



TUS

**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

www.tus.ie

TUS Student Placement Policy 2025 - 2029



Document Control Record

Academic Quality Assurance and Enhancement Handbook	
Volume 5: No 6	
Document Title	TUS Student Placement Policy
Document Entrust	Academic Council Subcommittee Programme Provision and Reviews
Document Status	Approved
Revision No	1.0
Pages	Page 2 of 30
Approval Body	Academic Council
Date of Approval	20/06/2025
Next Revision	2030

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council (20/06/2025)

Table of Contents

1	Introduction	5
2	Other Related Policies	6
3	Purpose of the Policy	7
4	Scope	7
5	Principles underpinning TUS Student Placement Policy	8
6	Relevant Definitions	9
7	Responsibilities	11
7.1	Responsibilities of TUS	11
7.2	Responsibilities of the Student	11
7.3	Responsibilities of the Placement Provider	12
7.4	Responsibilities of the Careers and Employability Service	13
7.5	Responsibilities of Academic Departments	13
7.5.1	Placement Development and Approval	13
7.5.2	Placement Supervision	14
7.5.3	Preparation and Training	14
7.5.4	Assessment and Feedback	14
7.5.5	Compliance with Professional and Regulatory Standards	14
8	Student Support Before, During, and After Placement	15
8.1	Pre-Placement Support	15
8.2	Placement Handbook/Guidance Documentation	15
8.3	Placement Agreement	16
8.4	Support During Placement	16
8.5	Post-Placement Support	16
8.6	International Placement	17
9	Learning Outcomes	18
10	Student Garda Vetting	18
11	Evaluation and Assessing Student Placements	19
11.1	Monitoring of Student Progress	19
11.2	Site Visits	19
11.3	Feedback Collection	19
11.4	Assessment of Student Placement	20
12	Critical Incident Handling During Placement	20

12.1	Definition of a Critical Incident.....	21
12.2	Reporting a Critical Incident.....	21
12.3	Immediate Response	21
12.4	Support and Follow-up	21
12.5	Incident Investigation and Review.....	22
13	Students with Disabilities	22
13.1	Disclosure of Disabilities	22
13.2	Reasonable Accommodations.....	22
13.3	Support from the Disability Support Service.....	23
13.4	Responsibilities of Placement Providers	23
13.5	Confidentiality.....	24
13.6	Support During and After Placement.....	24
13.7	Resolving Issues	24
14	Complaints related to Placement.....	25
14.1	Student Complaints.....	25
15	Risk Management.....	25
15.1	Risk Assessment.....	25
15.2	Insurance	25
16	Conclusion.....	26
17	Appendix 1: Indicative set of items covered within Placement Handbook/Guidance Documents.....	27
18	Appendix 2: TUS Placement Agreement	28

1 Introduction

The Technological University of the Shannon (TUS) recognises and values the diversity of placement and work-based learning opportunities available across the curriculum. It also recognises that the term 'placement' and 'work-based learning' can be interpreted in several ways and is often subject to cultural/sector or organisational norms. TUS has therefore adopted the terminology and definitions outlined in Section 6 Relevant Definitions.

TUS is committed to the development of placement opportunities for students as evidenced through its Strategic Plan 2023-2026. As such, it recognises the objective of any student placement experience, regardless of length, is to consolidate and complement academic learning, knowledge, and skills, while integrating aspects of personal career planning and development. As this is a tripartite relationship involving a student, Placement Provider and TUS, this policy sets out a framework for those involved in developing, running, or participating in, placement activity.

TUS acknowledges the diverse placement requirements across its departments and programmes, reflecting the varied academic and professional pathways of its students. This Student Placement Policy serves as an institution-wide, guiding framework to uphold a consistent standard of quality and academic integrity in placement experiences while promoting individual department and programme-level customisation.

Recognising the value of flexibility, it is acknowledged that each department and programme may need to develop tailored work placement procedures aligned with the overarching principles outlined in this document. This approach ensures that specific disciplinary needs and professional standards are addressed effectively while maintaining a unified institutional commitment to student development, safety, and learning outcomes.

Through this Policy, TUS aspires to create a supportive structure for all stakeholders, students, academic staff, and placement providers fostering meaningful and safe work-based learning experiences. The principles and guidelines herein emphasise the integration of placement opportunities into academic curricula to complement theoretical learning with practical skills and career development.

This Policy underscores TUS's strategic goal of embedding placement into all Level 8 (ab-initio) programmes, ensuring every student benefits from opportunities that

enhance their academic journey and professional readiness, preparing them to meet the demands of a dynamic global workforce.

2 Other Related Policies

In the implementation of this Policy, due consideration should be given to other TUS Policies within the wider TUS Quality Assurance and Enhancement Framework provided in the TUS Academic Quality Assurance and Enhancement Handbook, available at: <https://tus.ie/quality/academic-quality-assurance-enhancement-handbook/>. Relevant policies and documents include:

Volume 1: TUS Overarching System Of QAE

1. TUS Student Charter

Volume 3: Institutional Strategies

1. TUS Strategic Plan 2023-2026
2. Putting Learning First: TUS Learning, Teaching and Assessment Strategy
3. TUS Apprenticeship Strategic Implementation Plan

Volume 4, 5 & 6: Academic Regulations, Policies & Procedures

1. TUS Academic Regulations for Taught Programme
2. TUS Postgraduate Research Regulations
3. TUS Graduate Attributes Framework
4. TUS New Programme Validation
5. TUS Programmatic Review
6. TUS Research Ethics Policy and Procedures for Taught Programmes
7. TUS Policy on Fitness to Study for Listed Programmes which Lead to Practise in Regulated Settings

Volume 9: Student Support Policies and Procedures

1. TUS Student Code of Conduct and Discipline
2. TUS Student Policy on Dignity and Respect: Dealing with Harassment and/or Bullying among Students
3. TUS Student Complaints and Problem Resolution Procedure
4. TUS Student Reasonable Accommodation Policy
5. TUS Student Death Protocol
6. TUS Child Protection Policy
7. TUS Student Garda Vetting Policy 2024-2029

3 Purpose of the Policy

The purpose of this Policy is to set out the TUS approach to fulfilling its requirements in respect of student placements. The National Strategy for Higher Education to 2030¹ encourages integration of work placement (and service learning) in all relevant programmes. At TUS, many undergraduate and postgraduate programmes have a student placement component. Within its strategic plan 2023-2026 TUS has set an ambition to have placement integrated into 100% of its Level 8 (ab-initio) programmes. Placements provide students with the opportunity to gain practical work and/or an independent learning experience relevant to their programme.

TUS is responsible for ensuring that there are appropriate policies, procedures and structures in place to ensure student placement meets all relevant quality assurance requirements and that all parties involved in the placement are aware of their roles and responsibilities. The application of an approved Policy is therefore mandatory for all placement activity which includes one or more of the following support elements: facilitation, organisation, coordination, monitoring or assessment of work-based learning by TUS or any member of staff.

4 Scope

This Policy applies to all undergraduate and postgraduate students at TUS participating in student placements as part of their academic programme. It encompasses the roles, responsibilities, and expectations of students, placement providers, academic supervisors, and placement coordinators to ensure a productive, safe, and supportive student placement experience.

This Policy is intended to be a general policy which gives guidance on the key principles for consideration prior to the commencement of placement, but the method by which this is achieved can be adapted to suit the needs of an individual TUS Faculty, Department, Programme or collaborative partner.

This Policy does not apply to unsupported activity, which is defined as student-led activity (individual or group), which may provide direct or indirect learning opportunities, but is not part of a programme of study or extra-curricular award and is therefore not the responsibility of TUS. It does not apply to fieldwork, apprenticeships, work experience undertaken outside of a programme of study, including part-time, term-time or holiday work arranged by students that is not a planned part of the programme or does not contribute to its learning outcomes.

¹ <https://hea.ie/assets/uploads/2017/06/National-Strategy-for-Higher-Education-2030.pdf>

This Policy is designed to support the development of more specific procedures by individual programmes which include a work-based learning component. It is acknowledged that some programmes are required to comply with professional, statutory and regulatory body rules and regulations which may require additional policies and procedures at a programme level (See Section 8.5.5).

Resource allocation in relation to placement will be considered through the normal resource allocation processes within the University.

5 Principles underpinning TUS Student Placement Policy

The Policy is based on the following principles:

- TUS has responsibility for the quality and academic standards of the student's placement.
- This Policy applies to all registered TUS students undertaking placement through TUS.
- Student placement where it is part of a student's programme of study is normally designed to contribute to the overall learning outcomes of their programme.
- Academic Departments will put in place appropriate operational procedures, aligned with specific requirements of academic programmes, to approve, monitor and review placements. Such operational procedures will align with this Policy but reflect the specific needs and requirements of the programme and discipline area.
- The Policy will provide a framework outlining the roles and responsibilities of all those involved in student placement activity, including TUS staff, students and Placement Providers.
- TUS cannot normally guarantee placements with any third party.
- All legislation referred to in this Policy is Irish legislation. This includes National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016, Data Protection Act 1988 to 2018, General Data Protection Regulation (EU) 2016 / 679. Where student placements are sourced and located abroad, the legislation of the host country will also apply.

6 Relevant Definitions

Student Placement or Internship	For the purposes of this Policy, placement is defined as a planned period of time where a TUS registered student is placed in a relevant work environment to gain practical or work-related experience. This normally takes place outside TUS, is part of the student's programme of study and fulfils intended learning outcomes. A placement is typically a programme requirement and is credit bearing. Although the student is registered at the University and remains subject to TUS regulations, direct supervision for the purpose of the placement is transferred to a Placement Provider for a set period. Students must be enrolled at TUS for the duration of the Placement or Work-based Learning experience.
Student Placement in TUS	A period of time where a TUS registered student is placed in a relevant work environment to gain practical or work-related experience within TUS itself. The placement is part of the student's programme, and the student remains registered with TUS. The direct supervision of the student's activities is the responsibility of the Faculty/Department/Section within TUS where the student is undertaking the Placement and academic credit is given.
Professional Practice /Practice Education Placement	A period of study at an institution other than TUS which is part of the student's programme and where the student remains registered with TUS. The supervision of the student for the purpose of the placement is the responsibility of the Placement Provider. TUS recognises the Professional Practice /Practice Education Placement for academic credit based on the assessment of the Academic Placement Supervisor.
Student Placement in External Placement Provider	A period of time where a TUS registered student is placed in a relevant work environment to gain practical or work-related experience, which is part of the student's programme and where the student remains registered with TUS. The direct supervision of the student's activities is the responsibility of the Placement Provider, and academic credit is given based on the assessment of the Academic Placement Supervisor.
Work Based Learning	Activities undertaken by students in a workplace environment or in collaboration with industry or business, whereby the experience they have results in the enhancement of their skills and/or academic knowledge with regards to the work setting, as part of an award-bearing programme. Work-based Learning also refers to activities undertaken by students where they are required to undertake and reflect upon an experience in a workplace to

	complete assessment(s) that are credit bearing. These assessments may or may not be undertaken within the workplace.
Placement Provider	The third party organisation to whom responsibility for direct supervision of the student is transferred during the placement. In practice Placement Providers include a wide range of organisations including public sector organisations, large industry, multi-nationals, SMEs, Non-Governmental Organisations (NGOs), Charities and others.
Placement Provider Supervisor	Designated person within the Placement Provider who is responsible for supervising placement experience of the student with the Placement Provider.
Academic Placement Coordinator	Academic staff member within a TUS Academic Department who co-ordinates and monitors the student placement process and liaises with students, academic staff and Careers & Employability staff in relation to the placement process. Responsible for • Ensuring students are made aware of the relevant resources to help them source appropriate placements. • Co-ordinating and monitoring the student placement process by liaising with students, academic staff and Careers & Employability staff in relation to the placement process. • Prior to placement, ensuring that students are made aware of any relevant pre-placement training and supports provided by TUS. • Point of contact for Academic Placement Supervisors and Careers and Employability
Academic Placement Supervisor	Academic staff member within TUS Academic Department who is responsible for academic supervision of the student while on placement. This supervision relates to ensuring that the student completes all relevant aspects of placement to gain the assignment academic credit.
Careers & Employability Service (C&E)	Careers and Employability Service is a dedicated support service within TUS. Members of the TUS C&E service are involved in supporting students preparing for placement with the organisation and arrangement of placements. C&E work closely with students, academic staff and Placement Providers.
Placement Student	Student who is registered with TUS and is undertaking a period of Placement Learning as part of their academic programme of study.

7 Responsibilities

This Policy sets out the responsibilities of TUS and different stakeholders in relation to the organisation and management of student placements. Clear identification of roles and responsibilities will ensure the successful management of student placements and demonstrate that they are embedded in the culture of TUS. The responsibilities of each party involved in the placement process are as follows:

7.1 Responsibilities of TUS

TUS is responsible for ensuring the overall quality and relevance of the student placement experience. This includes:

- Facilitating the development and approval of placements that align with the learning outcomes of the student's academic programme.
- Providing support throughout the placement, including during any disputes or difficulties that may arise between the student and the Placement Provider.
- Offering pre-placement preparation to ensure students are equipped with the necessary knowledge to succeed.
- Monitoring the progress of students on placement through regular communication with both the student and the Placement Provider.
-

7.2 Responsibilities of the Student

Students shall:

- Engage with all pre-placement preparation activities as set out by the programme team and programme documentation. Where appropriate engage with Careers and Employability to ensure all relevant pre-placement requirements are adhered to e.g. Garda Vetting, CV preparation, interview skills.
- Proactively seek and secure placement opportunities with the support and guidance of TUS. While the university provides resources, guidance, and support, the onus remains on the student to apply for positions and prepare for and attend interviews. Failure to engage in pre-placement preparation or in identifying suitable placement may result in the student not securing placement and thus impact their academic progression.
- Engage at an early stage with Academic Placement Supervisor, Careers and Employability and TUS Erasmus Office if considering an international placement
- Ensure, if they are registered on a regulated programme, where a placement allocation process is normally in place., that they engage with the Academic

Placement Coordinator and Careers and Employability in line with the programme's specific procedures.

- Formally accept or decline placement offer within a reasonable timeframe and communicate this decision to the Placement Provider, academic placement coordinator and Careers and Employability. Where possible, students are required to accept their first placement offer. Placement offers should be accepted in a timely manner. Failure to accept their first offer or respond in a timely manner may result in delays in securing placement.
- Inform, at the earliest opportunity the Placement Provider, academic placement coordinator and Careers and Employability of circumstances where they are not able to take up a previously accepted placement offer.
- Complete their placement and fulfil all requirements in line with programme documentation and the Student Placement Agreement with Placement Provider. The student should adhere to all relevant reporting requirements in line with the dates specified within the placement documentation.
- Act in a professional manner at all times during the placement, adhering to both TUS's Student Code of Conduct and the policies of the Placement Provider (where applicable).
- Maintain regular contact with their TUS Academic Placement Supervisor, providing updates and seeking guidance when necessary.
- Complete any required paperwork, assessments, presentations or reflections related to the placement, including a post-placement evaluation.
- Notify TUS and the Placement Provider of any concerns, health issues, or other factors that may affect their ability to fully participate in the placement.

7.3 Responsibilities of the Placement Provider

The Placement Provider shall:

- Ensure a safe and supportive working environment that allows the student to meet the agreed-upon learning objectives.
- Provide a designated placement provider supervisor who will oversee the student's activities and provide feedback.
- Communicate with TUS regarding the student's progress, including any issues that may arise during the placement.
- Complete all relevant paperwork, reporting and reflections related to the placement, including post-placement evaluation.
- Comply with all relevant legal requirements, including health and safety legislation and insurance.

- Provide the student with relevant and/or appropriate training relevant to the Placement Provider necessary to complete their placement e.g. health and safety specific to that role or location.

7.4 Responsibilities of the Careers and Employability Service

The Careers and Employability Service plays a key role in preparing students for placements and providing support throughout the process. Their responsibilities include:

- Pre-Placement Support: Provide workshops, training sessions, and one-on-one guidance to prepare students for placement. This includes assistance with CV writing, interview preparation, and professional conduct for placement.
- Placement Identification: Identify suitable placement opportunities and with the support of academic coordinators, facilitate the identification of students to suitable placement opportunities, based on their academic programme, skills, and career goals.
- Post-Placement Guidance: Assist students in reflecting on their placement experiences, updating their CVs, and preparing for future career opportunities.
- Placement Provider Engagement: Develop and maintain relationships with Placement Providers, ensuring the availability of high-quality placement opportunities for TUS students.

7.5 Responsibilities of Academic Departments

Academic Departments at TUS play a pivotal role in ensuring the success and quality of student placements. The Academic Placement Co-ordinator and the Academic Placement Supervisors are key roles within the Academic Department.

A dedicated role of an Academic Placement Co-ordinator exists within each academic department with responsibility for ensuring a cohesive and effective placement experience for both students and placement providers. Key duties of the Academic Placement Co-ordinator include placement process facilitation, placement approval, placement preparation and assessment. The Co-ordinator is a key point of contact for addressing and resolving any student issues that may arise.

7.5.1 Placement Development and Approval

- Departments shall identify suitable placement opportunities that align with the academic learning outcomes of the student's programme.
- Ensure all new placement opportunities are evaluated to assess its appropriateness in terms of relevance to the academic programme and other relevant criteria as appropriate to the programme of study.

- Collaborate with industry partners to establish clear expectations regarding the nature of the student's role, tasks, and learning outcomes during the placement.
- Collaborate with the Careers and Employability team in relation to meeting the above requirements.

7.5.2 Placement Supervision

- Appoint an Academic Placement Supervisor for each student. This individual will be responsible for overseeing the student's academic progress during the placement.
- Academic supervisors shall maintain regular contact with the student and the Placement Provider to ensure the placement is proceeding as planned. This contact should include scheduled check-ins and, where feasible, site visits.
- Monitor the student's performance and integration into the work environment, ensuring that they are making progress towards the intended learning outcomes.

7.5.3 Preparation and Training

- Academic departments must ensure that students are adequately prepared before their placements. This includes collaborating with the Careers and Employability service on guidance on the professional, ethical, and academic standards expected during the placement.
- Departments are responsible for facilitating pre-placement training/ briefings a, on any specific requirements for the placement.

7.5.4 Assessment and Feedback

- Ensure that the placement experience contributes to the student's overall academic assessment, where applicable. This may include reflective journals, reports, presentations post-placement, case studies, demonstrations, portfolios and other assessment approaches.
- Obtain feedback from both the student and the Placement Provider at the conclusion of the placement. This feedback should inform future placement planning and the improvement of placement opportunities.
- Ensure that any issues or challenges arising during the placement are addressed promptly and resolved effectively.

7.5.5 Compliance with Professional and Regulatory Standards

- Where applicable, ensure that the placement aligns with any relevant professional, statutory, or regulatory body requirements. Departments shall

incorporate any additional professional standards that are mandatory for accreditation or qualification.

8 Student Support Before, During, and After Placement

TUS shall ensure that students are adequately prepared before embarking on their placements. This includes familiarising them with the expectations, responsibilities, and professional conduct required during placement activities. TUS is committed to providing comprehensive support to students throughout their placement journey. Students have an obligation to ensure that they are aware of the supports available and to engage with such supports.

8.1 Pre-Placement Support

Placement supports provided at this stage may include

- Placement preparation module: Where a programme includes a dedicated academic module preparing students for placement, students are responsible for engaging as appropriate with relevant module activities and supports provided by the Academic Department.
- Pre-Placement Supports: Students can access Careers & Employability supports as outlined in Section 7.4
- Health and Safety: Where necessary for specific programmes student training on health and safety will be provided prior to placement. Placement specific health and safety training will normally be provided by the Placement Provider (Section 7.3)
- Legal and Ethical Training: Students may receive access to introductory information and training, where relevant, on ethical behaviour in the workplace, confidentiality, and data protection (GDPR compliance). Placement specific training relevant to the Placement Provider will be provided by the Placement Provider (Section 7.3)
- Additionally, any legal responsibilities relevant to their profession or industry will be outlined, normally through the Academic Department through the course of the student's programme.

8.2 Placement Handbook/Guidance Documentation

- Students will receive placement guidance documentation, from their academic department. This documentation may include an outline of their responsibilities while on placement (including any requirements in relation to assessment – Section 10), learning objectives, and relevant contact details. Such

documentation will align with, and reference, this Policy. An indicative set of items covered within such documentation is outlined in Appendix 1.

- Such documentation would normally including the relevant learning outcomes associated with the placement. Documentation will be required at the conclusion of the placement that clearly demonstrates how the placement activities enabled the student to meet the specified module learning outcomes.

8.3 Placement Agreement

- TUS will provide the Placement Provider with a Student Placement Agreement which is an agreement between the Placement Provider and TUS. This should be signed on commencement of the placement. A template for the Student Placement Agreement is provided in Appendix 2.

8.4 Support During Placement

- Academic Support and feedback: Each student will have an assigned Academic Placement Supervisor who will remain in contact throughout the placement period. Supervisors will offer guidance, feedback and assist with any academic or professional challenges that may arise.
- Student Well-Being Services: Students will have continued access to TUS's well-being and counselling services during their placement, during the services normal operating hours. These services are available to support students facing personal, emotional, or mental health issues during their time in the workplace. Access to such services may need to be facilitated by the Placement Provider.
- Incident Handling: In the event of any issues or incidents during the placement (including safety concerns, conflict with supervisors, or difficulties with tasks), students can immediately report these to their Academic Placement Supervisor. TUS will work closely with the student and the Placement Provider to resolve the issue (see Section 9.0).
- During periods when the Academic Placement Supervisor is on academic leave students will be advised who to contact. This would normally be the Careers and Employability Office unless directed otherwise by the Academic Placement Coordinator.

8.5 Post-Placement Support

- Feedback and Assessment: Students will receive feedback from their Academic Placement Supervisor and the Placement Provider. This feedback will be used for both academic assessment and personal development.

- Career Planning and Guidance: Students will have the opportunity to avail of guidance on how to leverage their placement experience for future career opportunities. This may include advice from Careers & Employability on how to update their CV, prepare for interviews, and build on their professional networks.
- Alumni Networking: Post-placement and graduation, students may be encouraged to join TUS alumni networks to maintain contact with industry professionals and explore future employment opportunities.
- Other informal opportunities may arise which enables the students to reflect on and share their placement experiences. This could occur through various means e.g. placement debrief session, within a specific module session etc. Such debriefing sessions can present opportunities to discuss the skills developed, challenges faced, and lessons learned during the placement.

8.6 International Placement

TUS students can consider completing their placements abroad or it may be a mandatory component of their programme of study. TUS registered students who wish to complete their placement in an EU member state can apply for an Erasmus grant to assist with cost of living away from home. Students are encouraged to contact the TUS Erasmus office for information or consult <https://tus.ie/global/erasmus/students/#outgoing-students>. Students can also consider placement in the member countries of the Regional University Network – European University – RUN EU.

International placements require specific consideration in the context of supervisory requirements, reporting, approval and coordination. Students who wish to undertake their placement abroad are required to consult at an early stage with the Academic Placement Coordinator, Careers and Employability and TUS Global (for EU placements).

If a situation arises which restricts a student from completing a mandatory international placement component the Academic Placement Coordinator and Careers and Employability will consider the relevant circumstances on a case-by-case basis, in line with the specific programme and placement requirements.

9 Learning Outcomes

TUS is committed to ensuring that all student placements contribute meaningfully to the academic and professional development of students. The placement is an integral part of the academic programme and must be structured to meet specific learning outcomes.

The learning outcomes for each student placement will normally be outlined within the Module Definition Form/Module Syllabus/Module Descriptor for the relevant placement module within an academic programme. Such learning outcomes would also normally be included in the placement documentation provided to students prior to placement. Learning outcomes normally seek to outline the skills, knowledge and competences which the student will gain upon successful completion of a placement activity.

10 Student Garda Vetting

TUS is committed to ensuring that all students undertaking placements in roles where they will engage with vulnerable persons, including children or older adults, undergo the appropriate Garda Vetting. This process ensures compliance with Irish legislation and protects both the Placement Provider and the individuals with whom students may come into contact/engage with during their placement. For programmes which require garda vetting such vetting will be carried out in line with the TUS Student Garda Vetting Policy 2024-2029²

Garda Vetting is required under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. This legislation mandates that individuals working or otherwise in contact with vulnerable groups must undergo background checks to assess their suitability for such roles. TUS is legally obligated to ensure that any student undertaking placements that involve contact with vulnerable groups is garda vetted.

Garda vetting is mandatory for students whose placements involve:

- Contact with children (e.g., in schools, early childhood education settings).

² https://tus.ie/app/uploads/AcademicServices/Quality/Handbook/VOL4/21_TUS-Student-Garda-Vetting-Policy-and-Procedure-2024-2029-AC-10.09.2024.pdf

- Engaging with vulnerable adults (e.g., in healthcare, social care, or community services).
- Placement in any organisation where Irish law mandates vetting for roles involving vulnerable populations.

For programmes which require garda vetting students who do not engage with the Garda Vetting process will not be eligible for placement.

11 Evaluation and Assessing Student Placements

Ongoing evaluation and assessment are crucial to ensuring the success of student placements. TUS is committed to regularly reviewing both the student experience and the quality of the Placement Provider's environment.

11.1 Monitoring of Student Progress

- The Academic Placement Supervisor will maintain contact with the student in line with supports outlined in Section 8.4.
- Documentation of Progress: Students will normally be required to submit periodic progress reports or updates to their Academic Placement Supervisor, documenting key tasks, challenges, and progress towards achieving learning outcomes.

11.2 Site Visits

- The Academic Placement Supervisor or a designated TUS representative may conduct site visits to the Placement Provider to assess the placement environment and ensure it aligns with the agreed-upon learning outcomes. Such site visits will be arranged in line with the specific programme requirements and agreed between the Academic Placement Supervisor, Placement Provider and Student.

11.3 Feedback Collection

- Student Feedback: At the end of the placement, students will complete a formal evaluation, providing feedback on their experience, the support they received, and the quality of the Placement Provider.
- Placement Provider Feedback: The Placement Provider will complete an evaluation of the student's performance, focusing on their professionalism, skill development, and contribution to the organisation.

- Student and Placement Provider feedback will be considered by the Academic Placement Coordinator, Programme Board and Academic Department to inform any relevant amendments or adjustments to placement provision. Feedback may be used to
 - Identify strengths and areas for improvement in the placement process.
 - Make necessary adjustments to placement opportunities for future students.
 - Update the risk assessment and placement approval process where needed.

11.4 Assessment of Student Placement

The assessment of student placements will vary depending on the academic programme but may include:

- Reflective Journals: Students may be required to maintain a reflective journal throughout the placement, documenting their experiences, challenges, and learning.
- Placement Reports: A formal report may be required at the conclusion of the placement, summarising key tasks, learning outcomes achieved, and personal development.
- Presentations: Some programmes may require students to deliver presentations on their placement experience, highlighting the key learnings and challenges faced.
- Placement Provider Feedback: The Placement Provider will be asked to complete a formal evaluation of the student's performance, focusing on professional conduct, skill development, and overall contribution to the organisation.
- Academic Supervisor Feedback: The Academic Placement Supervisor will review the student's reflective journal, reports, and Placement Provider feedback, and provide an academic assessment based on this combined evidence.
-

Programme teams will determine whether placement is assessed on pass/fail or numeric grade basis, in line with the requirements of the particular programme.

12 Critical Incident Handling During Placement

TUS recognises that unexpected and critical incidents may occur during student placements. To ensure student safety and well-being, the following procedure will be followed:

12.1 Definition of a Critical Incident

- A critical incident is defined as any event that poses a significant threat to the health, safety, or well-being of a student while on placement. This could include physical injury, mental health crises, harassment or discrimination, accidents, or natural disasters.

12.2 Reporting a Critical Incident

- In the event of a critical incident, the student or Placement Provider must immediately inform the designated Academic Placement Supervisor or another TUS representative (normally Careers and Employability). This should be done within 24 hours of the incident occurring. The TUS Incident/Accident Form must be submitted to the TUS Health & Safety Officer.
- The Placement Provider should also follow their internal incident reporting procedures and ensure the student's immediate safety, as far as reasonably practicable.

12.3 Immediate Response

Upon receiving notification of a critical incident, TUS will:

- Assess the situation: Establish the facts and determine the severity of the incident. This includes assessing the immediate risks to the student and any others involved.
- Ensure as far as reasonably practicable the student's safety: If necessary, arrangements will be made to remove the student from the situation and provide necessary medical or psychological support.
- Communicate with stakeholders: TUS will maintain communication with the Placement Provider, the student's family (if appropriate), and any relevant authorities as may be appropriate.

12.4 Support and Follow-up

- TUS will consider the appropriate level of support which the student should receive in line with relevant TUS Policies and supports available.
- The Academic Placement Supervisor will work with the student to determine if the placement can continue or if alternative arrangements need to be made.
- If the placement is terminated early due to the incident, TUS will explore options for the student to achieve the relevant learning outcomes. This may include identifying an alternative placement opportunity or alternative assessment options.

12.5 Incident Investigation and Review

- Where necessary, a review will be conducted to understand the circumstances of the critical incident and determine if any preventive measures can be taken to avoid similar occurrences in the future.
- TUS will collaborate with the Placement Provider to assess any changes or improvements needed arising out of the review.
- A detailed incident report will be completed by TUS, documenting the incident, response actions, and outcomes. This report will be stored in compliance with TUS data protection policies.

13 Students with Disabilities

TUS is committed to providing an inclusive and supportive learning environment for all students, including those with disabilities. This commitment extends to ensuring that students with disabilities have equal access to and opportunities within student placements. TUS will work closely with Placement Providers to ensure that reasonable accommodations are made to support students with disabilities throughout the placement process.

13.1 Disclosure of Disabilities

- Students with disabilities (which can include significant ongoing illnesses or long-term medical conditions) may engage with the TUS Disability Support Service, and/or Academic Placement Coordinator and/or the Careers and Employability Service to advise of any issues that may affect their ability to successfully complete their placement. Early engagement is encouraged to fully access the relevant and appropriate support that may be required. The student bears full responsibility for flagging their requirements in a timely manner.
- Disclosure of a disability is entirely voluntary, and students are not obligated to disclose the nature of the disability unless they wish to request accommodations. However, disclosure may enable TUS to work with students and placement providers to create an accessible and supportive placement experience. Placement providers may be entitled to know the nature of an illness /condition where there are specific health and safety concerns. Failure to disclose in a timely manner could delay or prevent a placement.

13.2 Reasonable Accommodations

Reasonable accommodations refer to adjustments made to the placement environment, tasks, or support services to enable students with disabilities to fully

participate and achieve the learning outcomes of the placement. Accommodations may include:

- Modified workstations or equipment (e.g., assistive technology or ergonomic adjustments).
- Flexible work hours or adjustments to work schedules.
- Physical accessibility modifications to the placement site.
- Adjustments to tasks or duties where required to align with the student's abilities.
- Additional supervision or academic support.

The accommodations provided will be tailored to the specific needs of the student and will be arranged in collaboration with the Disability Support Service, the student, and the Placement Provider. Such accommodations should also be considered in the context of the TUS Student Reasonable Accommodation Policy.

13.3 Support from the Disability Support Service

The Disability Support Service at TUS will provide guidance and support to students with disabilities throughout the placement process. This service will:

- Liaise with the student and placement provider to ensure the necessary accommodations are in place.
- Develop a personalised support plan in collaboration with the student, outlining the accommodations needed during the placement. The student bears full responsibility for distributing any related documentation to relevant TUS staff and placement provider.
- Offer ongoing support to address any challenges or barriers that may arise during the placement.

13.4 Responsibilities of Placement Providers

Placement Providers are expected to create an inclusive and accessible environment for students with disabilities. This includes:

- Collaborating with TUS to provide the necessary reasonable accommodations as outlined in the student's support plan.
- Ensure student and TUS are aware of any additional evaluations required to be completed prior to commencement of placement
- Ensuring that the workplace is compliant with relevant disability legislation, such as the Equal Status Acts 2000 to 2018 and Employment Equality Acts 1998 to 2021, which protect against discrimination based on disability.

- Providing a supportive work environment that fosters the student's learning and professional development.

TUS will work closely with Placement Providers to ensure that they understand their obligations under Irish and, where applicable, international disability legislation and to provide guidance on implementing accommodations.

13.5 Confidentiality

- All information related to a student's disability and the accommodations provided will be treated confidentially in accordance with the Data Protection Acts and the General Data Protection Regulation (GDPR).
- Disclosure of a student's disability to the Placement Provider will only occur where there is a legal basis to do so, and only the information necessary to arrange appropriate accommodations will be shared. Disclosure is the exclusive responsibility of the student. In rare instances where there is deemed to be a health & safety concern, the student will be obliged to disclose and should provide their placement supervisor with written confirmation.

13.6 Support During and After Placement

- TUS will review the progress of students with disabilities during their placement as part of the normal placement review processes to ensure that the accommodations provided are effective and that the student is meeting their learning outcomes.
- Where necessary, additional check-ins or visits with the student and Placement Provider will be arranged to review the effectiveness of accommodations and address any challenges that may arise.
- Post-placement feedback will be collected, as part of the normal placement feedback procedures, from both the student and the Placement Provider to evaluate the success of the accommodations and identify any improvements that could be made in future placements.

13.7 Resolving Issues

- If a student with a disability encounters any barriers or issues during their placement, they are encouraged to contact their Academic Placement Supervisor, the Disability Support Service, or the Careers and Employability Service as soon as possible.
- TUS will work with the student and Placement Provider to resolve any issues as soon as possible.

14 Complaints related to Placement

TUS is committed to ensuring that student placements are a positive and rewarding experience. However, we recognise that issues may arise during placements. This section outlines the process for handling complaints related to student placements.

14.1 Student Complaints

- If a student encounters an issue during their placement, the matter should be raised promptly with their Academic Placement Supervisor or Careers & Employability if Academic Placement Supervisor is unavailable.
- The Academic Placement Supervisor will attempt to resolve the issue informally by engaging with both the student and the Placement Provider. This may involve clarifying expectations, adjusting the student's tasks, or improving communication and additional support. Every effort should be made to resolve the issue as quickly as possible.
- If the issue cannot be resolved informally, the student should refer to TUS Student Complaints & Problem Resolution Procedure.

14.2 Placement Provider Complaints

- Placement Providers may also raise complaints if they encounter issues with the student's performance, behaviour, or compliance with workplace policies. The complaint should first be raised with the Academic Placement Supervisor, who will work with both the student and Placement Provider to resolve the issue.
- If the matter remains unresolved the issue will be considered in line with the TUS Student Code of Conduct and Discipline Policy (2022-2025).

15 Risk Management

TUS recognises the importance of managing risk effectively throughout the placement process.

15.1 Risk Assessment

- It is the responsibility of the Placement Provider to ensure that appropriate risks assessments are in place in relation to the roles and functions which a TUS student will undertake while on placement in their organisation.

15.2 Insurance

- The Placement Provider shall have and maintain public liability and employer's liability insurance (or the equivalent in non-Irish jurisdictions) which provides

cover for their hosting of the TUS Student. Upon request, the Placement Provider shall provide to TUS, evidence of such insurance cover. Students are to be covered under the Placement Provider's insurance policies while on the Placement.

- In addition, the Placement Provider shall have and maintain all other necessary and appropriate insurance cover that shall include malpractice and professional indemnity.

16 Conclusion

This Policy outlines TUS's commitment to fostering quality placement experiences that enrich students' academic and professional development. Further details and procedural documents may be developed by relevant Faculties, Departments or programme teams to reflect specific procedural aspects relevant to that programme and its placement activity.

17 APPENDIX 1: Indicative set of items covered within Placement Handbook/Guidance Documents

The following is an indicative set of items which would be expected to be included in Placement Handbook/Guidance Documentation.

- Learning Outcomes relevant to placement
- Assessment requirements
- Specific placement requirements e.g. anticipated tasks which student should complete
- Template of assessment reports
- Contact Details of relevant TUS staff
- Key dates and milestones

18 Appendix 2: TUS Placement Agreement

TECHNOLOGICAL UNIVERSITY OF THE SHANNON: MIDLANDS MIDWEST (TUS) PLACEMENT AGREEMENT

This agreement deals with the student placement which is part of the programme [] (name of programme of study) in **TUS** (“the Placement”).

THIS AGREEMENT is made on [] (date) between:

1. **Technological University of the Shannon: Midlands Midwest (“TUS”)** and
2. [] (Placement Provider name)
with an address at []
(Placement Provider location) (the “**Placement Provider**”) and
3. [] with an address at []
(the **TUS Student**)

IT IS AGREED AS FOLLOWS:

4. This Agreement shall apply to the placement of the TUS Student at the Placement Provider.
5. The Placement Provider agrees to provide a placement to the TUS Student. The duration of the Placement is fixed and the dates agreed. The hours of attendance and locations of the Placement are determined by the Placement Provider.
6. The Placement Provider shall facilitate the TUS Student in achieving the learning outcomes of the Placement. The Placement Provider confirms that it can and will provide the necessary expertise, supervision and placement experience to assist in this regard.
7. In order to allow assessment and evaluation of the TUS Student, the Placement Provider will provide TUS with such feedback, information and co-operation as TUS may reasonably request. On giving reasonable notice to the Placement Provider, TUS may visit the location of the Placement to monitor the TUS Student’s progress and contribute to the assessment of the Placement.
8. During the Placement, the Placement Provider Supervisor shall certify that the TUS Student has had an opportunity to gain relevant experience to appropriate to relevant to their programme of study and in line with the placement learning outcomes. At the end of the Placement, TUS will normally request the completion of a placement feedback form by the relevant supervisor in the Placement Provider.
9. The Placement Provider is mindful that the TUS Student remains registered with the TUS whilst on placement and in the event that the TUS Student breaches or is alleged to have breached any disciplinary code or procedure of the Placement Provider or is otherwise alleged to have been engaged in misconduct of any kind, this shall be promptly brought to the attention of TUS. Disciplinary matters will be dealt with in accordance with relevant TUS policies. The Placement Provider will provide copies of all applicable company policy (such as internet usage policy or social media policy) to the TUS Student at the commencement of the Placement.

10. Any intellectual property created by the TUS Student in the course of carrying out placement activities at the Placement Provider shall belong to the Placement Provider. Where a Student is working on a particular project/task, at either Party's request, a separate Intellectual Property Agreement shall be agreed, where required, between TUS, the Placement Provider and the TUS Student.
11. The Placement Provider will be responsible for directing and supervising the TUS Student whilst on placement. The Placement Provider will ensure the safety, health and welfare of the TUS Student at all times during the Placement. In compliance with the Health Safety and Welfare at Work Act 2005 (or the equivalent legislation in a foreign jurisdiction), the Placement Provider will provide the necessary health and safety training, instruction and equipment to the TUS Student. The Placement Provider will bring to the attention of the TUS Student, all safety procedures and safety statements relating to the Placement in a timely manner.
12. The Placement Provider shall comply with the relevant provisions of the Safety Health and Welfare at Work Act 2005 as amended and related guidance if the Placement is being carried out, in whole or in part, remotely.
13. The TUS Student must respect the rules and regulations of the Placement Provider, particularly as far as the staff timetable and health and safety are concerned.
14. Any incident involving injury / damage caused by or to the TUS Student while on placement at the Placement Provider must be immediately reported to and recorded by the Placement Provider. The incident should then be notified immediately by the Placement Provider and the TUS Student to TUS.
15. The Placement Provider shall have and maintain public liability and employer's liability insurance (or the equivalent in non-Irish jurisdictions) which provides cover for their hosting of the TUS Student. Upon request, the Placement Provider shall provide to TUS, evidence of such insurance cover. Students are to be covered under the Placement Provider's insurance policies while on the Placement.
16. In addition to the insurance requirements set down in Clause 15 the Placement Provider shall have and maintain all other necessary and appropriate insurance cover that may include malpractice and professional indemnity.
17. The Placement Provider will comply with all applicable laws, including, but not limited to health and safety and data protection laws.
18. This Agreement may be terminated by agreement between TUS and the Placement Provider. Furthermore, in the event of an incident of gross misconduct by either TUS, the Placement Provider or the TUS Student, this agreement may be terminated by either TUS or the Placement Provider with immediate effect.
19. The Placement Provider will not enter into any contract with the TUS Student which is inconsistent or conflicts with this Agreement unless the Placement Provider is required to do so by law. The Placement Provider also acknowledges that the TUS Student is not an agent of TUS and does not have the authority to sign any documentation on behalf of TUS.
20. Personal data collected by any party under the terms of this agreement are subject to the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act

2018. TUS' data protection policy outlines the data protection requirements on staff, students, providers and clients of TUS. By signing this contract you are agreeing to be bound by the policy and the regulations outlined above. The data protection policy can be viewed at: <https://www.tus.ie/privacy/data-protection/>

21. Should any issues arise during the term of this Agreement, these will be dealt with by the representatives of both parties whose names shall be exchanged in advance of the Placement (or their replacements).
22. This Agreement will be governed by the law of Ireland and the exclusive jurisdiction of the Irish Courts.

IN WITNESS whereof this Agreement has been entered into by TUS and the Placement Provider

Signed for and on behalf of the Placement Provider by:

(Authorised Signatory)

(Print Name)

Date of Signature

Signed for and on behalf of Faculty/TUS by:

(Authorised Signatory)

(Print Name)

Date of Signature

Signed by the TUS Student:

(Print Name)

Date of Signature