

OFFSITE and WORKPLACE LEARNING POLICY

Section	Learning and Teaching		
Approval Date	06.05.2009	Approved by	Academic Board
Next Review	08.08.2021	Responsibility	Executive Director – Learning Innovation and Delivery
Last Reviewed	27.03.2019	Key Evaluation Question	4

PURPOSE

Nelson Marlborough Institute of Technology (NMIT) aims to ensure that students graduate as ‘work ready’ individuals. To this end, many programmes integrate supervised and/or assessed offsite and/or workplace learning with campus-based learning (theory components).

To ensure employers participating in offsite and workplace learning clearly understand NMIT’s requirements relating to the training, and NMIT staff clearly understand employers' requirements.

SCOPE

All offsite and workplace learning where an employer has immediate responsibility for the well-being and provision of learning opportunities to NMIT students who are not employees of the employer.

This policy does not apply to students on observation visits to work sites, or a work experience placement where the employer does not have a role in providing learning opportunities. Section 3.2 of the NMIT Health and Safety Manual - Procedure for *Risk Management in Education Activities* applies to these activities.

DEFINITIONS

Offsite/workplace learning	<p>Offsite and/or workplace learning includes a range of terms used at NMIT which include, but are not limited to: fieldwork; practicum; industry placement; practice placement; clinical placement; work-based learning, internship and work experience. These are defined as:</p> <ul style="list-style-type: none"> • Practical experience within a work environment which is actively supervised by competent and experienced workers and directed towards specific educational goals and skills training or • A setting for the learning and practical application and demonstration of skills knowledge or • An opportunity for students to apply their practice in a work setting with clients/client groups through a managed process
Company/Employer/Agency	<p>The workplace owner/operator with responsibility for the offsite and/or workplace learning and with whom NMIT negotiates and liaises.</p> <p>NMIT may be the employer, in situations where NMIT students are placed in NMIT as part of the students’ course completion requirements (‘internship’)</p>

Workplace	Office, building site, factory, whenua, hospital, vineyard, home etc where the offsite learning is taking place
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RESPONSIBILITY

Curriculum Managers are responsible for offsite and/or workplace learning within programmes and compliance with these programmes.

Curriculum Managers must ensure programme documentation shows outcomes and assessment strategies linked to offsite and/or workplace learning and the responsibilities of students, staff and the workplace employer.

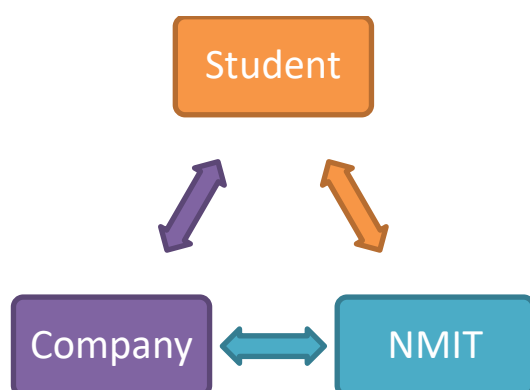
The employer/Company/Agency will act as the Person Conducting a Business or Undertaking (PCBU), as defined in the Health and Safety at Work Act 2015.

CONTRACT

A written agreement for access shall be negotiated by the Curriculum Manager (or a Practice Placement Coordinator or Clinical Placement Coordinator) prior to the offsite and/or workplace learning activities taking place.

Normally one standard contract approved by the Executive Director – Strategy, Enterprise and Sustainability will be utilised by the Programme Area. (Offsite and Workplace Learning Agreement). Where the Contract/s differ from this agreement, it must be approved by the Executive Director – Strategy, Enterprise and Sustainability annually. The following relationships are required to be addressed across any range of agreements utilised:

- Between NMIT and the Student
- Between NMIT and the Company/Employer/Agency
- Between Student and Company/Employer/Agency



The following details must be included within the agreements described above:

1. Course names, dates and proposed times of access.
2. NMIT, student and employer responsibilities, including supervision and evaluation requirements. Refer to the standard provisions listed below.
3. The names of contact persons at NMIT and in the workplace.
4. Details of any payment to the employer by NMIT, as applicable.
5. Details of payment to students by the employer, as applicable.

The following standard provisions must be included:

1. **Health and safety**:, ensuring the **employer's** acceptance of being the Person Conducting a Business or Undertaking (**PCBU**) (as defined under the Health and Safety at Work Act 2015).and as such having the primary duty of care obligations for the Student.
2. Student to complete an induction with the employer, which will include information on **emergency procedures**, any risks in the workplace the Student may be exposed to and the control measures in place to manage the risks
3. **Any insurance** implications and responsibilities.
4. The process for raising and resolving **complaints** by all involved.
5. In the case of **Accidents/Incidents** involving Students/Staff on offsite or workplace learning both NMIT's and the workplace's accident/incident reporting procedures shall be followed.
6. Students and staff involved in offsite or workplace learning shall at all times maintain the **confidentiality** of accessed workplace information unless written permission is obtained from the employer.
7. Where students experience **harassment** they shall be supported by the relevant tutor to address the issue using the workplace's policy. In the absence of a workplace policy, the [NMIT Harassment \(Prevention and Management\) policy](#) will be followed.
8. Student **Misconduct/Serious Misconduct** whilst on offsite or workplace learning shall be addressed using the [NMIT Student Misconduct Procedure](#) or in-house misconduct policies where applicable.

Appended to the contract shall be a clear statement of the student's offsite or workplace learning objectives/outcomes or a statement of recommended activities for the student to be involved in.

Where the workplace requires its own contract to be signed, this will be undertaken by the Curriculum Manager after checking with the Executive Director – Strategy, Enterprise and Sustainability.

Every attempt shall be made to negotiate one mutually agreeable document. However, where the workplace contract does not cover the points noted above, a contract supplement may need to be signed.

Where a student will receive payment from the employer, the arrangement shall be negotiated between the student and the employer and excludes NMIT, but is subject to prior approval by NMIT.

ASSESSMENT OF STUDENT PERFORMANCE

Offsite practical and workplace learning outcomes shall be appropriate to the nature and length of the training; and assessment and shall be by either the employer or the NMIT Curriculum Manager. Refer to the Programme Regulations.

Consultation shall take place between tutors and employers to produce effective assessment tools with which to assess students.

The employer shall complete assessments, with the Curriculum Manager acting as moderator.

LIAISON WITH OFFSITE AND WORKPLACE EMPLOYERS

The tutor in charge (or delegate) shall maintain regular contact with both the student and employer during offsite or workplace learning.

REFERENCES

INTERNAL

[Offsite and Workplace Learning Agreement](#) (available: intranet/Policies and Procedures/Forms)

Internship Agreement (available on POD tab, intranet)

[Student Misconduct Procedure](#)

[Formal Complaint Resolution Procedure](#)

[Safety, Health and Wellbeing Policy](#)

[Health and Safety Manual](#)

Programme Regulations

EXTERNAL

[Health and Safety at Work Act 2015](#)

[Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)

LEGAL

Legal Opinion:	provided by Pitt & Moore Lawyers, Nelson	17.06.2016
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