

WORK BASED LEARNING

INFORMATION FOR PROVIDERS



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FORMISSION COLLEGE - WORK BASED LEARNING

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A warm welcome to ForMission College

As Principal of ForMission College, I am pleased to welcome you to our latest Work-Based Learning Information Pack. I hope that as you read it, you will see why ForMission is known as an innovative and diverse college community, committed to equipping and encouraging God's missional people in today's troubled world. ForMission College has a vision for enabling Christians to transform the world through missional leadership, presence and action. Our students - young and old - represent many different ethnicities, nationalities and churches. Such diversity is essential if we are to reach an increasingly diverse society, but is also important as we reflect and celebrate the diversity of the global church. Our highly regarded BA and MA programmes are designed and taught by Christians with years of experience of mission, leadership and church planting. The programmes cover the very latest missional theology, but also include practical application, as well as spiritual and character formation.

It is a great joy to see ForMission students not only fulfilling their academic potential, but also developing gifts and skills that will bear fruit in their ministries. Thank you for providing a place where our students can do that, and where they can try out new ways of participating in the mission of God.



At ForMission, our motivation is to equip God's missional people and to see his Kingdom grow.

**Chris Ducker
Principal**

Key Staff



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BA Overview

HOW THE PROGRAMME WORKS

The programme combines theological and biblical study with a mission emphasis and practical work experience throughout. Your student will gain an understanding of missional theology and explore the foundations of Christian belief, practice and missional ministry within your church, organisation or training context.

PROGRAMME STRUCTURE

The programme is divided into three elements: class time, practical work-based learning, and independent study. The programme is structured around taught modules through our facilitated learning. This is supported by tutorials, cluster groups and personal formation throughout the programme. This method of study will give students invaluable experience to equip them to help you in your context.

PROGRAMME CONTENT

Your student will study the core areas of Biblical Studies (Old and New Testament), Theology, Mission and Ministry, as well as other subjects, such as Missional Leadership or Youth Ministry, depending on their chosen optional modules. They will engage in a range of work-based learning in your local context, designed to develop their skills in mission and ministry. As well as the traditional essay there is a range of assessments on the programme, including presentations, sermons, research projects, and practical work-based tasks.



The remit of this guidance

A full explanation of a student's work-based learning can be found in their Work-Based Learning Handbook. The handbook explains the information students need to know about work-based learning. It is accompanied by four work-based learning forms, which include

1. The work-based learning contract
2. The work-based learning review
3. The end of year work-based learning supervision log.

Additional information can also be found in the following documents:*

- ForMission's Prospectus (The prospectus gives an overview of what ForMission is and does)
- The UG Handbook (The undergraduate handbook explains the information students need to know about the degree programme)
- The PDP Handbook (The PDP is an annual assessment on the student's work-based learning)
- Our website is full of information you may find useful, please visit us at www.formission.org.uk or scan the QR code to get straight onto our site.
- You will be able to download a copy of our most up to date prospectus, see our staff team, and trustees and have access to our latest research magazine – Missional Focus.

* Students have access to all of these via ForMission's virtual learning environment (VLE), known as Moodle. The one exception is ForMission's Prospectus, which is available on ForMission's website:

<https://formission.org.uk/>



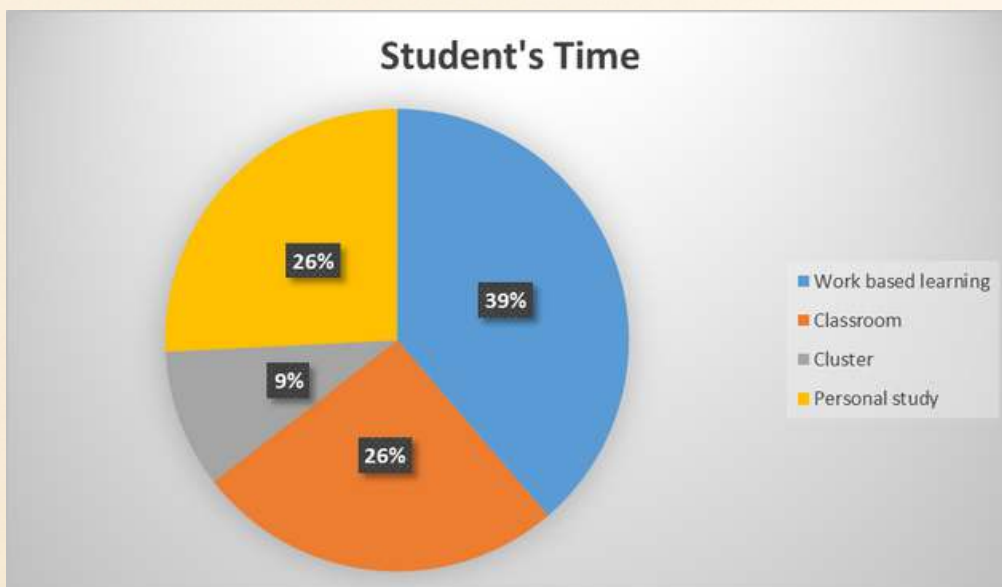
What does Work-Based Learning involve?

ForMission offers an undergraduate programme studying practical and applied Theology and Mission and Ministry. A student's time is split between the classroom, private study, and work-based learning. The course is practical, and it requires students to apply theory to their work-based learning contexts in a contextually relevant manner. Students spend their time doing the following things:

- completing work-based learning.
- some classes are weekly classes, with attendance either in person or online, and some classes are taught in a block basis, with students staying residentially. Some modules are delivered by one of ForMission's partners. These partners include Josiah Venture, Kingdom Faith, and Reign Ministries.
- attending regular cluster meetings, with other students and their cluster leader discussing learning from their work-based learning (usually 2-3 hours per week).
- spending time in independent study.

It is normal for students to have a regular pattern to the week, e.g. "On Mondays I do work-based learning, on Tuesdays I have the morning off, then I join the hospital visiting team in the afternoon, then lead the youth Bible study in the evening, on Wednesdays I go to College for classes, etc." Every student's work-based learning is considered to be unique.

A typical week for a student consists of:



What happens during work-based learning?

The main aim of work-based learning is to develop the practical effectiveness of students as Christian ministers or workers in similar professions. This includes the following:

- introducing students to the variety of opportunities for Christian ministry and helping them to clarify their perception of their future calling;
- helping students to discover, develop and put into practice their gifts and skills;
- involving students in “hands-on” Christian Missional Ministry, especially among those from different backgrounds;
- giving students the opportunity to observe experienced Christian ministers on the job;
- enabling students to reflect on their own practical experience in a theologically informed manner.

The role of the Work-Based Learning provider

First and foremost, work-based learning providers need to assign a supervisor who will supervise the student. This can be in the form of line management, as well as mentoring related to their developing abilities and perceptions of ministry. It is often the case that several people at the work-based learning provider will have a role in the formation of the student. Normally, the providing organisation will have the following responsibilities:

- to interview the student (if appropriate) before starting the work-based learning in consultation with a Pathway Leader at a ForMission Hub;
- to identify a suitable supervisor for the student who can be contacted about the work-based learning arrangements who will be inducted by a ForMission Pathway Leader;
- to provide information about and, if appropriate, some orientation to the culture of the organisation and its mission field.



The role of the work-based learning supervisor

Supervisors act as line managers to provide advice, encouragement, and appraisal to students, whilst they are doing work-based learning. The process of supervision enables ForMission's staff, the supervisor, and the student to monitor progress, acknowledge good practice and problems, and identify ways forward that may help a student to learn from, and reflect on their experiences. The existence of a supervisor is an important factor in making the work-based learning experience a success in terms of a learning experience that can be reflected on and critically reflected upon in written assessments assessed by the college. It needs to be noted that work-based learning supervisors are not part of the academic provision of teaching. This role is undertaken by ForMission tutors. The role of the work-based learning supervisor involves the following responsibilities:

- liaise with the Pathway Leader and the student to discuss the student's interests and objectives in undertaking the work-based learning. This should enable each party to determine if the organisation is in a position to provide suitable work-based learning for the student;
- liaise with other members of the organisation, resulting in drawing up a programme of work-based learning which should address both the student's objectives as well as the aims and interests of the providing organisation;
- ensure that students receive adequate induction/orientation appropriate to the specific work-based learning situation;





- provide regular and agreed times to meet with the student to discuss their progress and learning throughout their work-based learning experience with a Supervisor and Cluster Leader;
- encourage the student to maintain an adequate record of the work-based learning using their journal;
- liaise with the ForMission College Head Office and Pathway Leader wherever appropriate, but especially in the case of an emergency situation where the student is not coping with the work-based learning, related tasks, or the course of study;
- complete a mid-year review and an end of year report form evaluating the student's progress and performance on work-based learning.

In addition, ForMission College would hope that the work-based learning supervisor would be able to provide a positive "role model" for the student.

The working based-learning Supervisor should be someone who is independent from the student to avoid any conflicts of interest. The supervisor should not be related to, or in a relationship with, the student during the work-based learning. If there are any issues related to this, they should be raised with the Pathway Leader. Any conflict of interest that arises during work-based learning should be raised with the Pathway Leader.

What is the Work-Based Learning provider expected to do? – A checklist (see basic job description example at end of checklist)

No two work-based learning experiences are the same, but there are certain key tasks:

- complete and sign the student's contract and job description (Work-Based Learning Form 1) as the student starts each new academic year of the programme, usually in September
- approve and sign the student's supervision log (Work-Based Learning Form 2), as the student ends each academic year, usually in May
- attend review meetings with staff from the student's campus (Work-Based Learning Form 3)
- discuss any assessments that relate to the student's work in a church or organisation, or work-based learning tasks that are set as part of assessments (this is not academic support but practical support to ensure a student is helped to identify appropriate ways to fulfil required tasks).
- keep contact details for the student's Campus Leader and/or Cluster Leader

Here is an example job description:

The role of placement worship leader at X Church involves:

Developing and co-ordinating the worship ministry at X Church.

Liaising with the tech team and treasurer on relevant matters.

Involvement additional events that require musicians including café outreach and occasional school assemblies.

Developing a team of volunteers to help with worship.

Being available and willing to attend a variety of leadership meetings in the Church.

Occasional participation in other ministry areas, e.g., hospital visiting team.

FAQs

How many hours should a student spend doing their work-based learning?

Full time students should work 12 hours per week for 30 weeks per year (approx. mid-September – the end of May). Part time students work 6 hours per week. Full time students should do 360 hours work-based learning per year. At the end of the year the supervisor should sign a student's work-based learning log (Work-Based Learning Form 2), recording how many hours they have done.

Is it okay for the student to do more hours in one week, then fewer hours in the next?

Yes. ForMission appreciates that ministry demands a flexible approach. Supervisors and students are advised to plan in advance. Students are given assessment deadlines in advance which should help with this. In particular, there will be weeks when the student does not complete any hours of work-based learning because they are away at a residential conference or retreat, for the whole week. At the end of the year the student should have completed the requisite hours.

Can the work-based learning provider expect the student to work outside of term time?

If the student, the supervisor, and the appropriate member of ForMission's staff are in agreement, this can occur outside of term time. For example, it is quite common for students to help providers during Christmas events, Easter events, summer camps, etc. At the same time, students are allowed holiday time too (the college does not require students to work outside of term time, so negotiation with the student is the avenue to address any extra desirable work a work-based learning provider might have).

Can a student have more than one work-based learning provider?

It is permissible for a student to have two or more work-based learning providers. For example, a student might do 8 hours per week with a church, and 4 hours per week with a charity, thus completing the requisite hours. The student will need to have a contract and supervisor with each provider.

Will the student have a DBS check?

Once the student has accepted their place on the course, ForMission will carry out a DBS check and pay for it. Students are required to show a copy to their WBL provider and the college when they sign their Work-Based Learning Contract.

Does the work-based learning provider have to be a church?

No. We have had a number of students who have worked for charities, schools work trusts, parachurch organisations, etc. It is essential that the work-based learning involves Christian missional/ministerial activity.

Does the work-based learning provider need to pay the student?

A work-based learning placement could be voluntary, or it could be paid. It should be noted that if WBL placement is paid, this might affect a student's eligibility to receive student finance. Any payment matters are between the student and the work-based learning provider.

Work-based learning is not employment and thus is outside the scope of the living wage and apprenticeship wage rates.

Appendix 1: Work-Based Learning Activity Schedule

When planning a work-based learning schedule every student is unique, and every placement is unique. The following questions may be helpful when designing a bespoke work-based learning activity schedule:

- 1. What activities do you expect the student to be involved with on a weekly basis (e.g., leading a Bible study group, visits to homes, speaking engagements, using their professional skills, etc.)?**
- 2. What other main activities will the student possibly be involved with during their work-based learning (e.g., opportunity to lead morning worship on one Sunday, involvement in a special week of evangelism, attendance at any conferences, special training days, church planting initiatives, etc.)?**
- 3. Will the student be spending time in more than one location during their work-based learning and, if so, approximately how much time will be spent in each place (e.g., one-day trip to visit workers from another mission engaged in similar work, attendance at a conference)?**
- 4. Will there be opportunities for the student to find out about the relationship of your church/organisation with the local community?**
- 5. If your church/organisation is involved in working among people of other faiths, are you planning visits to any of their places of worship or will the student be able to visit the homes of some of these people?**
- 6. Would it be possible for the student to attend any of the leaders' meetings at your church/organisation, given total confidentiality (e.g., no reporting back to the college)?**
- 7. Would it be possible for the student to have the opportunity to take part in public worship?**
- 8. Will the student be able to be involved in any form of evangelism?**
- 9. Will the student be able to do any visiting (i.e., pastoral, evangelistic, into hospitals, into homes, etc.)?**
- 10. Are there any preparations which the student could make before they arrive on their work-based learning (e.g. prepare a series of Bible studies on a particular theme, read some relevant books) which would help them to be ready and to fit in?**



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