Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

APPENDIX PL1C

STUDENT PLACEMENT AGREEMENT

STUDENT CONTACT INFORMATION

Student Name:	Bradley Burton	**Student number:**	1803066
Mobile Telephone:	07850 264534		
University e-mail:	1803066@studen.uwtsd.ac.uk		
Personal e-mail:	beburton@hotmail.co.uk		
Emergency contact and relationship:	Rachel Kent (GF)	**Tel:**	07800 856105

CONFIDENTIAL STUDENT HEALTH INFORMATION:

	YES	NO
1. Do you currently have or have you previously had any form of asthma; diabetes; epilepsy; heart disease; nervous or mental illness; rheumatic fever; stroke; tuberculosis?		Tick
2. Do you currently have or have you previously had any other form of serious illness or operation that may affect your or others health and safety whilst on placement?		Tick
3. Are you currently receiving medical treatment and/or medication?		Tick
4. Are you visually impaired/blind?		Tick
5. Are you hard of hearing/deaf?		Tick
6. Disability - *'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day duties'.* Do you consider yourself to have a disability as defined in the Single Equality Act 2010?		Tick
If the answer to any of the questions above is "yes", please give further details as to the nature of your circumstances. Please include dates.		
Name, address and contact details of your doctor (for emergency use): SA1 Medical Centre Beacon, Centre for Health, Swansea, SA1 8QY		

To protect your health and safety it is imperative that you notify us of any disability or condition that may impact upon health and safety during work placement. If you fail to disclose this it may place you at a disadvantage and impact upon your own health and safety.

PLACEMENT PROVIDER CONTACT INFORMATION

Name of organisation:	MudHouse
Placement Site Address:	Bishopston Rd, Bishopston, Swansea, SA3 3EN
Workplace Supervisor (or provider contact) Name:	Calum Mcgowen-Franklin
Workplace Supervisor (or contact) Position:	MD
Telephone:	07305 030798
E-mail:	calummcgowanfranklin@live.co.uk

PLACEMENT DETAILS

Start Date:	05/05/2020	**End date:**	12/06/2020
Duration of Placement:	6 Weeks	**Normal Working Hours:**	9am - 5pm
Outline of Placement Activity/Duties:	General workshop tasks		
Outline of Placement learning/assessment focus:	Complete the assignment as detailed in the brief including a report and diary.		

Please tick to confirm that you have current DBS approval (if applicable)	**YES** ☐	**NO** ☐	**N/A** ☑

UNIVERSITY PLACEMENT COORDINATOR CONTACT INFORMATION

Name of Placement Coordinator:	Abigail Summerfield
Telephone:	01792 481157 ex. 4334
E-mail:	abi.summerfield@uwtsd.ac.uk

Dear Student

Re: Work Experience Placement

Welcome to the UWTSD Placement! Quality work experience is vital to equip you for your future career and will enhance your employability. We hope you will learn from this placement the skills and competencies specific to your discipline or profession as well as more general work-related and employability skills (time management, team working, communications skills, etc.).

Would you please complete the previous sections of this document, ensuring that full and correct information is provided?

Student placements are a partnership between the student, the University and the Placement Provider in which each has specific roles and responsibilities. It is important that all three parties clearly understand the responsibilities and expectations of everyone involved and so the responsibilities are detailed below.

*Prior to placement: s*tudents cannot commence a placement until they have completed all the necessary preparatory work detailed below, and received authorisation from the Placement Coordinator. *S*tudents are required to:

a) Identify a suitable placement (with the exception of students following a professionally accredited programme).

b) Attend placement preparation briefings, including health and safety.

c) Complete a Disclosure and Barring Service (DBS) check, if required. The student will retain the original and submit a copy to the University. The student must make the Placement Provider aware of any issues arising from the DBS check and discuss any convictions with the Placement Coordinator.

d) Complete the ethics approval processes, where relevant.

e) Have a dialogue with the Placement Coordinator or Placement Tutor to clarify placement requirements, expected learning outcomes and assessment requirements.

f) Inform the Placement Coordinator and Placement Provider of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments.

g) Complete the defined placement registration and approval process in full. See Appendix PL1C Student Placement Agreement.

h) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1C Student Placement Agreement.

During the placement the student is required to:

a) Comply with all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.

b) Report to the University any incidents in which s/he is involved and any health and safety concerns that are not addressed by the Placement Provider, e.g. in the event that appropriate induction and health and safety training is not provided.

c) Carry out the work programme specified by the Placement Provider under the supervision of the Workplace Supervisor.

d) Keep a log of hours worked.

e) Monitor his/her progress in achieving the identified learning outcomes and discuss these regularly with the Workplace Supervisor and Placement Tutor, as appropriate.

f) Conduct him/herself in an appropriate manner within the relevant ethical framework, ensuring confidentiality and treating others with respect and dignity.

g) Act in a professional manner, including notifying the Placement Provider in a timely fashion in the event that he/she is unable to attend their placement due to illness etc.

h) Respect any other requirements of the workplace such as dress codes.

i) Notify their Placement Coordinator or Tutor should any issues of concern arise.

j) Consult with the Placement Coordinator or Tutor prior to seeking any changes in the terms and duration of the placement.

k) Complete all relevant academic coursework relating to the placement experience.

The Placement Provider will:

a) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1A Placement Provider Agreement.

b) Provide a safe working environment. Comply with health and safety legislation and define the liability and other insurance cover that will be provided for the activities of the student, with regard to the student and to others who could be affected by the student's actions or inactions. See Appendix PL1B Placement Provider Health and Safety Questionnaire.

c) Provide a designated Workplace Supervisor who will:

    a. act as the first point of contact for any problems or queries during a student's placement and contact the University immediately in cases of serious accidents, incidents or breaches of discipline involving the student;

    b. conduct or make arrangements for the day-to-day supervision of the student including periodic progress checks and instruction regarding hazards and health and safety precautions;

    c. provide the University with student attendance data, where required.

d) Provide the student with a full and clear induction to the organisation and its working practices, procedures and requirements, including health and safety arrangements, how to report accidents, incidents and unsafe conditions. See Appendix PL1F Induction Checklist.

e) Ensure that the student is fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.

f) Provide the student with appropriate instruction and training in working practices to enable him/her to carry out his/her duties efficiently and safely.

g) Work with the student to identify appropriate learning outcomes for the placement (these must be agreed by the student, the Workplace Supervisor and the University).

h) Facilitate access to the student for visits by the Placement Tutor, where appropriate.

i) Ensure that the student is treated with respect.

j) During and on completion of the placement, provide feedback to the University on the student's performance and confirmation of the hours in practice, where required.

The University of Wales Trinity Saint David will:

a) Commit appropriate levels of staff and other resources to placement governance activity to ensure strategic oversight for the learning to be delivered and managed by the Placement Provider. This may include the identification of (i) a Placement Coordinator, whose duties would normally include the authorisation of placements and organising/managing the placement arrangements, in liaison with the Placement Provider and student, and (ii) a Placement Tutor, who will act as the first point of contact, visit the student on placement, where appropriate, and/or assess the student.

b) Ensure that any placement learning that forms part of a programme of study has associated learning outcomes which:

   - are clearly defined;
   - contribute appropriately to the overall aims of the programme;
   - are appropriately assessed. In cases where it is considered appropriate for the assessment be jointly conducted by the University and the Placement Provider, the Placement Tutor will work with the Workplace Supervisor to establish and document the procedure by which this shall be achieved.

c) Assess the suitability of a proposed placement through appropriate and proportionate placement due diligence procedures, using a risk-based assessment process. The approval process will require the Placement Coordinator to undertake a Risk Profile for each placement using the PL1D Placement Risk Profiling Guidance, and record the outcomes in Appendix PL1E Risk Assessment. This risk assessment activity will include consideration of the information supplied in Appendix PL1A Placement Provider Agreement, Appendix PL1B, Placement Provider Health and Safety Questionnaire and Appendix PL1C Student Placement Agreement.

d) Negotiate reasonable adjustments with the Placement Provider in the case of a student assessed under the Equality Act, 2010.

e) Provide specialist advice and guidance for students with additional support needs.

f) Clearly define appropriate points of contact and lines of communication between the University, the Placement Provider and the student. These should include:

   i. Mechanisms for the Placement Provider to raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct.

   ii. University emergency contact details.

g) Retain a full and detailed record of each placement.

h) Provide students with appropriate briefing, including health and safety, prior to commencement of any placement.

i) Monitor all placement activity, ensuring that milestones are established, maintained and records, and identifying and addressing issues of concern and sharing good practice.

j) Arrange appropriate opportunities for gathering feedback from students, Placement Providers and Placement Tutors, including suggestions for improvement. See Appendix PL1G.

Would you please confirm that you accept the above responsibilities by signing below?

I'd be grateful if you would return the completed version of this PL1C form to the Placement Coordinator using the contact details specified on page 2.

If you have any questions or problems, please don't hesitate to get in touch.

Yours sincerely

Abigail Summerfield

Placement Coordinator

STUDENT PLACEMENT AGREEMENT

I confirm that I accept the responsibilities as detailed above.

Signed:	
Name in block capitals:	Bradley Burton
Programme of study:	BSC Motorsport Engineering
Date:	10/01/2020