

2. Student's personal and course related goals

3. Resources required and responsibilities for providing them.

4. Assessment requirements

5. Insurance, Health and Safety and conduct

- Students undertaking work experience must be covered by the organisation's employer liability insurance
- Students must be made aware of the Health and Safety requirements and other responsibilities of their role
- Students are expected to conduct themselves in a professional manner, appropriate to their role

Responsibilities

The student is responsible for:

- ensuring that a *Work Experience Provider: Health and Safety Checklist* has been completed by the provider
- completing an induction into their work experience organisation and completing a *Student Induction Checklist*
- fulfilling the roles and activities agreed in the *Learning Agreement*
- conducting themselves in a manner appropriate to a representative of the University and their work experience provider
- informing their work place supervisor of any major problems that may arise during the work experience
- seeking feedback from the work experience provider on their performance and the organisation of the work experience

The University is responsible for:

- fulfilling the roles and activities agreed in the *Learning Agreement*
- preparing the student for any work experience so that they are aware of their responsibilities
- providing reasonable support to the students, including dealing with any major problems which may arise during the work experience
- assessing and providing feedback to the student on their performance
- evaluating the effectiveness of the work experience opportunity in the light of feedback from the student and the employer

The work experience provider is responsible for:

- completing a *Work Experience Provider: Health and Safety Checklist*
- fulfilling the requirements of Health and Safety, Equal Opportunities and other legal requirements in relation to the student
- fulfilling the roles and activities agreed in the *Learning Agreement* including any additionally identified needs of students with a declared disability
- nominating an individual who will supervise and support the student
- ensuring the student is inducted into the organisation and is fully aware of the relevant Health and Safety and insurance requirements
- providing the student with helpful feedback on their progress and performance
- participating in the evaluation of the work experience
- Promptly reporting any concerns about the student to the University

We have discussed the nature of the work experience and are clear about our respective responsibilities.

Student Signature:

Date

Supervisor / Mentor Signature, for and on behalf of

Date

Tutor Signature, for and on behalf of the University:

Date