

Employer placement agreement 25/26

Lancaster University is very grateful to those organisations that offer placements to our students. The role of this tripartite agreement between the student, the University and the employer is to ensure that each is aware of the role they play in providing a positive outcome for everyone concerned. We confirm that this placement is a compulsory part of the student's degree.

Our student will be asked to complete a separate form, with the same learning agreement, when they first begin their placement.

This form consists of four sections:

1. General information
2. Learning agreement
3. Immigration requirements
4. Health, safety and contractual obligations

Please allow 10 mins to complete this form.

* Required

General information

1. Your name: *

2. Your job title: *

3. Company name: *

4. Your email: *

5. Your telephone number: *

6. Name of placement student *

7. Do you anticipate the student to be working: *

- Fully remotely
- Fully site-based
- Hybrid

Learning agreement

The Employer is responsible for:

- Completing this document
- Fulfilling the requirements of Health and Safety, Equal Opportunities, Insurance and other legal obligations in relation to the student
- Providing the student with a full and clear induction to the organisation and its working practices covering all aspects of health and safety
- To provide the student with the necessary training and equipment required for them to fulfil their placement duties
- Informing the student on company policies and processes which are applicable to their role such as GDPR, confidentiality, absence reporting
- Confirming that the student is covered by the organisation's employer liability insurance
- Providing the student with helpful feedback on their progress and performance (via their line manager/supervisor or nominated mentor)
- Participating in the evaluation of the placement related to University-assessment purposes including attending an online mid-placement review meeting with the student and a University representative
- Fulfilling the roles and activities as outlined in this agreement including any specific support that has been identified for students with a declared disability
- Notifying the University of any uncertified absences and/or work-related accidents as a matter of urgency. If a student is missing from work without explanation for more than one full working day, the University must be notified
- Notifying the University if the placement is terminated earlier than anticipated e.g. via redundancy, termination or resignation
- Promptly reporting any concerns about the student to Jo Hobbs - j.hobbs@lancaster.ac.uk – Placement Year Manager

The student is responsible for:

- Completing their copy of this document
- Completing the employer's induction processes
- Informing the University and the employer of any access or support needs that may require adjustments
- Understanding the Health and Safety requirements and other responsibilities of their role
- Fulfilling the roles and activities agreed in their contract
- Adhering to company policies and processes including GDPR, confidentiality and absence reporting
- Conducting themselves in a manner appropriate as a representative of Lancaster University and their work placement provider
- Seeking feedback on their performance
- Reporting any unforeseen absences to their employer in a timely manner
- Contacting the University in relation to any concerns related to their placement role, or their general health and wellbeing
- Regularly check their University email address for correspondence from their academic departments and the wider University
- Completing work-based learning assessment (WBL300) which is a compulsory part of their programme of studies
- Consulting with the University in relation to any changes in the terms or duration of the placement

The University is responsible for:

- Preparing the student for their placement so that they are aware of their responsibilities
- Providing reasonable support to the students, including dealing with any major problems which may arise during the placement if the student hasn't been able to resolve it themselves
- Arranging a mid-placement review visit as part of the compulsory WBL300 module
- Assessing and providing feedback to the student on their academic performance
- Evaluating the effectiveness of the placement in light of feedback from the student and the employer

8. I have read and understood the above listed expectations (Line Manager's name): *

Immigration requirements

Some of our students are international students with a Student Visa. Their right to work has already been confirmed by the University and places no administrative burden on the placement provider. The legislation simply requires that if your student is a Student Visa holder, in the event of any unexplained or prolonged absences you, or a member of your HR team, will inform the Placement Year Manager, Jo Hobbs (j.hobbs@lancaster.ac.uk), immediately so that we, as sponsors, can inform the Home Office. This would also apply were the student to resign, be made redundant or fired.

Further details on Student Visas can be found here: Student visa : Overview - GOV.UK (www.gov.uk)

For your information, we will write to our international placement students once a month to confirm their placement details.

9. I have read and understood the above listed expectations (Line Manager's name): *

Health, safety and contractual obligations

10. Does your company have 5 or more employees and therefore a UK legally required written health and safety policy? *

Yes

No

11. Will you or a representative of the organisation provide all necessary health and safety training for the placement student as part of their induction? *

Yes

No

12. Will the company provide all necessary Protective Personal Equipment for the placement student (if applicable)? *

Yes

No

N/A

13. Will you provide information to the student relating to relevant company policies and processes e.g. GDPR, sickness reporting processes, leave entitlement, and, if applicable, how to access employee assistance support schemes? *

Yes

No

14. Does your company have Employers' Liability insurance (or equivalent if non-UK)? *

Yes

No

15. If 'Yes' will this cover our placement student as a result of their duties as an employee? *

- Yes
- No
- N/A (student is self-employed or employed via agency)

16. Does your company have Public Liability insurance (or equivalent if non-UK)? *

- Yes
- No

17. If 'Yes' will this cover our student as a result of their duties as an employee? *

- Yes
- No
- N/A (student is self-employed or employed via agency)

18. We require your support to help us conduct internal placement risk assessments. Please tick any that apply: to the best of your knowledge, as a requirement of their job duties, will our student be: *

- Working with hazardous chemicals/materials
- Working in a remote location alone
- Regularly driving long distances for the duties of their role (commuting time is not applicable)
- Working overnight
- Working with vulnerable client groups
- Lots of heavy lifting
- None of the above

19. Is there a formal procedure for reporting and recording accidents and incidents at your workplace? *

- Yes
- No

20. Will you report to the University all recorded accidents involving our placement student? *Please note that we will seek consent from students for their employer to share this information with us and will notify you if the student refuses consent.* *

Yes

No

21. Will you report to the University any sickness involving our placement student which may be attributable to their work? *We do not need to be informed about normal periods of illness, only for sick leave which is work-related. Please note that we will seek consent from students for their employer to share this information with us and will notify you if the student refuses consent.* *

Yes

No

22. Will you report to the University any unauthorised absences and/or any concerns for our placement student's wellbeing? *This request relates to our duty of care for students whilst they are studying at University and this placement is a formal part of their degree programme. Please note that we will seek consent from students for their employer to share this information with us and will notify you if the student refuses consent.* *

Yes

No

23. Will you notify the University if the student is at risk of not passing their probationary period? *

Yes

No

24. *In accordance with the Management of Health and Safety at Work Regulations (1999) employers must:*

- *identify what could cause injury or illness in your business (hazards)*
- *decide how likely it is that someone could be harmed and how seriously (the risk)*
- *take action to eliminate or control the risk*

Does your organisation carry out risk assessment of your work practices to identify possible risks whether to your own employees or to others within your organisation?

*

Yes

No

25. Are risk assessments kept under regular review? *

Yes

No

26. Does the company have procedures to be followed in the event of serious and imminent danger to people at work? *

Yes

No

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

Microsoft Forms