

## **Chapter 7**

### **Appendix A Interview Schedule – Higher Education Institutions**

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#### **Exercise:**

The three interview schedules given here (Appendices A, B and C) are designed to explore equality and employability issues in work placements in the creative and cultural industry. The interview schedules are specifically designed for higher education institutions, employers and workplace students. The schedules can be used for further research, that is replicating the study which was explored in this chapter. They can be also used in order to assess equality and employability in the sector in the classroom. In order to achieve this, students should bring with them transcripts with one or several participants from these constituent groups.

#### **Explanation**

This interview is conducted as part of a research project funded by the London Centre for Arts and Cultural Enterprise. This research project aims to undertake a scoping exercise of work placement practices in London based HEIs. We will ask you questions about the operations of your organization with particular reference to the placement programmes provided by your organization in the arts and cultural industries, the demographic composition of candidates, and your organization's approach regarding the issues of work placement. No individual names will be revealed and they will be kept strictly confidential.

**1. Could you briefly tell me about the range of work placement practices in your institution?**

Probe: What are the key programmes provided by your institution?

Probe: Which fields of employment do you cover?

Probe: What is the nature of these work placements? Are they part of the students' programme of study? Are they voluntary or compulsory elements of study?

Probe: Could we please obtain the forms and documents relating to work placement practices and models in your institution?

**2. How do you create a candidate pool of students for work placements?**

Probe: newsletters, email, speeches?

**3. How do you reach and communicate with the host organizations?**

Probe: Could you explain?

Probe: Do you have any standards documents that you use for this? Could we see these?

**4. What is the process of matching the student with the host organization?**

Probe: Could you explain the process a bit?

Probe: May I have a sample of the application forms?

**5. Could you please tell us any examples of good practice in work placements in your organization?**

**6. What methods do you use in order to evaluate your work placements?**

Probe: Do you use any documents?

Probe: Who are involved in evaluation?

**7. What do you think are the impacts of work placements that you organise in the host organizations?**

Probe: How do you find out?

Probe: The reasons?

**8. Do you have any feedback mechanisms from host institutions for work placements?**

Probe: Do you carry out monitoring and feedback activities?

Probe: Could we have any feedback reports?

Probe: What form of action do you take once you receive feedback?

**9. What are your opinions regarding the impact of work placement on students?**

Probe: In terms of students' future careers?

Probe: In terms of students' current studies?

**10. Do you have any feedback mechanisms from students on work placements?**

Probe: Do you carry out monitoring and feedback activities?

Probe: Could we have any feedback reports?

Probe: What form of action do you take once you receive feedback?

**11. Are there any barriers to successful placement?**

Probe: What are they?

Probe: Why?

Probe: How can they be overcome?

**12. What is your view on the impact of work placement practices on the collaboration and knowledge transfer between HEIs and arts and cultural industries?**

Probe: Does such a knowledge transfer take place?

Probe: Is this part of the objectives for the placement programme?

**13. Do you plan to modify your work placement model in the future?**

Probe: Why?

Probe: How?

**14. Do work placement projects in arts and cultural industries differ from work placements in other industries?**

Probe: How?

Probe: Why?

**15. Do you think that your work placements have different impacts by gender, ethnicity, age, disability, sexual orientation and religion of the students?**

Probe: Please explain.

**16. Could you please state any additional comments you feel are relevant to our understanding of your organization's approach to work placements particularly in relation to arts and cultural industries?**

**17. Do you know any other higher education institutions that may be interested in participating in our research?**

Probe: May I have their contact details?

Probe: Could you introduce me to them?

*Thank you very much for your time and support.*

## **Appendix B Interview Schedule – Host Institutions**

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### **Explanation:**

This interview is conducted as part of a research project funded by the London Centre for Arts and Cultural Enterprise. This research project aims to undertake a scoping exercise of work placement practices in a range of organizations in the cultural and creative industries in London. We will ask you questions about the operations of your organization with particular reference to the placement programmes provided by your organization in the arts and cultural industries, the demographic composition of candidates, and your organization's approach regarding the issues of work placement. No individual names will be revealed and they will be kept strictly confidential.

**1. Could you briefly tell me about the range of work placement practices in your institution?**

Probe: What are the key programmes provided by your organization?

Probe: Which fields of employment do you cover?

Probe: What is the nature of these work placements?

Probe: Could we please obtain the forms and documents relating to work placement practices in your organization?

**2. How do you create a candidate pool of students for work placements?**

Probe: newsletters, email, speeches, word of mouth?

**3. Do you reach and communicate with the higher education institution where your placement students come from?**

Probe: Could you explain?

Probe: Do you have any standards documents that you use for this? Could we see these?

**4. What is the process of matching the student with their placement roles?**

Probe: Could you explain the process a bit?

Probe: May I have a sample of the application forms?

**5. Could you please tell us any examples of good practice in work placements in your organization?**

**6. What methods do you use in order to evaluate your work placements?**

Probe: Do you use any documents?

Probe: Who are involved in evaluation?

**7. What do you think are the impacts of work placements on the host organisations?**

Probe: How do you find out?

Probe: The reasons?

**8. Do you have any feedback mechanisms from students for work placements?**

Probe: Do you carry out monitoring and feedback activities?

Probe: Could we have any feedback reports?

Probe: What form of action do you take once you receive feedback?

**9. What are your opinions regarding the impact of work placement on students?**

Probe: In terms of students' future careers?

Probe: In terms of students' current studies?

**10. Are there any barriers to successful placement?**

Probe: What are they?

Probe: Why?

Probe: How can they be overcome?

**11. What is your view on the impact of work placement practices on the collaboration and knowledge transfer between HEIs and arts and cultural industries?**

Probe: Does such a knowledge transfer take place?

Probe: Is this part of the objectives for the placement programme?

**12. Do you plan to modify your work placement programme in the future?**

Probe: Why?

Probe: How?

**13. Do work placement projects in arts and cultural industries differ from work placements in other industries?**

Probe: How?

Probe: Why?

**14. Do you think that your work placements have different impacts by gender, ethnicity, age, disability, sexual orientation and religion of the students?**

Probe: Please explain.

**15. Could you please tell me any additional comments you feel are relevant to our understanding of your organization's approach to work placements particularly in relation to arts and cultural industries?**

**16. Do you know any other organizations in the creative and cultural industry that may be interested in participating in our research? Do you know any higher education institutions with placement programmes in the sector that we can contact?**

Probe: May I have their contact details?

Probe: Could you introduce me to them?

## **Appendix C Interview Schedule – Students**

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### **Explanation:**

This interview is conducted as a part of a research project funded by the London Centre for Arts and Cultural Enterprise. This research project aims to undertake a scoping exercise of work placement practices in London based HEIs. We will ask you questions about the experiences and opinions with particular reference to the placement programmes provided by your university. No individual names will be revealed and they will be kept strictly confidential.

**1. Could you briefly tell me about your work placement experience?**

Probe: When? How long?

Probe: Where?

Probe: What was the nature of the work placement project?

Probe: Why did you do a work placement?

**2. Do you think that your work placement had an impact on your future employment opportunities?**

Probe: If yes, how?

Probe: Why not?

**3. Do you think that your work placement had an impact on your knowledge of the creative and cultural industry?**

Probe: If yes, how?

Probe: Why not?

- 4. Do you think that your work placement had an impact on your understanding of the world of work and the skills you require for the career you wish to pursue?**

Probe: If yes, how?

Probe: Why not?

- 5. Do you think that your work placement had an impact on your future career plans?**

Probe: If yes, how?

Probe: Why not?

- 6. Do you think that your work placement had an impact on your academic work in your school?**

Probe: If yes, how?

Probe: Why not?

- 7. How do you assess the currently available model of work placement in your university?**

Probe: How do you rate it?

Probe: What are its key characteristics, strengths and weaknesses?

- 8. Do you have any recommendations for improving the work placement practice in your university?**

Probe: What are they?

Probe: Explain.

- 9. How do you rate your level of satisfaction from your work placement experience?**

Probe: Areas with which you are satisfied? Reasons?

Probe: Areas with which you are dissatisfied? Reasons?

**10. What is your general feeling about your experience of work placement?**

Probe: Please explain?

**11. Do you think that your institution's work placement model has different impacts by gender, ethnicity, age, disability, sexual orientation and religion of the students?**

Probe: Please explain.

**12. Could you please tell me any additional comments you feel are relevant to our understanding of your institution's approach to work placements and your experience of it?**