

## OFFSITE and WORKPLACE LEARNING

<b>Section</b>	Learning and Teaching		
<b>Approval Date</b>	06.05.2009	<b>Approved by</b>	Academic Board
<b>Next Review</b>	8.08.2018	<b>Responsibility</b>	Director of Academic and Quality
<b>Last Reviewed Date</b>	8.08.2016	<b>Key Evaluation Question</b>	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

<b>Offsite/workplace learning</b>	<p>Offsite and/or workplace learning includes a range of terms used at NMIT which include, but 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"> <li>• 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</li> <li>• A setting for the learning and practical application and demonstration of skills knowledge or</li> <li>• An opportunity for students to apply their practice in a work setting with clients/client groups through a managed process</li> </ul>
<b>Company/Employer/Agency</b>	<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>

<b>Workplace</b>	Office, building site, factory, whenua, hospital, vineyard, home etc where the offsite learning is taking place
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## RESPONSIBILITY

Heads of Department are responsible for offsite and/or workplace learning within programmes and compliance with these programmes.

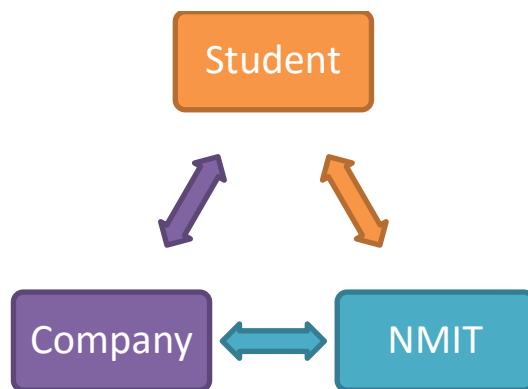
Heads of Department must ensure programme documentation shows outcomes and assessment strategies linked to offsite and/or workplace learning and the responsibilities of students, staff and the workplace employer.

## CONTRACT

A written agreement for access shall be negotiated by the Head of Department (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 Chief Operating Officer will be utilised by the Programme Area. Refer to Appendix 1. Where the Contract/s differ from this agreement, it must be approved by the Chief Operating Officer 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** in Employment Act provisions, ensuring the employer's compliance with Health and Safety at Work Legislation.
2. **Any insurance** implications and responsibilities.
3. The process for raising and resolving **complaints** by all involved.
4. 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.
5. 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.
6. 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 utilised.
7. 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 Head of Department after checking with the Chief Operating Officer.

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 shall be by either the employer or the NMIT Head of Department. 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 Head of Department 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 HR tab, intranet)  
Student Misconduct Procedure  
Complaint 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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