**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? | |  | | |