


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED :
	<b>5.5 ROLES &amp; RESPONSIBILITIES IN PARTICIPATING IN PLACEMENT</b>	5) TEACHING AND LEARNING	3.0	AUGUST 2020
<p><b>Introduction and Context</b></p> <p>Placement is defined as a planned (and approved) period of learning, normally outside the College, where the learning outcomes are an intended part of a programme, where the placement is arranged for that purpose and where the learning outcomes assessed through the placement element of a programme contribute to the overall assessment of the programme</p> <p>It is SNMCI policy that where programmes include a placement element, the placement must satisfy the criteria determined by the programme validation document, provide an appropriate learning environment, including the necessary supports and allow for the fair assessment of the learner.</p> <p><b>Note:</b> The assessment of learners in placement remains the responsibility of SNMCI and is conducted by SNMCI staff.</p> <p>The purpose of this document is to outline SNMCI policy on the roles and responsibilities associated with participation in placement associated with academic programmes</p>				
<p><b>Staff Involved:</b> Programme Director; Deputy Programme Directors; Lecturers; Placement coordinators; Team of Placement Supervisors.</p>				
<b>See QA 5.4: Allocation of Placement</b>		<b>Person/s Responsible</b>	<b>Records generated to ensure evidence of follow through</b>	
<p><b>The College's Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- To ensure that all procedures associated with the programme for securing, approving and allocating placements, including information on the consequences for learners of a failure to complete a placement, are properly defined and documented</li> <li>- To consider the requirements of relevant statutory, regulatory, professional or funding bodies.</li> <li>- To ensure that placement satisfies the minimum requirements of any associated professional body where applicable</li> <li>- To ensure that placements are adequately resourced to support learners, have the</li> </ul>		<b>Programme Directors</b>	<p><b>Database of providers who have hosted learners from SNMCI (updated after each placement block has been completed). MOU's Correspondence</b></p>	

<p>potential to enable learners to attain the associated learning outcomes and to provide a genuine learning opportunity.</p> <ul style="list-style-type: none"> <li>- To ensure that placement settings are relevant, fit for purpose and reputable in their field</li> <li>- To ensure that learners are monitored and supervised by appropriately experienced personnel</li> <li>- To ensure that teaching, learning and assessment associated with placement is undertaken to the standard expected by the College and the external bodies with whom the College works</li> </ul>		<p><b>Broadsheet of placement</b></p>
<p><b>The Programme Directors Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- The Programme Director retains responsibility for all academic elements of the placement module</li> <li>- The Programme Director, in conjunction with the nominated placement coordinator, will ensure that: <ul style="list-style-type: none"> <li>o The responsibilities for placement are clearly defined</li> <li>o The intended learning outcomes contribute to the overall aims of the programme</li> <li>o Any assessment involved in placement is part of a coherent assessment strategy</li> </ul> </li> <li>- The Programme Director is responsible for ensuring that learners are provided with appropriate guidance and support in preparation for placement, during placement and following their placements, including: <ul style="list-style-type: none"> <li>o Advising learners of their responsibilities (including the Learner Code of Conduct see QA7.2)</li> <li>o Advising learners of the College’s and employer’s responsibilities</li> <li>o Supplying information regarding the means of recording the achievement of specific learning outcomes and progress</li> <li>o Making available, where practicable, any additional language or skills preparation</li> </ul> </li> </ul>	<p><b>Programme Director</b></p> <p><b>Programme Director Nominated Placement Coordinator</b></p> <p><b>Programme Director Nominated Placement Coordinator</b></p>	<p><b>Programme Documentation</b></p> <p><b>Placement Handbooks Placement Preparation sessions</b></p> <p><b>QA Section 7</b></p> <p><b>Feedback received by College Tutors</b></p>





### Policy Control Sheet

<b>Policy</b>	<b>BQA 5.5 Roles &amp; Responsibilities in Participating in Placement</b>
<b>Version</b>	3.0
<b>Adopted/Effective</b>	August 2020
<b>Supersedes</b>	2.0
<b>Monitoring/ Next Review Date</b>	Yearly/Aug 2021
<b>Responsible Officer(s) Designated Reviewer(s)</b>	Programme Directors; DQAA
<b>Scope</b>	Programmes where placement is a factor

### References

<b>SNMCI Policy area</b>	<b>5) Teaching and Learning: QA Vol 2.</b>
<b>Developed with reference to</b>	QQI (2016) <i>Core Statutory Quality Assurance Guidelines</i> QQI (2016) <i>Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis</i> <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), May 2015</i>
<b>Related SNMCI Policies / Forms</b>	BQA 5.4: Allocation of Placement BQA: 3.9: Fees Policy (related to placement outside Dublin)

### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
2.0	General update based on application for Blended Status	Office of DQAA	