Procedure for Placement Learning

Procedure 03: 2018 Version 1.1

Effective from: 1 May 2018

Date	Supersedes	Description of Change
1 May 2018.	2017 Version.	General update.

students are expected to find their own placement they must be informed of this before starting the programme and must be given advice about how to find a placement. Students must also consider the financial implications of attending the placement (including any impact on fees and loans). Schools must consider Foreign Office travel guidance at an early stage in the arrangements for a placement overseas.

8.

Bangor University: Placement Form

Section A can be completed by the University school, or the separate parts of Section A can be completed by the student, the school and the placement provider.

Section A: Names and Contact Details (See Note 1)

Student			
Name (see Note 2)		Student Number (see Note 3)	
Degree Course			
School (see Note 4)			

Number

If the placement might lead to questions/restrictions relating to Intellectual Property Rights? (See Note 14) If the answer to this question is Yes, provide details below:	Yes [ ] No [ ]
Are any reasonable adjustments required by the student whilst on placement? (see Note 15) If the answer to this question is Yes, provide details below:	Yes [ ] No [ ]
Are there any other actions that should be taken by the student before starting the placement (see Note 16)? If the answer to this question is Yes, provide details below:	Yes [ ] No [ ]

Section C: Declarations and Signatures

The University, placement provider and student will conduct the placement as described in this form, and:

The University (through the academic school named on this form) will:
Prepare the student for the placement, as specified on this form.
Respond to any reasonable concerns by the student or the placement provider about the placement.

The placement provider will:
Treat the student (whether they are employed or not) in the same way as employees with regard to health, safety and welfare.
Comply with relevant health and safety legislation and provide the student with training in the workplace health and safety arrangements and working practices, including fire precautions and hazard.
Provide appropriate materials and equipment, if required, to carry out the work safely.
Ensure the activities to be undertaken by the student are suitably Risk Assessed and the student is appropriately briefed in its content.
Notify the University of accidents or incidents relevant to the student, including any major instances.

The student will:
Abide by the University's regulations any requirements set by the placement provider.
Carry out the work programme specified by the placement provider under the supervision of the specified supervisor(s).
Inform the placement provider of any health concerns or disability that may require adjustments.
Report any concerns about health and safety at their placement to their placement provider and, if necessary, withdraw themselves from the placement if they feel their health and safety is being put at risk. Report these to the University immediately.

Signatures	
Student	.... Date: ....
Placement Provider	.... Date: ....
School	.... Date: ....

Notes for Placement Form

In these notes 'school' is the academic school where the student is studying at Bangor.

Section A.
1. In an emergency, the University may contact the person named by the student, as held by the University in the student's record.
2. The student's name must be entered exactly as it appears in the University's records.
3. This is the nine digit University student ID.

the placement must be discussed with the Disability Service so that that the PLSP can be amended.

16. Any additional actions can be inserted here including documents that the student has to read, any courses that have to be completed, any briefings that have to be attended or any placement-specific health and safety requirements. This section can also be used to describe any legal or ethical matters that must be considered before starting the placement.