

Title	Further & Higher Education Placement Partnership Agreement (FHEPPA) SERC
Description	This Partnership Agreement is intended to provide a framework for the working relationships between the VET Provider, Teachers and student. It aims to identify and clarify roles of the placement partnership in order to guarantee consistency.
User	VET Provider and Employer
Goal	<p>SERC requires the Employer to carry out and complete the requirements of the terms stipulated in the FHEPPA.</p> <p>The FHEPPA document collects the placement information to provide the evidence for each work placement and ensures each placement partners (student, Employer, VET Provider) are aware of their responsibilities.</p>
Objective	<ul style="list-style-type: none"> • To ensure there is appropriate consistency and Quality Assurance in the management and administration of placements • To ensure placements provide the work based learning objectives • To take reasonable steps to ensure the health and safety of students is not compromised by activities undertaken during placement • To guarantee student support and ensure that all necessary provisions are made for students with disabilities.
Method	For new Employers the VET Provider Staff must visit the premises and meet relevant personnel to discuss the nature of the placement and complete the "Further & Higher Education Placement Partnership Agreement" (FHEPPA) - instructions included in the document.
Recommended Use	The VET Provider will allocate a Work Placement Officer or Teacher to visit with the Employer and complete this documentation.
When	Must be completed before the student commences work placement for insurance and health and safety reasons.
Language	English

Further Links	<u>Related Documents:</u> <ol style="list-style-type: none"> 1. SERC Work Placement & Experience Standard Operating Procedure (SOP) 2. SERC Work Placement Policy.



INSPIRING. TRANSFORMING. ENRICHING.

Further & Higher Education PLACEMENT PARTNERSHIP AGREEMENT

Student/s Name:

Capital Letters

☎ Number:

E-✉:

Course:

Campus:

College Placement Supervisor Name:

Capital Letters

Position:

Course Tutor / Work Placement Officer

Delete as applicable

☎ Number:

E-✉:

CALL 0845 600 7555

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9	Further & Higher Education Placement Partnership Agreement Schedule – Placement Providers contact details and Insurance details.	Completed by Placement Provider and College Placement Supervisor
10-11	Placement Provider Health, Safety and Welfare Record	Completed and signed by Placement Provider and College Placement Supervisor
12	Student Details (from BEST or directly from Student) Placement Details – Date, Mode of Attendance, Work Schedule Plan	Complete during visit
13	Indemnity Form – to be completed for each Student	Signed by Placement Provider and College Placement Supervisor
<u>Pages 9 - 13</u> To be retained by College Placement Supervisor, the Placement Provider can access all information on BEST (may require a copy of the signed FEHEPPA for their records)		

SERC Campuses:

Bangor: 028 9127 6600

Downpatrick: 028 4461 5815

Newcastle: 028 4461 5815

Ballynahinch: 028 4461 5815

Lisburn: 028 9267 7225

Newtownards: 028 9127 6800

Examples of Subject Areas Undertaking Placements

✕ Animal Management	✕ Bricklaying	✕ Business Administration
✕ Carpentry and Joinery	✕ Catering	✕ Childcare
✕ Classroom Assistants	✕ Construction	✕ Electrical
✕ Engineering	✕ Hair and Beauty	✕ Health & Social Care
✕ Hospitality & Tourism	✕ IT	✕ Motor Vehicle
✕ Plastering	✕ Plumbing	✕ Refrigeration
✕ Science	✕ Sport	

Further & Higher Education Placement Partnership Agreement

South Eastern Regional College (SERC) recognises and values the importance of work placement and its current and potential future benefits for the approach to students' work based learning. This Partnership Agreement is intended to provide a framework for the working relationships between the Placement Provider, SERC and the student. It aims to identify and clarify roles of the partnership in order to guarantee consistency and Quality Assurance in the management and administration of placements across SERC; ensuring the provision of work based learning objectives and the health and safety of the students.

1. Code of Practice

SERC adheres to the principles set out by the Quality Assurance Agency (QAA), UK Quality Code for Higher Education including Part B Assuring and Enhancing Academic Quality Chapter B4: Enabling student development and achievement – **published March 2013**.

2. The Agreement

- 2.1. SERC requires the Placement Provider to carry out and complete the requirements of the terms stipulated in the placement schedule.
- 2.2. This Agreement shall commence on the date specified in the placement schedule.
- 2.3. The Partnership Agreement must be completed prior to the student starting at the work placement. When the tutor/WPO visits the work placement he/she should confirm the accuracy of the information with regard to the activities to be performed and complete the Placement Provider Health, Safety and Welfare Record. (Pages 10-11)

3. Definitions and Acronyms

- › **Academic Supervisor** - member of academic staff nominated by the college who may visit to monitor progress and liaise with the industrial supervisor.
- › **College Placement Supervisor** - member of college staff responsible for organising and monitoring students on placement either; Course Tutor or Work Placement Officer (WPO).
- › **FE - Further Education** - education or training after the age of 16 that leads to a range of qualifications.
- › **HE - Higher Education** - post-sixth form education; generally started after A-levels usually carried out at a university or college, and involving study for a degree, diploma, or similar advanced qualification.
- › **Industrial Supervisor** - 'Placement Provider' member of staff appointed to supervise and mentor student, can be responsible for completing relevant placement documentation.
- › **Placement Provider** – organisation, employer, individual or incorporated body providing Work Based learning and placement opportunities, who have completed the placement agreement, or on whose behalf it has been executed.
- › **Placement Tutor** - member of academic staff who will facilitate or organise work placement for students in absence of a WPO.
- › **South Eastern Regional College (SERC)** - covers the South Eastern Region of Northern Ireland and has six main sites at Ballynahinch, Bangor, Downpatrick, Lisburn, Newcastle and Newtownards as well as many out-centres.
- › **Student/Placement Student** - any registered SERC students (Further or Higher Education Student) gaining experience with the Placement Provider under the terms of this Agreement. *Placement Students to be regarded as employee by the Placement Provider for Health & Safety reasons. Health & Safety Executive.*

- **Work Placement Officer (WPO)** – generally non-academic college placement supervisor facilitating or organising students on placements and completing placement visits. Primary contact between Placement Providers, students and college.

4. **Work Placement and Work Experience**

To differentiate between Work Experience and Work Placement SERC definitions are:

- 4.1 **Work Placement** which is paid/unpaid, mandatory or non-compulsory assessed work based learning towards a final course qualification and career.
- 4.2 **Work Experience** as: work shadowing of two weeks or less for a student to observe and assist (with guidance), a member of staff working in an organisation prior to pursuing a career.

5. **Business Engagement and Student Tracking System (BEST)**

BEST is a comprehensive secure software system developed in SERC to manage and record each department's placement and business information. All placement related information (including Work Experience) will be recorded on BEST by SERC staff in a secure manner. Placements students, College Placement Staff and Placement Providers will be given secure access to their particular information.

- 5.1. It is the responsibility of the College Placement staff to ensure the placement procedure is followed on BEST.
- 5.2. Placement Providers will be given access to relevant student and placement information including the student 'Health Declaration' and Risk Assessment.
- 5.3. It is the responsibility of Placement Providers to complete the applicable online documentation e.g. evaluation forms to provide a record of the placement.

6. **Work Placement Expectations**

- 6.1. The Placement Provider shall endeavour to encourage students to achieve all standards of work placement relevant to the scheme in a safe manner and in a safe environment, in compliance with current legislation.
- 6.2. SERC requires reasonable access to visit the student and employer on placement to observe and assess the student.
- 6.3. The Placement Provider shall advise the college immediately of any change in the Partnership Agreement requirements for work placement.
- 6.4. Students to be supervised at all times, ensuring a safe environment (as far as reasonably possible).

7. **Insurance and Indemnity**

- 7.1. In relation to the placement of all students on work placement; SERC needs to establish that the employer has the necessary insurance cover:
 - No less than £10 million Employer and £5 million Public Liability Insurance.
- 7.2. SERC will require copies of current insurance certificates or letters of confirmation from the Placement Provider's insurers or reputable brokers acting on their behalf (except when they are a self-insured public body).
- 7.3. Students on work placement must be regarded as employees for the purposes of insurance.
- 7.4. We recommend that each Placement Provider contact their insurance company directly to ensure the appropriate cover is in place or to answer any other queries in relation to their liability cover.
- 7.5. The SERC Indemnity (Page13) must be completed by the Placement Provider and SERC for each student.

8. Work Placement Attendance

- 8.1. The Placement Provider shall advise the college immediately of any change in the employment status of a student.
- 8.2. If the student is absent or leaves the placement the College Placement Supervisor **must be informed** as soon as possible.
- 8.3. The students must ask permission from the Placement Provider to attend 'Interviews' during placement hours and inform the College Placement Supervisor.
- 8.4. Non-emergency doctor, dentist and optometrist appointments should be arranged outside placement hours or during the holidays (hospital and orthodontist appointments are exempt).
- 8.5. Students will observe the holidays of their Placement Provider and inform College Placement Supervisor (Higher Education Students).

9. Health and Safety

There is an abundance of guidance on Health & Safety to help those involved in work placements in the form of free leaflets and documents on: <http://www.hseni.gov.uk>

- 9.1. Students on placement are to be treated as any other employee would be by the Placement Provider for Health & Safety purposes, under the same terms and conditions, and protected through compliance with the statutory Health and Safety requirements.
- 9.2. SERC Placement Staff will visit and complete a 'Health, Safety and Welfare Record' (Pages 10- 11) to ensure suitability of placements.
- 9.3. Placement Provider to implement a 'Health & Safety' induction for student on first day of placement; providing information, instruction, and training on work activities and any associated significant risks and introduction of members of staff; (Induction form to be completed on BEST).
- 9.4. The Placement Provider will be expected to provide adequate induction, training, safety equipment/protective clothing and supervision for the student.
- 9.5. Supervision of the student must be provided by the employer throughout the work placement.

10. Accident Reporting Process for Major and Minor Accidents

Failure to inform SERC of an accident could jeopardise the insurance cover in the event of a claim.

- 10.1 All incidents/accidents/injuries and occupational diseases suffered by the student must be adequately investigated in partnership with SERC; Placement Providers must allow nominated staff to represent SERC on site;
- 10.2. In the event of a **minor injury** (one which requires only the service of a First Aider),
The following must be adhered to within 7 days:-
 - › Placement Provider to complete an Accident Report Form;
 - › Forward a copy to College Placement Supervisor who will;
 - › **Immediately** Notify the Head of Health and Safety at SERC and Head of School.
 - › **(Head of Health & Safety at SERC- John Gault - jgault@serc.ac.uk)**
- 10.3. In the event of a **major accident** (i.e. one which requires external medical aid);
The following procedure must be followed immediately;
 - › Placement Provider must inform College Placement Supervisor who will;
 - › Inform the Head of Health and Safety at SERC;
 - › Complete an Accident Report Form and;
 - › Notify Head of School.
- 10.4. If the **situation escalates** or College Placement Supervisor or Head of Health and Safety cannot be contacted please **contact one of the following:**

11. Risk Assessment

- 11.1. SERC recognises that effective risk assessment is implicit in all current Health & Safety legislation and forms an essential part of overall risk management. The College Placement Supervisor is required to carry out a Risk Assessment (on BEST) to ensure the safety and well-being of the student on placement, unless the Placement is Overseas (beyond NI), when the Employer is required to complete the Risk Assessment;
 - 11.1.1. Overseas Placements require the Placement Provider to complete a risk assessment of the tasks the student will be asked to undertake allowing for specific factors such as the age, inexperience and medical conditions of the student.
 - 11.1.2. The Placement Provider must adhere to the statutory Health & Safety regulations that are applicable to the country.
- 11.2. The Placement Provider must carry out the appropriate risk assessments associated with the particular work placement activity undertaken (not covered in original risk assessment) and forward to the College Placement Supervisor; so the risk involved can be assessed.
- 11.3. If an overnight stay or travel outside of Northern Ireland is involved during work placement an additional Risk Assessment must be completed and signed by the College Placement Supervisor, Head of School and forwarded to SERC Head of Health and Safety.

12. Children & Vulnerable Groups

The college has in place a Protection of Vulnerable Groups Policy which aims to protect and support students. This may also involve SERC asking for Placement Providers co-operation in relation to ACCESS NI Enhanced with Barred List Check.

- 12.1. The Placement Provider must not allow students under the age of 18 years to participate in activities specifically prohibited and ensure that specific factors, such as inexperience, immaturity etc., are considered.
- 12.2. The Placement Provider must inform SERC if ACCESS NI is a requirement for the placement and discuss who will process the check;
- 12.3. If SERC is to process, students must maintain their Access NI clearance certificate and produce the copy as evidence of clearance to their Placement Provider.
- 12.4. Access NI requirements must be taken into consideration by College Placement Staff when placing students under the age of 18 with 'one person businesses';
 - 12.4.1. It may be necessary for the placement provider to have an ACCESS NI 'Enhanced with Barred List Check', the College Placement staff member must discuss this with the Placement Provider - SERC will not meet the cost of this process.

13. Equal Opportunities

- 13.1. The Placement Provider should take steps to ensure equality of opportunity in respect of work placement for students regardless of: gender, marital or family status, religious belief or political opinion, disability, race or ethnic origin, nationality, sexual orientation or age.
- 13.2. The Placement Provider shall ensure that in the provision of work placement it shall not commit an act of discrimination.

14. Disability

SERC has a “Disability Policy for students” in place which outlines the college commitment to both potential and existing students with a disability and will expect this from each Placement Provider providing work placement for students with disabilities.

- 14.1. SERC seeks to encourage students to disclose a disability and to ensure that students with a disability are protected from discrimination and have access, where possible, to the full range of college facilities and services.
- 14.2. SERC endeavours to treat all students with respect and dignity, and will seek to provide a positive learning environment free from disability discrimination, harassment or victimization.

15. Monitoring and Evaluation

- 15.1. SERC staff will visit the student and Employer on placement to observe and assess the student ensuring both parties maximise the gain from the experience.
- 15.2. College Placement Staff will maintain regular contact with Placement Student by phone, mobile, e-mail, in College and on visits.
- 15.3. Assessment/evaluation visits by College Placement Supervisor/Academic Supervisor must be completed and documented and any additional visits organised if problems are raised.
- 15.4. The Placement Provider and Student will be requested to complete Evaluation forms at the end of the placement.

16. Reviewing Placement Provider

- 16.1. Initial Placement Visit - conducted to approve the use of the Placement Provider; completion of the ‘Further & Higher Education Partnership Agreement’. The Initial Visit should be adequate even though several students may be attending during that year as long as an indemnity is completed for each student and all information including Risk Assessment is recorded on BEST and Placement Provider has access.
- 14.2. Evaluation Visits - necessary to assess the student as part of course requirements and as a record of each placement experience, and to ensure any issues not met in initial placement visit are met, or if any new information is received from the student or Placement Provider which need addressed.

17. Confidentiality

Students’ personal information must be kept confidential by SERC, the Placement Provider; their employees and agents acting on their behalf unless:

- 17.1. It may be necessary to share student’s confidential health related and/or other support needs with Placement Provider in order to place the student in an appropriate working environment (the student must give permission in writing or via BEST to College Placement Staff for this information to be given to the Placement Provider).
- 17.2. Circumstances arise where the Placement Provider may be legally required to disclose confidential information.

18. Data protection

As a public authority, the college will obtain, process and manage all data in compliance with the Data Protection Policy (1998) and its eight main principles.

- 18.1. The College will not ask for more information than is legally necessary or essential to fulfil its obligation to placement students and providers.
- 18.2. Where the use of the Placement Providers data is unnecessary, SERC will offer the opportunity to opt out of data being processed for that purpose.
- 18.3. SERC will not disclose information to third party organisations who have no direct role in assisting the college with its service to Placement Providers and college functions as a public authority without Placement Providers consent.

19. Termination

SERC can give notice and terminate this agreement without prejudice to any claim for damage which the Placement Provider might accumulate, in any of the following cases:

- 19.1. If the Placement Provider becomes bankrupt or have a receiving or administration order made against them.
- 19.2. If the Placement Provider passes a winding up resolution, or if the court makes a winding-up order.
- 19.3. In the event of a breach of any of the terms of this Agreement by the Placement Provider.
- 19.4. This Agreement may be terminated by either party if at least one month's notice in writing is given without cause assigned or by SERC immediately without notice. In either case neither party will have any liability to the other from any consequence of such a termination provided it is without prejudice to any previous entitlement which may have accrued under this Agreement.

This information section (Page 1 - 8) of the 'Further & Higher Education Placement Partnership Agreement' is to be retained by the Placement Provider for their future reference.

Further & Higher Education Placement Partnership Agreement Schedule

Placement Provider Details		
Placement Provider Name: <small>(Employer, organisation, individual)</small>		
Address:		
Town/City:	County:	Postcode:
Nature of Business:		Number of Employees:
Web Site:		☎ Number:
Contact Name:		Job Title:
Contact E-✉:		Mobile ☎:
Industrial Supervisor: <small>(Responsible for Student if different from above)</small>		Job Title:
Contact E-✉:		Mobile ☎:

Placement Students: <i>Total number of SERC students in work place, details recorded on Pages 12</i>	
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Initial Visit Completed by College Placement Supervisor	
Name: <i>Block Capitals</i>	Course Tutor / Work Placement Officer <i>Delete as applicable</i>
☎ Number:	Mobile ☎:
Contact E-✉:	

Insurance Agreements	
To comply with SERC regulations, Employer and Public Liability Insurance of no less than £10 million and £5 million respectively are a mandatory requirement. SERC will require copies of current insurance certificates or letters of confirmation from the Placement Provider's insurers, or reputable brokers acting on their behalf (except when they are a self-insured public body – please complete 'tick' box below).	
Employer Liability Indemnity	
Name Insurance Company: _____	
Policy Number: _____	Issue Date: _____
I/we have Employer Liability: £ _____	Expiry Date: _____
Public Liability Indemnity	
Name Insurance Company: _____	
<i>If different from above.</i>	
Policy Number: _____	Issue Date: _____
I/we have Public Liability: £ _____	Expiry Date: _____
<b style="color: red;">Indemnity Renewal Details (if policies run out before end of placement) updated insurance certificates etc. must be obtained by College Placement Staff and recorded on BEST:	

<input style="width: 40px; height: 20px;" type="checkbox"/>	I/We confirm that although I/we do not have Employers and Public Liability Insurance I/we are a self-insured public body . I/We are satisfied with the Indemnity detailed above and in return for receiving an indemnity from South Eastern Regional College agree to fully cooperate with them in defending any claim that is brought against me/us by SERC Students.
Tick	

Placement Provider Health, Safety and Welfare Record

Placement Provider: _____ Course: _____

Type of Work on Placement: _____

Health and Safety contact: _____ ☎ Number: _____

Type of Visit: <i>Please circle</i>	1.First Visit	2.Revisit <i>Previous date:</i> _____	3.Other <i>Give details</i> _____
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1. Health and Safety Policy			
a) Is there a written Health & Safety Policy in easy access for the student to be made fully aware of its content? (Written policy statement mandatory when 5 or more employees)	Yes / No		
b) How are the commitment, responsibilities and arrangements for Health & Safety communicated to employees?			
c) Have there been any Enforcement Action (Prosecutions, Notices) in the past three years?			Yes / No
Evidence/Comments:			
Standard 1:			
Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>
Not met	<input type="checkbox"/>		

2. Risk assessment and control			
<i>The College Placement Supervisor is required to carry out a risk assessment on the student on placement and an additional risk assessment if an overnight stay or travel outside of Northern Ireland is involved (unless the Placement is Overseas when the Placement Provider is required to do so).</i>			
a) Please give details if travel outside Northern Ireland or an overnight stay is a possibility?	Yes / No / NA		
<i>The Placement Provider must carry out appropriate risk assessments (giving consideration to the student's age, inexperience, immaturity and lack of awareness) of risks associated with the particular work placement activity undertaken (not covered in original risk assessment).</i>			
b) If any significant risks are identified; will they be recorded and a copy given to the College Placement Supervisor?			Yes / No
Evidence/Comments:			
Standard 2:			
Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>
Not met	<input type="checkbox"/>		

3. Fire and emergencies			
a) Is there a Fire Evacuation Procedure in place? <i>(Fire procedure is collectively and individually all the actions that need to be taken, as part of fire precautions by the occupants of a building or other structure to ensure the avoidance of danger from fire to persons and property) – Fire-fighting equipment, preventive measures and emergency arrangements maintained, including thorough tests and drills.</i>	Yes / No		
Evidence/Comments:			
Standard 3:			
Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>
Not met	<input type="checkbox"/>		

4. Supervision, training, information and instruction			
a) Are Students provided with adequate competent supervision? <i>(Placement Provider must provide appropriate levels of supervision taking into account the complexity of the work, the levels of training, the age and experience of student)</i>	Yes / No		
b) Are initial induction and on-going health and safety information, instruction on equipment and training given to all Students on placement and by whom?			Yes / No
Name of Supervisor: _____			
Evidence/Comments:			
Standard 4:			
Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>
Not met	<input type="checkbox"/>		

5. Accident, incidents and first aid			
a) Is there a First Aid Box and are accidents and first aid treatments recorded? (e.g. Accident Report forms)	Yes / No		
b) Are there the appropriate numbers of qualified First Aiders? HSE recommend at least one appointed person for Low hazard e.g. offices, shops with less than 25 employees or Higher hazards e.g. light engineering, assembly work, food processing with less than 5 employees.	Yes / No		
c) Have there been any reportable accidents in the past three years? www.hseni.gov.uk The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 (RIDDOR)	Yes / No		
Evidence/Comments:			
Standard 5:	Met	Part met	Not met

6. Work Equipment and machinery			
a) Are correct machinery, electrical systems and equipment provided and maintained to the appropriate standards, guards and control measures in place as determined through risk assessment and induction given?	Yes / No		
b) Are COSHH Regulations applicable to the business? (Control of Substances Hazardous to Health Regulations)	Yes / No / NA		
Evidence/Comments:			
Standard 6:	Met	Part met	Not met

7. Personal protective equipment and clothing			
a) Is PPE provided to students? (If "None Applicable" please proceed to section 8)	Yes / No / NA		
b) Is training and information on the safe use and storage of PPE provided to all Students?	Yes / No		
Evidence/Comments:			
Standard 7:	Met	Part met	Not met

8. Safe and healthy working environment			
a) Are premises safe and healthy (suitable, maintained and kept clean)?	Yes / No		
b) Is the working environment (temperature, lighting, space, ventilation, noise) an appropriate safe and healthy one?	Yes / No		
c) Are welfare facilities (toilets, washing, drinking, eating, changing) provided and maintained, and all necessary Health & Safety signs and notices displayed?	Yes / No		
Evidence/Comments:			
Standard 8:	Met	Part met	Not met

Visit Outcome: (College Placement Supervisor please circle)

Recommendation:	Accept	Accept with action plan	Reject
	<i>All standards 'met'</i>	<i>Standards are 'Part met'</i>	<i>Unable to meet standards</i>

- ▶ If 'Part met'; the College Placement Supervisor must complete the 'Health, Safety & Welfare Action Plan' on BEST
- ▶ Students must **never** be placed with a Placement Provider without each of the following: **Health & Safety Policy, Fire Evacuation Procedure and Insurance requirements are met.**

College Placement Supervisor

Signed: _____ Print name: _____ Job title: _____ Date: _____

The Placement Provider (Please sign to agree that this is an accurate record):

Signed: _____ Print name: _____ Job title: _____ Date: _____

To be completed by College Placement Supervisor and Placement Provider

Student Details				
Placement Provider:				
Course:		SERC School:		
Name:		Over 18: <small>Tick</small>	Under 18: <small>Tick</small>	
Address:			Postcode:	
☎ Number:		Mobile 📶:		
Student E-📧:				
Student Health Declaration				
Are there any medical conditions or special needs/support required? <small>If 'Yes' – details will be available on the BEST system</small>			Yes: <small>Tick</small>	No: <small>Tick</small>
Emergency Contact				
In the likely event you are involved in an emergency whilst you are on Placement, please provide the details for those you would like the Placement Provider/College to contact				
Emergency Contact Name:		Relationship:		
☎ Number:		Mobile 📶:		
College Placement Supervisor				
Name: <small>Block Capitals</small>		<small>Delete as applicable</small> Course Tutor / Work Placement Officer		
Mobile 📶:		☎ Number:		
Contact E-📧:		Campus:		
Placement Dates				
Start Date:		Completion Date:		
Second Placement Block with same Placement Provider:				
Start Date:		Completion Date:		
Mode of Attendance				
Mon		to		Student hours of attendance and days may vary according to the needs of the scheme of work. The overall hours will not exceed 35 per week and will include college and work placement experience. If a Placement Provider requires a student under the age of 18 years to work weekends, Bank Holidays, evenings or unusual hours, the Student must agree to these hours, and written parental consent is needed to cover this mode of attendance.
Tues		to		
Wed		to		
Thurs		to		
Frid		to		
Sat		to		
Sun		to		
Work Schedule Plan				
Provide an outline of student's activities on work placement: <i>Student to be supervised at all times in their placement role.</i>				

To be completed for each student on placement

INDEMNITY FORM – WORK EXPERIENCE SCHEME

In consideration of:

 (hereinafter referred to as the “ Placement Provider”)

agreeing to participate in a work experience scheme
 arranged by:
SERC

 (hereinafter referred to as the “ College”)

and agreeing to provide, at the times and for the period set out in the attached Schedule, facilities
 (including the provision of any protective clothing or equipment which may become necessary)
 and supervision for:

 (hereinafter referred to as the “ Student/s”)

and agreeing to comply with all relevant Health & Safety legislation;
 the College will indemnify the Placement Provider against:

1. Legal liability of the Placement Provider to pay damages, including claimant's costs and expenses, in respect of death, bodily injury or disease suffered by the Student and caused by any event occurring whilst the Student was attending for work experience with the Placement Provider.
2. Legal liability of the Placement Provider to pay damages, including claimant's costs and expenses, in respect of death, bodily injury or disease of any person if such death, bodily injury or disease is caused by the Student whilst attending for work experience with the Placement Provider, and
3. Legal liability of the Placement Provider to pay damages, including claimant's costs and expenses, in respect of loss of, or damage to, property arising from any act or omission of the Student whilst attending for work experience with the Placement Provider, and
4. Any claims, costs or expenses rising out of death, bodily injury or disease, or damage to property, where such claims, costs or expenses arise from the negligence of the College, its servants and agents.

It is a condition of this indemnity that the Student will not be permitted to drive, manage, control or move mechanically propelled vehicles of any description, and indemnity will not be provided in any cases that arise from a breach of this condition.

Subject otherwise to the terms Definitions Conditions and Exclusions of Allianz Insurance Policy No. BT RES 5775513 (Copy policy available upon request).

This Indemnity Form supersedes any previous forms signed in respect of this placement.

College Placement Supervisor

Signature _____ Name _____ Date _____
Block Capitals

Placement Provider

Signature _____ Name _____ Date _____
Block Capitals

**Indemnity to be completed for each student on placement
 Placement Provider may wish to take a copy for their records**