[Insert organisation name/logo]

# STUDENT PLACEMENT AGREEMENT TEMPLATE

***🖌Note\****

*This Agreement is to be used in the absence of a pro-forma Learning Agreement provided by the academic/training institution.*

*\*Please delete note before finalising this plan*

**[Insert organisation name]** is committed to ensuring students on placement receive respect and support in carrying out their placement within the organisation. The Student Placement Learning Agreement supports the student and the Supervisor to agree on expectations and obligations for the duration of the placement.

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| --- | --- | --- | --- |
| **Placement details** | | | |
| **Student name** |  | | |
| **Supervisor** |  | | |
| **Start date** |  | **End date** |  |
| **Days/times of attendance** |  | | |

|  |  |  |
| --- | --- | --- |
| **Academic/training institution details** | | |
| **Organisation name** |  | |
| **Contact person** |  | |
| **Phone** | **Work** |  |
| **Mobile** |  |
| **Email** |  | |

### 1. Student agreement

* Sign and comply with the organisation Code of Conduct
* Attend the organisation on the days/hours agreed to
* Notify the organisation’s supervisor or nominated alternative as soon as possible via an appropriate and agreed upon method if unable to attend the agreed days/times
* Advise of known medical factors, including medication or treatment, that may affect the students ability to carry out their work placement (attach details of relevant information if applicable)
* Be aware of and adhere to relevant organisational policy and procedures
* Participate in formal supervision sessions with supervisor as mutually agreed **[insert details]**
* Request informal supervision when required
* Expect honest and constructive feedback from supervisor and other staff
* **[Additional obligations to be added in consultation with the organisation’s supervisor and student if necessary]**

### 2. The organisation supervisor agreement

* Provide formal and informal supervision of the student as mutually agreed **[insert details]**
* Act in accordance with the organisation workplace responsibilities, including those set out in the organisation Code of Conduct
* Confirm that the student is covered by insurance through the academic/training institution
* Provide honest and constructive feedback
* Identify alternative supervision and support for the student when not available
* **[Additional obligations to be added in consultation with the organisation’s supervisor and student if necessary]**

### 3. Placement variation or cancellation

* This agreement may be varied or amended by further agreement between the student on placement and the appointed organisation’s supervisor
* The student may terminate this agreement at any time by providing written notice
* The organisation may terminate this agreement at any time by providing written notice to the student and academic institution.

### 4. Information to assist the organisation and the student in completing the work placement

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### 5. Specific requirements for the student to undertake the work placement

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| --- | --- | --- | --- | --- |
| **Student** | | | | |
| **Name** |  | | | |
| **Signature** |  | | **Date** |  |
| **Supervisor** | | | | |
| **Name** |  | | | |
| **Signature** |  | **Date** | |  |