**Bangor University: Placement Form**

Section A can be completed by the University school, or the separate parts of Section A can be completed by the student, the school and the placement provider.

|  |
| --- |
| **Section A: Names and Contact Details** (See Note 1) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | | | | |
| Name (see Note 2) |  | | Student Number  (see Note 3) |  |
| Degree Course |  | | | |
| School (see Note 4) |  | | | |
| Telephone Number |  | Email |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **University school** (see Note 5) | | | |
| Name |  | | |
| Job Title |  | | |
| Telephone |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Placement Provider** | | | |
| Name (see Note 6) |  | | |
| Address |  | | |
| Contact person (see Note 7) |  | | |
| Job Title |  | | |
| Telephone |  | Email |  |

|  |
| --- |
| **Section B: Details of the Placement** (see Note 8) |

Section B must be completed by the placement provider or by the school, if the school has all the information that is needed to answer the questions in the section.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates of placement | | From: | To: |
| Placement Location  (if different to the address given in Section A) |  | | |
| Working Hours (see note 9) |  | | |
| Main activities to be undertaken whilst on placement (see note 10) |  | | |
| Note any significant Hazards and Risks relevant to the Placement (See Appendix A of the UCEA Guidance) |  | | |
| Is the student entitled to any leave during the placement? | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below: | | | |
| Does the student have to have their own car? | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below, including details of any Business Use Insurance requirements: | | | |
| Does the student have to have to be able to speak a language other than Welsh or English? | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below: | | | |
| Has appropriate insurance been confirmed? (see Note 11) | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below:  For UK Placements the Provider must provide details of Employer Liability Insurance  For Overseas Placements the student must confirm that the University on-line Travel Insurance Form has been completed. | | | |
| Does the student require any Health & Safety induction/training? (see Note 12) | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below:  Provided by the school before the placement  Provided by the placement provider: | | | |
| Does the student have to have a DBS check? (see Note 13) | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below: | | | |
| Does the student have any illnesses or conditions that have to be discussed before starting the placement? | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below: | | | |
| Does the student require immunisation/inoculations? | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below: | | | |
| If the placement might lead to questions/restrictions relating to IPR?  (See Note 14) | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below: | | | |
| Are any reasonable adjustments required by the student whilst on placement? (see Note 15) | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below: | | | |
| Are there any other actions that should be taken by the student before starting the placement (see Note 16)? | | | Yes [ ] No [ ] |
| If the answer to this question is Yes, provide details below: | | | |

|  |
| --- |
| **Section C: Declarations and Signatures** |
| The University, placement provider and student will conduct the placement as described in this form, and:  **The University (through the academic school named on this form) will:**  Prepare the student for the placement, as specified on this form.  Respond to any reasonable concerns by the student or the placement provider about the placement.  **The placement provider will**:   * Treat the student (whether they are employed or not) in the same way as employees with regard to health, safety and welfare. * Comply with relevant health and safety legislation and provide the student with training in the workplace health and safety arrangements and working practices, including fire precautions and hazard. * Provide appropriate materials and equipment, if required, to carry out the work safely. * Ensure the activities to be undertaken by the student are suitably Risk Assessed and the student is appropriately briefed in its content. * Notify the University of accidents or incidents relevant to the student, including any major instances.   **The student will**:   * Abide by the University’s regulations any requirements set by the placement provider. * Carry out the work programme specified by the placement provider under the supervision of the specified supervisor(s). * Inform the placement provider of any health concerns or disability that may require adjustments. * Report any concerns about health and safety at their placement to their placement provider and, if necessary, withdraw themselves from the placement if they feel their health and safety is being put at risk. Report these to the University immediately. |

|  |  |
| --- | --- |
| **Signatures** | |
| **Student** | ………………………………………………………………  Date: ………………………………………………………. |
| **Placement Provider** | ………………………………………………………………  Date: ………………………………………………………. |
| **School** | ………………………………………………………………  Date: ………………………………………………………. |

**Notes for Placement Form**

In these notes ‘school’ is the academic school where the student is studying at Bangor.

Section A.

1. In an emergency, the University may contact the person named by the student, as held by the University in the student’s record.
2. The student’s name must be entered exactly as it appears in the University’s records.
3. This is the nine digit University student ID.
4. This is the School where the student is studying at the University.
5. This section should be completed by a person authorised by the school.
6. The name of the placement provider can be the name of a company or location (e.g. a hospital)
7. The name of the person that will act as the primary contact point for the University whilst the student is on placement. It is expected that the student can also contact this person but may be given other, local contacts when the placements begins.

Section B.

1. Section B must be completed by the school. It is expected that the school will assume responsibility for contacting the placement provider as required to complete the form accurately. If there is a separate agreement that describes the placement, references to the agreement can be inserted instead of detailed responses.
2. Details of the normal working hours should be provided, including any requirements for weekend work.
3. The activities during the placement must provide an opportunity for a student to meet the programme or module learning outcomes. The school must assume responsibility for ensuring that the planned activities are consistent with the intended learning outcomes.
4. It is only expected that UK-based placement providers can provide evidence that they have Employer Liability Insurance. If the answer to the question is ‘yes’ for a UK-based placement, the name of the insurer and certificate number can be provided. If the answer to the question is ‘yes’ for an overseas placement, details must be provided to confirm that the University’s online Travel Insurance form has been completed and approved. If the answer to the question in ‘no’, the placement should not be approved by the school.
5. If the answer to this question is ‘yes’, the details must refer to the purpose of the training and how it will be provided, i.e. by the school and/or placement provider.
6. If the answer to this question is ‘yes’, the details provided must state whether the University or the placement provider must arrange for the check to be completed.
7. If the placement might lead to questions/restrictions relating to IPR, the matters should be discussed with the University’s officers before the placement begins.
8. Any adjustments must be as recommended in the student’s Personal Learner Support Plan (PLSP), and any additional adjustments identified when planning the placement must be discussed with the Disability Service so that that the PLSP can be amended.
9. Any additional actions can be inserted here including documents that the student has to read, any courses that have to be completed, any briefings that have to be attended or any placement-specific health & safety requirements. This section can also be used to describe any legal or ethical matters that must be considered before starting the placement.