



School of xxxxxxxx

Pre-Placement Details Form

Student Name

Mobile Number

Student Number

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Placement Company

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Company Address (location of placement)
HR/Recruitment

Name, Tel and Email of Company

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Name of Line Manager (please contact the company to find out)

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Line Manager Email

Line Manager Tel No

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Placement Salary

How did you hear about this placement?

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Placement Start Date

Placement End Date

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Please ensure you are able to tick and action the following points:

I have included my placement job description with this form

I have included proof of placement with this form (contract/offer letter/email confirmation)

On _____ (date) I forwarded the Health and Safety Agreement Form to my employer for completion

Please return this form by email to **named tutor** (xxxxx@qub.ac.uk) or submit to the School Office.

Notes:

1. Students registered on the degree pathway which includes a compulsory 'placement year' and in their penultimate year of study who do not submit the necessary documentation or do not secure a placement will be transferred off the placement pathway and expected to return to their studies in the next academic year.
2. In exceptional circumstances, forms and proof of placement will be accepted up to the late closing date of 31 July.