

Work Placements - A Guide for Employers

Before Placement

- Provide the University with brief description of your company and details of the placement opportunity that comply with relevant employment legislation
- Make placement offer as soon as practicably possible so that arrangements can be firmed up in the interests of all parties involved
- Before the placement begins, complete and return the **Health and Safety** form that the University Academic Tutor sends you

During Placement

- Accept that placement students are to be considered as employees during their time with them and complete the **Learning Agreement** preferably on the first day of the placement
- Go through the **Student Induction Checklist** preferably on the first day of the placement
- Consider appointing a mentor for the student preferably on the first day of the placement
- Co-operate with the University in all course requirements such as the need for the students to undertake assessed work whilst on placement or to attend a briefing day back at the university while on placement

After Placement

- Be prepared to provide on request a statement of the students' conduct and performance whilst on placement
- If there are placement opportunities of the following year, seek ways of involving the existing student in the recruitment process and ideally in the handover/induction for the new student
- Complete and return the **Feedback** form that the University sends you.

School/Faculty Address

Website link for The Work Placement Unit, Coventry University:

<http://www.coventry.ac.uk/workplacement>

HEALTH AND SAFETY FORM

Name of student:

Name of employer:

Address:

Telephone/Fax/E-mail:

		Yes	No
1	Do you have a written Health and Safety policy?		
2	Do you have a policy regarding health and safety training for people working in your undertaking, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for the placement student?		
3	Is the organisation registered with (tick as appropriate): a - the Health and Safety Executive or b - the Local Authority Environmental Health Department?		
4	Insurance a - Is Employer and Public Liability Insurance held? b - Will your insurances cover any liability incurred by a placement student as a result of his/her duties as an employee?		
5	Risk Assessment a - Have you carried out risk assessment of your work practices to identify possible risks whether to your own employees or to others within your undertaking? b - Are risk assessments kept under regular review? c - Are the results of risk assessment implemented?		
6	Accidents and Incidents a - Is there a formal procedure for reporting and recording accidents and incidents in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)? b - Have you procedures to be followed in the event of serious and imminent danger to people at work in your undertaking? c - Will you report to the university all recorded accidents involving placement students? d - Will you report to the university any sickness involving placement students which may be attributable to the work?		

Contact Personnel

Who is your nominated contact for compliance with the requirements of Health and Safety legislation?

Name and position:

Tel/E-mail:



The above statements are true to the best of my knowledge and belief.

Signed:

Position:

Date:

Thank you for completing the form. Please return it as soon as possible to:

Academic Tutor
School / Faculty
Coventry University
Address
Coventry

LEARNING AGREEMENT

Work placement programme – Learning Agreement

This agreement should be completed by the student and his/her workplace mentor preferably on the first day of the placement. It should be used to determine the roles and responsibilities of both parties during the work experience. Please send the completed form to the University Academic Tutor as soon as possible (*provide name and address or e-mail*). This agreement forms an essential part of your module – you cannot complete the module without it.

Name of student					
Name & address of organisation					
Name of placement mentor					
	Telephone		Fax		Email
Placement dates	from		To		
Hours per week					
Activities to be undertaken by student					
Areas of work placement learning to be covered					
Aims of learning experience					

Signed		
Print	Signature	Date
For the organisation		
For the university		
Student		

STUDENT INDUCTION CHECKLIST

NAME OF STUDENT:

Start date/end date:

EMPLOYER:

The following items should be included in your induction into the organisation, preferably on your first day. Please check off the items below when they occur and inform your Academic Tutor of any items not covered within one week of the start of your placement. This list is not exhaustive and other topics may be covered, which you may note if you wish.

TASK	Date
Introduced to key staff members and their roles explained	
Location of toilet facilities	
Location of rest room, canteen (if relevant) etc	
Lunch, tea and coffee arrangements	
Place of work	
Dress code	
Work space	
How to answer the telephone, transfer calls and make calls both internally and externally	
Post arrangements	
Car parking	

HEALTH & SAFETY ISSUES	Date
Emergency procedures	
Safety policy received or location known	
Location of First Aid box	
First Aid arrangements (including names of first-aiders)	
Fire procedures and location of fire extinguishers	
Accident reporting and location of accident book	
Control of Substances Hazardous to Health (COSHH) regulations	
Display Screen Equipment regulations/procedures	
Manual handling procedures	
Protective clothing arrangements	
Instruction on equipment participant will be using (list equipment)	
Other issues	

Student

Signed:

Date:

Employer

Signed:

Date:

Please return this form to the Academic Tutor via e-mail: *add e-mail address*