



School/College	
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Address		Title	
Town		Contact Name	
County		Position/Job	
Postcode		Telephone No	
Website		Email	
Accessible by public transport	Yes No	Wheelchair accessible	Yes No
		Fax	

YES, I can offer a 5-week unpaid work placement(s) to **degree students** from 8th May–9th June 2017

NO, I cannot offer a 5-week unpaid work placement(s) to **degree students** from 8th May–9th June 2017

Please complete Section A and/or B and then Section C regarding half-term arrangements

Section A: Teaching Support Roles

Pre-School/Primary School	Secondary School	Further Education
<i>Age ranges/Key Stages offered</i> e.g. 2 x Reception	<i>Subject areas/Key Stages offered</i> e.g. 2 x Modern Foreign Languages	<i>Subject areas offered</i> e.g. 1 x Leisure & Tourism

Please describe the main tasks of the role and the qualities/skills you would like from the placement student. This will help us to identify the most appropriate candidate/s.

DISCLOSURE & BARRING SERVICE CHECKS

A DBS check is required for this placement as the student(s) will be working with:

Children
 Vulnerable adults
 Children and vulnerable adults
 DBS not required
 (All DBS disclosures will be arranged through the University of Chester. Current costs and information regarding the application process are available via the University website).

Section B: Support Roles (e.g. timetable officer, laboratory technician, general admin., etc.)

No. of Places	Placement/Job Title
Job Description/Project details, duties etc. (continue on separate sheet if necessary).	
Person Specification Any preferred skills, attributes, subject area.	

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Section C: Half-Term Arrangements

The majority of schools will be closed for a one-week half-term in Week 4 of placement (week commencing 29th May, standardised school year). In order to fulfil the placement requirement for the *Enhancing Your Employability Through Work Based Learning* WB5101 module (not less than 5 weeks, minimum of **150 hours**) we ask that students negotiate suitable work for the half-term with their host school/college.

Please note that we are **unable to support school placements where there is a two-week half-term** during the WBL placement period (8th May–9th June 2017) unless a second, complementary placement is organised to cover the full 5-week period. Contact the WBL Office if you have any concerns.

Please indicate the opportunities which are available at your school/college:

The school/college will be accessible throughout the 5-week period

Holiday club

Research

Creating learning materials*

Other

Please specify: _____

**examples include story sacks, organising school trip, wall displays, revision guides etc. An information sheet about half-term arrangements is available on request*

Section D: Additional Placement Offers

No. of Places	Placement/Job Title	
Job Description/Project details, duties etc. (continue on separate sheet if necessary).		
Person Specification Any preferred skills, attributes, subject area.		
<p>DISCLOSURE & BARRING SERVICE CHECKS</p> <p>A DBS check is required for this placement as the student(s) will be working with:</p> <p>Children Vulnerable adults Children and vulnerable adults DBS not required</p> <p>(All DBS disclosures will be arranged through the University of Chester. Current costs and information regarding the application process are available via the University website).</p>		

The placement allocation process runs through to March 2017. After advertising, shortlisting and selection by the University, the successful candidate for the placement(s) will contact you directly with a CV and covering letter to request an interview.

Please contact me to discuss the placement programme further. My telephone number is:
I am interested in receiving information about offering full year, paid "sandwich" placements
I no longer wish to receive information about offering work placements. Please remove me from your mailing list.

For any queries please contact:
Work Based Learning Office, University of Chester, Parkgate Road, Chester CH1 4BJ
Tel: 01244 512100
Fax: 01244 513713
Email: wbl@chester.ac.uk

The University requires that the following is in place in order to approve placements. We would be grateful if you could complete the declaration below and return the completed form together with the Placement Offer Form in order to verify the placement.

Declaration

	Yes	No
a) We confirm we have a written Health & Safety Policy.		
b) We accept responsibility for the student under the Health and Safety at Work Act 1974.		
c) We confirm we have in force Employers' and Public Liability insurances and that the student is deemed to be an employee for the purposes of these insurance policies.		
d) We confirm that we have advised the appropriate insurers of the proposed placement.		
e) Should the student be expected to work with machinery, equipment or substances hazardous to health, safety precautions will first have been taken, first aid facilities will be available and training, supervision and protective clothing will be provided.		
f) We confirm we will advise the University immediately of any injury or damage involving the student.		
g) We confirm we will provide an environment in which to work which complies with health & safety requirements, equal opportunities and diversity legislation, policy and procedure.		
<p>Are there any specific hazards that placement students might be exposed to whilst working in the organisation of which they need to be aware? If the answer to this question is yes, please complete the risk assessment form overleaf.</p>		

Name of organisation: _____

Form completed by: _____ Position: _____

Placement offered by (if different to above): _____

Telephone: _____ Date: _____

Signature: _____



Placement Hazard and Risk Assessment Form (Undergraduate Students)

Placement Job Title or Role:	
Describe the main tasks and duties the student will perform:	

STEP 1	STEP 2	STEP 3
<p>Specific hazards identified.</p> <p>List any <u>significant</u> hazards to which the student is likely to be exposed whilst on placement e.g. manual handling, use of machinery, exposure to noise or chemicals.</p>	<p>Indicate what existing action or controls are already in place to reduce the risks.</p> <p>State whether the remaining risk is LOW, MEDIUM or HIGH.</p>	<p>What further actions will your organisation take to minimise the risk to the student?</p>
<p>Example: Lifting of heavy boxes</p>	<p>Manual Handling Instruction provided to all staff involved.</p> <p>LOW Risk</p>	<p>Ensure student receives Handling Instruction at start of placement.</p>

Completed by: _____

Position: _____

Date: _____