

# WORK PLACEMENT AGREEMENT

**Thank you for choosing a Ravensbourne student for work placement. We hope the placement experience will be positive and that you will want to work with us on a continuing basis.**

**The student is undertaking this placement as part of their course and will gain academic credits that count towards the progression of their degree.**

These guidelines have been prepared to help you and the student get the most out of their work placement programme and we hope you find them useful.

We have tried to keep administration to a minimum but we would appreciate you taking the time to carefully read this guide.

Please contact the Careers and Industry Liaison Team for further information or if you have any queries:

**Careers and Industry Liaison Team**  
**020 3040 3593**  
[industryopportunity@rave.ac.uk](mailto:industryopportunity@rave.ac.uk)

## ABOUT RAVENSBOURNE

Ravensbourne courses are designed to equip students with the skills, knowledge, knowhow and practical competencies that will enable them to operate effectively in a commercial context. During their study, much of the students' work is project based, with project briefs set by commercial clients whenever possible.

Work placements give students a further opportunity to experience the challenges of operating in the "real world" and are invaluable in helping students develop a career strategy.

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## THE WORK PLACEMENT

### 1. EMPLOYERS RESPONSIBILITIES ON PLACEMENT

The following points will help you get the most from the work placement as well as assist you in meeting your statutory obligations:

#### BEFORE THE PLACEMENT

**We request that you:**

- Adhere to equal opportunities legislation in the selection process.
- Notify successful applicants promptly and inform the unsuccessful applicants without delay.
- Complete the placement agreement and return it to us. If you require students to sign a separate agreement/contract, please provide us with a signed copy for our records.
- Assist Ravensbourne's work placement staff by working with the student to complete the student's Placement Agreement by negotiating description and conditions of placement.

## DURING THE PLACEMENT

- Provide appropriate induction training.
- Ensure students are made aware of company Health and Safety Policy.
- Ensure students are covered by Employer's Liability and Public Liability insurance policies and that the insurers are notified of student placements.
- Identify a mentor who will be responsible for the student's progress during the placement
- Provide students with meaningful and substantive responsibilities as the placement progresses.
- Inform us of any problems encountered with the student in respect of attendance, attitude and behaviour.
- Inform us immediately of any changes to the work placement location, hours of work etc.

### - AFTER THE PLACEMENT

You will be asked for feedback on the student and your experience with having a placement student at your place of work.

## **2. STUDENT RESPONSIBILITIES WHILST ON PLACEMENT**

We are anxious to maintain a quality experience for both you and the student. We therefore take seriously all issues concerning behaviour, punctuality, honesty and attitudes towards work.

Throughout the placement students will take responsibility for their own learning by ensuring that they meet any course requirements and assessment procedures. We will make sure that all students understand that they are required to:

- At all times behave in a responsible and professional manner in the workplace.
- Inform the Careers and Industry Liaison Team at Ravensbourne and their employer immediately of any illness or unplanned absence from the work placement.
- Keep the Careers Team informed of any problems relating to the placement that cannot be resolved by consultation with the employer.
- Monitor their own personal development and record evidence of their learning and skills acquisition.
- Avoid delay in replying to communications and notify both employers and college staff promptly if they decide to withdraw their application at any stage or are unable to keep an appointment.
- Not withdraw from their placement without prior discussion with the Careers Team at Ravensbourne.
- Respect the confidentiality at their Placement Organisation at all times.

## **3. HEALTH & SAFETY AND EQUAL OPPORTUNITIES**

Our students will receive general health and safety information before commencing their placement but it is your responsibility to provide them with appropriate instruction and information on safety rules applicable to your organisation.

We will be happy to forward any relevant information to the student before the start of the placement and to assist you in any way we can to ensure that the student will work in a safe manner whilst on your premises.

## **4. WHAT IF ANY PROBLEMS ARISE?**

We are here to ensure the placement is a success and deal quickly with any issues that may occur.

If you are having a problem with your placement, let us know as soon as possible, so we can respond immediately.

## **PLACEMENT AGREEMENT**

This form should be completed by both student and placement provider before placements begin.

The completed form should be returned to [industryopportunity@rave.ac.uk](mailto:industryopportunity@rave.ac.uk)

Please title your email 'Placement Documentation'

Signatures may be completed digitally

**Placements cannot begin until this this form has been returned**

### **STUDENT DETAILS**

**Name of Student:**

**Home address whilst on placement:**

**Mobile Phone Number:**

**Personal email:**

### **STUDENT NEXT OF KIN DETAILS**

**Name:**

**Address if different from above:**

**Phone Number:**

**Email:**

**PLACEMENT ORGANISER DETAILS**

**Name of Company:**

**Name of workplace supervisor:**

**Supervisor's job title:**

**Telephone number of supervisor:**

**Email of Supervisor:**

**Address where placement will take place:**

**Provide details of any additional worksite/location the student will work:**

**CONDITIONS OF PLACEMENT**

**Full time/ part time:**

**Start date/finish date:**

**Number of days a week:**

**Hours of work:**

**Total working hours per week:**

**Will the student receive financial support for the placement from the employer?**

**Yes**

**No**

**Provide details if yes.**

**RAVENSBOURNE CONTACT DETAILS**

**Careers and Industry Liaison Team**

Ravensbourne  
 6 Penrose Way  
 London  
 SE10 0EW

Telephone: 020 3040 3593

Email: [industryopportunity@rave.ac.uk](mailto:industryopportunity@rave.ac.uk)

**GENERAL HEALTH AND SAFETY**

	YES	NO
Does the placement provider have a Health & Safety policy?		
Do you have a policy regarding health and safety training for people working in your company and will you provide all necessary health and safety training for the student? <b>**Ravensbourne are aware that if you are a company with less than five employees you do not need to have a Health and Safety Policy in place but we do still ask you to consider the safety of our students whilst they are with you**</b>		
Is your company currently under investigation from the Health and Safety Executive?		
Has your company ever been prosecuted by the Health and Safety Executive?		

**What happens insurance is not held?**

**INSURANCE/ RISK ASSESSMENT**

	YES	NO
Is Employer liability Insurance held? Minimum Cover of £5,000,000 (or local territory equivalent – if overseas please name)		
Is Public liability Insurance held? Minimum Cover of £5,000,000 If you are a sole trader / freelancer we do require you to have a public liability policy in place to cover the work that our students do for you.		
Will your insurances cover any liability incurred by a placement student as a result of his/her duties as an employee?		
Have risk assessments of your work practices been carried out to identify any risks to your employees or others?		
Are risk assessments kept under regular review?		
Are the results of risk assessment implemented?		

**ACCIDENTS AND INCIDENTS**

	YES	NO
Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR (reporting of Injuries, Disease & Dangerous Occurrence Regulations)?		
Have you procedures to be followed in the event of serious and imminent danger to people at work in your undertaking?		
Will you report to the university all recorded accidents involving placement students?		
Will you report to the university any sickness involving placement students which may be attributable to the work.		

The above statements are true to the best of my knowledge.

By signing this agreement, respective parties undertake to abide by these requirements.

PRINT NAME	SIGNATURE	ROLE	DATE
		STUDENT	
		EMPLOYER	
		RAVENSBOURNE	