Introduction

PTFI, as a degree awarding body, recognises the importance of learning opportunities for theological students that are based in a workplace. These Work-based Learning Opportunities [WBLOs] serve to develop knowledge, skills and professional behaviours of students, and to meet the workforce development needs of PCI.

PTFI recognises the importance of establishing, implementing and effectively managing secure arrangements for the delivery of work-based learning opportunities. In fulfilling its remit, PTFI has delegated functions to both UTC Faculty and individual module coordinators.

PTFI recognises that it has ultimate responsibility for academic standards and the quality of learning opportunities regardless of location and context of delivery.

The support provider for all WBLOs will be individual congregations within the PCI. It should be noted that UTC and individual congregations are all connected by their relationship to PCI. This context is important in ensuring that the development, approval and management of arrangements for delivering learning opportunities are sufficient and appropriate.

Programmes and Modules

WBLOs are used in the current PG Dip Min programme.

The following modules include WBLOs:

- Leading Worship CTM306
- Homiletics 1 CTM308
- Homiletics 2 CTM308 & PTF308
- Pastoral Care & Reflective Practice CTM 311 & 312

Learning outcomes for the above modules have been written in order to fully integrate subject and professional knowledge, skills and behaviours.

Policy

As part of this policy, UTC has specific procedures that are sufficient and appropriate to each individual module where WBLOs occur. In order to ensure that UTC, support providers, and students have an explicit and unambiguous understanding of their respective responsibilities, every module where work-based learning is involved has three module-specific documents, one for each party. These documents provide information for, and request information from, the party. Each document also contains a written agreement to be signed by the party. In addition, a risk assessment must be completed by the support provider and the module coordinator. The module coordinator is responsible for these documents.

1. UTC roles and responsibilities

The module coordinator is responsible for:

a. Establishment of WBLOs
   The module coordinator will arrange and oversee the certification by Faculty of congregations that provide appropriate contexts for students to meet the learning outcomes of the programme and module. Students will be placed by the coordinator only in support providers that have been certified. This will include ensuring that students have the opportunity to demonstrate achievement at both threshold and beyond threshold standards, including the achievement of occupational and professional competence in the workplace setting.
   For all modules, this will involve ensuring that any necessary safe-guarding, insurance, and risk assessments are in place, and that all parties are aware of data protection issues.
   In addition, there will also be module-specific requirements – such as the facility to video record services that students conduct in Homiletics and Worship modules.
   Certification of congregations as suitable for learning opportunities must be renewed after three years. Support providers are required to inform module coordinators of any changes that affect certification.

b. Student information, induction and support
   The module coordinator will ensure that students receive all necessary information and induction prior to undertaking the WBLO, and support during it, including handling any complaints from students.
   Much of this information will be received by the module coordinator from the support provider.

c. Assessment and feedback
   The module coordinator will supervise all assessment and feedback, and ensure that the Faculty policy of all assessment and feedback being provided exclusively by members of Faculty is followed. This will maintain Faculty control of academic standards and ensure that assessment is conducted by those who are suitably qualified and equipped.

d. Monitoring & review procedure
   The module coordinator will ensure that regular and comprehensive monitoring of WBLOs takes place. This will form part of the annual review of modules and programmes conducted by Faculty, and will include feedback from, and engagement with, support providers and the students.

e. Support provider information, support, training and certification
   The module coordinator will ensure that support providers receive all necessary information prior to hosting the WBLO, and support during it, including handling any complaints from the support provider.

The module coordinator is responsible for any necessary training before a student is placed in a WBLO.

f. Written agreements
    The module coordinator will sign the written agreement that Faculty will fulfil all awarding body responsibilities for the WBLO, and will ensure that the other two parties sign written agreements before the placement begins.

2. The Support Provider roles and responsibilities

Support providers [in practice, PCI congregations] that are deemed by Faculty of be secure and have sufficient capacity to host placements in specific modules, will be certified as such by Faculty. The module coordinator will present recommendations for such support providers for approval by Faculty. Certification will be renewed every three years, with support providers required to inform module coordinators of any changes during the certification period.

While the details of requirements for certification will be module-specific, all modules will require the support provider to:

g. Provide all information required by the module coordinator, including that which is necessary for student preparation and induction.
h. Confirm that appropriate insurance cover, safeguarding policies and training, and PCI risk assessment policies are in place.
i. Confirm that any necessary allowances for disability will be provided.
j. Complete a module-specific risk assessment.
k. Complete any necessary pre-placement training.
l. Be aware of data protection issues and follow all relevant procedures.
m. Be aware of procedures for raising complaints about any aspect of the WBLO.
n. Sign an agreement to fulfil all support provider responsibilities of the WBLO.
o. Provide feedback on the WBLO to the module coordinator and participate in review meetings.

3. Student roles and responsibilities

The student will:

p. Undertake all necessary preparation and induction for the placement, including that which is provided by the module coordinator and the support provider.
    As part of this, the student will receive confirmation of insurance provision; completion of risk assessment; information on contact details of module coordinator and support provider; information specific to the placement.
q. Be aware of any data protection issues and follow all policies.
r. Be aware of, and follow, all procedures for raising complaints about any aspect of the WBLO.
s. Undertake to carry out the tasks required for the WBLO as set out in the module specification.
t. Inform the module coordinator of any allowances that are required for disability.
u. Sign the agreement to fulfil all student responsibilities of the WBLO.
v. Provide feedback on the WBLO to the module coordinator and participate in review meetings.