

Academic Programme Engagement Policy

Applies to:

Faculty of Health, Social Care and Medicine / Department of Allied Health

List of programmes this policy applies to:
 BSc (Hons) Paramedic Practice
 BSc (Hons) Operating Department Practice
 BSc (Hons) Operating Department Practice Apprenticeships

Policy owner:

Head of Department

Effective from:

September 2020

Engagement requirements

Timetabled teaching sessions are an essential part of the student learning experience and success. The Department expects students to:

- attend all timetabled sessions, both on campus or online
- engage with online resources and asynchronous delivery of teaching material on weekly basis;
- complete learning tasks and submit assessments within published timescales/deadlines.
- attend placement / practice learning for 37.5 hrs each week of allocation.

- All pre-registration Allied Health Professions programmes as listed above must evidence students' engagement with theory and practice as set out in the validation documents. Attendance is mandatory for all timetabled sessions.
- The MSci Nurse paramedic programme must evidence the placement requirements set out in the validation documentation to confirm meeting of requirements approved by NMC and HCPC

Attendance monitoring patterns

When in University, all teaching sessions will be monitored for engagement, either online or on campus.

Student attendance will be reviewed fortnightly, with emphasis

- at the start of the programme; and
- immediately following extended breaks where students have not been regularly attending, after an assessment week or placement.

Attendance at face-to-face and sessions and online synchronous delivery will be recorded via Qwickly.

Patterns will be monitored by percentage of attendance across the whole programme during each semester and for modular programmes during each module duration.

Attendance in placement will be monitored by practice educators, with any absence longer than 2 weeks to be notified to the personal tutor and programme leader.

For Apprenticeships, attendance and engagement at University based learning will be monitored through the University and shared with employers as per partnership agreements. Compliance with apprenticeship requirements as per ESFA regulations are collated through Academic Registry.

Trigger points for each non-engagement level

Level 1 - Emerging concern

Two or more consecutive weeks of absence and/or non-engagement with learning activities/ formative tasks; absence without notification

Level 2 - Sustained non-engagement:

No response to Level 1 concern email, lack of progress with actions agreed, continued lack of engagement / absence without notification to personal tutor or non-submission/ attendance at assessment

Level 3 - Significant non-engagement:

Lack of progress with actions agreed at Level 2; continued lack of engagement / absence without notification to personal tutor/ dept.

The above listed reasons for concern (for each level) are indicative and not exhaustive. In those instances where non-engagement is identified immediately to be sustained or significant, the department Level 1 and/or 2 may be bypassed.

Process for student reporting absence

The Department understands that students may face difficulty in attending all sessions, and as such recognises that there will be cases of both planned and unexpected absence.

When you are absent from your planned sessions / placement or the programme, you can notify us by use of the [School wide online reporting tool](#) or call 01695 650746.

When on placement, please follow the usual reporting absence procedure direct to your placement. Absence longer than 2 weeks should be notified to School wide online reporting tool which is available on the programme website.

Concern about students' attendance in placement i.e. patterns of non-attendance, no attendance for 2 weeks or more should be raised by the practice educator in the first instance but may be reported directly to the University using School wide online reporting tool which is available on the programme website.

Process for assessing programme engagement

Students will receive an email acknowledgement of reported absence (generated by administrative team). Personal tutors will also be informed of absence and anticipated date of return. Concerns about student engagement will be reviewed by programme leaders in a regular monthly meeting designed to bring together all elements of engagement for programme leaders to set action plans. Action plans will be sent to personal tutors for agreement and monitoring with students. Any non-progress will be fed back to the monthly review meetings for further management.

Programme teams will meet monthly to review student attendance and engagement information. The Department Administration Managers will be responsible for ensuring all required data will be made available to the programme team.

Information reviewed may include (but not limited to):

- Attendance at timetabled sessions e.g., teaching, simulation, personal tutor
- Absence reported / concerns raised from placement, via academic assessor
- Online reporting notification
- Engagement with the online learning resources and formative learning tasks
- Submission of coursework and/or attendance at assessments.

For students with continuing attendance/engagement below the expectations, additional information considered may include:

- Engagement with personal tutor
- Engagement and progress with previously agreed action plan aimed to support re-engagement;
- Disclosure of personal/health circumstances impacting on attendance/engagement.