**City, University of London**

**Short Term Student Placement Information Form**

Where students are undertaking placements of up to 12 weeks and where students are also undertaking one or more modules at the University, the Short-Term Placement Information Form can be used.

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| **Student Details** |
| Name: | Student Number: |
| Phone: | Email: |
| Programme of study |  |
| Year of study |  |
| **Placement Provider Details** |
| Placement name |  |
| Key Contact(usually the manager/placement supervisor) | Name: | Job role: |
| Phone: | Email: |
| Placement address: | Other address where students are likely to work: |
| **Placement Details** |
| Nature of organisation |  |
| Placement role/title |  |
| Description of duties | Please add a summary.  |
| Hours of work |  |
| Arrangements for supervision/management by Placement Provider |  |
| Proposed start date |  |
| Proposed finish date |  |
| **Health and Safety** |
| Has the Placement Health and Safety Questionnaire been completed satisfactorily?  |  |
| Has a recent risk assessment of the role been undertaken? Have any risks to the health and safety of students been identified? |  |
| Has a general health and safety briefing and/or guidance been provided to the student? |  |