

PATH Background and Annual Conference

Placement Advisors for Tourism and Hospitality (PATH) works with universities/colleges and employers to promote, support and develop high quality work placements within tourism, hospitality and related industries. PATH operates for the benefit of students in higher and further education in the UK and seeks to provide advice and support to educators and employers who wish to provide work placement opportunities in their organisations.

PATH holds an annual conference in June each year. The conference brings together educators and employers from the UK and abroad and provides a fantastic networking forum as well as an opportunity for discussing good practice in work placement.

PATH operates as part of The Council for Hospitality Management Education (CHME). CHME is a voluntary non-profit making body which represents those UK universities and colleges offering programmes of study and qualifications in Hospitality Management.

Further information can be found on the CHME website at www.chme.co.uk

Further information

A full version of these Good Practice Guidelines is available FREE OF CHARGE and can be downloaded from the CHME website at www.chme.co.uk

Copies of this printed leaflet are also available. Please email Sara Langley at the address below with your request.

For further information about PATH and its activities (e.g. annual conference) please email:

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Endorsements

This guide has been endorsed by the following organisations:



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Placement Advisors for Tourism and Hospitality

Good Practice Guidelines

for Work Placements in Hospitality, Leisure, Tourism and Events Management Courses



Good Practice Guidelines for Work Placements

Many colleges and universities offer students the opportunity to undertake a period of work placement as part of their educational studies. Indeed hospitality and tourism has a long history of operating sandwich courses, where a period of industry placement is a compulsory element of the student's study programme. However, the opportunity to undertake a work placement does not in itself guarantee that the experience will be beneficial or of high quality. Work placement requires a strong commitment from the three key partners: the student, the employer and the educator. This leaflet summarises what each of the partners needs to think about if they are to operate a successful work placement scheme. This guidance is based on the views of educators and employers with many years of experience in operating work placement, and on the feedback of students who have participated in work placement as part of their course.

Purpose of work placement

Employers, educators and students hoping to gain maximum benefit from work placements share some common aims. The purpose of work placement is to:

1. Enable students to develop employability skills, self-evaluate, and gain in self-awareness, confidence and maturity
2. Provide opportunities for structured practical experiences of the industry, its operations, its customers and its staff
3. Provide an opportunity for students to consolidate skills learnt during academic studies, appreciate industrial standards and levels of performance, and provide opportunities for practical application of conceptual theory
4. Encourage students to take responsibility for their own learning and to develop lifelong learning skills
5. Provide an opportunity for employers to assess students skills for employment, invest in the workforce of the future, and to demonstrate potential career paths for graduates

Employer commitment:

1. Ensure all staff are aware of the student and their learning needs before placement begins
2. Guarantee that learning opportunities in the workplace will enable the student to meet the learning outcomes for their course
3. Provide appropriate training for staff who are involved in the operation of work placement
4. Select students in a fair manner and on the basis of non-discriminatory criteria
5. Appoint a workplace mentor who will be responsible for the student's overall development
6. Provide written terms and conditions of employment that are consistent with those for other regular staff
7. Ensure that Health and Safety requirements are fully met
8. Agree in advance any substantive changes to a student's planned programme of work
9. Provide student with a comprehensive induction into the organisation
10. Appraise student regularly during placement and provide a final debrief
11. Inform university of any disciplinary problems before formal procedures are initiated
12. Ensure students work hours are reasonable and consistent with work patterns of other regular staff

Student commitment:

1. Engage fully in preparation for work placement, including researching the employer's organisation
2. Understand learning outcomes for the placement and actively seek out learning opportunities at work
3. Take responsibility for own learning and professional relationships during placement
4. Be fully aware of employment and Health and Safety legislation
5. Have read and fully understand their terms and conditions of employment
6. Perform to standards set by the employer towards customers, clients, employees and the business
7. Accept instruction and direction from workplace mentor and/or supervisors at placement
8. Undertake reasonable tasks and projects at work as requested by employer
9. Communicate regularly with workplace mentor and visiting tutor/educator
10. Contact tutor with any concerns that cannot be resolved with mentor/supervisor
11. Accept role as an ambassador of your university or college and act accordingly
12. Be familiar with disciplinary rules and penalties for poor performance during placement

Educator commitment:

1. Provide clear written guidelines on the operation of, and learning outcomes for, the placement
2. Allocate sufficient resources to fully support the student on work placement
3. Ensure placements provide appropriate learning environments for students
4. Provide support and advice to enable the student to maximise learning at work
5. Provide student with advice on job application procedures
6. Provide briefing for students on employment rights and responsibilities (including health and safety requirements)
7. Help students understand the demands of the industry/business they will work in
8. Maintain regular contact with student and workplace mentor to discuss work performance
9. Provide written information on how educator will communicate with student and workplace mentor
10. Fully train visiting tutors (where used)
11. Provide written procedure for resolving disciplinary issues and student complaints
12. Provide a post-placement debrief and re-orientate student to university on completion of the placement