**Work Placement Agreement**

Please complete electronically in consultation with your Co-ordinator and your host organisation. The signed form must be returned to the Global Office **31 May for overseas placements** and by **30 June for UK placements**. Electronic signatures can be accepted. Please return this form to [oubound@st-andrews.ac.uk](mailto:oubound@st-andrews.ac.uk). After completion of this document it is a requirement that travel is registered and that a general risk assessment is carried out via the University’s Online Travel Tool. Any changes to the placement, location, or activity will require a new Work Placement Agreement and a new Travel Tool submission. In addition, if there are any changes in placement supervisor arrangements, please alert the School as soon as possible.

This document should be completed with reference to the University’s [Work Placement Policy](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/Work_Placements.pdf).

1. **Personal Information**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| St Andrews ID |  |
| Nationality |  |
| Degree intention |  |
| Do you have a student visa for the UK? |  |

1. **Host Organisation Information**

|  |  |  |
| --- | --- | --- |
| Full name of host organisation | |  |
| Postal address | |  |
| Website | |  |
| Size of organisation | | Small (1-50 staff)  Medium (51-500 staff)  Large (>500 staff) |
| Sector | |  |
| No. of permanent staff in the department (team) hosting the student | |  |
| No. of other students/ trainees hosted at the same time in the department (team) hosting the student | |  |
| Mentor at Host Organisation | Name |  |
| Function |  |
| Email |  |
| Telephone no. |  |
| Work Based Supervisor (only if different to Mentor) | Name |  |
| Function |  |
| Email |  |
| Telephone no. |  |
| Emergency contact details for Host Organisation | Name |  |
| Function |  |
| Email |  |
| Telephone no. |  |

1. **Work Placement Details**

|  |  |
| --- | --- |
| Placement start date (dd/mm/yyyy) |  |
| Placement end date (dd/mm/yyyy) |  |
| Hours of work |  |
| Will the student receive financial support for the placement? | Yes  No |
| Will the student receive a contribution in kind for the placement? | Yes  No |

1. **Work Placement Safety Management Check (please complete in consultation with your University Mentor, Placement Coordinator, and your host organisation).**

|  |
| --- |
| Please detail how you have judged that the safety management standards of the organisation(s) involved are likely to be of an acceptable standard.  This may include but is not limited to consideration of the following factors:   * Prior knowledge/experience of the organisation, (personally, or through the University, or via colleagues). * Copies of organisation’s safety documentation provided or available to view. * Copies of relevant risk assessment/schemes of work provided. * Any written communications with the organisation about specific safety arrangements. * Knowledge gained by “due diligence” checks or research into the organisation.   Please also state whether you deem it necessary (based on your above assessment, and on the nature of the activities outlined below) for risk assessments conducted by the placement provider be forwarded to the university mentor. |
|  |

1. **Training Programme (please complete in consultation with your Placement Coordinator, University Mentor and your host organisation)**

|  |  |
| --- | --- |
| Knowledge, skills and competence to be acquired (see also Learning Outcomes below) |  |
| Detailed programme for the training period |  |
| Tasks of the placement student (job description) |  |
| Monitoring and evaluation plan |  |
| University Mentor’s initials |  |
| Placement Supervisor’s initials |  |

1. **Placement support**

Please note that students can contact St Andrews at any point during their placement if they have wellbeing or mental health concerns. Students should contact [outbound@st-andrews.ac.uk](mailto:outbound@st-andrews.ac.uk)

|  |  |
| --- | --- |
| Please provide details of support available to students while on placement e.g. Occupational Health, wellbeing guidance, mental health support etc. |  |

1. **Commitment of the three parties and signatures**

|  |
| --- |
| By signing this document, the student, the University of St Andrews and the host organisation confirm that they will abide by the principles of the Quality Commitment for student placements set out in the attached document. |
| **1. The Student**   |  |  | | --- | --- | | **Signature:** | **Date:** | |
| **2. The host organisation**  In addition to the Quality Commitment, we confirm that:   * The proposed training programme is approved, and that the details of our organisation on this form are accurate. * We will monitor the progress of the placement and consult with St Andrews if necessary. * We will provide the student with a full and clear induction, including health and safety arrangements, fire precautions and emergency evacuation arrangements. * We will conduct travel and fieldwork risk assessments for all placement activities. If indicated in Section 4 we will forward these to the University mentor, along with dates of any planned fieldwork (if applicable). * We will notify the university (via the University mentor) of any changes to placement activities, and provide them with relevant information/risk assessments. * We will assist the University with any information about the placements of overseas students required by UK immigration authorities. * In cases of serious accidents or incidents involving the student, or breaches of discipline by the student, we will consult with colleagues at St Andrews. * On completion of the training programme the organisation will issue a Certificate of Attendance to the student.   **Please refer to Quality Commitment below before completing the signature section.**   |  |  | | --- | --- | | **Name:** | **Position:** | | **Signature:** | **Date:** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3. The University of St Andrews**  I confirm that this proposed training programme agreement is approved, and our School will carry out a general risk assessment for the placement following relevant guidelines set by the University. The student will be covered by the University’s travel insurance. The placement is an integral part of the student’s degree programme. Upon successful completion, the student will be awarded the appropriate credits and the placement will appear on the student’s HEAR transcript.  **Placement Co-ordinator**   |  |  | | --- | --- | | **Name:** | **School:** | | **Signature:**  **Institutional Coordinator, Student Mobility Officer**  **Signature:** | **Date:**  **Date:** | |  |  | |

**QUALITY COMMITMENT**

**For work placements**

**THE UNIVERSITY OF ST ANDREWS UNDERTAKES TO:**

**Before**

• Provide students with clear information about **eligibility criteria** for Work Placement components and how they fit into the overall degree programme.

• Define the **learning outcomes** and assessment criteria of the Work Placement in terms of the knowledge, skills and competencies to be acquired.

• Support the student in **finding** an appropriate Work Placement to achieve the learning outcomes.

• **Select** students on the basis of clearly defined and transparent criteria and procedures and sign a placement contract with the selected students.

• Where appropriate, provide students with clear **criteria** for the approval of Placements and stipulate a process for reaching a decision on the suitability of Placements.

• Undertake an appropriate **risk assessment** for the Placement. This may be an individual risk assessment or adaption of a generic one to suit a particular Placement and participating student.

• Provide the Host Organisation with information about the **academic framework, learning outcomes and assessment mechanisms** which govern the Placement.

• Where appropriate, negotiate and sign a **Work Placement Agreement** with the student and the Host Organisation. In cases of regular providers, the University and the Host Organisation will normally sign a framework agreement to cover all Placements of a similar nature.

• Making students aware of the **practical and professional requirements**, including breach of contract, of the Host Organisation and, if relevant, the cultural life of the host country.

• Provide full **pre-departure briefing** including emergency contacts and advice to students concerning accommodation, financial arrangements, travel and immigration. This pre-departure session will include a section on wellbeing where students will be provided with information about how to **access support** while on placement.

• Ensure students and Host Organisations know how to **raise concerns** with the University or report any difficulties they might experience during the Placement.

**During**

• **Monitor** the progress of students on placement and provide **ongoing support** throughout.

• Monitor the **quality** of the Placement as per the Work Placement Agreement.

• Ensure a **contingency plan** is in place should the student be unable to complete the Placement at the Host Organisation.

**After**

• **Debrief** the student on completion of the Work Placement.

• Where appropriate, provide students with advice and support to ease their **transition** back to St Andrews after completion of the Placement.

• Maintain a list of approved Host Organisations and undertake **review** of regular providers.

**THE UNIVERSITY OF ST ANDREWS AND THE HOST ORGANISATION JOINTLY UNDERTAKE TO:**

* Negotiate and agree a tailor-made **Work Placement Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements.
* **Monitor** the progress of the placement and take appropriate action if required.
* Neither party will discriminate on the basis of:
  + age
  + gender reassignment
  + being married or in a civil partnership
  + being pregnant or on maternity leave
  + disability
  + race including colour, nationality, ethnic or national origin
  + religion or belief
  + sex
  + sexual orientation

Details of the University’s Equality and Diversity Policy can be found [online](http://www.st-andrews.ac.uk/hr/edi/).

**THE HOST ORGANISATION UNDERTAKES TO:**

**Before**

• Provide a **job/ person specification** for the Placement.

• Assign to students **tasks and responsibilities** to match their intended knowledge, skills, and desired learning outcomes and ensure that appropriate support and equipment are available.

• As appropriate, negotiate and sign a **Work Placement Agreement** with the student and the University.

• Appoint a **Work-Based Supervisor** to mentor and manage students throughout the Placement.

• If relevant to the student’s programme, provide guidance to the student in finding appropriate **accommodation.**

• Confirm to the University that it has its own **risk assessment** documentation for the Placement.

**During**

* **Monitor** the progress of students on placement and provide ongoing support throughout. In the event of student absences or non-engagement, please inform the University by emailing [studyabroad@st-andrews.ac.uk](mailto:studyabroad@st-andrews.ac.uk)
* Provide the student with a **full and clear induction**, including health and safety arrangements, fire precautions, emergency evacuation arrangements and the main findings from any relevant risk assessment.
* Notify the university (via the University mentor) of any changes to placement activities, and provide them with relevant information/risk assessments.
* Assist the University with any information about the Placements of **overseas students** as required by UK immigration authorities.
* Consult with the University in cases of **accidents or incidents** involving the student, or breaches of discipline by the student.
* Co-operate with the University to meet the requirements of the **student’s academic programme** such as the need for assessment and feedback.

**After**

• On completion of the Placement, provide **feedback** to the University as agreed at the outset of the Placement.

**THE STUDENT UNDERTAKES TO:**

**Before**

• Where appropriate as determined by the nature of the programme, be responsible for **securing an approved Work Placement.**

• Attend any **pre-departure sessions** and ensure that information provided by the University and the Host Organisation is understood.

• If participating in a Work Placement abroad, be responsible for ensuring they have **valid passports and visas** for their destination and their return to the UK.

• Seek any relevant advice from their own GP in relation to **immunisations and health issues.**

• Ensure that all **documentation** which requires their input is submitted by the required deadline.

• Take full **insurance** for his/her travel and stay at the work placement. (The University of St Andrews [insures students](https://www.st-andrews.ac.uk/students/study-abroad/before-you-go/insurance/) for the duration of their placement.

* Consider what **wellbeing support** may be required during the placement and contact Student Services at the University to discuss this prior to departure.

**During**

• **Comply** with all arrangements agreed for the Work Placement and approach the opportunity in a **professional manner** which upholds and enhances the University’s reputation.

• Abide by the **rules and regulations** of the Host Organisation, including working hours, code of conduct, rules of confidentiality and social media policy.

• Be fully aware of the **health and safety** aspects of the Work Placement and comply with all guidance issued by the School and the Host Organisation.

• **Communicate with the University pro-actively**, especially if a problem arises or there are any concerns about the Placement.

• Complete all **academic requirements** as stipulated by their School in St Andrews.

• Comply with any **student visa requirements** as detailed by the University (or UKVI).

• Comply with the University’s relevant **Terms & Conditions**.

* Contact the University should any **wellbeing concerns** arise during the placement by emailing [outbound@st-andrews.ac.uk](mailto:outbound@st-andrews.ac.uk).

**After**

• Where appropriate, on return, provide **feedback** on their experience and be pro-active in integrating their learning from the Placement with their academic studies, and in helping to prepare the next cohort of students for their participation in a Work Placement.

* **Submit a report** in the specified format and any required supporting documents at the end of the placement.

**LEARNING OUTCOMES**

It is expected that the student will gain professional and interpersonal skills which complement or run in parallel to the learning experience delivered at St Andrews.

On completion of the Work Placement, the student can be expected to:

1. be able to appreciate how areas of their academic studies are applicable in an industrial, professional or research environment;

2. have applied and/or extended their practical competence and knowledge base;

3. have improved professional communications, presentation and interpersonal skills and, if relevant, skills in another language;

4. be able to adjust to the requirements of professional workplaces in terms of professional conduct, including work ethic, safety in the workplace, reliability and personal responsibility;

5. will fully appreciate the necessity of being able to work effectively as an individual, exercising initiative as appropriate, and as part of a team in a professional setting;

6. accurately record and manage information, data and data analysis as appropriate to the Placement

7. develop a range of self-management and life-long learning skills including time management, adaptability, resilience and enterprise;

8. develop problem-solving skills in a range of familiar and unfamiliar situations.

**DATA SHARING**

Each party will communicate with one another over any student misconduct (academic or non-academic) which may arise during the course of the work placement. In accordance with requirements for students to conduct themselves according to the rules and regulations of both the University and the Host, it may be necessary for each Party to conduct separate processes in relation to any such student misconduct case. St Andrews therefore requests that a Host Organisation co-ordinator provides relevant information to the Student Mobility Officer (Outbound) at the Global Office at St Andrews, via [studyabroad@st-andrews.ac.uk](mailto:studyabroad@st-andrews.ac.uk).

Recognising that each Party will comply with all applicable Data Protection Laws or equivalent legislation in connection with its obligations and activities to facilitate this work placement, for St Andrews this is the UK General Data Protection Regulation (UK GDPR) when read with the Data Protection Act 2018. St Andrews declares that it will transfer personal data to a partner organisation for the following purposes:

* Preparing for and managing the provision of higher education or training at a partner institution, etc.
* The provision of student support (welfare) services when studying/working away from St Andrews
* Continuation of studies at a partner institution
* Substantive public interest
* Legal obligation, which could include meeting a duty of care obligation

Where permissible under Data Protection regulations, the Parties shall communicate any outcomes of such individual processes as may be undertaken which may impact on the ongoing collaborative activities between the Parties.

**INSURANCE**

St Andrews students authorised to undertake a work placement agreement as part of their degree programme will be covered by the University’s travel insurance policy. The University’s insurance provider is currently AIG Insurance - Globe Cover. Policy number: 0015901761.

Cover includes:

* Unlimited medical expenses
* Cancellation and curtailment
* Repatriation
* Personal liability insurance
* Baggage delay
* Loss of or damage to personal belongings
* Loss of travel documents (passport)
* Excess is £100 for all claims.

Please note that the University’s travel insurance policy now has a pandemic and global health emergency exclusion in it (medical costs continue to be covered). This relates to matters such as cancellation, curtailment, delay and re-arrangement. It does not apply to medical costs.

In an emergency, students abroad covered by the University’s policy can obtain immediate assistance by contacting Globe Cover - 24hr/365day access.

Telephone: +44 (0) 1273 401950

Please contact [insurance@st-andrews.ac.uk](mailto:insurance@st-andrews.ac.uk) if making a claim.

Summary of Insurance for Student Work Placements arranged by the University of St Andrews (i) outwith the UK or (ii) involving flights or at least one overnight stay within the UK.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | INSURANCE ARRANGED BY… | |
| 1. INJURY OR HARM SUFFERED BY THE STUDENT | | UNIVERSITY | STUDENT |
| 1.1 | Employers Liability insurance (or equivalent) for liability of the Host for negligent injury or harm caused to the student in connection with the Host’s business or profession. | 🗷 | 🗷 |
| 1.2 | Workers Comp benefits for the student relating to injury or harm caused to the student in connection with the Host’s business or profession. (indicate ‘not applicable’ if the law does not require it). | 🗷 | 🗷 |
| 1.3 | Non-negligent personal accident benefits for injury or harm to the student (list of insured injuries is specified within the policy). | 🗹 | Note 2 |
| 1.4 | Emergency medical care and repatriation expenses for the student. | 🗹 | Note 2 |
| 1.5 | Health insurance for the duration of the student’s stay in the country. | 🗷 | Note 3 |
| 1.6 | Loss of damage to personal belongings for duration of the student’s trip | 🗹 | Note 2 |
| 2. INJURY OR HARM CAUSED BY THE STUDENT | |  |  |
| 2..1 | Public / General Liability insurance (or equivalent) for liability of Host for third party injury or harm caused negligently by the student in connection with the Host’s business or profession. | 🗷 | 🗷 |
| 2.2 | Does cover 2.1 provide indemnity to the student for their personal liability for negligent third party injury or harm caused in connection with the Host’s business or profession? | 🗷 | 🗷 |
| 2.3 | Personal Liability insurance for third party injury or harm caused negligently by the student but not in connection with the Host’s business or profession. | 🗹 | Note 2 |
| 2.4 | Third Party Liability insurance (or equivalent) for third party injury or harm caused negligently by the student using a motor vehicle in connection with the Host’s business or profession. | 🗷 | 🗷 |
| 2.5 | Third Party Liability insurance (or equivalent) for third party injury or harm caused negligently by the student using a motor vehicle but not in connection with the Host’s business or profession. | 🗷 | Note 3 |
| 2.6 | Other – please specify… |  |  |

Note 1: Applies to all University of St Andrews covers noted above - this is an overview of cover and full details of insurance exclusions, benefits, limits and conditions are available on request.

Note 2: If University of St Andrews Travel Insurance limits or Personal Accident benefits are not deemed adequate, it is the responsibility of the Student to inform the University of St Andrews and arrange their own personal cover.

Note 3: Certain forms of cover during work placement trips such as health insurance or motor insurance are not provided by the University of St Andrews and must be placed by the student if applicable.

Note 4: Within the UK, the Association of British Insurers (ABI) wording includes students and others on work experience within the definition of Employee and they should be covered automatically under 1.1, 2.1 and 2.2 by the Host’s Employers Liability and Public Liability insurance.