



Cambridge Muslim College Work-based Learning (WBL) Policy

Committee: Faculty Board

Effective Date: September 2025

Next Review Date: April 2026

1. Purpose

This document sets out the principles for any Work-based learning (WBL) agreement between the College and other organisations named “WBL provider”.

2. Responsibility

- 2.1. Responsibility for reviewing this policy sets with the Quality Assurance Manager.
- 2.2. Responsibility for implementing this policy sets with the Registrar and the Programme Lead.

3. Principles

- 3.1. The QAA defines that ‘work-based learning consists of authentic structured opportunities for learning which are achieved in a workplace setting or are designed to meet an identified workplace need.’¹
- 3.2. Work-based learning (WBL) requires collaboration with organisations, named “WBL Providers” through this policy, to create learning opportunities for students through experience and workplace skills. The aim is to establish a structured work-based learning programme for students and enhance their employability skills, as well as bridge the gap between academic learning and employment needs.
- 3.3. The College is responsible for the academic standards and quality of learning opportunities for the WBL opportunities, irrespective of where these are delivered or who provides them.
- 3.4. Processes for WBL arrangements are designed in accordance with the Quality Assurance Agency’s (QAA) Quality Code for Higher Education and are only intended

¹ <https://www.qaa.ac.uk/quality-code/advice-and-guidance/work-based-learning> (pg. 6)

to cover WBL that is an embedded and planned element of a module or course studied in the College.

- 3.5. The responsibility for module delivery, assessment, Health & Safety are shared between the College and the WBL Provider.

4. Module design, learning outcomes and assessment

4.1. The responsibility for ensuring that WBL provides adequate opportunities for the intended learning outcomes to be achieved and assessed rests with the related programme team.

4.2. All WBL opportunities should be approved by Faculty Board.

4.3. The Programme team should consider the following areas when designing, monitoring and reviewing the WBL opportunities, and when determining its assessment strategy:

- the WBL opportunities should contribute to the overall learning outcomes of the programme, and the learning should be integrated.
- the WBL opportunities should hold specific credits that match with the level of contribution to the degree classification, and whether any accreditation of prior learning and/or experience can be considered.
- the process for assessing whether a WBL opportunity is appropriate, the learning outcomes should be demonstrated, and sufficient support should be provided.
- support and advice for students where circumstances change (either the student's or the placement provider's) and learning outcomes cannot be met in the same WBL setting, to explain any impact on studies and to help students organise an alternative opportunity or to return to studies.

4.3.1. The intellectual property rights of students whilst undertaking WBL should follow the intellectual property policy ([link](#)) of the College.

4.3.2. The programme team should ensure that Disclosure and Barring Service (DBS) checks are done for all students and staff involved in the WBL.

4.3.3. Learning outcomes need to be specific and lists the practical and intellectual skills gained from the WBL.

4.3.4. The learning outcomes should be shared with students and can be shared with the WBL Provider.

4.3.5. Assessment strategies should support student learning, reinforce the relevance of the WBL activity, and offer a range of opportunities to demonstrate achievement of academic standards. Opportunities for re-assessment and the impact of failure or non-completion should be clear.

4.3.6. The extent of the WBL provider's role in assessment should be clear and conveyed to the student and WBL provider; Where the provider is expected to contribute towards the assessment of the student, the department should provide clear guidelines, marking criteria and training/support as appropriate.

4.3.7. Although evaluation of the student by the placement provider may not necessarily contribute to the student's formal assessment or their degree classification, it is useful in terms of the student's personal development and

may be a required aspect of a student's professional development by some PSRBs (Professional, Statutory and Regulatory Bodies)

- 4.3.8. The assessment of WBL should be subject to standard departmental moderation and external examining procedures and College Assessment Policy.

5. Supervision and Student Support

- 5.1. The student supervisor/mentor will play an important role in checking the student progress during the WBL placements.
- 5.2. The WBL provider will appoint a supervisor for each student to ensure that students are being taken care of during the WBL placement.
- 5.3. It is expected to receive a separate report from the College's supervisor and the WBL provider's Supervisor before the end of the WBL placement.
- 5.4. Students should be supported during their WBL placement.
- 5.5. Student should be provided with relevant points of contact related to the WBL, namely from the department and WBL provider.
- 5.6. Feedback from students about the quality of their experience and a procedure for dealing with concerns and/or complaints links with WBL providers. collected and collated by the Student Development Team.

6. Student responsibilities and feedback

- 6.1. Students enrolled in the WBL are responsible for providing all required documents to enable the College and the WBL provider to run BDS checks for them.
- 6.2. Students enrolled in WBL have responsibilities regarding their conduct and commitment, following the College's Code of Conduct as well as the WBL provider Code of Conduct/Practice. Failure to meet these responsibilities can lead to the breach of T's & Cs and thus their registration on the programme.
- 6.3. Students enrolled in the WBL should fill in the feedback form provided by the College and the WBL provider.

7. Assessment, marking and moderation

- 7.1. The Module Convenor is responsible for ensuring that the assessment is in line with the learning outcome.
- 7.2. It should be ensured that all staff involved in WBL are appropriately qualified, resourced and competent to fulfil their roles and are given relevant training where necessary.
- 7.3. The College and the WBL providers are responsible for making students aware of the aims and role of the WBL on their course, the learning outcomes, the level of autonomy required, and the skills training which will enable the outcomes to be met.
- 7.4. All WBL information, including learning outcomes, training, and details of support and resources available for students should be promoted and made readily available, such as through course advertisement, lectures and workshops, online resources and Student Handbooks.

8. Health, safety and student well-being

- 9.1. The College and the WBL provider have a duty of care for all students when undertaking WBL activities, as part of their degree. The College and the WBL provider must ensure, so far as it is reasonably practical, that students are placed in a safe working environment.
- 9.2. Health & Safety team in the College, working with the WBL provider, should ensure that risk assessment has been done every year before students start their WBL. It is their responsibility to ensure that relevant health and safety processes and procedures are adhered to during the WBL activity.
- 9.3. The College should make all students aware of the available support should they require additional pastoral support whilst on placement, such as the Student Support and Welfare team, and provide the appropriate contact details.

9. Monitoring and reviewing work-based learning

- 8.1. WBL learning is approved, monitored and reviewed through Faculty Board and relevant College's committees and boards.
- 6.2 The College should ensure clear and effective processes for monitoring and reviewing the WBL with the WBL provider. Feedback from students should be considered in the review process.
- 6.3. Mechanisms should be in place to clarify how a student's progress will be monitored, how changes to the student's circumstances should be shared, and what methods will be used to evaluate the WBL after completion.

10. Resources and Contacts

[QAA UK Quality Code, Advice and Guidance: Work-Based Learning](#)

[ASET Good Practice Guide for Work based and Placement Learning in High Education \(.pdf\)](#)

Proposed Terms of Agreement

This document sets out the arrangements for a placement between the Student, WBL Provider and the College. The placement is undertaken as an integral part of the student’s degree. For the purposes of this document, WBL Provider’ refers to the host organisation. The Placement Supervisor refers to the line manager based in the organisation to which the student will report.

Academic Supervisor refers to the named member of academic staff who will oversee the student’s academic progress and assessment submission at the College.

For office use:

Information required	Details (complete below)
Registration number	
Degree	
Department	
Placement provider	
Placement provider address	
Placement start date:	
Placement end date:	
Placement role title:	
Main duties of the post:	

Terms of agreement:

The WBL Provider agrees to:

1. Provide a placement that gives the student the opportunity to engage in work that is of a junior professional level and enables the student to meet the learning outcomes of their degree course.
2. Provide the student with timely information on all arrangements relating to the placement including working hours, place of work, key named contacts, relevant working-practices, and identify a named Placement Supervisor.
3. Provide a comprehensive induction programme together with suitable support, guidance and training required to ensure the student is successful in completion of the placement.
4. Monitor student attendance, performance and behaviour in line with the provider's policies and code of conduct and notify the College as soon as possible of any breach of discipline or other potential problem which may affect satisfactory completion of the placement. The student remains subject to the College's Code of conduct and policies whilst on placement.
5. Engage with the College in assessing the student's progress on placement, and responding promptly to communication from the College.
6. Allow the student to use information generated during their placement to inform their academic work in relation to the placement.
7. Provide appropriate support to all student in line with the College's policies especially students with disability or specific learning needs.
8. The WBL provider acknowledges that a placement may need to be terminated if a student has failed to meet the progression requirements at any stage during the placement.

Health and Safety

9. Provide the student on placement with a full health and safety induction, including fire, emergency and first aid arrangements, arrangements for protection from significant risks associated with their work and procedures for reporting accidents, incidents, hazards and other health and safety concerns. Report accidents and incidents involving the student to the College. Comply with all necessary health & safety regulations applicable for the placement, in line with the relative regulations.
10. Complete Employer Health & Safety documentation where this has been requested by the College.

Insurance

11. Ensure the correct insurance is in place for the student whilst on placement or carrying out work at the instruction of the Placement Provider, complying with the relevant legislation. Insurance is to be in place for the full duration of the placement at a level equal to, or better than, the cover notified to us at the beginning of the placement.

Criminal Records Checks

12. Carry out any required DBS checks prior to placement beginning, if the role requires it.

Information required:	Placement Supervisor details (complete below)
Name:	
Position:	
Telephone number:	
Email address:	

Signed (sign here):

Date (date here):

The student agrees to:

1. Complete the placement induction fully before starting placement.
2. Behave professionally and appropriately in all dealings with the WBL Provider, conducting themselves responsibly by following the Code of Conduct of the College and the WBL provider, and abiding by all relevant procedures and practices, including those relating to health and safety, attendance policies, equality and diversity etc.
3. Continue to be subject to the academic and disciplinary regulations of the College during the placement.
4. Provide all required documents from the College and WBL provider promptly especially in relation to the DBS checks.
5. Respond promptly to all communications from the WBL Provider and the College.
6. Attend all placement's sessions following the College's attendance policy. Failure to achieve 80% attendance may result in failing the WBL module.

7. Be aware of the assessment requirement for the WBL and its related regulations.
8. Complete all academic coursework and assignments, as detailed in their module specifications and liaise with the Academic Supervisor as required.
9. Comply with the health and safety requirements of the WBL Provider and the College and report any health and safety concerns and any accidents or incidents to the WBL Provider and the College.
10. In the event of a grievance or complaint regarding the placement, follow the WBL provider's route and procedures for addressing the matter.
11. Inform the College of any circumstances (including any medical conditions) which may affect your ability to complete the placement successfully and/or prevent them from fulfilling the requirements of the placement module. The College's related policies and procedures need to be followed.

Cambridge Muslim College agrees to:

1. Allocate an Academic Supervisor to each student. The Supervisor will have responsibility for overseeing the academic components of the work placement module, which includes ensuring that the learning outcomes are understood and fulfilled by the student.
2. Brief the student so that they understand how to use the placement experience to meet the academic requirements of the placement, including how they should monitor their own progress, how the College will monitor their progress and the importance of identifying and raising any issues with the College, particularly those that may prevent them from completing the placement.
3. Ensure that students understand their responsibilities, rights and expectations.
4. Maintain contact with both the Student and the WBL Provider during the placement to ensure that both parties are satisfied, and that the placement progresses satisfactorily.
5. Respond promptly to any communications by the WBL Provider or the student.
6. Provide full Student Support to the student, in line with what is offered to students studying at the College.

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REVISION HISTORY

Revision #	Changes Date	Description of Change
00	October 2024	New document