

Placement Learning Agreement



Student:

Programme:

Placement
Provider:

Placement Mentor:

University: University of Chichester, College Lane, Chichester
PO19 6PE

Academic Lead:

Start date:

End Date:

Hours:

Learning
outcomes:

The Student, the University of Chichester and the Employer all confirm their agreement to this Placement Learning Agreement, incorporating the terms set out overleaf, by signing below:

Signed by the Student

Signed for and on behalf of
the **University of Chichester**

Signed for and on behalf of

Name:
Date:

Name:
Title:
Date:

Name:
Title:
Date:

Responsibilities

The **University** will, through the Academic Lead:

- Prepare guidance and support for the Student prior to and during the work placement.
- Ensure the Student is fully informed of required learning outcomes and assessment strategies.
- Monitor progress of the Student by way of regular meetings.
- Assist the Student in professional development planning where required.
- Set and mark the evaluation and give advice on the portfolio of evidence.
- Provide support and guidance to the Placement Mentor.
- Be mindful of staff development needs for the Placement Mentor and where possible facilitate learning opportunities.

The **Placement Provider** will, through the Placement Mentor:

- Encourage the development of the Student, pointing to learning opportunities at work, and creating a supportive environment, so that the Student can achieve the learning outcomes.
- Conduct regular meetings with the Student, keeping accurate records and evidence of the Student's progress.
- Facilitate the Student's development through professional skills development, learning at work, study within the University, and reflections on their learning, professional values and career development.
- Encourage evaluation of the Student's strengths and weaknesses, and guide them towards good practice.
- Provide the Student with counsel and guidance through any technical, professional and company difficulties.
- Provide feedback to the Academic Lead on the Student's progress, and in the event of any concerns, immediately get in contact with the University.
- Appraise the learning at work in line with applicable Sector Training Council guidelines and Company Code of Practice.

The **Student** will:

- Be proactive in their own professional development and collect evidence for the work-based learning portfolio.
- Conduct themselves at all times in a professional and conscientious manner, and in accordance with professional standards.
- Work to fulfil both the job requirements and the learning objectives.
- Seek out appropriate support from the Academic Lead and Placement Mentor.
- Attend meetings and plan brief agendas for discussion with the Academic Lead where appropriate.

Health and Safety

The Placement Provider shall comply with all requirements of applicable health and safety legislation. The Placement Provider will also comply with any requirements of the University, to include without limitation, completion of the University's EHS form, available [here](#).

The Student will comply at all times with the policies and procedures of the Placement Provider, in particular those covering health and safety practices. The Student will also complete the University's risk assessment form (available [here](#)), with the support of the Workplace Mentor.

Data Protection

Each party will process personal data in accordance with the applicable law. The University's policies on data protection are available [here](#).

Problems

Any issues which arise should first be addressed by discussions between the Student, the Placement mentor and the Academic Lead. Any issues which cannot be resolved in this manner should be referred to the University's Careers and Employability Team