<faculty name>

T5.8 Annual Placements Report to Faculty Academic Enhancement & Standards/QUALITY & LEARNING INFRASTRUCTURE Committee

Review of <ACADEMIC YEAR>

Context

Please provide an overview of (as appropriate):

* how many students went on placement across the Faculty during the year under review, and how many successfully completed the placement requirements;
* the nature of the different placements offered in that period (e.g. length, type of organisation, whether they were extra-curricular or integral to a programme of study; whether they were linked to meeting professional standards, etc);
* how many new placement providers were approved during the year under review, and whether any current arrangements had to be discontinued;
* you may include any other contextual information you feel is relevant.

Quality of learning opportunities

Please provide a summary of feedback collected from students about the quality of their placement experience; and of the quality of information and support they were given. Refer also to any feedback elicited from staff (at the University and/or placement organisation) involved in the support of students while on placement.

Please provide an evaluation of any training/guidance provided to workplace mentors during the year to ensure that students were given appropriate learning experiences, linked to the aims of the placement.

You should include an analysis of any changes required to how placements are managed by the Faculty that has arisen from feedback from students, University staff or workplace mentors; and of any good practice that should be disseminated further to enhance the quality of the placements offered.

Attendance monitoring

Please outline the measures put in place to monitor attendance while on placement, with particular reference to the attendance monitoring requirements for students on Tier 4 visas (see <https://www.brookes.ac.uk/students/isat/visas/>). Please record any issues that have arisen during the year, and whether there were any breaches of these requirements.

Action plan

Please record any action you consider should be taken (including when and by whom) in order to enhance the quality of placement experiences offered.

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| **Recommended action** | **Why is it required?**  | **Who should take the action?** | **By when does the action need to be completed?** |
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**Report prepared by:** Name and job title

**Date:**