

Appendix A – Loughborough University Placements and Work-based Learning Requirements Matrix

Activity	Example	Scale of Institutional Integration	QAA Expectations & Core Practice Compliance Required?	LU H&S/Due Diligence Required?	Formal Agreement Required?	Primary LU Policy to Apply	Other Resources
Integrated Placements	Practice placements, e.g. PGCE	High	Yes	Yes	Yes	Local Policy	Student Placement Agreements Toolkit
Study Abroad brokered by LU	Part I or other outgoing student exchange	Medium	No	Yes	Yes	Placements, Work-based Learning and Study Abroad Health and Safety Policy	
Employment situations (paid or unpaid)	Part I placements, including Year in Enterprise	Medium	Yes	Yes	Yes		
Structured short-term placements	Module-based and accredited WBL period	Medium	Yes	Yes	Yes		
Extra-Curricular Opportunities brokered by the University	Work shadowing or visit day	Low	No	Yes	No, unless a financial arrangement is involved		
Extra-Curricular opportunity brokered by the student but for which the student is in receipt of LU-administered funding	Vacation internship or volunteering activity	None (very low where formal agreement is required)	No	Yes	No, unless 'Convention de Stage' or equivalent required for overseas internship		
Extra-Curricular opportunity brokered by the student and not linked to the University	Vacation internship	None (very low where formal)	No	No	No, unless 'Convention de Stage' or equivalent	Student Placement Agreements Toolkit	

		agreement is required)			required for overseas internship		
Student Projects	'Live' briefs or collaborative projects	Medium	Yes	Yes	No, unless a financial arrangement is involved	Placements, Work-based Learning and Study Abroad Health and Safety Policy	Student Projects Toolkit
Brief in-curricula learning experiences	Visit day	Medium	Yes	Yes	No, unless a financial arrangement is involved	Fieldwork Policy	Student Placement Agreements Toolkit

Appendix B – Loughborough University Placements and Work-based Learning Health and Safety Requirements Matrix

Activity Type	HODF	Risk Assessment	Induction Checklist	Welfare check/Tutor meetings	Emergency protocol and incident reporting
Work placement or other WBL	Required	Required	Required	Required	As necessary
Study abroad embedded in a programme of study (exchange or student sourced)	Not required	Required	Not required	Required	
Part I supplementary activity	Required for work/in-person training	Required	Required for work activity	Required	
Part I Year in Enterprise	Not required	Required	Not required	Required	
Other activity covered by LU insurance – e.g. Talent Match, Turing-funded mobilities	Required	Required	Not required	Not required	