



## STATEMENT OF INTENT FOR THE PROFESSIONAL PRACTICE PROGRAMME

This document recognises that the Professional Practice Programme (PPP) is an optional volunteering opportunity offered to all second year students on the BFA course at the Ruskin School of Art. Fine Art students are encouraged to pursue placements outside of the PPP, that they have sourced themselves if preferred, in which case they are expected to follow independent arrangements.

The following points clarify the considerations for those who engage with the PPP:

### **1. THE UNIVERSITY OF OXFORD STUDENT**

Each student who has chosen to participate in the PPP must acknowledge and accept the following terms and responsibilities:

1. It is compulsory for all second year students to attend the initial meeting on the PPP, and all subsequent meetings once a placement is accepted. Non-attendance at the first and follow up meetings will result in exclusion from the programme, unless a student has advised the Ruskin office of their intended absence in advance. In the latter instance, they are expected to have a replacement 1:1 meeting with the administrator of the PPP.
2. Attend the PPP presentations offered by the previous year group. These presentations are held at the beginning of Michaelmas Term.
3. Submit placement/s requests to the Ruskin office.
4. After placement allocations have been made, accept their placement/s in writing, by email to the administrator of the PPP.
5. Complete a student contact form that includes a personal statement and photograph, for the selected placement/s and return the form to the Ruskin office. The Ruskin will send on this form to the host organisation.
6. On receipt of the host organisation's contact details, make contact with the host organisation/s via

Skype and liaise directly to confirm arrangements for the placement/s. Wherever possible, make arrangements to undertake the placement/s outside of the academic term.

7. As far as is reasonably possible, establish that the placement/s is suitable for their needs in terms of content, safety and environment, both in advance and during the placement.
8. Apply for University or College travel grants where necessary.
9. Make travel arrangements and, where necessary, find suitable accommodation for the duration of the placement.
10. Complete one Risk Assessment Form for each placement and return the form to the Ruskin office, prior to the start of the placement.
11. Complete a Travel Information Form and send this to the host organisation prior to arrival for the placement. This includes emergency contact numbers, details of next of kin, travel dates, insurance and accommodation arrangements.
12. Disclose in advance any specific needs or difficulties that might impact upon the work they are invited to undertake while on a placement to the host organisation, (e.g. allergies, dyslexia and health problems).
13. Contribute to the placement/s in a professional manner.
14. Communicate with the assigned point of contact within the host organisation immediately upon arrival at the placement and regularly during the placement.
15. Discuss the arrangements for their health and safety while on the placement with the assigned point of contact within the host organisation.
16. Cooperate fully with any arrangements that have been made between the student and the host organisation regarding their placement and fully commit to the hours and tasks assigned to the student.

17. Acknowledge that each placement involves no financial transactions whatsoever between the host organisation, the participating student or the University of Oxford. Placements are voluntary, and students will be responsible for paying their own expenses in respect of the placement. In addition, students acknowledge that they will not be an employee or worker of either the host organisation or the University of Oxford during their placements.
18. Report to staff in the Ruskin office immediately any variation to the original placement plans, such as changes to placement location or duration or to any information provided in the Risk Assessment Form, any financial transactions or additional commitments.
19. Report to the assigned point of contact within the host organisation any breakages or damage immediately. Students must also report any personal accidents, injuries, ill health or health and safety concerns to the point of contact at the host organisation and the Ruskin School.
20. Notify the Ruskin office if any difficulties arise before or during the placement/s.
21. Provide feedback to the Ruskin at the completion of the placement/s, which includes a summary report and delivery of a presentation to the department at the beginning of Michaelmas Term. The report should include health and safety information to ensure that adequate planning can be made in future.

**In addition, for placements overseas, students must:**

22. Ensure that their passports are up to date and valid for at least 12 months.
23. Obtain visa and work permits where needed and make enquiries as to whether these are required. The Ruskin School will not provide this information.
24. Arrange to have vaccinations that are appropriate for the country or region they are visiting and travel with sufficient medication where necessary. Refer for advice as required.
25. Regularly check and monitor the Foreign and Commonwealth Office's website for any specific travel advice in the country or region of the placement/s and take any necessary action in response.

25. Where the Foreign and Commonwealth Office advises against travel, or all but essential travel, in the country or region of the placement/s, discuss this immediately with the Ruskin office. If the Foreign and Commonwealth Office advise against travel, or all but essential travel, the Ruskin will withdraw the placement and offer alternative arrangements where possible.
26. Obtain adequate travel and medical insurance, which includes cover for personal money and property risks; personal liability and personal accident; any emergency medical expenses; and emergency repatriation. Students must provide these policy details to the host organisation and their next of kin prior to travel and complete the required policy details in the Risk Assessment Form to be provided to the Ruskin office. It is essential that students obtain their own insurance.

## **2. THE RUSKIN SCHOOL OF ART, THE UNIVERSITY OF OXFORD (THE FACILITATOR)**

The University of Oxford acts as a facilitator in the PPP and the administrative responsibilities of the Ruskin School of Art include:

1. Sourcing and selecting suitable placements to include in the PPP.
2. Providing an introductory meeting at which programme packs are distributed to each student in the second year of the BFA course with information about the PPP for the year ahead.
3. Organising follow up PPP meetings throughout the academic year as necessary, and providing 1:1 meetings for students who have been unable to attend those meetings, or have additional concerns or planning requirements.
4. Gathering requests for placements from interested students and allocating places democratically by a panel of Ruskin staff.
5. Notifying the students of their placement/s and gathering student contact forms to send on to the host organisations.

6. Providing students with contact details for host organisations.
7. Acting as a point of contact for the host organisation and the student for the duration of the placement.
8. Gathering feedback from both the host organisation and the Ruskin student.
9. Where the Foreign and Commonwealth Office advises against travel, or all but essential travel, the Ruskin will withdraw the placement in that country or region and offer alternative arrangements for the affected student/s where possible.
10. Ensuring that each student and host organisation involved in the programme is aware that placements should involve no financial transactions whatsoever between the host organisation, the participating student or the University of Oxford.
11. Notifying each student to immediately report to the Ruskin admin office any variation to an original placement plan, such as changes to placement location or duration or to any information provided in the Risk Assessment Form, any financial transactions or additional commitments.
12. The University acknowledges that it has adequate public liability insurance in place to act as facilitator on this programme.

### **3. THE HOST ORGANISATION**

The organisation that accepts a student from the Ruskin School of Art for a placement via the PPP acknowledges and accepts the following responsibilities:

1. To provide an accurate and reasonably detailed description of the placement offered and the associated duties, including an overview of the skills required.
2. On receipt of the Ruskin student contact form, to liaise directly with the student to confirm all arrangements via a Skype interview.
3. To designate a point of contact within the organisation who will discuss practical arrangements with

the student before their arrival, supervise the student and act as the primary contact for communications with the University of Oxford.

4. To ensure that the Travel Information Form is received from the student prior to their arrival.
5. To make arrangements for the point of contact within the host organisation to greet the Ruskin student at the start of their placement and to acknowledge the conclusion.
6. To provide the placement project as described, or an appropriate alternative project, subject to prior discussion with the University and the student.
7. To provide the Ruskin student with an appropriate and safe work-space and equipment necessary to carry out their work.
8. To provide suitable safety induction training and oversight of health and safety matters during the period of the placement.
9. To comply with local health and safety laws and regulations in relation to the placement/s and any other similar obligations that may apply to the placement/s (e.g. relating to unpaid workers and anti-discrimination).
10. To advise the Ruskin immediately of any concerns or problems that occur before and/or during the placement, and of any ill health and/or non-attendance or non-arrival of a student during the time of their placement.
11. To have in place adequate liability insurance cover for paid or unpaid workers.
12. To recognise that each placement involves no financial transactions whatsoever between the host organisation, the participating student or the University of Oxford and to ensure that no financial transactions involving the host organisation are made in relation to the placement.
13. To ensure that students are not subjected to any discrimination, harassment or victimisation based on age, race, gender, religion, disability, sexual orientation or otherwise, or to any inappropriate

behaviour or ill-treatment.

14. To make appropriate adjustments and provide appropriate support for students in response to any specific needs or difficulties affecting the student of which the host organisation has been made aware.
15. To understand that each student is required to immediately report to the Ruskin office any variation to an original placement plan, such as changes to placement location or duration, or to any information provided in the Risk Assessment Form, any financial transactions or additional commitments.
16. To provide a report on the student's contribution during their placement to the Ruskin School of Art.

*Please Note: This Statement of Intent may be translated to assist in the implementation of placements overseas. If there is an inconsistency between any of the provisions of this Statement of Intent in English and the provisions of any translation, then the provisions of the English version shall prevail.*