



Yorkshire Theological Education Partnership

Placements Policy

2024/25

1. Scope

- 1.1 This policy applies to all placements undertaken by Common Awards students in all YTEP Centres, ie. Church Army, the College of the Resurrection, St Hild College and York School of Ministry.

2. Definitions

- 2.1 **Centre:** an organisation which offers Common Awards modules under the auspices of YTEP.
- 2.2 **Placement context:** the church, organisation or institution within which the placement occurs. This may include parish churches, chaplaincies, businesses, schools and universities.
- 2.3 **Placement host:** the individual to whom a Centre delegates oversight of a student's involvement in the placement context.

3. The purposes of placements within Common Awards

- 3.1 Placements in YTEP have the following purposes:
- (i) to enable students to meet some or all of the learning outcomes for a specified Common Awards module;
 - (ii) to enable students to develop as reflective ministerial practitioners;
 - (iii) to enable students to integrate their theological study with the practice of ministry in a specific context within their overall programme of training;
 - (iv) to enable students to develop ministerial skills appropriate to their current and future ministry;
 - (v) to give students opportunities to work with experienced practitioners, who will act as placement hosts;
 - (vi) to identify areas for students' further development and training;
 - (vii) to enable students to gain experience in intercultural or international contexts where appropriate in order to prepare for ministry in a multi-ethnic, multi-cultural society.

4. Placements within YTEP

- 4.1 Within YTEP there is a variety of placements depending on the category of ministry for which a student is training (eg. lay readership, licensed lay ministry, Church Army

Evangelist, ordained priest, deacon) and their personal circumstances (eg. the demands of their work or family life).

- 4.2 Within the requirements of this policy each Centre is responsible for designing, supervising and assessing placements in order to meet the learning outcomes of the relevant module and the training requirements of their students as detailed by their sponsoring Church authority.
- 4.3 Placements may be in the context either of a local church or another area of Christian ministry (eg. a hospital chaplaincy) or a secular institution or business (eg. a university).
- 4.4 Intercultural placements are encouraged to develop students' ability to minister in a multi-ethnic, multi-cultural society and as part of a national church that embraces diversity.
- 4.5 Placements on 20-credit modules will normally require 40 hours of 'contact' time in the placement context. The precise organisation of 'contact' time will vary depending on the nature of the placement context, the overall organisation of the module and the availability of the student.

5. Placement design and oversight

- 5.1 Placements will be designed within a module and will comply with the requirements of that module; they will enable students to meet some or all of the specified module learning outcomes.
- 5.2 Modules involving Intercultural or international placements should include preparation on issues of power, cultural awareness, anti-racism and research ethics.
- 5.3 Formal student outcomes will be judged through the assessed work specified for the module.
- 5.4 Placements will be integrated into the other aspects of learning within a module (eg. classroom learning, personal study, practitioner input, group-work, site visits).
- 5.5 Each Centre within YTEP will appoint a member (or members) of staff who will be responsible for the general oversight of placements, for the implementation and monitoring of this policy, for liaison with placement hosts and for the production of placement handbooks.

6. Student monitoring and support

- 6.1 Students undertaking placements will be monitored and supported in the following ways:
 - (i) Prior to their placements students will be assessed to ascertain their prior learning, previous experience of ministry and current training needs.
 - (ii) Based on these assessments placements will be organised in a way that ensures that students progress in their vocations through experience of placements in contexts which will enable them to develop their theological and ministerial skills and fulfil some or all of the learning outcomes of the relevant module.
 - (iii) Supervision is crucial in ensuring that international or intercultural placements work well, avoiding harm to the student or community, so international and intercultural placements should only go ahead with appropriate supervision from both the Centre and the placement host.
 - (iv) During placements students will have opportunities for regular meetings with their placement host to discuss their experiences in the placement context.

- (v) Every student will be allocated a designated member of their Centre's staff (supervisor) who will supervise them during their placement and with whom they can raise any concerns or questions during the placement.
- (vi) Within the relevant module teaching programme students will have opportunities for supervised peer discussion of their placement experience. In some instances students will also be required to make a presentation to their peers based on their placement experience.
- (vii) At the conclusion of a placement a student will complete a brief report to their Centre.
- (viii) At the conclusion of a placement the placement host will complete a report on the student's experience in the placement context, drawing on the learning outcomes for the module and the category of ministry for which the student is training.
- (ix) Whilst on placement students will be required to understand and adhere to the safeguarding policy and practices of the placement institution as well as those of their Centre.

7. Assessment

- 7.1 Where relevant, placements will be assessed against the learning outcomes of the module of which they form a component and in accordance with the patterns of assessment specified in the Common Awards module outline and YTEP's module overview table ('T4') (e.g. essay, portfolio, presentation).
- 7.2 Within these parameters each Centre may devise forms of assessment to meet the specific needs of their students, taking into account the category of ministry for which they are training.

8. Appointment, support and supervision of placement hosts

- 8.1 Centres will appoint a placement host to work with each student in their placement context.
- 8.2 Each placement host will be provided with full details of the nature of the placement and of their role within it, including, where relevant, assessment criteria and reporting requirements. They will be responsible for ensuring that the placement includes any activities required by the Centre (eg. leading worship, public speaking, opportunities for being mentored).
- 8.3 Placement hosts will be required to sign a Placement Agreement with the Centre prior to the commencement of the placement, outlining what is required of the host during the placement (*see **Appendix 1** for a suggested Placement Agreement form*).
- 8.4 Clarity of expectations is especially important in international or intercultural placements, and these should be set out plainly in the Placement Agreement.
- 8.5 During a placement the host will be able to contact the student's designated member of staff (supervisor) to discuss any aspect of the student's involvement in the placement.
- 8.6 ~~Within a month of the conclusion of a placement the host will be required to complete and submit a report on the student's experience in the placement context to the student's supervisor. The host will discuss this report with the student before it is submitted.~~
Placements hosts will normally be required to complete and submit a report on the student's experience in the placement context to the student's supervisor. The host will normally

discuss this report with the student before it is submitted. The timing of this report will be determined by the Centres.

Agreed by YTEP CAMC 22 May 2024

Appendix 1

Student Placement Agreement

Student's details			
Name			
Address			
Email address			
Landline		Mobile	
Placement provider's details			
Name of host context			
Contact name			
Role within organisation			
Address			
Email address			
Landline		Mobile	
Placement dates			
Start		Finish	
Placement provider agreement			
<p>I agree to the placement and have discussed the purpose and content of the placement with the Student.</p> <ul style="list-style-type: none"><input type="checkbox"/> I have been provided with the [CENTRE NAME] handbook outlining the requirements of the placement.<input type="checkbox"/> I will ensure that appropriate health and safety and safeguarding measures are taken and that the student is informed of these at the start of the placement.<input type="checkbox"/> I confirm that we have full public and employee liability insurance in force, which provides at least an equivalent degree of cover in respect of the student as is maintained for other volunteers within the organisation.<input type="checkbox"/> I confirm that appropriate measures are in place for the protection of children and vulnerable adults and have informed the student of these.<input type="checkbox"/> At the conclusion of the placement I will complete the placement host's report and discuss it with the student prior to sending it to [CENTRE NAME]			
Planned dates and times of meetings between the student and placement host			
At start of placement			
Mid-placement			
End of placement (including discussion of host's report on the student)			
Signed (Placement host)			
Signed (Student)			
Date completed form received in Centre			