WORK INTEGRATED LEARNING CODE OF PRACTICE

Version Number 1.0

Effective from September 2026

Author: Head of Work Integrated Learning

Library Careers & Skills

1.0 Purpose

The purpose of this policy is to define the University of Salford's commitment to high-quality Work Integrated Learning (WIL) that strengthens employability, industry engagement, and civic contribution through authentic workplace experiences embedded in the curriculum.
The Code provides a proportionate framework for the design, approval, delivery, and evaluation of WIL. It ensures academic standards, student wellbeing, equitable access, and compliance with legal and regulatory requirements, while allowing Faculties flexibility to design context appropriate and innovative WIL models.

The Code is informed by recognised sector guidance, including:

- QAA UK Quality Code: Advice & Guidance for Work Based Learning,
- USHA Guidance on the Health & Safety of Placements for Higher Education Students (2018) and the
- ASET Principles of Good Practice and associated toolkits (see Related Documentation)

Operational procedures, tools, and templates—such as the Staff Guidance for the Placement Management System—sit separately from this document.

2.0 Scope

This Code applies to all formally assessed credit bearing Work Integrated Learning (WIL) that forms part of an approved programme of study and contributes to progression or award. It covers WIL delivered by the University or its partners and embedded within validated modules or programme structures.

Apprenticeships and Clinical Placements are out of scope as they are governed by separate regulatory and quality requirements and are therefore not covered by this Code of Practice.

This Code of Practice also applies to extra-curricular activities that are advertised, promoted, facilitated or endorsed by the University. A proportionate, risk-based approach must be taken to ensure that appropriate measures are in place to safeguard students, fulfil the University's duty of care, and effectively identify, assess and manage any associated risks. At a minimum, appropriate Employer Liability (EL) insurance must be in place where applicable, and all activities must comply with the Library Careers & Skills Advertising Policy. This Code does not apply to employment or volunteering undertaken independently of a programme, including paid part-time work.

Curriculum-based WIL includes but is not limited to:

- Short-term work experience modules: structured, credit-bearing activity with defined learning outcomes.
- 9-12-month Professional Placements: long, curriculum-linked placements forming part of an approved programme and formally assessed.
- Industry-engaged projects: authentic employer-defined challenges embedded in modules and assessed.
- Community-engaged projects: curriculum-based, assessed projects delivered with community partners.
- Company visits as part of an assessed module: structured visits where learning outcomes are assessed within the module.

- Micro-internships: short, curriculum-linked, assessed professional experiences.
- Simulations: authentic, discipline-specific simulated professional tasks or environments that are assessed.

3 Core Design Principles

All Work Integrated Learning (WIL) must be designed and delivered in accordance with the University's Academic Quality Assurance Framework and reflect recognised sector guidance. WIL must:

- Align with intended learning outcomes, enabling students to demonstrate achievement through appropriate and authentic assessment.
- Be appropriate to the academic level and disciplinary context, and comply with any relevant professional, statutory, or regulatory body (PSRB) requirements.
- Promote inclusive participation, ensuring activities are accessible, equitable, and designed to support the success of all students.
- Safeguard student safety and wellbeing through proportionate risk management, clear responsibilities, and appropriate support mechanisms.
- Follow a proportionate risk-based approach, ensuring the level of scrutiny, due diligence, and oversight matches the risk profile of the activity.
- Be monitored, quality assured, and evaluated, supporting continuous improvement and maintaining academic standards.
- Clearly define roles and responsibilities for the University, Faculties, students, and host organisations to ensure shared understanding and accountability.

4.0 Code of Practice Statements

This section sets out the full operational requirements for the support, approval, delivery, monitoring, and evaluation of Work Integrated Learning (WIL) at the University of Salford. It incorporates all responsibilities, risk and safety requirements, approval routes, preparation processes, host organisation expectations, international considerations, compliance obligations, and assurance mechanisms.

4.1 Roles and Responsibilities

Responsibility for WIL operates across institutional, Faculty, and programme levels. Faculties must ensure that staff involved in WIL are appropriately trained and supported for their role including access to guidance and development relevant to academic quality, student wellbeing, and risk management.

The University must:

- Retain responsibility for academic standards and quality
- Ensure compliance with legal, safeguarding, and insurance requirements
- Maintain oversight of all WIL contributing to university awards.

Faculties must:

- Design, deliver, approve, and monitor WIL
- Allocate appropriate resources and staff
- Ensure compliance with this Code
- Ensure that each WIL activity has a named Academic and Employability lead.

Host organisations must:

- Provide a safe and appropriate working environment in line with health, safety, and safeguarding requirements
- Support achievement of agreed learning outcomes through supervision, guidance, and induction
- Comply with relevant legal, regulatory, and equality requirements
- Participate in learning agreements and support reasonable adjustments where required
- Engage in monitoring, provide feedback, and report any concerns or incidents promptly
- Maintain appropriate insurance cover.

Students must:

- Engage with the Student WIL Handbook and follow all guidance relating to conduct, safety, and professional expectations
- Complete mandatory health and safety training and take responsibility for keeping themselves safe during WIL
- Attend relevant career development workshops to prepare for professional engagement
- Maintain regular contact with their Academic Tutor and Employability Team throughout the WIL process
- Submit all required documentation, including learning agreements, risk assessments, and compliance forms at least two weeks before the start date
- Only undertake WIL, placements, or work-experience activities once formally approved through the Placement Management System
- Report concerns, incidents, or changes in circumstances promptly to the University

4.2 Preparation and Guidance for Key Stakeholders

4.21 Guidance for Staff

Faculty staff responsible for implementing this Code of Practice will be supported through training and guidance material created by the central WIL and Careers Team. Training materials, guidance documents, and recorded sessions will be continually developed to ensure staff are confident in using the Placement Management System (PMS) and in designing, approving and assuring WIL within their programmes and modules.

A growing suite of resources, including step-by-step guides, samples of completed forms, learning agreements, and good-practice case studies will be made available through the WIL Placement Site which will serve as the primary reference point for staff.

Library Careers & Skills will work in partnership with Salford Academy to design a comprehensive training offer that supports the development of impactful and effective WIL in the curriculum. This will include sessions on curriculum design, authentic assessment, proportionate risk management, and discipline-specific approaches to embedding WIL. The aim is to build staff capability and confidence across all disciplines, ensuring consistent, high-quality WIL experience for students.

4.22 Guidance for Host Organisations

Employers supporting Work Integrated Learning will be provided with a comprehensive Employer WIL Handbook, outlining expectations, responsibilities, health and safety requirements, supervision standards, and the processes involved in hosting students. This handbook will act as the primary reference point for employers and will be updated regularly to reflect changes in university policy and sector practice.

Employers will have opportunities to speak directly with the University's WIL and Careers Team to discuss placement design, supervision arrangements, reasonable adjustments, assessment

requirements, and any questions relating to the student experience. The team can also provide guidance on payment expectations, risk management, and how to structure meaningful and safe learning opportunities.

The University encourages employers to engage early and maintain regular communication throughout the WIL period. Employers should contact the WIL and Careers Team if concerns arise regarding student conduct, engagement, safety, or if they are no longer able to offer the learning opportunity. Clear escalation routes will be provided within the Employer Handbook to ensure issues are managed promptly and consistently.

By offering accessible guidance and direct support, the University aims to build strong, collaborative relationships with employers and ensure high-quality, safe and equitable WIL experiences for all students.

4.23 Guidance for students

Students must be appropriately prepared before engaging in any WIL activity. The University will provide a Student WIL Handbook, which outlines expectations, standards of professional conduct, health and safety requirements, and the processes students must follow when undertaking WIL.

Students are required to complete all mandatory health and safety training, including H&S modules relevant to their discipline and the nature of the activity. Students must take responsibility for keeping themselves safe, following host organisation procedures, and reporting any concerns promptly.

To support professional and career readiness, students are encouraged to attend career development workshops delivered by the Central WIL and Careers Team as well as Faculty Employability Teams, who have their own Sharepoint site with information and resources. These sessions will help students understand workplace expectations, develop professional behaviours, and prepare for successful engagement with employers.

Students must remain in regular contact with their academic tutor and the Employability Team throughout the WIL process. All required documentation—including learning agreements, risk assessments, and any compliance forms—must be submitted no later than two weeks before the WIL start date to allow sufficient time for review and approval.

Students must not undertake work placements, work experience, or any form of WIL activity without formal approval through the Placement Management System. Engaging in unapproved activity may result in the experience not being recognised, assessed, or supported by the University.

4.3 Risk Categorisation

Under the University's proportionate risk-based approach, any WIL activity may fall into a low, medium, or high-risk category depending on the specific context, including the employer, tasks, location, hazards, supervision, and student needs. The level of risk management required is determined by the type of WIL activity within the curriculum and the conditions under which it is delivered. This ensures that risk level and approval route are aligned, and that higher-risk activities receive appropriate scrutiny and assurance.

Low Risk Activities: Light Touch Approach
A light-touch risk management approach will be applied to activities where students are not physically onsite, hazards are minimal. Examples include:

- Industry-engaged projects (no onsite activity)
- Community-engaged projects (no onsite activity)
- Simulations

These activities normally require local Faculty approval rather than full approval through the Placement Management System.

Medium Risk Activities: Standard Approach
A more detailed, proportionate approach will be applied to activities involving short onsite activity, new employers' sensitive data hybrid working arrangements. Examples include:

- Short-term work experience
- Micro-internships
- Company visits with onsite activity
- Projects with onsite components
- Self-sourced opportunities with moderate risk

These activities require enhanced checks and are approved through the Placement Management System.

High Risk Activities: Enhanced Approach
A high level approach will be applied to activities involving onsite activity, specialist or hazardous environments, international placements, significant or complex risks or unknown or high-risk employers. Examples include:

- 12-month Professional Placements
- Labs, workshops, fieldwork or specialist environments
- Overnight stays
- International Placements
- Self-sourced opportunities with unknown or high-risk employers.

These require full due diligence, formal agreements, and approval through the Placement Management System, with additional oversight from the faculty and where required the Dean or nominated representative.

4.4 Risk Model, Approval Route and Placement System

The University applies a proportionate risk-based model to ensure that approval routes, due diligence, and oversight match the level of risk identified in Section 4.2. The approval pathway is determined by the type of WIL activity, the level of employer engagement, and the risk conditions under which the activity is delivered.

All required checks must be completed before WIL begins. Academic tutors provide assurance for locally approved activities, and Employability Teams provide assurance for activities approved through the Placement Management System. The level of scrutiny applied to these checks is proportionate to the risk categorisation of the activity and must take account of student needs to ensure safe and effective participation.

Activities Requiring Approval Through the Placement Management System (PMS)
Activities that involve onsite work, direct employer engagement, or any medium or high-risk factors must be approved through the Placement Management System. These activities require:

- full employer due diligence.
- formal risk assessment
- insurance verification
- safeguarding checks (where relevant)
- formal learning agreements
- documentation and monitoring through PMS

This includes

- Short-term work experience
- Micro-internships
- 12-month Professional Placements

- Any assessed onsite activity
- Any self-sourced work placement
- Any activity categorised as medium or high-risk

The Placement System is a centralised assurance and workflow tool created to ensure consistent, safe, and high-quality management of placement activity, supported by full training and guidance for staff and students

Activities Approved Locally (Outside PMS)
Only low-risk, non-placement WIL with no onsite activity may be approved locally through Faculty processes. These activities require:

- proportionate risk assessment
- basic employer checks
- GDPR compliance

This includes:

- Industry-engaged projects (no onsite activity)
- Community-engaged projects (no onsite activity)
- Simulations
- Employer-defined challenges delivered on campus or remotely

The University of Salford's Ethics Framework underpins all University functions, setting out principles and responsibilities, and signposting relevant policies and procedures. Approval processes must therefore take account of ethical considerations, ensuring WIL activities support responsible, inclusive, and socially beneficial practice.

Students Self-Sourced Opportunities
Where students identify or secure their own Work Integrated Learning (WIL) opportunities, the University retains responsibility for approving the activity before it begins. Approval must ensure that the opportunity:
meets academic, safety, and quality requirements
has appropriate supervision and support in place
comply with legal and regulatory obligations.

Students must be provided with clear guidance on this process. Any changes to an approved opportunity must be subject to re-approval prior to continuation.

4.5 Insurance and Liability

The University must ensure that appropriate insurance arrangements are in place for all Work Integrated Learning (WIL) activities, with clear responsibilities agreed between the University and the host organisation. Students must be adequately covered for the activities they undertake, and WIL must not commence without confirmed insurance. Students undertaking work placements or UK-based work-based projects must be appropriately insured.

The University holds its own Employer's Liability (EL) and Public Liability (PL) insurance, but this only covers claims arising from university negligence, not the host organisation's. Under the Health and Safety (Training for Employment) Regulations 1990, students undertaking relevant training in the UK are treated, for health and safety purposes, as employees of the host organisation, providing protection for both the organisation and the students.

All organisations hosting students for work placements or UK-based work-based projects must hold appropriate business insurance. Insurance arrangements are confirmed during the approval process and recorded in the Placement Management System.

Insurance requirements by organisation type

- UK organisations with Employer's Liability and Public Liability may host onsite and/or remote work placements or work-based projects.
- UK organisations with Public Liability only may host remote-only work placements or work-based projects. Onsite activity is not permitted.
- Organisations outside the UK without equivalent business insurance may host remote only WIL activities.

Overseas organisations who are unable to evidence equivalent insurance

Where an overseas organisation cannot evidence equivalent business insurance and onsite activity is required, guidance must be sought from the central WIL Team, University Insurance, Legal Services, and a senior academic within the faculty. Such cases will be reviewed individually to determine whether onsite activity can proceed.

Additional insurance requirements.

Depending on the nature of the WIL activity, other forms of insurance may be required.
These may include:

- Crown Indemnity: relevant where students undertake activity within NHS or government-linked environments.
- Professional Indemnity: required where students provide professional advice, consultancy, or services that could give rise to liability for errors or omissions.
- Sector-specific cover such as clinical, laboratory, or fieldwork insurance where specialist risks are present.

4.6 Intellectual Property (IP) and Data Responsibilities

WIL activities may involve access to data, systems, or intellectual property belonging to the host organisation or the University. Activity needs to consider:

- Ownership of IP: clarity on who owns any outputs, materials, or innovations created during WIL Use of outputs: permissions for assessment submission, publication, or dissemination
- Confidentiality: expectations for handling sensitive or proprietary information.
- Data protection: GDPR compliance, secure handling of personal or organisational data
- Access to systems: conditions for using host systems, software, or restricted environments
- Student needs: adjustments required to ensure safe, compliant access to systems or data.

A proportionate approach must be applied, based on the risk categorisation outlined in Section 4.2. All parties must ensure that IP, confidentiality, and data-handling requirements are clearly understood before the activity begins. These requirements must be reflected in the learning agreement or confirmation letter.

Non-Placement WIL

For projects and other low risk activities with no onsite work, IP and data requirements must be set out in a proportionate agreement or confirmation letter.
Where the activity is income-generating or involves significant data/IP access, legal consultation may be required.

Placements/ Work Experience

For all placements and work experience approved through the Placement Management System, IP and data requirements must be included in the tripartite learning agreement, ensuring clarity on ownership and permitted use of outputs secure handling of data compliance with host policies and alignment with university assessment requirements.

4.7 Safeguarding and DBS

Where Work Integrated Learning (WIL) involves engagement in regulated activity with children or vulnerable adults, appropriate Disclosure and Barring Service (DBS) checks must be completed prior

to commencement. All WIL activities must comply with relevant safeguarding legislation and the University's Safeguarding Policy, ensuring that appropriate protection is in place to promote the safety and wellbeing of students and others involved in the activity.

4.8 Lone Working

The University maintains records of student participation in Work Integrated Learning (WIL), including details of locations, host organisations, and approval and risk management arrangements. This ensures effective oversight, supports duty of care, and enables compliance with relevant legal and regulatory requirements.

4.9 Incident and Crisis Management

Effective procedures must be established to manage incidents or emergencies arising during WIL ensuring clear escalation routes, timely communication, and appropriate support for students. All parties must be aware of how to respond to concerns or incidents, and arrangements must be in place to safeguard student wellbeing and ensure issues are addressed promptly and appropriately.

4.10 Equity, Inclusion and Reasonable Adjustments

The University is committed to ensuring that Work Integrated Learning (WIL) is inclusive, accessible, and enables equitable participation and outcomes for all students, regardless of background, disability, or individual circumstances. This includes designing and delivering WIL in ways that actively support student participation, engagement, and success.

Disabled students are entitled to equitable access to WIL where it forms an integral part of their programme of study. The University retains legal responsibility for ensuring that disabled students are not disadvantaged in accessing, undertaking, or completing WIL. This responsibility applies irrespective of whether the WIL opportunity is arranged by the University or independently by the student. The University and WIL providers will work in partnership with students to identify and implement reasonable adjustments that are proportionate to the learning context and level of risk. These adjustments will support inclusive participation and enable students to achieve the intended learning outcomes.

Students will be provided with early, safe, and appropriate opportunities to disclose disabilities and discuss support requirements. Any disclosure to a host organisation will only occur with the students' informed consent. Students who declare a disability will be referred to the Disability Inclusion Service for advice and guidance to inform any placement specific considerations and reasonable adjustments required to support safe and equitable participation. Where relevant, individual needs assessments will focus on enabling students to achieve learning outcomes safely and inclusively, ensuring that participation is supported rather than excluded.

Where PSRB requirements limit the scope of reasonable adjustments, alternative assessment or replacement placement opportunities must be considered.

4.11 Statement on Pay for Work Integrated Learning

The University's position is that unpaid work is only permissible where the activity is credit-bearing or formally assessed, lasts less than one year, and is integrated into a UK further or higher education programme, in line with National Minimum Wage (NMW) exemptions. Where an activity is not curriculum-linked and undertaken purely for employability, students may be classed as workers and therefore entitled to NMW.

While recognising that some sectors have limited budgets or operate within voluntary-sector models, the University expects host organisations to provide payment for students wherever possible. Paid opportunities support inclusion, reduce financial barriers, and contribute to high-quality learning experiences. The central WIL and Careers Team alongside Faculty Employability Teams will work proactively with employers to clarify payment expectations and promote fair practice.

For industry-engaged projects, employers are encouraged to offer sponsorship, bursaries, or prizes to recognise student contribution and support equitable participation. These forms of support help ensure students can engage fully in project-based WIL without experiencing financial disadvantage and strengthen the collaborative relationship between employers and the University.

This approach ensures students are not exposed to disproportionate unpaid workloads while still enabling valuable curriculum-based WIL across all disciplines.

4.12 Learning Agreements

Once approved, the learning agreement or confirmation letter must be shared with all parties so expectations, responsibilities, supervision arrangements, and any student needs are clearly understood before the activity begins.

A tripartite learning agreement must be in place for all WIL involving the student, the host organisation, and the University. Agreements may apply to individual students or to cohorts where the activity and conditions are consistent. Faculty Employability Teams ensure that learning agreements are in place for all placement-based activity approved through the Placement Management System, with support and guidance from the WIL Central Team.

For low-risk, non-work-placement WIL with no onsite activity (such as industry-engaged projects, community-engaged projects, and simulations), a proportionate agreement or confirmation letter must be used to set out expectations, scope, supervision, data/IP requirements, and any student needs. Where the activity is income-generating or involves significant data/IP access, legal consultation may be required.

4.13 Preparation for Work Integrated Learning

The University of Salford places a strong emphasis on its duty of care to students. Before any Work Integrated Learning (WIL) activity begins, all parties: including staff, students, host organisations, and relevant stakeholders, must be appropriately prepared and clearly informed of their roles, responsibilities, and expectations. This preparation includes clear communication of requirements, proportionate risk assessment, necessary training and briefings, and the establishment of formal agreements to ensure WIL is delivered safely, effectively, and in an informed manner.

Students must be provided with timely information on learning outcomes, expectations, assessment requirements, professional conduct, and all relevant health, safety and wellbeing considerations. They must also be made aware of any associated costs, personal arrangements, and available support and communication channels.

This preparation should also include early engagement with the relevant Employability Team within the Faculty as well as the central WIL and Careers teams in Library, Careers and Skills. All teams can deliver preparatory sessions, provide targeted resources and support, and work with staff to ensure students are fully equipped for their WIL activities.

Prior to commencement, students are required to sign the relevant learning agreement and complete all mandatory training, compliance checks, and preparatory activities. All required documentation must be submitted no later than two weeks before the WIL start date to allow sufficient time for the Employability Team to review and approve the activity.

Where a WIL activity is overseas, students must be referred to the International Travel Office to complete the University Travel Risk Form, confirm eligibility for funding, and receive appropriate pre-departure guidance in accordance with the Travel and Field Policy.

All completed documentation must be returned to the Employability Team, including the Travel Risk

Assessment Form, which must be completed by all students, regardless of funding eligibility, as part of the Placement Management System process.

Failure to complete the risk assessment will result in the WIL activity not being approved. All international WIL must also be approved by the Dean of Faculty or nominated representative.

4.14 International Students

The University retains responsibility for all Student visa sponsor duties throughout their WIL activity including where sponsorship is maintained during overseas or remote placements as detailed in the Engagement Policy for Student Route and Tier 4 visa holders' policy. Student visa holders must be monitored weekly by the Faculty Employability Teams to confirm engagement with the host organisation.

The Employability Teams will keep the Home Office Compliance Team informed and notified when action needs to be taken if students are not in attendance as per their visa regulations. Students undertaking remote placements must meet standard term-time engagement requirements, including on-campus attendance where required. Any changes to a student's registration status must be reported immediately and may need to be communicated to UKVI within ten working days of the change.

Students undertaking international placements under Student visa sponsorship will be considered on a case-by-case basis, with appropriate attendance monitoring arrangements verified and locked in prior to the placement taking place. Students who wish to renounce their student visa sponsorship whilst undertaking an overseas placement must provide evidence of departure to enable visa curtailment and remain registered during the placement.

Faculties must notify the University in advance of placement completion to enable a new Confirmation of Acceptance for Studies (CAS) to be issued.

4.15 Student Rights

Students undertaking Work Integrated Learning (WIL) are entitled to:

- A safe, supportive, and inclusive environment: conditions that enable full participation, protect wellbeing, and promote belonging.
- Clear information: timely, accessible details on expectations, responsibilities, learning outcomes, and how their work will be assessed.
- Appropriate academic and pastoral support: guidance, supervision, and wellbeing support throughout their WIL experience.
- Timely and constructive feedback: feedback that supports learning, development, and professional growth.
- Fair and equitable access: opportunities that are inclusive and accessible to all students, with reasonable adjustments where required.
- Clear routes for raising concerns: accessible processes for reporting issues, seeking support, or making complaints without fear of disadvantage.

4.16 Student Tracking and Record Keeping

The University maintains records of student participation in WIL including details of locations, host organisations, and approval and risk management arrangements. This ensures effective oversight, supports duty of care, and enables compliance with relevant legal and regulatory requirements.

4.17 Assessment

All (WIL) must be assessed in accordance with the University's Academic Regulations and Quality Assurance processes, ensuring that assessment methods are appropriate to the activity and enable students to demonstrate achievement of the intended learning outcomes. Where external partners contribute to assessment, appropriate guidance and oversight must be in place to ensure consistency and academic integrity. Where a WIL activity cannot be completed for reasons beyond the student's control, the programme team must ensure the student is offered an alternative means

to demonstrate achievement of the required learning outcome.

4.18 Complaints and Escalation

Clear and accessible processes must be in place to enable students and host organisations to raise concerns or complaints relating to Work Integrated Learning (WIL). Before commencing WIL, students and providers must be informed of how to raise concerns or complaints, including relevant points of contact and clearly defined escalation routes. The University will ensure that all concerns and complaints are handled fairly, impartially, and in a timely manner, in accordance with established University procedures.

Records must be maintained and reviewed as part of ongoing quality monitoring and enhancement. Where concerns cannot be resolved informally, complaints relating to WIL will be considered under the University's Student Complaints Procedure, or, where specified within an approved learning agreement, the equivalent procedure of the provider.

Complaints involving a host organisation will be considered insofar as they relate to the University's responsibilities for academic standards, the quality of learning opportunities, student support, and the terms of the learning agreement, in accordance with relevant complaints procedures.

4.19 Termination and Withdrawal

Processes must be in place to manage situations where Work Integrated Learning (WIL) cannot be completed as planned, ensuring that issues are identified early, and that appropriate support is provided to students. Staff must determine whether the intended WIL activity learning outcomes can be achieved through an approved alternative activity or whether an alternative assessment is required as part of a reasonable adjustment. Exceptional circumstances should be considered where disruption is temporary, and the student is likely to resume the original activity once the issue is resolved.

Where PSRB requirements prevent and alternative assessments staff should explore the feasibility of arranging a replacement work placement/experience opportunity that enables the student to meet mandatory professional competencies. Any withdrawal from a placement or WIL activity must follow University procedures and all decisions documented within the Placement Management System to ensure transparency, consistency and compliance with university regulations.

Host Organisations must be provided with clear information regarding escalation routes and expected actions where they are no longer able to offer the learning opportunity, or where concerns arise in relation to student conduct or engagement.

4.20 Host Partner / Organisation Responsibilities

Host organisations play a critical role in the delivery of Work Integrated Learning (WIL) and must work in partnership with the University to support student learning and wellbeing. The University must ensure that partner organisations understand their responsibilities, provide appropriate supervision and support, and comply with all relevant legal, health and safety, safeguarding, and regulatory requirements. Partner organisations must be provided with clear guidance and named University contacts to support effective engagement.

Host Organisation must:

- Provide a safe and appropriate working environment — ensure conditions, equipment, and practices support student safety and wellbeing.
- Enable achievement of agreed learning outcomes — offer tasks, experiences, and opportunities that align with the learning plan and assessment requirements.
- Offer effective supervision — provide oversight, guidance, and access to a named supervisor appropriate to the type of WIL.
- Deliver induction and ongoing support — introduce students to relevant policies, procedures, and systems, and provide continued support throughout the activity.
- Tailor support to the type of WIL — adjust supervision, communication, and oversight proportionately to whether the activity is a placement, project, challenge, or simulation.

- Participate in formal learning agreements — engage fully in tripartite agreements or confirmation letters that set out expectations, supervision, scope, and data/IP requirements.
- Support reasonable adjustments — implement agreed adjustments to ensure safe, inclusive participation for students with specific needs.
- Engage in monitoring and evaluation — contribute to progress monitoring, provide feedback on student performance, and support reflective learning.
- Report concerns or incidents promptly — inform the University immediately of any issues affecting the student or the activity, including health, safety, conduct, or operational concerns.
- Maintain appropriate insurance cover — hold and evidence insurance relevant to the student's role and the nature of the activity.
- Follow escalation routes — act on clear guidance provided by the University regarding what to do if the organisation can no longer offer the learning opportunity, or if concerns arise about student conduct or engagement.

4.21 Monitoring, Evaluation and Continuous Improvement

Work Integrated Learning (WIL) must be subject to systematic and ongoing monitoring and evaluation to ensure the quality of the student learning experience, the effectiveness of learning, and the appropriateness of support provided.
Faculties, through Deans and Associate Deans Education, are responsible for ensuring that WIL is effectively monitored and evaluated to ensure academic standards, student wellbeing, and the overall quality of provision. Monitoring arrangements must include appropriate and proportionate oversight of students while undertaking WIL, informed by nature, duration, and level of risk associated with the activity.

Faculties through Deans and Associate Deans Education will ensure that feedback from students and host organisations is systematically collected, reviewed, and considered as part of the evaluation of WIL provision. Monitoring and evaluation processes must take account of the needs and experiences of all students, including international students, and promote equitable engagement and support throughout the WIL activity.

Findings from monitoring, evaluation, and feedback must be used to inform continuous improvement and enhancement of WIL provision at module, programme, and Faculty level, in alignment with the University's quality assurance and academic framework

4.22 Governance, Quality and Reporting

Institutional responsibility for Work Integrated Learning (WIL) rests with the PVC Education and Student Experience and is articulated through the Education Delivery Plan. WIL provision must be designed, approved, and delivered in line with this Code of Practice and the University's academic framework to ensure consistency, quality, and compliance.

Faculties through Deans and Associate Deans Education are responsible for the effective implementation, monitoring, and evaluation of WIL within their programmes, ensuring that appropriate oversight, reporting, and quality assurance processes are in place. WIL activity must be regularly reviewed through established quality assured processes, with outcomes and evaluations used to inform enhancement, ensure academic standards, and support continuous improvement across the University. These reviews are overseen through Faculty Education and Student Experience Committees, which report directly to ESEC.

5.0 Related Documentation

Please note that relevant university policies and procedures need to be considered as part of this Code of Practice including:

- Academic Regulations and Quality Assurance processes,
- University Rules, Regulations and Procedures

- Travel and Field Policy
- Engagement Policy
- University's Safeguarding Policy,
- University's Student Complaints Procedure,
- University's Health & Safety Policy and Procedures
- Personal Relationships Policy
- Staff Guide for Managing and Approving Work Placements and Experience through the Placement Management System
- Risk Profiling Guidance
- WIL Placement Resources including Employer and Student Handbook
- University of Salford Careers Resources
- QAA UK Quality Code: Advice & Guidance for Work Based Learning
- USHA Guidance on the Health & Safety of Placements for Higher Education Students (2018)
- ASET Principles of Good Practice

Document Control Information

Revision History incl. Authorisation: (most recent first)

Author	Summary of changes	Version	Authorised & Date
Clare Tristram	The new WIL Code of Practice replaces the former Work-Based Learning Policy with a simpler, clearer, and proportionate framework for designing, approving, and delivering Work Integrated Learning. It broadens WIL beyond traditional placements to include industry projects, simulations, community-engaged learning, short-term experiences, and placements, supporting curriculum transformation under the Educational Delivery Plan. The Code embeds clear responsibilities, strengthened reasonable-adjustment processes, and a proportionate risk-based approval model, with all medium- and high-risk WIL requiring formal approval through the Placement Management System. This ensures consistent, safe, and equitable WIL practice across Faculties, central teams, host organisations, and students.	1	Considered by QSC on 23/9/26 and final approval by Chair's Action on 29/9.26

Policy Management and Responsibilities:

Owner:	This Policy is issued by the Director of Library Skills Careers, who has the authority to issue and communicate policy on such matters and has delegated day to day management and communication of the policy to the Head of Work Integrated Learning.
Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy.

Author to complete formal assessment with the following advisory teams:

Equality Analysis (E&D, HR)	1. EIA 2026-21
Legal implications (Legal)	2. n/a
Information Governance (Legal)	3. n/a
Student facing procedures (QMO)	4. Feedback obtained from QMO during development process
UKVI Compliance (Student Admin)	5. Feedback obtained from UKVI during development process

Consultation:

Staff Trades Unions via HR	1. n/a
Students via SSU	2. via QSC
Relevant external bodies (specify)	3. Employers

Review:

Review due:	2028
Document location:	University website (public)

Academic Handbook https://www.salford.ac.uk/governance-and-management/academic-handbook

The owner and author are responsible for publicising this policy document.