

WORK PLACEMENT IN BACHELOR'S DEGREE PROGRAMMES

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Valid as of 1 January 2020

(Replacing the previous guideline from 1 August 2015)

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KEYWORDS work placement, work placement in Bachelor's degree programmes, supervised work placement

WORK PLACEMENT IN BACHELOR'S DEGREE PROGRAMMES

1 Introduction

This guideline applies to work placements that are included in Bachelor's degrees at Häme University of Applied Sciences' (HAMK). Practices for the health care sector that deviate from the general guideline are described in section 4.1.

Bachelor's degrees obtained at universities of applied sciences must include a professional work placement (Government Decree on Universities of Applied Sciences 1129/2014, section 2). The scope of the work placement at Häme University of Applied Sciences is defined in the programme's curriculum. The purpose of work placements is to familiarise students with the most important practical work tasks, especially in their own field, and to teach them to apply their knowledge and skills to the work environment. The aim is to promote the students' career development, familiarise them with the status of employees and with the work environment, and to improve their job prospects.

2 Work placement types

Students complete the practical studies included in their degrees during their studies as supervised work placement in Finland, abroad or in their own companies. Students who have acquired competence in line with the aims of the work placements elsewhere may apply to have their prior competence and learning recognised and accredited through the RPL procedure.

2.1 Supervised work placements

The work placement required for the degree is primarily completed under supervision during the studies. Supervised work placements consist of varied work tasks that match the learning outcomes of the work placement and support professional growth and the development of expertise.

2.2 International work placements

Students may complete the supervised work placements included in their degrees abroad in companies, higher education institutions and different organisations. For more information on completing work placement abroad visit <https://www.hamk.fi/international-competence/?lang=en>

2.3 Work placement in the student's own company

The placement coordinator or supervisor may approve the student's own company or start-up as the workplace for the placement. In these cases, HAMK will appoint a teacher to act as the work placement company's supervisor.

2.4 Work placements recognised through the RPL procedure

A student may request that work experience acquired before their studies or while they are registered as absent is recognised through the RPL procedure according to the instructions in the RPL guideline. The student must fill out an eRPL application, appending a work certificate and other possible attachments that support the application. If the application for a skills demonstration is accepted, the student will give a skills demonstration as agreed (report, presentation). RPL work placements are recorded as skills demonstrations.

Working in the field during studies can be approved as work placement by means of reporting on the same grounds as supervised work placements without submitting an RPL application, provided that the matter has been agreed upon in advance with the placement coordinator.

3 Timing and aims of work placements

The objective of work placements included in Bachelor's degrees is that students:

- achieve the core learning outcomes described in the curriculum.
- become familiar with the labour market from the viewpoint of their own professional field.
- receive practice in working methods and entrepreneurship that help them to continuously develop themselves and their fields.
- find employment after graduation in national or international settings.

When drafting personal study plans, students set objectives for their work placements in such a way that their studies, work placements and theses support their professional growth. These objectives are specified and revised during the supervised work placement and work-based learning.

Work placements are scheduled in each degree programme so that they take place at an appropriate time in relation to the degree's aims. A student may deviate from the programme's timing in their PSP for justified reasons.

For the sake of target-orientation and the arrangement of supervision, HAMK recommends that work placement periods be at least 5 credits in scope. Work placement may be conducted also in part-time form, in which case at least 10–14 hours per week is recommended.

4 Completion of work placements

4.1 Work placement procedures (not applicable to the health care sector)

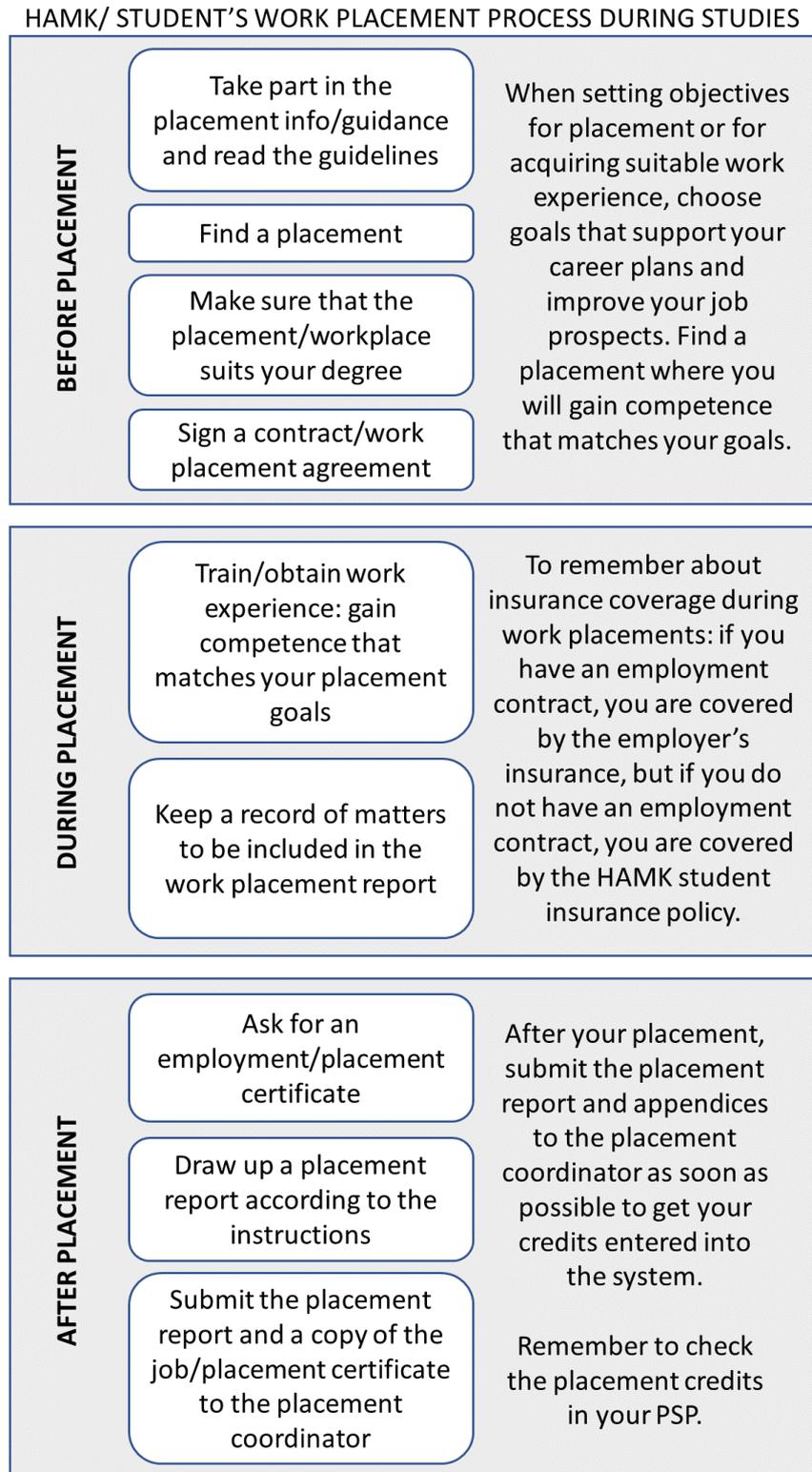


Figure1. Student's work placement procedure during studies

Finding placement

The main responsibility for acquiring a work placement position lies with the student. They must obtain the placement supervisor's and/or placement coordinator's approval for the position in advance. Ideally, students make an employment contract with the workplace, which means that responsibilities and liabilities will be determined according to normal employment law.

Work placement agreement

A written work placement agreement is always signed in three copies before the start of a supervised work placement, if the student does not sign an employment contract with the work place. A work placement agreement can be signed in addition to an employment contract, if there is, for example, need to specify part-time work in more detail than what is provided in the employment contract. The work placement agreement is appended to this guideline (Appendix 1).

If the student has an employment contract with the work place and there is no need for a work placement agreement, the student shall only complete the work placement plan section of the work placement agreement. The plan is saved on the work placement section of Moodle or in some other format indicated during the programme.

Work placement supervision

The aim of supervision is to support students in their learning, in their professional growth and in becoming experts in their field. Every placement period includes a guidance discussion between the student and the placement coordinator. Supervision is implemented through diverse assignments and through interaction. The employer must appoint a supervisor to guide the student during the placement. The student also has a placement supervisor/coordinator on behalf of their degree programme. The minimum requirement for supervision is that the student feels they are given guidance when needed.

Work placement reporting

Students draw up a work placement report describing the workplace and the content of the work, and comparing the progress made with the learning outcomes set for the placement. The placement report must be submitted to the placement coordinator within a time limit agreed in advance. At the same time, the students must submit an employment certificate given by the employer. Instructions for work placement reporting are appended (Appendix 2).

4.2 Special features of work placements in the health care sector

The purpose of supervised work placements in the health care sector is to achieve the core learning outcomes described in the degree programme's curriculum. Supervised work placements in the nursing degree programmes (Bachelor of Health Care) are governed, in addition to the curriculum/degree's description of competences, by Directive 2005/36/EC on the recognition of professional qualifications.

Work placements in the field of health care form a fixed part of studies. They are implemented as studies, included in larger modules that connect to theoretical studies. The objectives of individual placement periods are determined according to the goals set in the curriculum and the students' personal goals.

The work placement consists of laboratory and simulated exercises, clinical practice, other cooperative projects with the labour market and the related written and operational tasks.

A work placement completed in the health care sector meets the requirements of valid national legislation and education-related directives, which state that the student may, once their degree has been completed, be entered into Valvira's central register. The dean sees to it that the requirements set by the authorities are known to all and taken into consideration when carrying out work placements.

Generally, students carry out work placements in locations approved by HAMK and agree to work under supervision, knowing the extent of their responsibilities.

The supervising teacher is responsible for the supervision, assessment and documentation of the placement. They support the student's learning process in cooperation with the employer's placement supervisor and the entire working community.

The placement coordinator is responsible for the fulfilment of the placement. The coordinator and supervising teacher take care of obtaining placements in the ways agreed with selected employers and manage the communication between the employers and HAMK.

The company and HAMK enter into a study agreement that is organisation-specific and valid until further notice, or student-specific and valid for a fixed term. By signing the agreement, the representative from the employer undertakes, together with the workplace community, to fulfil the obligations of the agreement and to take care of the supervision of the student in collaboration with the supervising teacher.

5 Assessment and registration of work placements

Supervised work placements are graded as Approved (HYV) or Fail (HYL). Working in the field during studies can be recognised as work placement by means of reporting on the same grounds as supervised work placements without submitting an RPL application.

The learning outcomes and assessment criteria of the work placement are described in the work placement sections of the programme's curriculum. The placement coordinator/supervisor enters the credits and assessment into the credit record database via the teacher's desktop in Pakki according to HAMK's assessment of studies guideline.

6 Roles and responsibilities related to work placements at HAMK

The distribution of duties and responsibilities between HAMK, the employer and the student is specified in the work placement agreement (Appendix 1). The following describes the distribution of duties at HAMK.

Students:

- plan their personal goals for the work placement as a part of the degree (Appendix 1).
- find a placement according to the given instructions.
- sign an employment contract or, if they do not sign an employment contract with the work placement company, make sure that the work placement agreement is in order before the work placement starts.
- complete their work placements according to the plan and set targets.
- notify the appropriate person of any changes that take place regarding the work placement.
- assess their competence development in relation to targets.

- write their work placement reports immediately after the placement period, instructions for work placement reporting (Appendix 2).
- turn in the placement-related documentation to the work placement supervisor/coordinator to get the work placement approved and entered into the credit record database.

Placement supervisor / coordinator:

- acts as a contact person between the workplace and HAMK.
- takes care of the supervision of work placements and the drafting of work placement plans.
- helps students in finding a placement when necessary.
- checks and signs possible work placement agreements prior to the placement period.
- receives demonstrations according to RPL procedures.
- assesses the work placement and enters placement credits into the register.

International placement supervisor:

- assists students with the practical issues of work placement abroad.

Head of Degree Programme:

- is responsible for the learning outcomes of the work placement in the curriculum.
- is responsible for ensuring that work placements are implemented according to the set goals.
- has overall responsibility for the placement-related distribution of duties in their programme.

7 Statutory issues related to work placements

The statutory obligations related to work placements are set according to the contractual status of the student's placement. If a student completes a work placement with an employment contract, the employer and the student are bound by the same statutory obligations that apply to other employees.

If the student works with underage children during their work placement, they must provide the employer with a transcript of their criminal record.

Non-contractually employed students are insured by HAMK.

7.1 Non-disclosure

Students are obligated to maintain secrecy regarding the business and customer relations of the workplace. In the case of placements in the social services and health care sector, students must comply with the stipulations of the Data Protection Act (1050/2018) when handling personal data.

7.2 Working hours

The students' working hours during the placement period are based on the Working Hours Act (605/1996) and on any collective agreements that may apply in the workplace.

7.3 Occupational safety and health

The employer takes care of and is responsible for the occupational safety of students training at the workplace in accordance with the provisions of sections 3 and 4 of the Occupational Safety and Health Act (738/2002). Students must observe the safety rules and regulations of the workplace.

7.4 Statutory accident insurance

When students conduct work placements under an employment contract, statutory insurance is the employer's responsibility.

When students are not under an employment contract, HAMK's insurance policy covers them against accidents that occur during work placements (Act on compensation to students for illness or injury sustained during work placement, 460/2015), and compensations are paid accordingly.

For work placements abroad, HAMK's insurance policy covers journeys in both directions between Finland and the destination country.

7.5 Liability for damages

Liability for any damages lies with the party for whom or under whom the student is working. (Tort Liability Act 412/1974, chapter 2, section 1 and chapter 3, section 1). Employment contracts contain vicarious liability.

Intentional damage is the sole responsibility of the employee.

When students do not have an employment contact, the liability for damage lies with the employer on whose behalf the task was being performed (chapter 3, section 1(3)).

An unpaid trainee student is covered by a liability insurance policy that is valid for the work placement period both in Finland and abroad, excluding the US and Canada. The insurance terms and amounts are described in the student insurance summary. The placement company's liability insurance policy is, however, the primary policy, and HAMK's liability insurance policy covers deficiencies in or the lack of the placement company's policy.

7.6 Rights to the results of the student's work

7.6.1 Copyright

As a rule, the person who has created the work shall have copyright therein (Copyright Act 404/1961, section 1). Students who conduct work placements without an employment contract retain the copyright of work which meets the originality requirements for copyright, such as computer programs and designed items (section 40b (34/1991) of the Copyright Act (404/1961)).

When students complete work placements under an employment contract, the copyright of computer programs and work directly associated therewith that have been created in the course of duties is transferred to the employer (section 40b of the Copyright Act).

When students conduct work placements in teaching or research work at HAMK under an employment contract, the copyright of teleinformatic products will not be transferred to HAMK, even if there is a contract (section 40b(2) of the Copyright Act).

In all of the above-mentioned cases, the copyright can be transferred from the student to the employer/HAMK either in full or in part with a separate written agreement. In such case, the name of the student shall be stated when the product is used, as required by the principles of proper usage.

7.6.2 Patents

Students who conduct work placements without an employment contract are entitled to any inventions which meet the Finnish originality requirements for inventions (section 1 of the Patents Act (550/1967)).

When a student is performing their work placement in an employment relationship at a workplace, any inventions they may make within the scope of their duties associated with that employment relationship shall pass directly to the employer (section 4 of the Act on the Right in Employee Inventions (656/1967)).

When students conduct work placements at HAMK under an employment contract, the institution is entitled to inventions made by the students during **collaborative research**. The students are entitled to inventions made in **open research**. If an invention made by the student was created in work other than collaborative research or open research, HAMK has the exclusive right to start negotiations with the inventor regarding the rights to the invention (Act on the Right in Inventions Made at Higher Education Institutions (369/2006), sections 1, 3, 6, 7 and 8).

7.7 End of work placement agreement

The work placement agreement will normally expire at the end of the placement. The work placement agreement may be cancelled during the contract period under the grounds provided in chapter 8, section 1 of the Employment Contracts Act, or if the achievement of the objectives set for the work placement has otherwise been substantially compromised.

8 Development of work placements

Feedback on the success of work placements is obtained from placement reports and AVOP questionnaires submitted by graduating students. Work placement feedback is also received directly from the labour market partners. The feedback is used in training to improve the communication and supervision related to work placements under the leadership of the Head of Degree Programme.

References

This guideline refers to the following acts and decrees:

- Government Decree on Universities of Applied Sciences (1129/2014, section 2)
- Act on the Right in Inventions Made at Higher Education Institutions (369/2006)
- Act on the Right in Employee Inventions (656/1967, section 4)
- Act on compensation to students for illness or injury sustained during work placement (460/2015)
- Patents Act (550/1967, section 1)
- Copyright Act (404/1961, section 40b (34/1991))
- Working Hours Act (605/1996)
- Act on compensation to students for illness or injury sustained during work placement (460/2015)
- Tort Liability Act (412/1974, chapter 2, section 1 and chapter 3, section 1)
- Directive on the Recognition of Professional Qualifications (2005/36/EC)
- Data Protection Act (1050/2018)
- Health Care Professionals Act (559/1994)
- Health Care Professionals Decree (564/1994)

- HAMK Degree Regulations
- Guidelines for student and staff mobility
- RPL guideline
- HAMK assessment of studies guideline

9 Appendices

Appendix 1. Work placement agreement

Appendix 2. Instructions for work placement reporting