



WORK PLACEMENTS WITHIN THE UNITED KINGDOM: CONDITIONS OF PARTICIPATION

Please read this document carefully and sign the Conditions of Participation Declaration (the "Declaration") where indicated. Return the signed Declaration to the Placement Co-ordinator in your School. You should retain a copy for your records.

This document relates primarily to work placements within the UK. All references to the University are references to Queen's University Belfast.

1. The University wishes your work placement to be beneficial and so, while the University has made a judgment as to the suitability of the host employer and the work placement opportunities it has to offer, you must also satisfy yourself in advance that the host employer and proposed placement is acceptable to you. If you have any concerns about your proposed host employer, you should raise these in advance with the member of staff at the University responsible for organising your placement.
2. Before arriving at the host employer you must undertake any programme of preparation offered by the University and attend pre-departure preparation or briefing meetings of which you are notified. Students for whom English is not their native language may be required to reach a prescribed level of linguistic competence prior to commencement.
3. Whilst the University is insured to cover its legal liability for claims arising from injuries where the negligence of the Institution or its employees can be established, it does not provide Personal Accident insurance for students. Students are required to make their own arrangements in this respect.
4. Firms and organisations with whom students are placed should have both Public and Employers liability insurance in place to cover their liability for negligence in the event of a student being injured. The School Placement Co-ordinator must ensure that this is complied with before placements are arranged.
5. The University does not accept liability for loss and/or damage to personal property, and students are required to make their own insurance arrangements in this respect.
6. The University does not accept liability for third party claims arising out of the use by students of their own vehicles for course trips and travel to placements. Students must therefore inform their own individual insurance company/broker and have policies adjusted to reflect vehicle use outside the standard "social and domestic" cover.
7. You should be aware of any health requirements or vaccinations that should be undertaken prior to beginning your placement (particularly in the case of clinical placements). It is your responsibility to ensure that you can comply with these requirements and that you receive the appropriate vaccinations. The University reserves the right to request proof of compliance in both regards prior to your departure. You should seek medical advice regarding any pre-existing medical condition or disability, and inform your School Placement Co-ordinator so that, where applicable, appropriate arrangements may be made with the host employer.

8. While the University and host employer may provide assistance to ensure that suitable accommodation is secured, the final responsibility for making such arrangements and paying the necessary rent will be yours.
9. The University will notify you of potential sources of financial assistance available to students who undertake work placements. Please note that by signing the attached Declaration you acknowledge that the sole responsibility for financing your placement lies with yourself, and is not the responsibility of the University.
10. You will be informed of the names of staff at both the University and the host employer as main points of contact. If the University has not notified you of these names, then ensure that you request this information before beginning your placement.
11. The University would remind you that during your work placement you will be an ambassador for the University and must conduct yourself accordingly at all times. Any disciplinary procedure which may be invoked against you by the host employer may, therefore, also result in disciplinary action being taken by the University. You must at all times adhere to any procedures, rules or codes of conduct of which you are notified either by the University or the host employer.
12. Following arrival at the host employer you must participate in any induction programme required by the employer so that you are familiar with the policies and procedures applicable to you during the placement.
13. You are required to report to the University to confirm commencement of the placement, and to give brief information on your role, job content, responsibilities and hours of work, and a report on the initial stages of work.
14. If you have any queries relating to your placement following arrival, you should raise these with the designated contact at the host employer. You are expected to contact your School Placement Co-ordinator at the University, should any work-related or pastoral problems arise. While every effort has been made to ensure that the work placement offered by the host employer is appropriate, you are required to inform the University immediately if you have any concerns in this regard.
15. In addition to the projects you may undertake during work placement, you may be required to submit work in the form of a dissertation, other written work or an oral examination on return to the University.
16. To monitor your progress the University will maintain regular contact with you (through email or other channels) during your work placement. There will also be a clear schedule for submission of any learning material or progress forms. You will be responsible for ensuring that you acknowledge such contact and comply with the schedule.
17. Upon return to the University you will be required to provide a brief practical report on the experience. You may also be required to attend an interview to help with the assimilation of your experience, ease your return to the University, and provide information to the University on the host employer.
18. While the University will use all reasonable endeavours to ensure that the work placement arrangements are fulfilled as described, it reserves the right to make variations to the location or the programme, and in certain circumstances to suspend or cancel the arrangement. The University will endeavour to provide as much notice of any such changes as is reasonably practical in the circumstances.

19. By signing and returning the attached Declaration (WP UK 1) you are acknowledging receipt of the information contained in this document.



WORK PLACEMENT WITHIN THE UNITED KINGDOM

DECLARATION

I hereby acknowledge that I have read this Conditions of Participation document and that I understand the obligations I am undertaking as a result of participation in this work placement programme with a host employer. I also confirm that I have been given all the information to which the document refers.

I understand that generally Queen's University Belfast:

- cannot eliminate all risks from working environments, or assure the safety of participants;
- cannot provide or pay for legal representation for participants.

I understand that

- as a participating individual, I am responsible for my own daily personal decisions, choices, and activities;
- the University cannot prevent participants from engaging in illegal, dangerous or unwise activities.

I confirm that I will obtain/have obtained* any required health vaccinations.

* *delete as appropriate*

I understand that it is my responsibility to obtain adequate medical, belongings and travel insurance cover (if appropriate).

Print Name

Degree Programme

Signature

Date

Placement Type (tick box)

Sandwich Placement (compulsory)

Other Work Placement (optional)

One signed copy to be returned to your Placement Co-ordinator before your planned commencement date.