

RAVENSBOURNE WORK PLACEMENT AGREEMENT

Thank you for choosing a Ravensbourne student to undertake a 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 3592

industry@rave.ac.uk

ABOUT RAVENSBOURNE

Ravensbourne courses are designed to equip students with the skills, knowledge 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 frequently set by commercial clients.

Work placements give students a further opportunity to experience the challenges of operating in a contemporary professional environment and are invaluable in helping students develop a career strategy.

THE WORK PLACEMENT

1. Employer 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 Placement Agreement. If you require students to sign a separate agreement/contract, please provide us with a signed copy for our records.
- Assist Ravensbourne by working with the student to complete the Placement Agreement including the Employer Details and Conditions of Placement sections.

- DURING THE PLACEMENT

- Provide an appropriate induction and training.
- Ensure students are made aware of company Health and Safety policy.
- Ensure students are covered by Employer's 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 significant changes to the conditions of the placement, i.e. placement location, payment, etc.

- AFTER THE PLACEMENT

You will be asked for feedback on the student and the placement experience.

2. STUDENT RESPONSIBILITIES ON PLACEMENT

We wish to facilitate a quality experience for both employer and placement student. We therefore take seriously all issues concerning behaviour, punctuality, integrity and attitude to 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:

- Behave in a responsible and professional manner in the workplace.
- Inform the Careers & Industry Liaison team at Ravensbourne and their employer immediately of any illness or unplanned absence from the placement.
- Keep the Careers & Industry Liaison 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 learning and skills development.
- Avoid delay in replying to communications with Ravensbourne and Employer.
- Not withdraw from their placement without prior discussion with the Careers & Industry Liaison team at Ravensbourne.
- Respect 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 however under the Health and Safety at Work etc Act 1974 it is the responsibility of the employer 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 a successful placement experience.

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.

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PLACEMENT AGREEMENT

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

The completed form should be returned to industry@rave.ac.uk

Signatures may be completed digitally

Placements cannot begin until this this form has been returned

STUDENT DETAILS

Name of Student:

Student Email:

Course:

Telephone Number:

EMPLOYER DETAILS

Organisation Name:

Organisation website:

Workplace supervisor's name:

Workplace supervisor's email:

Workplace supervisor's telephone number:

Address where placement will take place:

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

CONDITIONS OF PLACEMENT

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

YES / NO

Provide details if yes:

Start date - Finish date: No. of days per week: Hours of work: Description of workplace duties:
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INSURANCE / RISK ASSESSMENT /HEALTH & SAFETY	YES / NO
Is Employer liability Insurance held? (or local territory equivalent – if overseas please name)	
Is Public liability Insurance held? 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?	

The placement organisation acknowledges its responsibilities under the Health and Safety at Work etc Act 1974 (or local territory equivalent) and all related legislation, and will ensure, as far as reasonably practicable, the health, safety and welfare of the student for the duration of the placement.

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

NAME	SIGNATURE	ROLE	DATE
		EMPLOYER	
		STUDENT	
		RAVENSBOURNE	

Please return this form to industry@rave.ac.uk as soon as possible before the work placement begins.

Ravensbourne contact details: Ravensbourne, University London, 6 Penrose Way, London, SE10 0EW, 020 3040 3592, industry@rave.ac.uk