

**GOING OUT ON ATTACHMENTS**:

 A toolkit to manage the process and the risks

**January 2015**

**INTRODUCTION**

Our course offerings increasingly involve students going out on attachments. These generally involve getting workplace-related experience as part of a programme offer. This activity involves external stakeholders and we need to work with them to manage potential risks. Many risk assessments will focus on health and safety hazards. However, it is important to think through the implications of each attachment in full.

Some of the risks that students may be exposed to might be covered by our insurance arrangements. However, not all risks will be covered. We should, in any case look to avoid insurance claims. Good risk assessments will help us do this.

This document provides a generic toolkit to assist planning attachments.

The toolkit is split into the following parts:

* **PART ONE:** This provides some general things to consider about attachments. It provides a summary of what students are insured and are not insured for.
* **PART TWO:** This provides a list of key points to consider about attachments. You might find this useful to circulate when initially planning your attachment.
* **PART THREE:** This provides a one-page summary list of matters to consider in preparing for an attachment.

The next three parts are different templates that can be used in planning and assessing attachment risks. They have generic points and you can add to them for anything specific you want to cover.

* **PART FOUR:** This is a checklist that is designed to be used for each course an attachment is being done for. It has been designed to allow you to monitor certain things have been completed for all students affected by the attachment.
* **PART FIVE:** This is a checklist that can be given to students so they can assess any potential risks. This can then be used to discuss or clarify any points about the attachment with the organisation or with USP staff.
* **PART SIX:** This is a risk assessment template for co-ordinators/administrators to use when considering an organisation for an attachment.

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

**Director of Assurance and Compliance**

**January 2015**

**PART 1: AGREEMENTS AND INSURANCE COVER**

**HAVING CLEAR AGREEMENTS FOR ATTACHMENTS**

USP must arrange to have a tripartite agreement between the university, the student and the organisation. This agreement can take various forms depending on the length and purpose of the attachment. However, it must summarise the minimum requirements from the attachment with the organisation. This will include the scope and limits of the activity being undertaken. The agreement is the principal document informing all parties of their roles and responsibilities. The advantage of the agreement is that it gives assurance all parties of the requirements and expectations from the attachment.

**OUR INSURANCE COVER FOR ATTACHMENTS**

The University’s insurance program includes coverage for planned, work-related learning experience. This must be required to complete a programme/course (course credit) approved by the University and student is enrolled at USP. Any other workplace activity undertaken by the student will not be covered by any of our policies.

There are requirements to fulfill before students are insured by USP insurance policies.

* The student is enrolled at the University during this period.
* The student cannot be hired as an employee by the organisation for the attachment.
* The attachment must be approved by the University prior to the attachment commencing.
* There must be direct supervision of the student by a qualified supervisor/professional.
* Advice or services provided by students must be signed off by their supervisor before they are provided to the organisation.

The policies we have that relate to attachments are:

* **Personal Accident:** This covers a number of potentially serious injuries. However, it is not a medical or a life insurance policy.
* **Public Liability:** This covers potential incidents and injuries on the employer’s premises to persons other than the student (known as a ‘third party’ in the insurance policy).
* **Professional Indemnity:** This covers potential issues relating to advice given by students and staff.

Amongst the things USP does not insure are:

* Medical insurance for students is not covered.
* Work experience not required to complete a programme/course.
* When a student finds an organisation for their attachment and does not inform USP. Students must obtain prior USP approval before an attachment is ‘USP approved’ and covered by our insurance.
* Any activity or work undertaken on the attachment not required for the programme/ course.
* Where a student arranges work on their own (i.e. as a part-time internship and/or work experience).
* When a student is hired by the organisation as an employee.
* Any driving the student does as part of the placement.
* Where students are taken out in organisation’s vehicles. The organisation is responsible for arranging adequate motor insurance cover, not the University.

**PART 2: KEY BASIC POINTS ABOUT ATTACHMENT ASSESSMENTS**

**Preliminary work**

* Complete a basic task list and risk assessments to ensure main areas are covered. Since this is a basic list and may not include all tasks you may need to adjust it.
* We also need to be clear on what basic information we want about an organisation before agreeing an attachment.
* After reviewing the general information, decide if the organisation attachment fulfills the programme/course requirements.

**General conditions**

* There is a clear statement of the scope of the attachment requirements that all parties agree on.
* The student’s work must be overseen by a nominated workplace supervisor.
* All parties need to complete the workplace assessment forms.
* Ensure there is a proper induction process and the student is made aware of key policies (including fire drills, reporting incidents and health and safety).

**Liability-related issues**

* USP may be asked by the organisation to sign a contract requesting USP to indemnify them against all loss or damage arising from the activity. This may also look to moving responsibly (insurance or expenses etc.) to the student or USP.
	+ This should not be signed. Such agreement/contract must be sent to the Assurance and Compliance section.

* Placement Coordinators must request the organisation’s insurance cover and any cover extended to students (i.e.: general medical treatment).
* Ensure the attachment complies with the country’s regulations (i.e. students with attachments outside their country of residence).

**Assistance by USP Career Centre**

* You can contact USP Career Centre for companies they have on file which may be adequate for your attachment.
* Discuss services and advice the Careers Centre can offer which may assist you with your attachment.

**PART 3: MATTERS TO CONSIDER IN PREPARING FOR ANY ATTACHMENT**

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| **Responsibilities** |
| The School/Unit is responsible for ensuring each party understands their responsibilities. The following lists some key matters to include in all attachment assessments.**Schools/units** * Ensure any contact details are clearly advised to all parties. We provided a template (Part 7) to assist you gather this information.
* If there are students from outside their country of residence, confirm there are no issues.
* Procedures are in place accepting/selecting companies for an attachment.
* Check with the USP Career Centre for possible organisations you can do your attachment at.
* School/unit, student and organisation understand their responsibilities for insurance coverage.
* Arrange a tripartite sign-off of the attachment agreement (USP, student, organisation).

**Organisation*** The student’s induction should cover relevant organisation policies and procedures, supervision, and OHS matters.
* USP requirements on assessments of performance and conduct should be explained to the organisation.

**Student*** Inform USP if they find a potential organisation for their attachment and requesting approval.
* Understand the USP attachment procedures. i.e. reporting incidents, working hours, etc.
* As USP students, understand they are representatives of USP and the need to comply with the organisation’s legitimate instructions.
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| **Preparing for an attachment**  |
| * Allow adequate time to complete tasks and obtain specialist advice.
* Undertake any risk assessments, before an agreement is signed and the student starts their attachment.
* Allow time for arrangements/approvals by any relevant statutory agencies (avoiding non-compliance risks).
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| **Preparing your attachment checklist and any risk assessments.** |
| * The student should complete their risk assessment.
* The School/Unit should complete their risk assessment and tailor it to their specific needs.
* The School/Unit should review the relevant information about the attachment is adequate for a course credit.
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| **Post-attachment review** |
| * Review reports to ensure the requirements are met.
* Reviewing feedback for improvements from all parties and identifying potential areas to address for future attachments.
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**PART 4: ATTACHMENT TASKS CHECKLIST**

The following is an example list to assist with preparations for each course where there is to be an attachment. Since attachments vary, this list cannot identify every relevant matter. Therefore, the checklist should be adapted to specific circumstances.

We envisage the checklist being used to sign off the receipt of all the steps in agreeing attachments for a cohort of students. There will be individual correspondence and assessments relating to each student. The checklist can be used to sign off when steps are complete.

We have included what we think are the most important points to consider.

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| --- | --- |
| **COURSE REFERENCE** |  |
| **NUMBER OF STUDENTS TO GO OUT ON ATTACHMENT** |  |
| **LENGTH OF ATTACHMENT** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK** | **Completion date** | **Assigned to** | **Date complete** | **N/A** | **NOTES** |
| **RESPONSIBILITIES** |  |  |  |  |  |
| **ALL PARTIES** |  |  |  |  |  |
| Tripartite agreements are in place for the student, USP and the organisation. (Ensure the agreement summarises the organisation’s offer and USP restrictions/ conditions such as reporting to qualified supervisor, a clear understanding with academic requirements, health and safety, insurance coverage etc.) |  |  |  |  |  |

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| **SCHOOL DEPARTMENT/ UNIT** |  |  |  |  |  |
| All course attachments have been approved.  |  |  |  |  |  |
| USP has completed basic risk assessments on all proposed companies. |  |  |  |  |  |
| All contact details for all parties have been clearly communicated to all persons affected by the attachments.  |  |  |  |  |  |
| Any students from outside their country of residence have no issues with taking up their attachment. |  |  |  |  |  |
| Guidance on responsibilities has been issued to companies and students. |  |  |  |  |  |
| Liaison arrangements between the attachee and the university are outlined to all the companies. |  |  |  |  |  |
| All parties are aware of how any complaints will be handled. |  |  |  |  |  |
| All parties are aware of procedures reporting incidents (injury, damages etc) |  |  |  |  |  |
| **ORGANISATION/ORGANISATION** |  |  |  |  |  |
| All companies have provided attachment details that are confirmed as appropriate. |  |  |  |  |  |
| USP procedures have been explained to all the companies involved in the attachment. |  |  |  |  |  |
| The organisation is aware of the scope and limits of USP’s insurance.  |  |  |  |  |  |
| On-site visits have been done and any specific risk assessments completed where necessary.  |  |  |  |  |  |
| Confirmation is obtained from all companies about induction details. |  |  |  |  |  |
| Any specialist requirements, such as those relating to any disability, have been discussed with the organisation and the Disability Office. |  |  |  |  |  |
| All companies have provided details on their OHS procedures in case of injury. |  |  |  |  |  |

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| **STUDENT**  |  |  |  |  |  |
| All students have completed a visit to the organisation. |  |  |  |  |  |
| The students have all completed and appropriate risk assessment (see Part 4 for an example). |  |  |  |  |  |
| USP conditions on insurance and other procedures have been communicated to all students on the attachment. |  |  |  |  |  |
| **POST ATTACHMENT PROCESSES**  |  |  |  |  |  |
| Student feedback/reports are analysed for future action/improvements. |  |  |  |  |  |
| Organisation feedback/reports is analysed for future action/improvements. |  |  |  |  |  |
| Supervisor/coordinator feedback/reports are analysed for future action/improvements. |  |  |  |  |  |

**PART 5: STUDENT RISK ASSESSMENT**

This is an example risk assessment template for students. . It is recommended students complete a risk assessment for their proposed attachment.

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| **STUDENT NAME AND REFERENCE NUMBER** |  | **NAME AND ADDRESS OF PROPOSED ATTACHMENT** |  |
| **Risk/Concern** | **Yes** | **No** | **Comment** | **Further actions or clarifications required** |
| Is your attachment within your home country? |  |  |  |  |
| Has USP approved your organisation attachment? |  |  |  |  |
| Is your attachment during the day? If hours vary, note down the shift work hours. |  |  |  |  |
| What is your method of transport to your attachment? We are not liable for incidents that occur to you prior to your arrival at the attachment or after your work day finishes. |  |  |  |  |
| Have you received a clear specification of work for the attachment? |  |  |  |  |
| Will you be doing work other than noted in the attachment scope of work when at the organisation?(If YES, list the other known tasks you will be assigned. Please note USP’s insurance and attachment arrangements do not cover this).  |  |  |  |  |
| Will you be requested to drive a vehicle or operate any other type of equipment except for general office equipment? If YES, list vehicles and equipment (Students are not insured by USP for using equipment). |  |  |  |  |
| Are you required to provide any specific clothing etc. for the attachment (i.e. safety shoes) If yes- provide details |  |  |  |  |
| Is there any outdoor work and have the risks of this been assessed? |  |  |  |  |
| Is the organisation aware of any conditions, disabilities you may have during your attachment? |  |  |  |  |
| Are you aware of USP procedures on reporting and dealing with incidents or concerns? |  |  |  |  |
| Are you aware of USP insurance for your attachment and conditions/restrictions etc. |  |  |  |  |
| Any other matters of concern you want to raise? |  |  |  |  |

**PART 6: USP ATTACHMENT RISK ASSESSMENT-SAMPLE TEMPLATE**

The following is an example risk assessment template for USP schools and units to use in assessing a proposed organisation for an attachment. Supervisors/coordinators should adjust the assessment to include specific risks/concerns for their course/programme.

It is recommended school/unit complete a risk assessment to identify specific areas to address and/or if the organisation fits the USP attachment requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **FACULTY/ SCHOOL/ UNIT** |  | **COURSE REFERENCE** | **RESPONSIBLE PERSON** |
| **STUDENT**  | ID:Name: | **STUDENT CONTACT DETAILS** | **START/END DATES** |
| **ORGANISATION**  | Name:Country/Address: | **ORGANISATION DETAILS** |
| **Risk/concern?** | **Yes** | **No** | **Comment** | **further actions (if any)** |
| Is this a new organisation? If NO – refer to file regarding OHS and any feedback for any potential issues. |  |  |  |  |
| Has the organisation provided OHS certificates? |  |  |  |  |
| Will the organisation provide basic medical care to students? |  |  |  |  |

**Decision:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk/concern?** | **Yes** | **No** | **Comment** | **further actions (if any)** |
| Are all the attachment company outlines verified as adequate for the student’s course? |  |  |  |  |
| Are any known risks/issues acceptable and therefore do not prevent the attachment happening? |  |  |  |  |

**SIGNED: DATE**

**PART 7:** Template listing recommended formation to compile for USP attachments.

* You can adjust this form to include other required information.

**The University of the South Pacific / USP Attachments**

This form is to be submitted before commencing attachment work.

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| **The University of the South Pacific**  |
| Location | Country: City: Physical address: |
| Mailing address: |
| School/Depart:  | Business phone#: |
| Supervisor  | Name:  | Position: |
| Phone/mobile | Email: |
| Other contacts | List of contacts (provides details as noted above) |

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| --- |
| **USP student information**  |
| Name |  Student ID:  |
| Home | Address:  |
| Phone | Home | Mobile |
| Emergency | Relationship Name  | Phone#Address: |
| Emergency | Relationship Name  | Phone#Address: |

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| **Attachment details** |
| Course# /Name |  | #hours for attachment.  |
| Duration | Start date:  | Completion Date: |
| Hours | List days and hours/day for the attachment ***(i.e.: Monday to Friday: 9:00am to 4:00opm)*** |

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| **USP Attachment - Organisation details**  |
| Name |  School/dept: |
| Location | Country: City: Physical address: |
| Mailing address |
| Coordinator | Name:  | Position: |
| Phone/mobile | Email: |
| Other contacts | List of contacts (provides details as noted above) |