

Organisation Name		Contact Title & Name	
Address		Position/Job Title	
Town		Telephone No.	
County		Industry Sector	
Postcode		Approx. number of employees	
Website		Organisation has business premises	Yes No
Email		Wheelchair accessible	Yes No
Fax		Accessible by public transport	Yes No

YES, I can offer a minimum of 150 hours of unpaid work experience over 5-weeks to **Degree students** from **8<sup>th</sup> May – 9<sup>th</sup> June 2017**

NO, I cannot offer a minimum of 150 hours of unpaid work experience over 5-weeks to **Degree students** from **8<sup>th</sup> May – 9<sup>th</sup> June 2017**

Please provide details of each placement you wish to offer. Multiple placements can be offered with the same or different specifications.

*The university as a personnel supplier is responsible for carrying out DBS checks where required for a placement. The DBS fee is currently £55 and is payable by the student. Further information regarding DBS checks can be found on the University website.*

No. of Places		Placement/Job Title		Please indicate whether DBS and/or vaccinations are required for the placement(s)															
Details of placement/project and person specification				<p><b>DISCLOSURE &amp; BARRING SERVICE CHECKS</b></p> <p>A DBS check is required for this placement as the student(s) will be working with:</p> <ul style="list-style-type: none"> <li>Children</li> <li>Vulnerable adults</li> <li>Children and vulnerable adults</li> <li>DBS not required</li> </ul>															
Please state any preferred skills, attributes, subject area.				<p><b>VACCINATIONS</b></p> <p>Student(s) will be working in a laboratory, in an environmental setting, in a hospital environment or with animals. Please state if vaccinations are required/ recommended.</p> <table border="1"> <thead> <tr> <th>Vaccination</th> <th>Required</th> <th>Recommended</th> </tr> </thead> <tbody> <tr> <td>Tetanus</td> <td></td> <td></td> </tr> <tr> <td>Hepatitis B</td> <td></td> <td></td> </tr> <tr> <td>Rabies</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Other (please state) _____</td> </tr> </tbody> </table>	Vaccination	Required	Recommended	Tetanus			Hepatitis B			Rabies			Other (please state) _____		
Vaccination	Required	Recommended																	
Tetanus																			
Hepatitis B																			
Rabies																			
Other (please state) _____																			

No. of Places		Placement/Job Title		Please indicate whether DBS and/or vaccinations are required for the placement(s)															
Details of placement/project and person specification				<p><b>DISCLOSURE &amp; BARRING SERVICE CHECKS</b></p> <p>A DBS check is required for this placement as the student(s) will be working with:</p> <ul style="list-style-type: none"> <li>Children</li> <li>Vulnerable adults</li> <li>Children and vulnerable adults</li> <li>DBS not required</li> </ul>															
Please state any preferred skills, attributes, subject area.				<p><b>VACCINATIONS</b></p> <p>Student(s) will be working in a laboratory, in an environmental setting, in a hospital environment or with animals. Please state if vaccinations are required/ recommended.</p> <table border="1"> <thead> <tr> <th>Vaccination</th> <th>Required</th> <th>Recommended</th> </tr> </thead> <tbody> <tr> <td>Tetanus</td> <td></td> <td></td> </tr> <tr> <td>Hepatitis B</td> <td></td> <td></td> </tr> <tr> <td>Rabies</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Other (please state) _____</td> </tr> </tbody> </table>	Vaccination	Required	Recommended	Tetanus			Hepatitis B			Rabies			Other (please state) _____		
Vaccination	Required	Recommended																	
Tetanus																			
Hepatitis B																			
Rabies																			
Other (please state) _____																			

The placement allocation process will run through to mid-March 2017.  
 The WBL team will create a placement advert based on the information provided and shortlist applications on your behalf.  
 We will contact you again with the name(s) of the student(s) who we consider to meet your requirements.  
 In the meantime, please advise us should the placement situation change.

Additional placements/projects available

No. of Places		Placement/Job Title		Please indicate whether DBS and/or vaccinations are required for the placement(s)															
Details of placement/project and person specification				<p><b>DISCLOSURE &amp; BARRING SERVICE CHECKS</b></p> <p>A DBS check is required for this placement as the student(s) will be working with:</p> <ul style="list-style-type: none"> <li>Children</li> <li>Vulnerable adults</li> <li>Children and vulnerable adults</li> <li>DBS not required</li> </ul>															
Please state any preferred skills, attributes, subject area.				<p><b>VACCINATIONS</b></p> <p>Student(s) will be working in a laboratory, in an environmental setting, in a hospital environment or with animals. Please state if vaccinations are required/ recommended.</p> <table border="1"> <thead> <tr> <th>Vaccination</th> <th>Required</th> <th>Recommended</th> </tr> </thead> <tbody> <tr> <td>Tetanus</td> <td></td> <td></td> </tr> <tr> <td>Hepatitis B</td> <td></td> <td></td> </tr> <tr> <td>Rabies</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Other (please state) _____</td> </tr> </tbody> </table>	Vaccination	Required	Recommended	Tetanus			Hepatitis B			Rabies			Other (please state) _____		
Vaccination	Required	Recommended																	
Tetanus																			
Hepatitis B																			
Rabies																			
Other (please state) _____																			

No. of Places		Placement/Job Title		Please indicate whether DBS and/or vaccinations are required for the placement(s)															
Details of placement/project and person specification				<p><b>DISCLOSURE &amp; BARRING SERVICE CHECKS</b></p> <p>A DBS check is required for this placement as the student(s) will be working with:</p> <ul style="list-style-type: none"> <li>Children</li> <li>Vulnerable adults</li> <li>Children and vulnerable adults</li> <li>DBS not required</li> </ul>															
Please state any preferred skills, attributes, subject area.				<p><b>VACCINATIONS</b></p> <p>Student(s) will be working in a laboratory, in an environmental setting, in a hospital environment or with animals. Please state if vaccinations are required.</p> <table border="1"> <thead> <tr> <th>Vaccination</th> <th>Required</th> <th>Recommended</th> </tr> </thead> <tbody> <tr> <td>Tetanus</td> <td></td> <td></td> </tr> <tr> <td>Hepatitis B</td> <td></td> <td></td> </tr> <tr> <td>Rabies</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Other (please state) _____</td> </tr> </tbody> </table>	Vaccination	Required	Recommended	Tetanus			Hepatitis B			Rabies			Other (please state) _____		
Vaccination	Required	Recommended																	
Tetanus																			
Hepatitis B																			
Rabies																			
Other (please state) _____																			

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.

Please tick here if you are happy for the WBL Office to share your details with other departments at the University of Chester.

**Please return this form using one of the following methods:**  
**Post:** Work Based Learning Office, University of Chester, Parkgate Road, Chester CH1 4BJ  
**Fax:** 01244 513713  
**Email:** [wbl@chester.ac.uk](mailto:wbl@chester.ac.uk)

## Placement Health and Safety Form 2016/17

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.		
h) 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 <b>yes</b> , please complete the <b>Placement Hazard and Risk Assessment Form overleaf</b> or attach relevant risk assessment details.		

### Please complete in BLOCK CAPITALS

Name of organisation:	
H&S Form and Placement Hazard & Risk Assessment Form completed by:	
Position:	
Placement offered by (if different to above):	
Telephone:	Date:
Signature:	

