



**S P Jain
London School
of Management**

Work Based Learning Policy

Document Type	Policy
Administering Entity	Dean, Academic Staff, Chief Operating Officer, Registrar, Corporate Relations Manager
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1. Purpose and scope

- a. This policy describes how SP Jain London School of Management (SPJUK) manages Work Based Learning (WBL) for its students where WBL is a compulsory, integrated and assessed requirement of a programme of study. The policy is meant to ensure that WBL is provided and managed safely and effectively and provides a high-quality learning experience.
- b. This policy does not apply to any optional work opportunities undertaken by students which are not a requirement of a programme.

2. Definitions

- a. The QAA Advice and Guidance on Work-based learning defines WBL as, ‘...authentic structured opportunities for learning which are achieved in a workplace setting or are designed to meet an identified workplace need. This type of learning typically has a dual function of being designed to meet the learning needs of the employees, developing their knowledge, skills and professional behaviours, and also meeting the workforce development needs of the organisation.’
- b. Internships are where the student participates in the work of the internship provider and is required to use the experience to fulfil the learning and assessment requirements of the programme they are studying. Typically, for postgraduate programmes, internships take no longer than 4 months and they are undertaken after the student has completed all other modules. For undergraduate students, internships are undertaken after each Level.
- c. WBL Projects/Data Collection. These are focused pieces of work that require students to undertake a specific project or elements of a project in conjunction with a business or corporate partner.
- d. All WBL internships and projects require the appointment of a Corporate Mentor who is the assigned staff supervisor of the organisation that hosts the student for WBL.
- e. Full details of any WBL requirements are included in Programme and Module Specifications.

3. Finding WBL opportunities

- a. The School has established a Corporate Relations Office which supports students to find WBL opportunities. The School may arrange WBL with host companies directly, or with an entity representing a group of host companies.
- b. Students may also seek to identify their own WBL opportunities. WBL opportunities identified by students must be approved by the Programme Director and/or the Dean.
- c. It is ultimately the responsibility of the student to secure an internship. Where students are not able to secure an internship, they will be provided with an alternative experience such as a desk based project or will transfer to the non-internship route of the programme.
- d. If a student has applied to an internship or WBL opportunity and has been short-listed, then it is mandatory for the student to attend the interview.

4. Written agreements

- a. There will be a written agreement between the student, the WBL provider and the School for every WBL internship or project. The agreement will include the expectations of all parties and a description of the objectives and outcomes sought for the student, by reference to the relevant programme learning outcomes.
- b. As part of the School's duty of care to assure itself that the working arrangements provided by the WBL provider are safe, the Dean will undertake a Risk and Health and Safety Assessment of every internship or project.

5. Roles and responsibilities

- a. Every student undertaking a WBL internship or project will have an SPJUK academic mentor and a corporate mentor representing the WBL provider. The Corporate Mentor and Academic Mentor will work together to ensure that the student is correctly onboarded by the Host Company and provided with support and advice to the student. They will also assess the student in accordance with the learning outcomes of the programmes.
- b. The **Corporate Mentor** will:
 - i. offer the student a work experience internship or project in line with the School's requirements and aligned to the learning outcomes of the programme;
 - ii. ensure that appropriate provisions are made for the student while on WBL internship in line with the written internship agreement;
 - iii. provide equal opportunities without any discrimination against students from different backgrounds or protected characteristics;
 - iv. provide a formal induction to the students at the time of starting the WBL opportunity;
 - v. provide the student with a safe working environment and offer the student equivalent work facilities and amenities as those provided to other employees;
 - vi. report any accidents or incidents to the School authorities immediately;
 - vii. report any issues with attendance at the internship to the School immediately;

- viii. agree milestones for the internship or project and provide feedback on these milestones in line with the internship agreement as appropriate;
 - ix. provide confirmation of completion at the end of the internship or project.
- c. The **Academic Mentor** will:
- i. Act as the Single Point of Contact between the Host Company and S P Jain London School of Management and the first point of contact for the student on behalf of the School.
 - ii. provide orientation of the WBL work responsibilities for students at the workplace;
 - iii. ensure that each student is briefed on the expectation of work timing, work performance and assessment methods during the WBL process;
 - iv. ensure that the WBL learning is applied to learning in the classroom;
 - v. review the WBL objectives to ensure that they meet the WBL requirements for the programme;
 - vi. coordinate with the WBL provider and the corporate mentor to ensure that each student is performing according to the SPJUK's expectations;
 - vii. meet WBL students on a regular basis to assist the students in critical thinking and problem solving and any issues with the WBL opportunity;
 - viii. liaise with the corporate mentor to ensure that UKVI requirements are met where applicable;
 - ix. agree the assessment milestones and periodically reviews student progress in accordance with these milestones, including corporate mentor feedback and undertake the ongoing and final assessments as required by the programme and module specifications;
 - x. evaluate student progress and provide feedback in a constructive manner;
 - xi. provide guidance and mentorship to the students and alert the Programme Director to any students who they may consider to be at risk;
 - xii. assess the final written report submitted by the student;
 - xiii. follow up where students have either left or are not attending to ensure that any academic, professional or personal barriers are referred as appropriate within the School
- d. Students undertaking WBL will:
- i. continue to abide by the School's student code of conduct;
 - ii. ensure that all information submitted to the WBL organisation is accurate;
 - iii. for WBL internship opportunities arranged by the School, only interview when genuinely interested in the positions for which the employer is interviewing;
 - iv. ensure that for all interviews they wear smart professional attire (unless otherwise permitted by the employer);
 - v. in instances where they receive multiple WBL offers, acknowledge all offers, whether they accept or reject the offer;
 - vi. only accept one offer;
 - vii. maintain full attendance for the duration of the internship or project and comply with the provider's sickness and absence reporting procedures where appropriate;
 - viii. ensure that they meet any visa requirements;
 - ix. behave professionally and comply with the WBL provider's requirements relating to punctuality, commitment in work, respect for colleagues and ethical practices and upholding the values of SPJUK;
 - x. adhere to the provider's requirements around intellectual property, health and safety, data protection
 - xi. follow the provider's policies and procedures.

- xii. contact the academic mentor, Programme Director or Dean quickly in case of any problems or concerns.

7. Conditions

- a. Students undertaking an internship are normally eligible for remuneration or a stipend.
- b. Regular reports on attendance will be required from the WBL provider, particularly for UKVI sponsored students.
- c. Confirmation of completion will be required from the WBL provider for completion of the internship or project, whether or not there is remuneration or a stipend.
- d. Student feedback will be sought for the internship/project to improve the WBL experience and outcomes.
- e. At the end of the internship or project, students will submit a report which addresses the learning outcomes of the module as well as a critical reflection of their workplace experience. This will be assessed as Pass or Fail as described in the Programme or Module Specification.
- f. Students who do not successfully complete an internship may request a further internship from the Dean. The Dean will consider the academic standing of the student, attendance and behaviour when giving approval to the request. The School will assist the student in finding an alternative internship (where possible) or provide an alternative opportunity to demonstrate achievement of the relevant learning outcomes.
- g. Internship demands a full-time commitment and cannot be discontinued. Students who resign or are dismissed from an internship will be deemed to have failed the internship module.

8. UKVI Compliance

- a. The School must comply with the regulations set by the Home Office in relation to international students studying in the UK with a UKVI Student Visa. Students studying with the School on a UKVI Student Visa can undertake an internship (including abroad) providing UKVI requirements are met, including attendance monitoring.
- b. The internship may not comprise more than 33% of the programme. It must be an integral assessed part of the programme. Students on UKVI student visas will be monitored to ensure that they are complying with the requirements of the visa.

9. Complaints

- a. Students are entitled to complain about any aspect of WBL using the School's Student Complaints Policy and Procedure.

10. Data Protection:

- a. Both the School and the WBL Provider agree to fully comply with data protection legislation when processing any personal data. The agreement will specify the arrangements for sharing personal data between the School and the Provider. The provider must ensure that all personal data relating to the student is held securely in accordance with the WBL agreement and not use or disclose such personal data for any purpose other than so far is necessary in connection with the internship.

11. Related Documents

Anti-Bribery and Corruption policy

Programme/Module specification

Student Attendance and Engagement Policy

Student Code of Conduct

Student Complaints Policy

Student Support Policy