	8.30 - 16.00
Friday	Work Place	8.30 - 15.15
Saturday		
Sunday		

69 Bowtown Road NEWTOWNARDS DOWN BT23 8SH

Mr John Gray (Tel. 028 9127 3827)

+ Carolyn Elizabeth King



Company ref: 1149
Company name: Castle Gardens Primary School
Company Website: <http://www.castlegardens.org.uk/>

Search Results **Company Details** **Activities** **Categories** **Addresses** **Contacts** **Insurance** **Health & Safety** **Placements** **Documents** **Subsidiaries**

 Save Company Details  Remove Company

Company ref: 1149




Company live:

Company name: Castle Gardens Primary School

Alias: Other name known by

Trading:

Website: <http://www.castlegardens.org.uk/>


Parent Company:   Education Authority South Eastern Region 

Company logo:




Lead SERC Contact:   Carolyn Elizabeth King 


Access NI Required:

Placement Risk level: Low Level 

Other Information (this can be seen by both staff and students):


No. of employees: 30

Employee Range: 6-250 


Classification: Education 

Priority Skills Area: 

BEST Risk Assessment


Student Placement Portal

[Home](#) [Help](#)



Clerical Officer, Bangor Council

Back
Print Risk Assessment
Save Risk Assessment

- Placement Details
- Risk Assessment**
- Induction
- Placement Visit(s)
- Employer Evaluation
- Learning Agreement
- Your Evaluation
- Pre Training

I have read and understood the risk assessment

Travelling to and from Placement

Hazards	Road traffic accidents
Who might be harmed and how	Student may suffer potentially serious injury from road accident
Existing Precautions?	Student travelling on public transport bus/train Walking using pedestrian crossings

Additional Precautions Necessary?
Action by whom
Action by when
Done Yes

Exiting, entering and walking around buildings; work place conditions: unfamiliar, light, flooring

Hazards	Slipping/Tripping/ Falling at doorways, on stairs, in corridors, or on spillages and wet floors
Who might be harmed and how	Student risk fractures, strains, sprains, cuts or bruises if they trip over objects or slip on spillages
Existing Precautions?	Student induction on first day on Health & Safety issues and evacuation procedures. Student advised on floor plan, given time to walk around premises to become used to new environment. Corridors, steps and exit doors to be kept clear and clean. Good housekeeping and storage procedures keeping corridors, steps and exit doors clear and clean. Spills cleaned up efficiently, adequate lighting; work place to be tidy at all times, heating and cooling is controlled and ventilation provided.
Additional Precautions Necessary?	Student's induction on first day on Health & Safety issues and evacuation procedures
Action by whom	Neil Dougan and J Whyllie
Action by when	First day of placement
Done	Yes

Operating Computer for administration tasks

Hazards	Eye/back strain, upper limb disorders, electrocution
Who might be harmed and how	Student may have posture and pain, discomfort, injuries to hands arms, back etc. from overuse or improper use. Headaches or sore eyes can also occur because of lighting or screen image is poor limb disorders, electrocution related injuries
Existing Precautions?	Student must inform supervisor and college staff if any symptoms appear. Regular visual checks. No eating or drinking at workstation. Adjust VDU avoiding glare, adjust brightness and size of text. Workstation kept tidy, under desk kept clear. Good posture, using adjustable chairs.

Employer Evaluation

Placement details for Stephen James Bailie

Students Details > Placement Details > Risk Assessment > Induction > Evaluation > Placement Visit

Below is the student evaluation form. Answer each of the questions and then click save.

8. **Dependability**

- Can always be depended upon in any situation
- Can usually be depended upon in most situations
- Can only be depended upon in routine situations
- Somewhat unreliable, needs above average checking
- Unreliable

Comments:

9. **Relations with Others**

- Always works in harmony with others. An excellent team worker
- Congenial and helpful, works well with associates
- Most relations with others are harmonious under normal circumstances
- Difficult to work with at times, sometimes antagonises others
- Frequently quarrelsome and causes friction

Overall Performance Score from 0 – 20. Please select a grade from the following and record in 'Comments', the grade will contribute up to 20% of the student's grade for the work placement module e.g. 14, 19.

18-20 Outstanding (consistently exceeded the standard expected of a placement student)

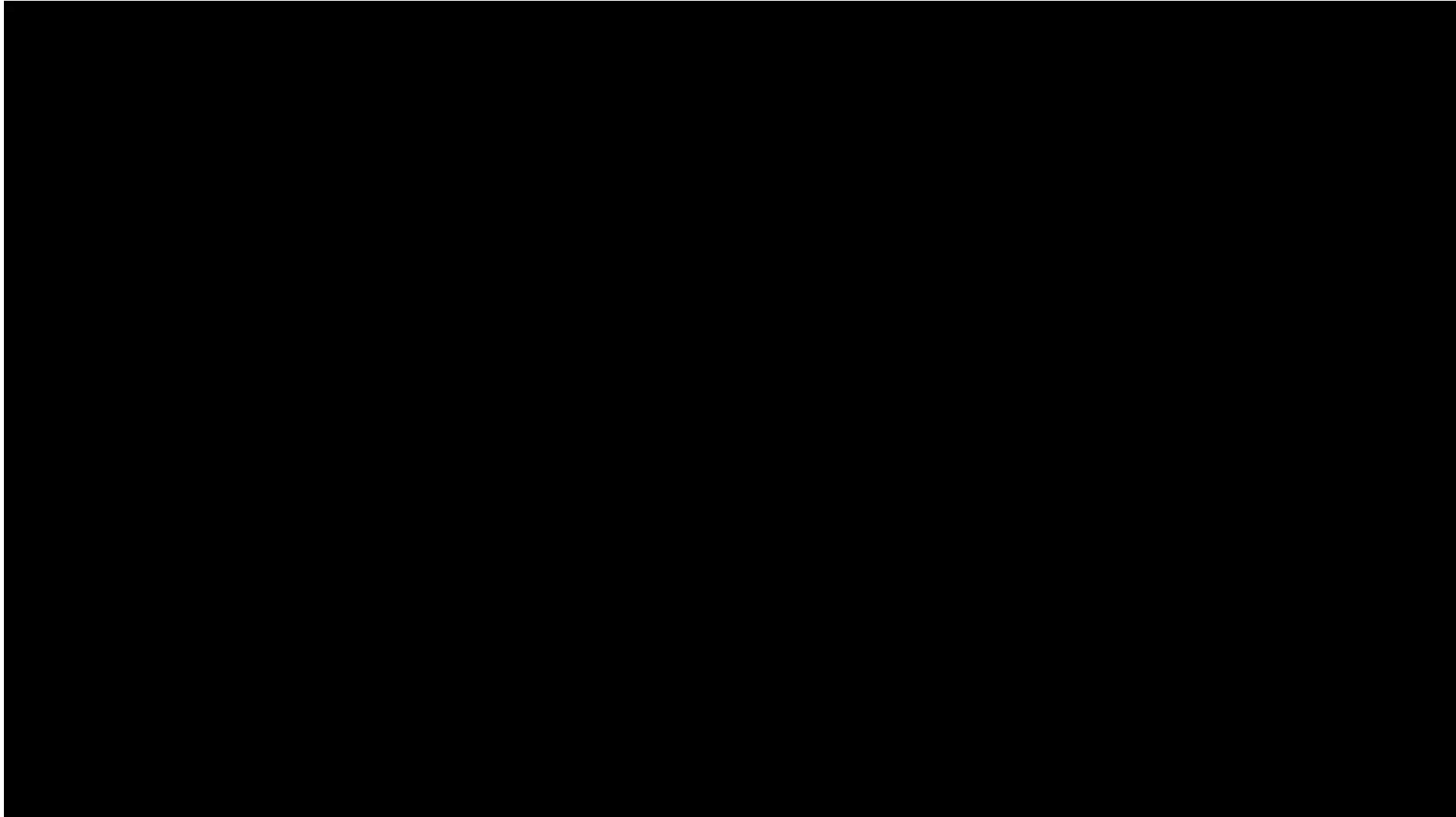
13-17 Very Good (frequently exceeded the standard expected of a placement student)

10-13 Good (Always achieved (at least) the standard expected of a placement student)

6-9 Satisfactory (achieved (at least) the minimum accepted standard for a placement)

0-5 Unsatisfactory (did not achieve the minimum accepted standard for a placement)

Assessment material



Impact of the BEST System

- › Encouraged separate departments to interact more promoting collaboration and efficiency
- › Improved communication between staff, students and placement providers
- › Staff developed better time management practices
- › Streamlined the placement procedure
- › Improved the health and safety of students on placement
- › The BEST System has been identified as an example of 'good practice' by QAA and ETI

Thank you