

Workplace Agreement Form

Completion of this form is an essential requirement for students participating in work-related programmes, in their own place of employment (paid or voluntary)

In order to establish a clear working relationship between the student, the workplace and the College, we ask that the key contact person (as a representative of the work setting) and the student each sign below to acknowledge their respective roles in this relationship. Please return this document with signatures as soon as possible to the College. A copy of this agreement, signed by a representative of the College, will be returned to you in due course.

By signing this agreement you are confirming the following:

Health and Safety: The work place setting is registered with the HSE or local authority and has a written policy for Health and Safety and appropriate emergency procedures.

Inspection Framework: The work setting is in good standing in the sector and is subject to the relevant inspection framework under Ofsted, CQC or other regulatory body (please state which regulatory body applies to this setting below).

Appropriateness of the environment: With regard to the summary of the modules provided, the work setting provides an appropriate environment in which the student will be able to apply their College learning in practice.

The Work Place Setting will

- Enable the student to be released from their duties in the setting to attend classes at Grantham College;
- Take responsibility for the Health and Safety and personal liability of the student at the workplace as with any other employee/volunteer;
- Ensure that the student has a current and relevant Disclosure and Barring Service (DBS) check for the setting and inform the College if this is not the case;
- Inform Grantham College immediately if there are any safeguarding issues related to the student/employee. Please contact the Assistant Principal: HE;
- Inform Grantham College should there be any prolonged absence of the student from the work setting (e.g. sickness, maternity or compassionate leave);
- Inform Grantham College of any change in circumstances;
- Be aware that the student will be using their workplace experience as a source of learning and that this might involve for example, observations or reflective account (suitably anonymised) being used as part of their assessments;
- Ensure that other stakeholders at the setting are aware of the nature of the student's studies which are bound by the usual confidentiality policy of the setting;

Signed by (work setting):

Print name:

Date:

- Disclosure Barring Service Number for the student:
- Date Disclosure Barring Service Number issued:
- Return address:

The Student will:

- Understand that they are an employee/volunteer at the setting as well as a representative of Grantham College and adhere to the policies of the setting and the College;
- Demonstrate a professional attitude and an understanding of appropriate confidentiality;
- Attend the workplace setting regularly throughout the duration of the course;
- Notify the College immediately if they move to a different workplace setting;
- Understand that lack of attendance or prolonged interruptions in attendance at the workplace setting, and/or failure to inform the College of changes in their work situation could restrict the student's ability to fulfil the work-related aspect of the programme, and that this might affect the student's progression on the course.

Signed by (student):

Print name:

Date:

Grantham College will:

- Provide the employer with a main point of contact at the College should any issues arise. This will be the Assistant Principal: HE

Telephone number: 01476 400299

- Allocate a Student Mentor to each student in the first few weeks of starting their programme.

Signed by (Grantham College):

Print name:

Date: