**City, University of London**

**Tri-party Agreement for Student Placements**

This document captures key information required for the approval of a student placement opportunity. Its primary purpose is to ensure the safe delivery of a meaningful and high quality learning experience – the outcomes of which should be beneficial to both the student and the Placement Provider.

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| 1. **Student Details**
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| Name: | Student number: |
| Phone: | Email: |
| Programme of study |  |
| Year of study |  |

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| 1. **University Placement Coordinator**
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| Name: | Job role: |
| Phone: | Email: |

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| 1. **Placement Provider Details**
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| Placement name |  |
| Key Contact(usually the manager/placement supervisor) | Name: | Job role: |
| Phone: | Email: |
| Placement address: | Other address(es) where students are likely to work: |

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| 1. **Placement Details**
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| Nature of organisation |  |
| Placement role/title |  |
| Description of duties | *Please add a summary here. A full description should be attached.* |
| Hours of work |  |
| Arrangements for management/ supervision by the placement provider |  |
| Proposed start date |  |
| Proposed finish date |  |
| If the placement is part of a module within a degree programme, please provide the module code and title here: |  |
| If the placement is NOT part of a module within a degree programme, list learning outcomes here: |  |
| If the placement is NOT part of a module within a degree programme, outline how placement learning will be assessed and the role of the placement provider in the assessment: |  |

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| 1. **Health and Safety**
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| *Please note that in the case of some international placements, where it is not possible for the University to confirm that satisfactory arrangements for health and safety are in place, students may continue with the placement but should note that they may have little or no legal protection in the event of a workplace incident. In such cases students are advised to seek appropriate advice with regards to alternative insurance cover.*  |
| Has the Placement Health and Safety Questionnaire been completed satisfactorily?  |  |
| Has a pre-placement visit to the organisation been undertaken? If NO please provide a short rationale |  |
| For overseas placements ONLY: Has the Overseas Placement Student Risk Assessment been completed?  |  |
| For small organisations that are not required to have a published health and safety policy or for placements that are overseas, the following areas might be explored as part of the University’s due diligence checks. Please enter comments opposite | * *The organisation location, size and structure*
* *Feedback from previous placement students*
* *Review of organisation website and other web-based information*
* *Consideration of the proposed role and duties*
* *Access to supervision, training and support*
* *Discussion with the placement supervisor*
* *Any risk assessments of the role(s)*
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| 1. **The Agreement**
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| *This section outlines the responsibilities of each party involved in the provision of professional placements. A mutual understanding of and commitment to these expectations is important to ensure a safe and high quality experience that benefits both the placement provider and the student.* |
| **City, University of London is expected to:** |
| * Manage placement activity in line with published policies/procedures in order to maintain proper duty of care for registered students during all learning activities.
* Provide full briefing and advice to students and placement providers before, after and during placement activities. This will include any requirements for monitoring student attendance.
* Ensure that all placements fully comply with health and safety and risk assessment requirements and that students are fully briefed about their general responsibilities in relation to this.
* Assign a member of staff at the University with responsibility for operational oversight of the placement and regular communication with the student.
* Assign an academic member of staff to take oversight of the student with regard to any academic and/or assessment issues. This member of staff will normally conduct any required placement visits.
* Provide full briefing of the University’s expectations and procedures where any aspect of the placement will be assessed, especially where a placement provider will be asked to contribute to that assessment.
* Provide specialist advice and guidance for students with additional support needs.
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| **The Placement Provider is expected to:** |
| * Complete and sign all relevant parts of this agreement and the University Placement Health and Safety Questionnaire.
* Provide a clear description of the placement role and responsibilities.
* Be committed to delivering the placement opportunity for the duration of time specified.
* Nominate a placement supervisor for day-to-day supervision and support of the student in the workplace.
* Provide training for the student on how to carry out the role safely.
* Provide the student with a full induction to the organisation, its working practices, code of conduct and other relevant policies.
* Ensure a safe working environment which conforms to applicable health and safety legislation
* Accommodate reasonable adjustments for students as might be necessary under the Equalities Act 2010 (and contact the University where there are issues making such accommodations).
* Provide health and safety risk assessments(s) on activities which the student will be undertaking or details of how they will go about practically controlling the health and safety hazards in their workplace.
* Provide appropriate liability and insurance cover.
* Inform the University if a student is absent from their placement for more than 48 hours.
* Maintain contact with the University and advise the University of any concerns relating to student attendance and engagement, breach of discipline, health and safety incidents, accidents or support issues.
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| **The student is expected to:** |
| * Attend all briefing sessions offered by the University and the Placement Provider and familiarise themselves with any information provided before or during the placement.
* Abide by all rules regarding health and safety requirements, codes of conduct, the Data Protection Act, patient/client confidentiality conventions and other policies and procedures of the Placement Provider.
* Take professional responsibility for his/her work, maintain confidentiality and behave as an ambassador for the University and Placement Provider.
* Complete all assessments and attend any briefing sessions that are required as part of the placement.
* Maintain contact with the University and to immediately notify the University, in advance, of any matter which might affect him/her and the undertaking of the placement including any special health or medical requirements.
* Keep the University informed of any changes, issues or incidents which arise in connection with the placement.
* Immediately report any concerns about health and safety at their placement to the Placement Provider and to the University.
* Provide feedback on their experience of the placement to the University.
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| **Formal Contact Points** |
| Placement approval visit (if required) | Date: |
| Placement visit 1 | Date: |
| Placement visit 2 | Date: |
| Placement students remain fully registered student of City, University of London. As such they should maintain contact with the University and with their Department and the University will maintain regular contact with them. All relevant information will be communicated to the student whilst on placement (usually via email) and all of the usual services and advice (Library, Students’ Union, Student Centre etc.) remain available to the student.  |

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| **Equality and Diversity** |
| Please detail any reasonable adjustments that have been agreed to support the student. |  |

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| **Declaration**I confirm that I have read, understood and agree to the above expectations and responsibilities. |
| **Student** |  |
| Name |  |
| Signature |  |
| Date |  |
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| **Placement Provider** |  |
| Name |  |
| Job Title |  |
| Signature |  |
| Date |  |
|  |
| **City, University of London** |  |
| Name |  |
| Job title |  |
| Signature |  |
| Date |  |

[Note: If this document is sent electronically, please also retain a copy of the email.]