# Placement Agreement

**Name of setting** *(Hereinafter referred to as provider)*:**\***

**The University of Huddersfield, School of Education and Professional Development** *(Hereinafter referred to as University)*

**Name of trainee** *(Hereinafter referred to as trainee):***\***

The parties agree that the placement is an arrangement between all three parties; as such, we ask you to read and sign this Agreement (or otherwise confirm acceptance of its terms) which outlines the rights and responsibilities associated with their participation in the placement program.

1. **The provider will:**

* Provide the trainee with a mentor/supervisor who provides the trainee with regular and constructive feedback on the progress of their placement.

**Mentor Name**:**\***

**Position**:**\***

**Telephone**:**\***

**E-mail**:**\***

**Start Date**:**\***

**Placement Days Arranged**:**\***

* Assess and record the trainee’s progress and consult with the University, if necessary.
* Report any issues, concerns, non-attendance, accidents/work related illness, or breaches of discipline involving the trainee to the University
* Comply with the University’s Health and Safety Guidance at section 3.
* Confirms that they hold adequate Employers (or Workers’ compensation, as appropriate) and/or Public Liability insurance which will cover the trainee as an employee or member of the public for the duration of the placement and have notified their insurers of the placement. The University cannot and shall not be held liable for any actions or omissions of the provider.
* Ensure they comply with and, confirm that they have read, understood and agreed to accept, their responsibilities in the Placement Agreement issued to the provider by the University, which relates specifically to the provision of educational training.
* Abide by the Placement Agreement and information in the Placement handbook.

1. **The University will:**

* Provide reasonable advice to the trainee concerning travel, visa, accommodation, residence or work permits, social security cover and insurance as relevant
* Allocate a placement tutor/officer.
* Provide support to the trainee for the duration of the Placement.
* Have in place a feedback procedure for both the trainee and the Provider.
* Provide guidance to the trainee to ensure they are aware of the intended Learning Outcomes of the Placement and the associated assessment criteria.

1. **All parties have a role in health, safety and performance regarding placement.**

**To assist, the University will: -**

* Prepare the trainee for the placement and ensure they are aware of general health and safety aspects. Such preparation is of a general nature and does not include specific information required for particular activities or workplaces.
* Give the trainee and you the opportunity to report to the University any problems experiences with regard to health and safety or performance whilst on placement.
* Respond as appropriate to any health and safety issues that arise during the placement, raised by the trainee, you or a member of University staff.

During the placement period the trainee is under your terms and conditions, and therefore duty of care for ensuring their health and safety is vested with you. The University asks you treat trainees as an employee in terms of health and safety.

**The provider will:-**

* Comply with all relevant health and safety legislation.
* Provide the trainee with an induction in the workplace health and safety arrangements, including fire precautions, specific hazards and health and safety precautions.
* Include the trainee in risk assessment programmes as it affects activities they undertake
* Provide appropriate instruction and training in working practices and in the particular control measures identified in the risk assessments.
* Facilitate any visits to the trainee undertaken by university staff during the placement.
* Provide on-going supervision and training for the trainee in line with their duties.
* Notify the university immediately of accidents, injuries or incidents involving the trainee
* Co-operation with the University as far as is necessary when it is following up on health and safety issues that are raised.
* Insurance is in place to cover liability for any injuries or ill health sustained by the trainee that is attributable to their activities during the placement period.
* Fully recognise the rights of any employer to terminate the placement if the trainee’s behaviour is deemed unsatisfactory after receiving appropriate training and guidance.

1. **All parties acknowledge and agree that:**

* Personal Data relating to the trainee will be held in accordance with the respective Data Protection Policies of the provider and the University and, in any event, in accordance with the Data Protection Act 1998.
* If at any time it is established that there is dissatisfaction with the placement opportunity then the terms of this agreement may be reviewed. The terms of the agreement may not be varied without prior discussion between the University and the provider.
* They will attempt to resolve disputes in the first instance by consultation and negotiation.

By signing this document the provider and the University confirm that they accept these terms.

**Signed for and on behalf of the Provider**

Name: Date:

Job Title:

**Signed for and on behalf of the University**

Name: Date:

Job Title: