Year in Industry

Placement Agreement Form

## **Organisational Details**

|  |  |
| --- | --- |
| Placement Provider |  |
| Placement Contact |  |
| Name of student |  |

## **Placement Details**

|  |  |
| --- | --- |
| Placement Description |  |
| Start Date |  |
| End Date (if known) |  |
| Likely Attendance Pattern |  |
| Special / additional conditions agreed to |  |

## **Declaration and Data Protection**

The COMSC Placement Programme provides students with a Year in Industry work-based experience for an agreed period of time (*usually between 9 months and 15 months*). The students will gain valuable skills that are assessed against the SFIA skills framework (*see* [*https://www.sfia-online.org/en/reference-guide/SFIA7-reference*](https://www.sfia-online.org/en/reference-guide/SFIA7-reference)).

I confirm the preceding information to be correct to the best of my knowledge and that it may be held as a paper and electronic record for audit purposes.

Please also see the all-party obligations below and sign below

|  |  |  |
| --- | --- | --- |
|  | Signature | Date |
| Placement Provider |  |  |
| Placement Student |  |  |
| Placement Team rep |  | **2023/24** |

1. OBLIGATIONS OF THE PLACEMENT PROVIDER

1.1. To promptly inform the Placement Team if there is an accident involving the student

1.2. To provide feedback to the Placement Team on the student’s performance using the forms provided

1.3. To agree to at least one workplace visit from the academic supervisor with the student and their work-based supervisor (this may be a virtual visit for overseas placements and/or where Covid-19 restrictions apply)

1.4. To promptly inform the Placement Team if they wish to terminate the arrangement or if there are any issues

2. OBLIGATIONS OF THE STUDENT

2.1. To comply with all Health & Safety rules and regulations in the Placement Provider’s workplace

2.2. To meet their academic obligations by completing the Placement Report and providing supporting evidence

2.3. To promptly inform the Placement Team if they wish to terminate the arrangement or if there are any issues

3. OBLIGATIONS OF THE PLACEMENT TEAM

3.1. To visit the student where possible at their place of work (this may be a virtual visit for overseas placements and/or where Covid-19 restrictions apply)

3.2. To provide feedback on the academic process and submitted reports

3.3. To promptly inform the Placement Provider if there are any academic reasons or issues for terminating the agreement

**Please retain a copy of this agreement for your records and return the signed copy to the student who will upload via the Pre-Placement Documents Upload form.**