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Our Ref:

Date:

Dear Employer,

### **Student Placement, Work Experience or Work Based Learning Activity**

We are very pleased that you are able to offer work experience for our student(s). Thank you. These activities can provide very valuable and effective learning opportunities which really help prepare students for future employment.

This letter is intended to provide general guidance in relation to learning that takes place in the work place and outlines roles and responsibilities in accordance with the University's Policy on Learning through Placements and Work Experience. The term work experience is used in this letter to include placements, work experience and other work based learning activities. The term work experience provider is intended to include those offering employment and those offering unpaid or voluntary opportunities.

### **General Responsibilities**

We regard effective work experience as a three way partnership between the provider, the student and the university. Whether employed by the work experience provider, or undertaking unpaid work experience, periods of work based learning or placement, students are required to familiarise themselves with and comply with all legal requirements, codes of practice and any reasonable instructions given by the provider. Within the workplace environment students will be responsible to their designated supervisor or line manager.

The University will identify the aims of the work experience, the assessment requirements and the assessment responsibilities, which should be confirmed with you as provider; this may be through the student and in the form of a Learning Agreement. Each student will be given written guidelines which clearly describe the various documents which he or she needs to produce to satisfy the course requirements. These will include a 'Student Induction Checklist' for the student to complete within the first week.

The University expects you as work experience provider to offer a safe environment in which the student is not discriminated against, in particular on grounds of race, sex, religious belief, sexual orientation, age or disability. We also hope that every student will have their ability stretched and be able to participate in a varied programme of experience, within the constraints of your workload and available supervision. We hope that the student will prove a valuable asset to your organisation, but you will understand that they require supervision appropriate to the task and their capabilities. We ask that you indemnify the University against harm to the student or their property whilst involved in work experience, except to the extent that any such harm is due to the actions or inactions of the University and/or the student.

Although we are not party to a contract of employment, students on work experience are enrolled as our students and we would expect to take any action necessary to ensure that they are proving to be an effective, safe and reliable member of your organisation. Please do not hesitate to let us know if there are any problems with which you think we could help.

## Health and Safety

We have found that health and safety training for students has sometimes been neglected, perhaps because students are engaged temporarily and are sometimes forgotten when instruction is arranged. Although current legislation places primary responsibility for health and safety training and equipment on the provider, we recognise that the university has a limited duty of care. We have given information on health and safety as part of the course and further information is contained in the placement documents issued to students. However, this is of a general nature and does not include the specific information needed for any particular job, which we would expect to be addressed by the provider.

The Health and Safety Executive has recommended that we ask for formal assurances on health and safety, and recognising our duty of care, we should be grateful if you would complete the brief '*Work Experience Provider Health and Safety Checklist*' (attached). It should be returned directly to [\* ] at the University. We are sorry to burden you with yet another piece of paper but hope that you will not find the questions too onerous and will understand our reasons for asking them. If there is a change in location or working practice which would cause you to amend your answers as indicated in the enclosed checklist, we would be grateful if you could notify the university accordingly.

## Communications

Most of the information in this letter will be of use to the student's immediate supervisor, so we would be grateful if you would forward a copy, once you know who this will be. If you need to contact the University about the work experience opportunity, the student, or to seek clarification about points in this letter please contact:

[\* ]

Tel: [\* ]

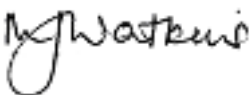
Email [\* ]

We would ask you to please notify us if the student is involved in any form of accident at work.

## Other University Services

You may be interested in other work that the University is involved with and the services that it is able to offer. More information is available through the University website ([www.plymouth.ac.uk/placements](http://www.plymouth.ac.uk/placements)), or please contact our Business Enquiry Service (0800 052 5600).

Yours sincerely,



**Deputy Vice-Chancellor**

\* To be completed by the student's faculty.

## Appendix 1: Work Experience Provider Health & Safety Checklist

Name of employer :	
Address:	
Telephone:	Email:
1. Do you have a written health and safety policy?	Yes / No
2. Do you have a policy regarding health and safety training for people working in your undertaking, including use of vehicles, Plant and equipment, and will you provide all necessary health and safety training for the placement student?	Yes / No
3. Is the organisation registered with: a- The Health and Safety Executive or b- The Local Authority Environmental Health Department	Yes / No
<b>4. Insurance</b> a- Is Employer and Public Liability insurance held? b- Will your insurances cover any liability incurred by a placement student as a result of his/her duties as an employee?	Yes / No Yes / No
<b>5. Risk Assessment</b> a- Have you carried out risk assessment of your work practices to identify possible risks, whether to your own employees or to others within your undertaking? b- Are risk assessments kept under regular review? c- Are the results of risk assessment implemented?	Yes / No Yes / No Yes / No
<b>6. Accidents and incidents</b> a- Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR b- Have you procedures to be followed in the event of serious and imminent danger to people at work in your undertaking? c- Will you report to the university all recorded accidents involving placement students? d- Will you report to the university any sickness involving placement students which may be attributable to the work?	Yes / No Yes / No Yes / No Yes / No
<b>Contact personnel</b> Who is your nominated contact for compliance with the requirements of health and safety legislation? Name: Position: Tel:	
The above statements are true to the best of my knowledge and belief. Name: Position: Signed: Date	