

**USP ACCEPTING AN ATTACHMENT**

A toolkit to manage the process and the risks

**May 2015**

**INTRODUCTION**

The following is a generic toolkit to assist you prepare for student attachments from other institutions. It is designed to identity the main risks with solutions before the student starts their attachment.

There are three parties involved; the two universities and the student. It is important all three parties understand the implications of each attachment. This ranges from having good induction processes to the student having insurance cover. USP, in particular needs to identify to identify potential risks. Then, good procedures can be put in to reduce the chances of untoward incidents.

The toolkit is split into the following parts:

* **PART ONE**: This outlines the important steps to consider in accepting an attachment. It is a general flowchart.
* **PART TWO**: This lists points to consider when considering an attachment. It also outlines the insurance requirements for these attachments.
* **PART THREE:** We have included an application template to assist you preparing for attachment.
* **PART FOUR:** We have included an example risk assessment template to use when preparing for the attachment. The template lists generic points. You should adjust them to include specific risks for the attachment. Since attachments vary, it is recommended to identify risks associated with each attachment. This ensures potentially unique risks are addressed.

We have examined a lot of guidance on the web. We have also spoken to colleagues involved with accepting attachments within USP. We hope we have captured the main points from all this work in our toolkit. However, our section is always happy to receive comments that make this toolkit more useful to the university community.

**Director of Assurance and Compliance**

**May 2015**

**PART 1: ATTACHMENT STEPS**

The following is a general flowchart highlighting the important steps. There will be procedural matters to consider at each one.

**Student**: Complete USP attachment application (attaching their letter and other required supporting documents/information)

Results (interview and/or supporting documents)

Inform student – not selected

Start (Institute or vocational center)

Start attachment

(Schedule during attachment tasks)

End of attachment (This can include the submission of student evaluations)

Selected & student accepted

Compile other details (i.e. contacts) and sign three-way attachment agreement

**The selection interview process**: Consider attachment documents/ information (A scope of works for the attachment with a USP attachment specification) insurance, USP attachment conditions, etc.

**PART 2: MATTERS TO CONSIDER ACCEPTING AN ATTACHMENT**

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| **Responsibilities** |
| The School/Unit is responsible for ensuring all parties understand their role. The USP attachment specification needs to be fit for purpose. The following lists some key matters to include.  It must be emphasised that USP will not provide insurance for these attachments. The student or the student’s funder must arrange adequate insurance cover.  **USP School/Unit responsibilities**   * Ensuring students complete an application with the relevant information. We included specimen applicable form at Part 3. * Schools/Units must prepare further processes to capture specific information requirements. These can include:   + A statement of the academic/vocational assessment from the third party institution for the attachment.   + Procedures for accepting and selecting students for an attachment.   + USP’s responsibilities such as meeting assessment deadlines. * Ensuring a three-way sign-off of the attachment by the student, their institute and USP. * The student’s induction should cover relevant organisation policies and procedures, supervision, and OHS matters.   **The School/Unit, the student and their institution understand their responsibilities for insurance cover**  USP does not provide medical or other insurancecover for these attachments. This must be arranged by the institute or student. It is the students or institutes responsibly for these arrangements. The supervisor needs to make sure the student has arranged insurance cover. This is particularly important for a person coming from another country. This is because their access to public healthcare may be limited. The potential costs of any treatment may also be expensive. They must confirm details of their cover as part of their attachment details.  **USP’s insurance cover requirements**  The following are USP’s insurance cover requirements:   * Public Liability * Personal Accident   The acceptable limit of liability varies by organisation. Please provide the Assurance and Compliance Office of a copy the insurance cover in place and the insurance policy certificates of currency to confirm as adequate. This can be obtained by request from the organisation.  **The student’s institution**  The institution should inform USP of any specific requirements. These can include the need to keep attachment log books, performance assessments and/or the need to have nominated supervisor(s).  **What the student must do**   * Advise their institute that they are an applicant and request their approval. * Understand the attachment procedures set out by their institute and USP. This includes procedures for reporting incidents and their working hours. * Understand they are not USP employees/students. However, they do need to comply with USP’s legitimate instructions. This is especially important in relation to health and safety matters and general conduct. |
| **Reviewing and preparing checklist for the attachment (including risk assessments)** |
| * Allow adequate time to review the academic requirements. * Allow time for the student to provide additional information such as arrangements/approvals by any relevant statutory agencies (avoiding non-compliance risks) including requests for USP-HR. * Prepare your position specifications for the attachment with specific requirements. * Request the students’ supervisor to confirm tasks are adequate for academic credit. * Complete your risk assessment based on the student’s application. We have provided a general template at Part 4. School/Units can tailor it to include any specific need. |
| **Selection – attachment** |
| * Prepare for the interview. Include if they must provide any specific clothing, such as safety footwear * Complete the risk assessment and other tasks before signing the agreement. * Ensure you have compiled all important details such as contact information. See Part 3 of this guide. * Ensure the terms of the attachment are signed off before the attachment commences. |
| **Completion and post-attachment review** |
| * Ensure USP has met the institute’s requirements for the attachments. * Provide your feedback to the institute * Review your report and notes identifying potential areas to address for future attachments. |

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**PART 3: SAMPLE APPLICATION**

This sample template includes recommended information for your application form. Adjust your form to include any other specific details.

**The University of the South Pacific**

**Application form - Attachments**

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| **The University of the South Pacific** (School/department accepting attachment)  On your form: Include your USP logo and general information such as:   * Campus, school/department details (address and business phone#) * USP staff contact details (name, Phone#, email) and to forward application to. |

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| **Attaché information (student)** | | | | | |
| Name *(first/last)* | Student ID: | | | |
| Home address | Country: Address: | | | |
| Phone #s | Home | | Mobile | |
| Country of residence/passport: | |  | | Birthdate: |

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| **Student organisation details:** | | |
| Name | School/dept.: |
| Location | Country: City: Physical address: |
| Mailing address |

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| **Attachment activity details:** | | | | |
| Course# /  Name |  | #hours for attachment. | |
| Your coordinator | Name: | Position: | |
| Mobile: | Email: | |
| Is your coordinator required to complete a risk assessment of premises? | | | Yes/No |
| Does your organisation provide you awareness sessions i.e. OHS | | | Yes/No |
| **Provide details for your attachment.** | | | |
| Include type of experience you need to complete your course/programme i.e.: scope of works. This can be included in your letter or other supporting document to this application. | | | |
| If applicable list specific clothing such as safety shoes and will this be provided? | | | |
| List any conditions, disabilities which may require special equipment or we should be aware of? | | | |
| List insurance cover provided by you and your organisation. Attach copy of certificates of currency. | | | |

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**Applicants signature Date**

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| **USP internal use. :** | | | |
| Reviewed by: List names/positions |  | |
| Decision |  | Date: |

**PART 4: RISK ASSESSMENT**

This is an example risk assessment template that schools/units can use for an attachment. Supervisors should adjust the assessment to include specific risks/concerns for their attachment. It should be signed off by USP staff with the appropriate authority level for agreeing the attachment. An assessment is important to identify specific areas to address. It also confirms if USP offers a quality experience from the attachment.

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| **USP FACULTY/ SCHOOL/ UNIT** |  | **RESPONSIBLE PERSON** (complete this form) | | | | | **Attachment workplace supervisor** | | |
| **ORGANISATION** | Name:  Country/Address: | | | | | **Contact person details:** (name, position, phone#, email etc) | | | |
| **STUDENT** | ID:  Name: | | **STUDENT CONTACT DETAILS** | | | | | | **START/END DATES** |
| **Risk/concern?** | | | **Yes** | **No** | **Comment** | | | **further actions (if any)** | |
| Is this a new institution sending a student on attachment? | | |  |  |  | | |  | |
| Did the institute arrange for a site inspection? | | |  |  |  | | |  | |
| Have you received adequate information from the student regarding their attachment? | | |  |  |  | | |  | |
| Were you informed of any conditions, disabilities which may have an effect on the student completing their attachment? (If yes - have they been discussed with the institution and the Disability Centre?) | | |  |  |  | | |  | |
| Is the student required to provide specific clothing items like safety shoes? If yes, has the student been informed? | | |  |  |  | | |  | |
| Is this student from outside their country of residence? (The institution and the student need to confirm there are no matters that preventing the attachment from happening). | | |  |  |  | | |  | |
| Are you and other parties aware of procedures and contacts for emergencies (i.e. medical and first aid)? | | |  |  |  | | |  | |
| Are you and other parties clear on how complaints will be handled? | | |  |  |  | | |  | |
| Are incident reporting procedures in place, up to date and well understood by all parties? | | |  |  |  | | |  | |
| Is the student allowed access to location without USP workplace supervisor or after normal business hours? (This is not recommended. The student is not an USP employee. They must always be under direct supervision). | | |  |  |  | | |  | |
| Does the student have appropriate insurance coverage? | | |  |  |  | | |  | |
| Have you arranged an induction for the student (OHS, USP policies/procedures, evacuation procedures)? | | |  |  |  | | |  | |
| Does the attachment require a risk assessment to be completed by the student’s institute? | | |  |  |  | | |  | |

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| **Risk/concern?** | **Yes** | **No** | **Comment** | **further actions (if any)** |
| Did the institution confirm your attachment specification is adequate for the student’s course? |  |  |  |  |
| Does the attachment specification (duties) replace a USP employee? (HR needs to be consulted in such instances). |  |  |  |  |
| Are all contact details in place and notified to all affected parties? |  |  |  |  |
| Is the final version of the three-way agreement signed? (Including the USP attachment specification, insurance cover and the name of the supervisor). |  |  |  |  |
| Are there any known risks/issues which require ongoing monitoring but do not prevent the attachment happening? |  |  |  |  |

**SIGNED: DATE:**