

LEARNER AGREEMENT:**LEARNER NAME:****COURSE and LEVEL:**

IMPORTANT: You should not go out on your work placement until the company has been health and safety/ risk assessed and authorised by the work placement team. You and your progress mentor will receive a confirmation email from the work placement team to confirm that all checks have been completed. If you attend your work placement without the work placement having a health and safety/risk assessment approved, the responsibility will be with the student, parent or carer.

- I will ensure that I have been notified by the work placement team or my progress mentor that my placement is 'ready to go' and has a completed health & safety/risk assessment before I start my work placement.
- I will return my signed learner agreement/parent, carer and travel consent form.
- I agree to travel to work, arrive on time, and stay until the agreed finishing time
- If I am unable to attend my placement, I will call the employer and my progress mentor and email the work placement team at the college in the morning, prior to the placement starting to explain my absence.
- I will abide by the college Code of Conduct at all times
- I will be responsible for my own safety and observe my responsibilities under the Health and Safety at Work etc, Act 1974
- I will not take drugs or consume alcohol before or during the work placement.
- I will be respectful and professional towards all fellow employees and managers
- I will listen and follow instructions, and will carry out all training and learning as agreed
- I will follow the employers policy on mobile phone use
- I will share any concerns I have about my work placement or training with the employer, or the colleges work placement team/progress mentors so that these can be resolved.
- I will make a positive commitment and contribution to my own learning and development.
- I will ensure that I ask the employer to run through my induction checklist to understand the safety procedures including what to do in case of a fire.
- I will complete my self-assessment.
- I will ensure that **before I finish my placement** I will remind my supervisor to complete feedback on my performance during the placement which will be emailed to them.
- The responsibility of attending a work placement without an approved health and safety/risk assessment check will rest with the student, parent or carer.

Learner signature: _____

Careers and Employability Team

Work placement team 01623 627191 ext. 8634, 8281, 8114

Email workplacement@wnc.ac.uk

CONSENT FORM TO PARTICIPATE IN WORK PLACEMENTS

This form must be completed by all learners or their parent/carer before the start of a work placement. If you are over 18 years of age (please sign section A), if you are over the age of 18 and classed as a vulnerable adult then a parent/carer's consent is required. If you are under the age of 18 your parent/carer will be required to sign this form before you go out on a work placement (please sign section B).

(A) If 18 years of age or over:

COURSE and LEVEL:

I agree to take part in the work placement and abide by the college and employer's code of conduct policies at all times. I'm aware I must not go on work placement until the company has been health & safety/risk assessed and authorised by the work placement team. **(Please read though the information at section B before signing).**

Learner Name: _____ Date of Birth: _____

Signature of Learner: _____ Date: _____

Signature of Parent/Carer (if vulnerable learner): _____

(B) If under 18 years of age:

COURSE and LEVEL:

- I agree to my son/daughter taking part in a work placement and must abide by the companies and the colleges code of conduct policies including informing the employer and college if unable to attend.
- When your son/daughter is completing a work placement, this may involve travelling in a company/supervisors vehicle. All businesses will undergo validation checks on driving licences, business insurance, tax and MOT documentation. Your signature below gives consent if the placement requires travel in a company vehicle.
- I, my son/daughter is aware that they must not go on their work placement until the company has been health & safety/risk assessed and authorised by the work placement team.
- My son/daughter will receive a confirmation email from the work placement team to confirm that all checks have been completed. If my son/daughter attends a work placement without authorisation it will then remain the responsibility of the student, parent or carer.

Learner Name: _____ Date of Birth: _____

Name of Parent/Carer: _____

Signature of Parent/Carer: _____ Date: _____

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Employability and Work Placement Co-ordinators – Construction – Engineering – Creative 01623 627191