

Open-Oxford-Cambridge AHRC DTP Placements Scheme Placement Project Plan

Use this Placement Project Plan form if you have developed a bespoke placement with an external organisation. The Plan should be completed and signed by both the OOC DTP student and the proposed placement host. If the Placement Project Plan is approved, it will form the basis of the agreement between the student and host organisation.

Please submit no later than **2 months in advance** of the start of the proposed placement to training@oocdtp.ac.uk for review and approval by the OOC DTP.

Before the placement can commence, the student will need to work with their home university to ensure that all institutional requirements are in place, e.g. supervisor approval and departmental risk assessment.

The OOC DTP Programme Officer is available to support the development of the plan and to answer any questions on training@oocdtp.ac.uk.

A. STUDENT DETAILS

Please confirm before completing and submitting this form:

- I have discussed this proposal with the OOC DTP Programme Officer &/or Manager.
- I have agreement in principle from the named organisation to host me on a placement.
- I have discussed this placement proposal with my doctoral supervisor(s).

Name	
Email address	
Telephone no.	
University	
Department/Faculty	
Primary supervisor	
Supervisor email address	
Start date of doctoral study	
End date of OOC DTP award	
Study mode (f/t or p/t)	
Award (full or fees-only)	

B. PLACEMENT HOST DETAILS

Organisation Name	
Location	
Website	
Key contact/placement supervisor	
Role in organisation	
E-mail address	
Telephone no.	

C. PLACEMENT DETAILS

Proposed duration of placement	3 months
Proposed working pattern (<i>Full or part time; if part time, what days/hours per week</i>)	Full time
Anticipated start date	XX-XX-XX
Working arrangements (<i>e.g. desk at organisation's premises, remote, travel to different sites or clients</i>)	Due to Covid-19 we are currently operating a hybrid working pattern of being in the office and working remotely.
Supervision or support offered (<i>regular catch ups with supervisor, team working, mostly self-directed</i>)	Regular catch ups with XXX and a weekly / fortnightly catch up with XXX
Key teams or colleagues (<i>i.e. who will student work with?</i>)	The student will work with one other student from OOC (to act as a support network) and the XXX research team led by XXX
Vulnerable clients or service users (<i>Please give details if working with vulnerable groups and/or student requires a DBS check.</i>)	N/A
Identifiable risks (<i>Please give details of any risks associated with placement, e.g. lone working, use of machinery</i>)	N/A
Financial contribution (<i>Unless the opportunity is salaried, students will receive their stipend during the placement. A host organisation may contribute to the additional costs incurred by the student, e.g. travel expenses, or it may offer a contribution in-kind, e.g. staff time</i>)	We are able to contribute to the students travel expenses up to a mutually agreed point and depending on where the student is travelling from.

supervising the student's work and the provision of in-house training.)

D. PLACEMENT PROJECT DESCRIPTION

Please provide a summary of the placement project, e.g. proposed role at organisation, duties and responsibilities, projects to be undertaken. Please list any expected outputs or outcomes and associated milestones, which should be reviewed at monthly catch ups by the placement supervisor and student.

The aim of the role is to produce high quality historical research which will provide comedy writers with the historical material needed to write comedy sketches for this award winning children's TV show. This research will need to be researched from reputable scholarly sources, covering different but broad themes and spanning over 10,000 of global human history.

The research will eventually take the form of detailed research packs in which the history will need to be distilled for historical novices to easily understand. This will be undertaken by the student using their initiative and research skills to glean information from a wide range of academic and primary sources.

Students will also gain experience identifying interesting nuggets of history that might be fun for a younger audience. Pieced together these smaller nuggets of history can make larger more complex aspects of history more understandable.

Students will learn a very unique way of working on multiple topics and historical eras at once, in a role that is unparalleled in television. They'll also gain an insight into a career in television as candidates will attend at least one writer's room, pitch meeting and script read, where they will be exposed to the process of sketch writing – from seeing their research and/or delivering their research to brief writers, through to the conception of sketch ideas, finishing up with a read-through of a full script. There will also be an on-screen credit (subject to Broadcaster approval) for the episodes in which candidates provide research for.

Please outline the learning and professional development objectives associated with this project, i.e. what skills, knowledge, training and experience the student will gain from the placement. This should reference the student's Training Needs Analysis and the CamRDF.

This placement is expected to improve the student's development in the following areas:

The broad scope of the research undertaken in this project will develop *Broader Disciplinary Knowledge (R2)* and introduce the student to new *Research Methods and Techniques (R1)*. As the placement requires the student to quickly research on a broad range of topics, it will develop their ability to quickly synthesise information and to pick out key facts and citations to support their arguments. This will help the student, as they have been working on developing their skills in literary review, a key part of their project.

This placement also makes use of the skills the student has already developed in *Time and Project Management (P1)*, *Information Management & ICT (P2)* and *Creative Thinking and Problem-Solving (P3)*, and allows them to practice implementing these skills in a new environment. The student is particularly keen to develop their skills in Self-Leadership, and expects the fast-paced environment at [our organisation] to motivate them in staying on track and quickly following up avenues of research.

Writing and Presenting with Impact (O1) will be key to the student’s presentation of the research they find to the writers’ room. This represents a new audience for the student to develop their ideas and complements the work they have already done as undergraduate and outreach lecturer and supervisor towards *Teaching and Supervision* (O2). As the student will be expected to collaborate with another DTP student, this will further develop their abilities in *Collaboration and Teamwork* (O3) and allow them to develop relationships with other students, a possibility previously curtailed by the Covid-19 pandemic. The student will undoubtedly benefit from the *Leadership and Mentoring* (O4) of [staff member] and [staff member], both outstanding producers in their fields, which will give them tools to take into their own mentoring relationships, especially as they prepare to convene the [Graduate] Conference in Cambridge this summer.

Finally, this placement has already benefitted the student in the areas C1, *Applications and Interviews*, and C2, *Finding Funding and Opportunities* – their experience applying for the job has been invaluable in helping them understand how to tailor their CV for non-academic jobs that still use their skills. In the difficult job market available to PhD students, this opportunity is a form of *Proactive Planning & Networking* (C3), providing the student with first-hand knowledge in an important field that they might choose to move into after PhD. The student has consistently maintained relationships with teaching environments and with the arts throughout their academic career, so this placement represents a natural step towards a potential career progression.

E. FUNDING

If the placement is unsalaried you will automatically be considered for an extension to your studentship. If the uptake of the placement would result in additional costs, you may apply for a contribution towards these, e.g. for travel and accommodation if the placement is away from your place of residence. Please give a detailed breakdown of costs requested and names of suppliers (where possible):

Item	Cost (£)
Accommodation – full details and expenditure	XXX
Train tickets – full details and expenditure	XXX
Total	

F. ROLES AND RESPONSIBILITIES

The Open-Oxford-Cambridge AHRC DTP may withdraw funding if the student does not abide by the terms of this agreement.

In undertaking this placement the student agrees to:

- Discuss the timing and nature of the placement with their supervisor(s) and ensure that the appropriate paperwork is submitted to the home university to report their absence from their course of study;

- Ensure that they have taken account of the costs involved in undertaking the placement and have adequate financial support to meet these;
- Contribute to the placement in a professional manner and fulfil the demands of the placement, as laid out in this Placement Project Plan, to the best of their abilities;
- Communicate regularly with the assigned point of contact within the host organisation;
- Disclose any specific needs or difficulties that might affect them while on the placement;
- Advise the OOC DTP Programme Officer (training@oocdtp.ac.uk) if any difficulties arise before or during a placement, if the duration of the placement changes, or if they leave the placement before the end date stated on this plan;
- Submit feedback and a report to the OOC DTP on completion of the placement.

If travelling overseas during the placement the student must:

- Follow governmental advice on overseas travel, as published by the [Foreign, Commonwealth and Development Office](#);
- Obtain visa and work permits where needed;
- Arrange to have any necessary vaccinations;
- Obtain adequate travel and medical insurance, e.g. to include cover for personal money and property risks, any emergency medical expenses and repatriation in case of a medical emergency or death.

PLEASE NOTE: While on a placement you will remain ‘enrolled’ as a student at your home institution. As a result, all university policies and procedures apply, and you will need to complete and submit a risk assessment in line with your university and department’s procedures.

The Placement Host Organisation takes responsibility to:

- Provide the placement project, supervision, training and support as described in the Placement Project Plan;
- Provide the student with an appropriate work space (if working at the host organisation’s premises) and any equipment necessary to carry out the placement project work;
- Cover any additional costs directly associated with the work undertaken during the placement;
- Comply with local health and safety obligations in relation to the placement;
- Provide assurance that your organisation’s insurance will cover potential liability that may arise from the placement;
- Inform the OOC DTP if there are any problems with the placement on training@oocdtp.ac.uk;
- Where necessary, sponsor the student for a visa covering the duration of the placement;
- Provide feedback to the OOC DTP by evaluating the student at the end of the placement.

G. DECLARATION

We agree to this Placement Project Plan and to the roles and responsibilities of the student and host organisation as laid out above. If the student or host organisation does not fulfil the expectations of the Placement Project Plan, the other party may terminate the placement.

PLACEMENT HOST APPROVAL	
Host Organisation/ Placement Provider	

Signed on behalf of the Placement Provider	
Print Name	
Date	

STUDENT APPROVAL	
Signed	
Print Name	
Date	

Please note: If this placement is approved by the OOC DTP, the information in this form will be shared with finance and academic colleagues within the OOC DTP team and the successful student's home university.

APPROVAL (Internal use only)

Approval by OOC DTP Director/Manager	
Recommended by: <i>Print and Sign</i>	
Date	
Comments	