



Industrial Year PLACEMENT AGREEMENT

Name of placement provider: _____

Company Address:

Line Managers Name (if known):

Line Managers E-mail:

Expected Start Date:

Expected End Date:

Salary (optional information, for statistical purposes):

Name of student undertaking placement: _____

I confirm that we are able to provide (name of student) with minimum of 36 weeks appropriate full time employment experience and further that he/she will be provided with:

- Appropriate induction, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- A work plan or description of the nature of the work to be undertaken on the placement and details of any associated training required.
- Support from a designated supervisor or mentor who will meet with the student regularly, advise on the work being undertaken and the identification and achievement of appropriate placement learning outcomes. Please refer to the employer responsibilities section of the employer information web page:
https://www.aber.ac.uk/~dcswww/Dept/Teaching/Industrial_Placement/IY/EmployerInformation.html
- Opportunities to undertake work that reflects their level of study and experience and enables them to develop professionally.

- Information about any rules and responsibilities, including those contained in any statutory legislation.
- Training in any unfamiliar practices that they are asked to undertake.
- Opportunities to meet with the visiting tutor.
- A placement report on completion of practice.

The student will undertake to:

Carry out the identified tasks, projects and roles in a professional manner.

Give timely notification of any absences.

Complete 12 months (minimum 36 weeks) of work in relation to the placement and keep an accurate record of the hours worked.

Conduct themselves within the ethical framework of the profession.

Observe any requirements related to dress code or other specific requirements applicable to employees within the organisation.

Monitor their progress in achieving the agreed learning outcomes.

Disclose any medical or other conditions.

Tick this box if you intend to use a private motor vehicle for travel to and from work or in the course of your work duties.

Confirm you will stay in regular contact with your assigned academic supervisor and regularly read your Aberystwyth email account during the placement responding to official messages regarding your IY in a timely manner.

The university will undertake to:

Monitor the student's progress on placement by appropriate levels of contact with the student and being available to the supervisor/placement provider to discuss any issues that may arise.

If required, ensure that the student has had a DBS check before commencing the placement.

I confirm that Employer Liability Insurance and Public Liability Insurance is in place and will cover any liability incurred by a work-based learning student as a result of his/her duties. Any serious accidents or incidents involving the student will be reported to the University.

Signed: **Placement Provider**

Name:

Job Title:

Signed: **Student**

Date:

Please return to: cs-iy-admin@aber.ac.uk prior to the start of the placement.

1. Notes (extracts from AU Work Based Learning Policies and procedures)

1.1 Student responsibilities

1.1.1 Student identify a suitable placement for the work based learning element of the course, departments must provide guidance on the suitability of the placement for meeting the learning outcomes of the module/course. Students should contact the Industrial Year Coordinator for advice.

1.1.2 Prior to any placement commencing, students are required to:

- Complete a Disclosure and Barring Service (DBS) check *if necessary* for the type of placement undertaken. The student will hold this and also submit a copy to the course co-ordinator. If there are any convictions they must be discussed with the co-ordinator. The student must make the placement provider aware of any issues from the DBS check.
- Undertake an initial visit to the placement provider to explain placement requirements and expected learning outcomes [For CS IY we cannot feasibly do this prior to placements commencing and thus provide the information at https://www.aber.ac.uk/~dcswww/Dept/Teaching/Industrial_Placement/IY/IYEmployer_Page.html . Employers must agree to facilitating the learning outcomes on the Placement Confirmation Form. Please contact cs-iy-admin@aber.ac.uk for advice if necessary or if there are any questions. The Academic Supervisor allocated to the student will discuss these aspects with the employer and student near the start of the academic year (Sept/Oct)]
- Discuss with the placement provider how the placement will fulfil the learning outcomes and explain any assessment requirements. [For CS IY this is often self evident and the student should check with the IY coordinator if there is any doubt on this aspect. The employer will fill in a short assessment form at the conclusion of the placement. The form is available from https://www.aber.ac.uk/~dcswww/Dept/Teaching/Industrial_Placement/IY/IYEmployer_Page.html].
- Provide the placement provider with a *Placement Agreement* setting out the requirements. The agreement must be signed by the placement provider and three copies made:
 - one to be kept by the placement provider;
 - one to be kept by the student;
 - one to be returned by the student to the course co-ordinator [cs-iy-admin@aber.ac.uk].
- Submit placement details, *Placement Agreement* and agreed learning outcomes to the course co-ordinator for approval prior to the placement commencing. [For CS IY

students should ensure the job will allow them to satisfy the specified learning outcomes, if in any doubt as the IY coordinator]

1.1.3 During the placement the student will:

- Ensure they receive appropriate induction and health and safety training.
- Keep a log of hours worked [not necessary for CS IY students, employed on a full time contract. Students should work according to the companies normal practice which will be expected to be similar to permanent employees in a similar role].
- Monitor their progress in achieving the agreed learning outcomes and discuss these regularly with the placement supervisor [for CS IY students this is their Academic Supervisor, a member of the CS department allocated at the start of the academic year (early Sept)].
- Conduct themselves in an appropriate manner within the relevant ethical framework, ensuring confidentiality and treating others with respect and dignity.
- Act in a professional manner, including notifying the placement provider in a timely fashion if they are unable to attend the placement due to illness etc.
- Respect any other requirements of the workplace such as dress codes.
- Notify their course co-ordinator [IY Academic Supervisor or IY coordinator] should any issues of concern arise (see *Issues Resolution* flowchart below).

1.2 Placement provider responsibilities

1.2.1 When arranging placements, providers should be aware that they will need to provide a designated supervisor/point of contact. [For CS IY students this person is known as the Line Manager]. The role of the placement supervisor will be to:

- Work with the student to ensure the learning outcomes of the module are met by the placement.
- Meet with the student on a regular basis to check on progress and discuss any issues. [For CS IY students we expect to meet twice per year with the student and line manager. Students should contact their Academic Supervisor on a monthly basis by email and provide a brief update on the work they have been undertaking. A paragraph or two is usually sufficient]
- Ensure that appropriate induction and training are provided, including health and safety.
- Act as first point of contact for any problems or queries during the placement.
- Provide feedback on progress at the end of the placement by completing the *Student Placement Report Form*. [For CS IY students we have an Employers Assessment Form available from

https://www.aber.ac.uk/~dcswww/Dept/Teaching/Industrial_Placement/IY/IYEmployerPage.html]

- Provide feedback on the management of the placement by completing the *Employer Feedback Form*. [For CS IY students *please include any relevant comments on the Employers Assessment Form*]
- Liaise with the course co-ordinator should any problems arise during the placement. [For CS IY students this should be the Academic Supervisor as a first port of call and the Industrial Year Coordinator (cs-iy-admin@aber.ac.uk) as second contact.]

1.2.2 While on placement, students can expect:

- Support from a designated supervisor/point of contact whose role is to advise on the work that is being undertaken and the achievement of placement learning outcomes. [For CS IY students the Line manager will fulfil this role, if there are queries then contact the Academic Supervisor or the Industrial Year Coordinator]
- An appropriate health and safety briefing so that they are familiar with the procedures and requirements of the organisation in which they are working.
- To work in a safe environment.
- To be treated with respect.
- To be fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.
- To receive feedback from the supervisor on completion of the required number of hours in practice.
- Where appropriate, to be fully trained in any unfamiliar practices that they are asked to undertake.
- To have access to the *Issues Resolution* procedure [for CS IY 'course leader' is either the Academic Supervisor or the IY Coordinator (contact cs-iy-admin@aber.ac.uk).]

Issues Resolution Procedures

