

## ***Employer Agreement - Conditions for accepting a student on a Work or Industry Placement from Wiltshire College & University Centre***

### **Memorandum of Understanding**

This outlines the expected responsibilities of the employer involved in the provision of work experience or industry placements.

- Provide learning opportunities in accordance with the job responsibilities outlined in the Employer Agreement, and support students in completing the tasks and targets set by the College.
- Ensure work is planned and supervised by a responsible person and that the student will receive induction, instructions and supervision during the placement period.
- Ensure that the student is made aware of company policies on, but not limited to, working practices, code of conduct, equality and diversity, confidentiality and data protection. Due to COVID-19; the company should also make the student aware of their policy on, but not limited to, PPE, social distancing and test, track and trace methods.
- Treat the student as a member of their workforce. Please speak to your designated college Placement Officer regarding payment to the student on placement.
- Ensure the student will work the hours agreed, in accordance with employment regulations for Young Persons.
- Provide feedback on student progress, through visits, telephone reviews and timely completion of college evaluations either as part of scheduled meeting or submission of feedback electronically
- Recognises that a student on placement is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. The employer will ensure the student does not operate hazardous machinery or carry out work of an unsuitable nature, considering the students physical and emotional wellbeing, maturity and level of skill.
- As part of the induction process it is expected you will have a discussion with the student to identify any specific requirements referring to medical information received or any other condition that may require consideration, reasonable adjustment, support, or affect the health and safety or wellbeing of the student and others whilst on placement.
- Supply any protective equipment and clothing, and ensure instructions are given on its use. Any animal which is likely to cause harm to a student on placement will be restrained.
- Recognise the need for risk assessments to be carried out and ensure their prompt completion. The employer will monitor and modify risk assessments during the placement to take account of an individual student's capabilities and / or changes to working practices which may arise.
- Notify Wiltshire College & University Centre immediately in the case of absence, accident or sickness including any COVID-19 incidents which includes notifying the College if any member of your staff are tested. The student will have access to welfare and staff facilities including first aid.

- Ensure that Wiltshire College & University Centre have all correct and up to date contact information during the placement; especially for reporting of Covid circumstances. Any changes in contact information should be notified to your dedicated Placement Officer.
- The employer has in place Employer's Liability (Compulsory) Insurance, and vehicle insurance (where relevant), and will confirm that students on placement are covered by each policy before placement commences.
- The employer agrees to observe all relevant/current legislation, in particular relating to health and safety, discrimination, race relations, disability and the Children's Act.
- If there are any issues or concerns with the placement the employer will contact the designated Placement Officer in the first instance.
- We will work with employer to support the successful completion of every placement. If, after discussion with the Placement Officer, the employer does not wish to continue with the placement, the employer should aim to give reasonable notice of termination of the placement and reasons why.

**Contact: [workexperience@wiltshire.ac.uk](mailto:workexperience@wiltshire.ac.uk)**

### **Child Protection / Safeguarding**

- In consideration of the Education Act (2002), please read the following principles of working with young people. You will, by endorsing these principles, ensure that the placement is a secure and productive environment for you and the student. I confirm that all employees of the company will follow the principles as outlined;
- Where possible avoid being on your own in an isolated or closed environment with a young person.
- Ensure there is a known destination & arrival time with a third party if a student is travelling alone with an adult during a placement. Ideally, provide a mobile phone or contact number to the student in such situations.
- Those placed immediately in charge of a student should be competent in their role, mature in their attitudes and yet, be at ease with young people.
- There may be occasions when physical contact is unavoidable (e.g. when you are guiding them in carrying out a technical operation) but this should be kept to a minimum. 'Horseplay' should NEVER be permitted
- Whilst it is important to reassure a student who may be nervous and reliant on your guidance, avoid being over familiar. Ensure that staff use language & subject matter appropriate for a professional workplace at all times
- A student may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. Please do not pursue the matter, speak to your manager and share your concern with Wiltshire College & University Centre staff (Tutor or Placement Officer)
- You are reminded that you are required by law to protect children from harm and that any employees are required to declare if they are disqualified from working with children.

- In addition employers must ensure that they follow all current legislation regarding GDPR, in respect of any data held about the student on placement (e.g. personal details, next of kin information)

This information is also available on the Wiltshire College & University Centre website  
[www.wiltshire.ac.uk](http://www.wiltshire.ac.uk)