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**Policy on the Management of Placement and Work-Based Learning - Appendix 3**

**Student Placement Conduct and Health and Safety Agreement**

**To be completed by the Student prior to the commencement of Placement(s)\***

**\*this may be substituted by equivalent documentation, e.g. where required by a PSRB**

(This document may be placed in a module guide or placement/WBL handbook, allowing the student to sign a copy and make this available for the Placement Coordinator/Placement Provider when requested. Students attending multiple placements may complete one copy for each academic year/duration of the course as long as they inform their placement coordinator of any changes in their circumstances).

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| **Student’s Name** |  |
| **Student Number** |  |
| **Programme/Course** |  |

This agreement outlines the expectations of the University and the responsibilities of the Student in respect of the provision of placement learning, work shadowing or visits that are required as part of your University of Worcester course/programme of study.

**The Student, as a representative of the University (and its collaborative partners), will behave in a professional and responsible manner and in accordance with University Regulations. The Student will attend any pre-placement briefing, induction and/or health and safety training offered by the Placement/WBL Learning Provider or the University (or its collaborative partners).**

If the Student has to be withdrawn from the Placement for disciplinary reasons, action may be taken in accordance with the University’s Academic Regulations and Procedures: [Student Code of Conduct](http://www.worcester.ac.uk/registryservices/documents/StudentCodeofConduct.pdf) and the associated disciplinary procedures.

Where placements form part of academic qualifications leading to a professional qualification, admission to a professional body and/or statutory registration, the University must be satisfied that the student will be a safe and suitable entrant to the given profession. The ‘Principles relating to Student Behaviour’ in the [University’s Fitness to Practise Procedures](http://www.worcester.ac.uk/registryservices/documents/FitnesstoPractiseProcedures.pdf) are relevant here and these procedures will apply in investigating cases where there are grounds for concern regarding a student's fitness to practise.

**The Student on Placement agrees:**

* To not act in any way that brings the University of Worcester (and its collaborative partners) into disrepute and to actively work to promote a good reputation for the University (and its collaborative partners) and their fellow students
* To inform the University (and its collaborative partner) of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require reasonable adjustments to be made whilst on placement, work shadowing or visits.
* To attend/complete any health, safety or other briefing provided as part of their placement, visit or work shadowing opportunity and familiarise themselves with all information provided
* To abide by all rules regarding health and safety requirements, and other practices and procedures of the host organisation
* To carry out the work specified by the Placement Learning Provider under the supervision of the specified Supervisor/Mentor(s)/Contact(s), agreed to be appropriate to the learning experience
* To evaluate their learning experience providing feedback to the University (and its collaborative partner) as required
* When on placement, to report to the University (or collaborative partner) Placement/WBL Coordinator if any incidents or issues occur or if they have any concerns about health and safety at their host organisation, that may jeopardise their welfare and/or the success of the learning experience.
* To allow personal data which is reasonably believed to be relevant to the host organisation to be shared by the University (and/or collaborative partner) and the Placement Learning Provider, if appropriate
* To confirm that any vehicle insurance covers travel to/from work and business use if requested to travel during the placement (if driving to the placement by private vehicle).
* To consult with the University (or collaborative partner) prior to seeking any changes in the terms and duration of the placement.
* To share next of kin information with the placement host if required

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| **Use this space to state any information that the Placement/WBL Coordinator should be aware of in relation to your personal circumstances while on placement:** |

I have read and agree to the above.

**Student name (print in CAPITALS):**

**Signature:**

Please retain the completed form in your course/module handbook or placement/WBL handbook for the duration of the placement/course and make available when requested by the Placement/WBL Coordinator. You may be required to return a copy of this to the following address in writing or electronically before the placement is due to commence: (Insert Institute/School details as appropriate)

Thank you for your cooperation.

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| *UW office use only*  Further action required Yes/No |
| **Approved by University (or partner) Placement Tutor/Co-ordinator for and on behalf of the University** |
| Signed: |
| Print name: |
| Job title: |