**Employer/learner placement agreement**

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| Employer/organisation: |  |
| Contact details: |  |
| Address/location of work setting: |  |
| Name and contact details of mentor: |  |

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| --- |
| Types of activities/tasks the learner *[insert learner’s name]* on placement can take part in: |
|  |

|  |
| --- |
| Types of activities/tasks the learner *[insert learner’s name]* is not allowed to take part in: |
|  |

|  |
| --- |
| PPE equipment provided by employer: |
|  |

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| --- |
| Pre-placement training required: |
|  |

Purpose of placement:

[ ]  Taster session

[ ]  Short work experience

[ ]  Longer term placement

[ ]  Qualification requirement

|  |
| --- |
| If qualification requirement, please provide details of the qualification and course requirements for the placement: |
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|  |  |
| --- | --- |
| Duration of placement: |  |
| Start date/end date: |  |
| Start and finish times: |  |
| Lunch arrangements: |  |
| Travel and subsistence arrangements: |  |
| Dress code:  |  |

The learner agrees to:

* carry out the tasks and activities outlined above
* be punctual and follow the work setting’s policies and procedures
* report any concerns about the placement, health and safety or safeguarding issues.

The employer agrees to:

* provide meaningful opportunities with tasks and activities that meet the purpose of the work placement, including support from a mentor and constructive feedback on progress.

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| --- | --- |
| Learner’s signature:  |  |
| Employer’s signature:  |  |
| Date:  |  |