



**LEEDS BECKETT UNIVERSITY**

**School of Health**

**Nutrition and Dietetics Group**

**MSc Nutrition in Practice  
(Distance Learning)**

**Nutrition Work Placement Strategy**

**DOCUMENT**

**Updated for 2023-24**

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# INTRODUCTION

## RATIONALE FOR NUTRITION PLACEMENTS

The justification for placements is based foremost on enhanced employability considerations and on the importance within both employment and higher education on Professional Development and Lifelong Learning, particularly in those professions which are regulated or accredited. Employability issues remain high on the political agenda particularly in the current economic situation. Although it is desirable and expected for students to undertake a placement for the above reasons, it is a non-compulsory requirement to obtain the final award of the MSc Nutrition in Practice.

The value and benefits of completing a placement can be summarised as follows:

**An opportunity to put theory and academic learning into practice** - these employability skills enable students to communicate, disseminate, present, teach, reflect on, assess and evaluate their development and achievement in a diversity of progressive professional workplace settings and situations.

**To develop practical skills** - it facilitates the development of transferable skills and the ability to reflect on these skills and how they may be adapted when working in different communities or with individuals. It also provides learning opportunities in team-building, multi-disciplinary working and collaborative multi-agency partnerships. Students also benefit by gaining greater confidence and insight from their experience in the environment.

**To support your professional development and contribute to your e-portfolio** – which enables you to document your achievements and to reflect on your experiences to support your continued development.

**To find out what opportunities there are for Nutritionists (Registered Nutritionists)** – working within a field where Nutritionists are employed will give you an insight into the types of roles which may be available for you on graduation. It will also increase your networking opportunities to help you to find out about new opportunities.

**To open doors for future employment** - placements complement academic learning providing students with the opportunity to develop the necessary interpersonal and social skills required for successful employment. Many past students have gained appropriate employment suited to their qualifications through their placement or placement providers.

Recognition of the value of the placements is therefore generally strongly acknowledged as well as relevant postgraduate experience which is a minimum necessity to become a Registered Nutritionist. The general accreditation of a course in Nutrition by the AfN is itself a reflection of the overall course quality, including placement provision and confers eligibility on our graduates from this course to become Registered Associate Nutritionists through registration with the AfN.

## THE AIM OF THE PLACEMENT

The overall aim of a Nutrition Placement is to produce a nutritionist equipped to demonstrate competency and fitness to practice in nutrition both within the UK and overseas.

On successful completion of the course, the Nutrition students will be able to integrate and synthesise theoretical principles from the natural and social sciences and to demonstrate competency in a variety of practical skills relevant to the nutrition profession. It is anticipated that most of the theoretical knowledge and practical skills underpinning the nutrition profession will be delivered during your modules but the application of these skills will take place while students are on placement. Placements aspire to give students the opportunity to appraise and integrate academic theory with the practical skills required for professional employment as a Nutritionist.

The placement learning outcomes which support the aims and objectives are based around the AfN Nutrition Competencies. The rationale for this being that students can begin to collate evidence for their portfolios and that these pieces of evidence will be based around the AfN Competencies.

### 20 day placement (level 7)

The MSc Nutrition in Practice (full time and part time) recommends the completion of 20 days of placement. Although this is an option, it is an expectation that students will complete a placement to gain the final award as it is highly desirable that students complete it in order to be able to demonstrate working towards the AfN competencies and also for future employment opportunities.

**Aim:** to enhance prior academic and placement learning by providing practical experience in the use/further development and reflection on the general skills required in professional Nutrition practice, including skills specific to the placement setting and to integrate this work-related learning with personal and professional development planning.

**Objectives:**

1. To demonstrate a working knowledge of the professional requirements of the practising Nutritionist.
2. To produce evidence of experience and development of basic competency in translating nutrition theory into practice within the placement setting
3. To keep a reflective diary of work experience and compile relevant evidence of placement practice and reflection within a professional portfolio.
4. To successfully engage for the full duration in the placement using and developing basic competency in relevant practice skills where required and reach a satisfactorily standard of achievement as indicated by the Nutrition Placement Supervisor report and submission of a placement report in the form of a presentation, as well as any of the student's own reflections on their practice
5. To demonstrate within the assessment clear evidence of achievement of the 20 Day Placement objectives and integration of work-related learning with personal and professional development planning.

## TIMING OF NUTRITION PLACEMENTS

For the MSc distance learning course students have the option of either:

1. Completing or starting the placement at the end of Year 1 of the course during the summer prior to starting Year 2.
2. Completing the placement during Year 2 of the course. This could be undertaken part time during Year 2 or working full or part time after the University academic term in the summer of Year 2.

The Nutrition Placements can be undertaken at any time after completion of Year 1, and timing may depend on whether there are full time or part time and opportunities available, although most students on the full time courses go on placement from the end of May / early June. The Nutrition Work Placement will be introduced to students in the Professional and Collaborative Practice (PCP) module.

## ARRANGEMENTS FOR NUTRITION PLACEMENTS

### Who is involved

The people involved in the arrangements and delivery of placements are as follows and contact details of relevant staff can be found in **Appendix 1**:

**The student** – the level 7 student who will be undertaking the placement.

**Module Tutor, Professional and Collaborative Practice (PCP) module (Level 7)** – the placement will be introduced in this Level 7 module when students will undertake their preparation for placement including mandatory training, CV development, supporting statement, applying for and obtaining a placement and reflection prior to starting the placement. Assessment documentation from your placement will be taken forward into this module which includes a PowerPoint presentation with voice over the slides (4-5 slides) or an alternative video format to summarise the placement experience with a structured reflection on the placement.

**Nutrition Placement Tutor** – is one of the academic staff in the Nutrition & Dietetic Group who will be advise on placements and will be your point of contact while applying for and while on placement. Ensures that placements are professionally appropriate and suitable for the course.

**Practice Learning Administrator (Health & Social Care Practice Learning Team)** – maintains the database of placements details of which individual students have submitted to the Placement Tutor and Practice Learning

Facilitator for approval prior to confirming arrangements. Ensures that health & safety standards are appropriate within placements prior to approval as well as mandatory training completion.

**Placement Supervisor** – this is the person who will be your supervisor during your work placement, who will normally be an AfN nutritionist or a registered dietitian or an SENr sports nutritionist

## **Finding a placement**

It is the responsibility of the individual student to apply for and arrange a suitable placement and to take steps to do this. Placements undertaken by previous students over the past year are available, so that students can access the PowerPoint presentations of previous student experiences. This will give ideas for suitable placements. In addition, the Placement Tutor and Module Tutor will make suggestions for suitable placement opportunities and details of these will also be promoted on the PCP Module information in the distance learning course resources as well as during module sessions. The Placement Tutor will also support and advise you to help finding a placement yourself near to your home if required.

Students will be introduced to the option of a placement at the start of the academic year with further information provided in the Professional and Collaborative Practice (PCP) module when they will be provided details by the Placement Tutor and Practice Learning Administrator (Health & Social Care Practice Learning Team) on the process for finding, recording and gaining approval for and undertaking the placement as well as the assessment documentation required.

Students should prepare their CV and outline cover letter prior to applying for placements, Support will be provided by the course team to do this.

## **Approval of placement**

If a placement has been previously used by students on the course within the last 2 years, then there may be a Nutrition Placement approval check and a professional suitability check in place, however this needs to be updated every 2 years. The Practice Learning Administrator will confirm if an approval or an updated approval needs to take place once the student has submitted details of the planned placement to the Placement Tutor. If this is in existence, then the student will be given approval to go ahead with the planned placement.

If the Nutrition Placement approval check and professional suitability checks are required or need updating, then action will be taken to do this by the

Practice Learning Administrator and Placement Tutor after the student has submitted details of the planned placement. Further arrangements for the placement should not take place until this approval is given.

Any placement which is self – sourced and not on the University list of approved placements needs to be approved prior to confirming that it is suitable.

The Nutrition Placement approval form used for placements can be found at the following link:

[https://forms.microsoft.com/Pages/ResponsePage.aspx?id=EoGa175PekGhEs0PtJDYXJgDdCoLevFGrz\\_G6FUKP1dUOEROSIBIUvcwSkIEMTdBSDBEUEEYtzVPMi4u](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=EoGa175PekGhEs0PtJDYXJgDdCoLevFGrz_G6FUKP1dUOEROSIBIUvcwSkIEMTdBSDBEUEEYtzVPMi4u)

The Professional suitability check is to cover the following:

1. Name of the organisation
2. Details of the content of the placement, job role, duties, tasks, etc
3. Name of the placement supervisor
4. Qualifications or professional background of the placement supervisor
5. Health and safety requirements
6. Expectation of the University and Placement Provider roles

### **Confirmation of placement**

Once the Nutrition Placement approval and professional suitability checks have been agreed, the Practice Learning Administrator will inform the student that they can progress with agreeing the placement and dates with the Placement Supervisor.

### **Mandatory Training**

A list of mandatory training requirements prior to undertaking the Nutrition Work placement has been agreed and this can be found in **Appendix 3**. These are accessible on **e-Learning for Healthcare** (Health Education England) and should be accessed and completed **by 29 January 2024** for students undertaking a placement during the summer following completion of Year 2 or prior to applying for a placement if this is to be undertaken in Year 2.

The mandatory training modules are valid for 12 months and should be valid throughout the placement.

Once students have completed a training module they are able to print / save a certificate to add to their e-portfolio.

Health & Social Care Practice Learning Team can provide regular reporting to academic staff with completed.

Students cannot apply to any Placement Provider until the mandatory training modules have been completed.

### **Curriculum Vitae, covering letter and reflection on the placement application process**

Students should also produce an up to date Curriculum Vitae, a covering letter as well as their own reflection on the placement application process. This will be included in the *Professional and Collaborative Practice (PCP) module* assessment and marks will be allocated for this.

### **Prior to starting placement**

Prior to the start of the placement the student should be in contact with the Placement Supervisor to ensure that they have the starting arrangements (venue, start time, working hours, etc). The Placement Tutor will also contact the Placement Supervisor and the student to confirm the placement and the mandatory training completed prior to placement. The Placement Tutor will inform them that they will be in touch during the placement and will be a named contact if any problems occur. The Placement Tutor will also send the assessment details for the placement to both the Placement Supervisor and the student.

### **During placement**

At the end of the placement the Placement Supervisor will complete the Nutrition Placement: Employer's / Supervisor Report (**Appendix 4**).

### **After placement**

Following the placement the student should ensure that they send appropriate thanks to the Placement Supervisor and also any others who contributed to their placement.

The student should ensure that all relevant documents are submitted for assessment purposes at the end of their placement, including:

- Supervisor's Report (which may be submitted directly by the Placement Supervisor)



- Placement Presentation with voice over

The Practice Learning Administrator (Health & Social Care Practice Learning Team) will also contact the Placement Supervisor to give thanks for their support on behalf of the University (**Appendix 5**).

## ASSESSMENT OF PLACEMENTS

Assessments related to the student passing the placement will should be added to the student's e-portfolio and are as follows:

- Supervisor's Report (which may be submitted directly by the Placement Supervisor)
- Placement Presentation with voice over

Following the submission of the assessment documentation, as outlined in Appendix 7 the student will be issued with a CPD Certificate for the Nutrition Placement for inclusion in their portfolio and to confirm that they have passed the placement.

### **Appendix 6.**

The assessment documentation for each student will also be stored on the School Repository under Practice Learning/Nutrition/Year /Level 7.

## FAILURE AND RE-ASSESSMENTS

### **Problems on Placement and Related Assessment Considerations**

Should any problems arise during a placement; the University will expect to be informed and action will be taken to provide appropriate support for the student. Similarly, the Nutrition Placement Tutor will liaise with the Placement Supervisor if there are any on-going concerns or mitigation which may affect the student's ability to perform well on placement and refer these to the Module Tutor and Course Director to address as required. The Module Tutor and Course Director will be consulted and will be involved as applicable, if further action needs to be taken.

Students must be informed of their progress on a regular basis during and also at the end of each placement period, when the appropriate supervisor report forms should be completed, signed and dated jointly.

***Students should inform the Placement Tutor as well as the Placement Supervisor, without delay of any absence from the placement due to sickness or other reason.***

### **Student Conduct and Professional Suitability**

All students are expected to adhere to the university general regulations for student conduct and related specific policies and procedures for code of discipline, misconduct, dignity at work and study, violence and freedom of speech.

The placement must be in an organisation approved for the designated placement. The final decision on placement outcome must rest with the Placement Supervisor

and Module Tutor / Course Director. Depending on whether the placement is in a block or not, students must normally work the equivalent weekly/daily statutory hours of a full-time employee in the work place.

Any time lost should be noted and discussed and agreed by the Placement Supervisor and the Nutrition Placement Tutor and at their discretion depending on the individual circumstances the time should be made up.

## Appendix 1

### Nutrition Placements – Who is Involved

<b>Role</b>	<b>Name</b>	<b>Email Address</b>
Module Tutor, Professional and Collaborative Practice (PCP) module (Level 7)	Kate Austin	<a href="mailto:k.e.austin@leedsbeckett.ac.uk">k.e.austin@leedsbeckett.ac.uk</a>
Nutrition Placement Tutor	Diane Spalding	<a href="mailto:d.i.spalding@leedsbeckett.ac.uk">d.i.spalding@leedsbeckett.ac.uk</a>
Practice Learning Administrator (Health & Social Care Practice Learning Team)	Ben Milton	<a href="mailto:b.j.milton@leedsbeckett.ac.uk">b.j.milton@leedsbeckett.ac.uk</a>

## Appendix 2

### Finding your Placement



### MSc Nutrition in Practice

### Placements Information

During the course and particularly during the Professional and Collaborative Practice (PCP) module you will be introduced to the Nutrition Work Placement opportunity. To learn about the placements that students in the previous year have undertaken, you should look on distance learning course resources in the Placement section of the PCP Module. You will need to research these before considering and obtaining a placement.

Alternatively, ideas for suitable placement options will be provided to you by the Placement Tutor during the PCP module – adverts will be posted.

During the PCP module, once you have decided on and provisionally agreed your placement you will be asked to inform the Placement Tutor of details of your proposed placement so that these can be noted on your records with the Practice Learning Facilitator. You **must not** start your placement until you have received a notification from the Practice Learning Team that your selected placement has been approved.

Email: [nutritionplacements@leedsbeckett.ac.uk](mailto:nutritionplacements@leedsbeckett.ac.uk)

Website: <https://my.leedsbeckett.ac.uk/>

Practice Learning Team office opening times:

Monday – Friday 10:00am – 16:00pm

## Finding your Placement Process Chart

### FLOW CHART FOR ARRANGING A NUTRITION PLACEMENT

Students are introduced to Placement options during induction to Professional and Collaborative Practice (PCP) module

#### Discuss with Placement Tutor and / or Module Tutor

Student to discuss their interests with the Module or Placement Tutor and make suggestions if the preference is to self source a placement

Student contacts placement provider and makes provisional plans for a placement, including work, timescale and dates

Student contacts Placement Tutor and sends details of proposed placement, supervisor's contact details, work to be undertaken and planned dates. time-scale and dates

Placement Tutor and Practice Learning Team (PTL) check if this is an appropriate placement (health & safety and professional suitability) and that DBS check and Mandatory training are complete and PTL confirm this with student so that plans can progress and student can confirm placement with placement supervisor

Prior to placement starting the Placement tutor will contact the Placement Supervisor to confirm Placement assessment details (copied to the student)

Following the placement the students needs to send the PowerPoint slides with voice over and the Placement Supervisor to send the Placement Supervisor Report to :

[D.I.spalding@leedsbeckett.ac.uk](mailto:D.I.spalding@leedsbeckett.ac.uk)  
[nutritionplacements@leedsbeckett.ac.uk](mailto:nutritionplacements@leedsbeckett.ac.uk)

On receipt of the assessment documents the Placement Tutor will send a CPD Certificate to the student to confirm they have passed the placement.

Following the placement the student should confirm the number of days and dates completed with the Placement Tutor in case these are different to those planned.

## Appendix 3

### Mandatory Training prior to Placement Nutrition Students

The deadline for completing mandatory training is: **29 January 2024**  
(start of Semester 2)

Course Title (7 core mandatory)	Nutrition
Data Security Awareness (Level 1)	Mandatory
Equality & Diversity & Human Rights (Level 1)	Mandatory
Fire Safety Awareness (Level 1)	Mandatory
Resuscitation (Level 1)	Mandatory
Health & Safety (Level 1)	Mandatory
Safeguarding Adults (Level 2)	Mandatory
Safeguarding Children and Young Adults (0-16) (Level 2)	Mandatory
<b>Deadline – 2023/24</b>	<b>29/1/2024</b>
<b>Food Hygiene Training</b> <i>Completed during Induction or Semester 1 at the start of the course.</i>	

#### Please note:

Health and social care students (including Nutrition students) are required to complete mandatory training modules before going on placement.

Training is provided online by **e-Learning for Healthcare** (Health Education England). You will have received an email with a link to the training and your login in details in the first few weeks of starting the course. If you are not able to find this then please email or have any difficulties in logging on then you need to email the Fitness to Practice team on [hssfitforpractice@leedsbeckett.ac.uk](mailto:hssfitforpractice@leedsbeckett.ac.uk)

Training modules should take approximately 20-25 minutes to complete with 10-15 minutes e-assessment. You can stop and start each of the training modules as required.

Support is available for the system so the students can contact them directly regarding any system issues with their mandatory training

[Home - elfh Support \(e-lfh.org.uk\)](http://elfh.org.uk).

Please make sure that you print/save copies of your certificates and add them to your portfolio. The University do not keep copies and you may be required to provide them while on placement.

The currency of these modules expires after 12 months so do ensure that you complete them within the 12 months prior to ending your placement.

## Appendix 4

### Nutrition Placement: Employer's / Supervisor Report

**CONFIDENTIAL**

**MSc Nutrition in Practice**



**NUTRITION PLACEMENT: EMPLOYER'S / SUPERVISOR REPORT**

NAME OF STUDENT		
COMPANY/INSTITUTION/ORGANISATION		
ADDRESS:		
DEPARTMENT IN WHICH STUDENT EMPLOYED		
NAME OF SUPERVISOR		
TYPE OF PLACEMENT (Please delete as appropriate)		REMOTE / FACE TO FACE / BOTH
DATES OF STUDENT EMPLOYMENT/PLACEMENT		FROM:                      TO:
APPROX NUMBER OF DAYS COMPLETED		

Please tick the boxes in the table below as appropriate, at or near the end of the student's period of work and return the form to Diane Spalding, School of Health, Leeds Beckett University (email: [d.l.spalding@leedsbeckett.ac.uk](mailto:d.l.spalding@leedsbeckett.ac.uk))

	Excellent	Good	Average	Poor	Unacceptable
Competence at assigned work					
Use of initiative					
Cooperation in team work					
Professionalism					
Attendance and punctuality					

Comments on student's knowledge, skills and ability to undertake the tasks assigned:	
What do you feel the student did particularly well during the placement:	
Would you recommend any areas for further development for the student:	
Is there anything you would advise the student in relation to their future employment prospects:	
Any additional comments:	
Signature / Name:	Date:

## Appendix 5

### Outline Letter / Email of thanks for Placement Supervisor (at the end of placement)

Placement Supervisor's name

Organisation

Date

Dear Name

I am writing on behalf of the University to say thank you for providing a nutrition work placement opportunity for (name/s of student/s) and for providing the report/s on his/her/their performance during the placement. We are incredibly grateful for the time you and your colleagues have spent in developing (first name/s of student/s) skills and knowledge during his/her/their time with you and we hope that you also found the work that he/she/they did helpful.

With kind regards,

**Ben Milton**

**Practice Learning Administrator**

School of Health

Leeds Beckett University, PD405 Portland Building,

City Campus, Leeds LS1 3HE

**Email:** [b.j.milton@leedsbeckett.ac.uk](mailto:b.j.milton@leedsbeckett.ac.uk) Tel: 0113 812 1909



## Appendix 6

### MSc Nutrition in Practice

#### How is the Nutrition Work Placement Assessed?

On successful completion of your Nutrition Work Placement, you will be awarded a 'pass' for this component of the course. The Nutrition Work Placement module will then be added to your final transcript for your award.

#### DOCUMENTATION REQUIRED:

In order to confirm successful completion, we require **two** items of assessment on completion of your nutrition work placement. Details of this will also be sent by the Placement Tutor to the Placement Supervisor prior to the placement and towards the end of the placement:

**1). A completed placement supervisor report** - the placement supervisor will be asked to return this report to us and will hopefully discuss and share it with you. If you complete your placement with more than one organisation, we will require a report from each placement provider. Your placement provider can email their report to us directly or you can forward it on their behalf.

**2). A reflection on your placement experience which includes a voice over** – your reflection can be delivered as a presentation or vlog and must be in a format which can be shared with future nutrition students looking for a placement and, we would like you to record a narration of no more than five minutes onto your slides or alternative format.

Your reflection should include:

Part 1:

- Name of the organisation where you completed your placement
- Contact details for the organisation
- A link to the organisation's website
- Your name
- Your student email address (only if you are happy for other nutrition students to contact you with questions about your placement)

Part 2:

- A description of the organisation – what do they do?

Part 3\*:

- An overview of the work you were involved with during your placement (see note below for Sandwich placements)

Part 4:

- What was the most useful or interesting experience during your placement and what was your learning from it to take forward to the remainder of your course / your future career

- 

This could either be presented as:

**A presentation of 4 or 5 PowerPoint slides**

**or**

**An alternative format, (for example, Tiktok) providing it is in a format which can be shared with future students and can be emailed as a presentation or as a link to a presentation.**

#### **SUBMISSION OF YOUR DOCUMENTATION**

Your recorded reflection should be emailed to: [d.l.spalding@leedsbeckett.ac.uk](mailto:d.l.spalding@leedsbeckett.ac.uk) and [nutritionplacements@leedsbeckett.ac.uk](mailto:nutritionplacements@leedsbeckett.ac.uk) within **two weeks of completing your placement.**

*It is also advised that the student should send the Presentation to your placement provider / supervisor for interest / information and also we would encourage the placement provider to share the Placement Supervisor Report with the student as this is useful for their portfolio and future professional development.*

On receipt of your Placement Supervisor report and your Presentation, on completion of the placement we will contact you to confirm whether you have passed the placement and issue a CPD certificate.

Unless we are informed otherwise, we will assume you are happy for us to share your placement presentation with students at the same level in the following year in order to support them in making choices for their placements.

*Diane Spalding*  
*Placement Tutor, UG and PG Nutrition courses,*  
[d.l.spalding@leedsbeckett.ac.uk](mailto:d.l.spalding@leedsbeckett.ac.uk)

## Appendix 7

## CPD Certificate Nutrition Placement

