

Policy Title: Offsite and Workplace Learning Activities

Policy Reference: A-QA-003
Version: 2
Person Responsible: Deputy CEO Academic Services

1. Policy Statement

Bahrain Polytechnic recognises the benefits of providing field trips, off-site course components and workplace learning. All such activities need to be linked to the learning outcomes of courses and programmes, and proposals for such learning opportunities are required to be considered and approved as appropriate.

For off-site course components, a well-documented, written understanding is required to ensure students benefit from such experiences.

To ensure a co-ordinated approach to industry relationships, Bahrain Polytechnic will maintain a database of all industry partners along with details of any MOUs which are in place.

2. Application

People:

This policy applies to all staff, students and industry partners.

Processes:

- Procedure: Field Trips P-A-QA-003.01
- Procedure: Off-site Components and Industry-based Projects P-A-QA-003.02

Exclusions

This policy does not apply to any attendance/travel for overseas events, such as competitions/conferences/workshops/conventions. All student activities involving overseas travel must be subject to a stand-alone proposal and subject to approval by SMT. Arrangements for students attending domestic conferences are also exempt from the provisions of this policy.

3. Definitions

Field Trip: A one-off course or programme related activity which has an educational purpose and which occurs outside of the classroom at a location other than the Bahrain Polytechnic campus.

Industry Based Project: A co-operative educational arrangement between the Polytechnic and a sponsoring organisation (or individual) which allows the student to work on a specific problem or organisational requirement which is related to one or more courses of study. Such arrangements may require the student to attend a minimum amount of time at the sponsor's premises. Projects are not limited to for-profit sponsors.

Offsite Course Component: Any course requirement which must be met by a student undertaking relevant and meaningful work in a host company's premises in order to gain relevant industry experience. This requirement may be linked to the course assessment plan or it may be met through the completion of a minimum number of hours. This requirement is usually met through on-going, or continuous attendance at the host company for a significant period of time period of time not exceeding one academic semester.

4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Cabinet Affairs
- HEC regulations
- Royal Decree No. 65/2008

5. What is Expected:

- All interaction between students and industry partners are justified, approved, and managed at the appropriate levels.
- Planning and management of industry-related experiences are enhanced to better prepare students to be work-ready graduates.
- A centralised database with key industry partners information is maintained including any formalised Memorandum of Understanding (MOU) which sets out the basis for ongoing cooperation.
- Minimize institutional risk whenever students attend an offsite workplace either as a one-off field trip visit, or as part of an on-going course requirement.
- Any formal documentation which covers the relationship between Bahrain Polytechnic and industry partners is reviewed and approved by the Polytechnic's legal advisor
- The Polytechnic carries sufficient indemnity and public liability insurance to cover claims arising from student actions while on a third party's premises.

6. Key Dates

First Approved:	(1) 19 September 2010 by SMT
This Version Approved:	(2) 28 February 2016 by SMT, 29 February 2016 by BoT
Next Review Date:	4 years from this version approval date as required

7. Links and Related Documents

- Procedure: Field Trips
- Procedure: Offsite Course Components and Industry Based Projects
- Template: Field Trip Student contract.
- Template: Field Trip Brief
- Template: Industry-based Project Brief
- Template: Annex to MOU
- Guidelines: Offsite Practical/workplace Components Guidelines