# UOC Logo_2010

# Work Based Learning Placement Offer Form 2013/14

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organisation Name** | | Click here to enter text | | | | | | |
| **Address** | Click here to enter text | | | | **Contact Title & Name** | | Click here to enter text | |
| **Town** | Click here to enter text | | | | **Position/Job Title** | | Click here to enter text | |
| **County** | Click here to enter text | | | | **Telephone No** | | Click here to enter text | |
| **Postcode** | Click here to enter text | | | | **Email** | | Click here to enter text | |
| **Website** | Click here to enter text | | | | **Fax** | | Click here to enter text | |
| **The organisation has business premises** | | Choose yes or no | **Accessible by public transport** | Choose yes or no | | **Wheelchair accessible** | | Choose yes or no |

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|  | ***Yes,*** *I can offer a 5 week unpaid work placement(s) to* ***Degree students*** *from* ***6th May–6th June 2014***  *Approx 1300 Degree students from* ***all subject areas*** *will be seeking placements (see placement provider leaflet for subject areas)* | | | |  | ***No,*** *I cannot offer a 5 week unpaid work placement(s) to* ***Degree students*** *from*  ***6th May–6th June 2014*** | | |
|  | | | | | | | | |
| No. of Places | | | Click here to enter text | Placement/Job Title | Click here to enter text | | | | | |
| **Job Description/Project details, duties etc.** (continue on separate sheet if necessary). | | | | Click here to enter text | | | | | | |
| **Person Specification**  Any preferred skills, attributes, subject area. | | | | Click here to enter text | | | | | | |
| Student(s) will be working with children and/or vulnerable adults and will require DBS disclosure.  All DBS disclosures will be arranged through the University of Chester. Current costs and information regarding the application process are available via the University website. | | | | | | | | Yes | No | |
| Student(s) will be working in a laboratory, in a hospital environment or with animals and vaccinations are required ***(delete as necessary)***. If yes, please state which vaccinations are required. Click here to enter text | | | | | | | | Yes | No | |
|  | | | | | | | | | | |
| No. of Places | | | Click here to enter text | Placement/Job Title | Click here to enter text | | | | | |
| **Job Description/Project details, duties etc.** (continue on separate sheet if necessary). | | | | Click here to enter text | | | | | | |
| **Person Specification**  Any preferred skills, attributes, subject area. | | | | Click here to enter text | | | | | | |
| Student(s) will be working with children and/or vulnerable adults and will require DBS disclosure.  All DBS disclosures will be arranged through the University of Chester. Current costs and information regarding the application process are available via the University website. | | | | | | | | Yes | No | |
| Student(s) will be working in a laboratory, in a hospital environment or with animals and vaccinations are required ***(delete as necessary)***. If yes, please state which vaccinations are required. Click here to enter text | | | | | | | | Yes | No | |

## Additional Placements/Projects available

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| --- | --- | --- | --- | --- | --- |
| No. of Places | Click here to enter text | Placement/Job Title | Click here to enter text | | |
| **Job Description/Project details, duties etc.** (continue on separate sheet if necessary). | | Click here to enter text | | | |
| Person Specification Any preferred skills, attributes, subject area. | | Click here to enter text | | | |
| Student(s) will be working with children and/or vulnerable adults and will require DBS disclosure.  All DBS disclosures will be arranged through the University of Chester. Current costs and information regarding the application process are available via the University website. | | | | Yes | No |
| Student(s) will be working in a laboratory, in a hospital environment or with animals and vaccinations are required ***(delete as necessary)***. If yes, please state which vaccinations are required. Click here to enter text | | | | Yes | No |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. of Places | Click here to enter text | Placement/Job Title | Click here to enter text | | | |
| **Job Description/Project details, duties etc.** (continue on separate sheet if necessary). | | Click here to enter text | | | | |
| Person Specification Any preferred skills, attributes, subject area. | | Click here to enter text | | | | |
| Student(s) will be working with children and/or vulnerable adults and will require DBS disclosure.  All DBS disclosures will be arranged through the University of Chester. Current costs and information regarding the application process are available via the University website. | | | | Yes | No | |
| Student(s) will be working in a laboratory, in a hospital environment or with animals and vaccinations are required ***(delete as necessary)***. If yes, please state which vaccinations are required. Click here to enter text | | | | Yes | No | |
| |  |  | | --- | --- | |  | Please contact me to discuss the placement programme further. My telephone number is Click here to enter text | |  | I am interested in receiving information about offering full year, paid “sandwich” placements. | |  | I no longer wish to receive information about offering work placements. Please remove me from your mailing list. |   **Please return this form to:**  **Work Based Learning Office, University of Chester, Parkgate Road, Chester CH1 4BJ**  **Fax: 01244 513713** | | | | | | |
|  | | | | | | |



Placement Health and Safety Form (2013/14)

*The University requires that the following is in place in order to approve placements. We would be grateful if you could complete the declaration below and return the completed form together with the* Placement Offer Form *in order to verify the placement.*

*Declaration*

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Yes** | **No** |
| a) | We confirm we have a written Health & Safety Policy. |  |  |
| b) | We accept responsibility for the student under the Health and Safety at Work Act 1974. |  |  |
| c) | We confirm we have in force Employers’ and Public Liability insurances and that the student is deemed to be an employee for the purposes of these insurance policies. |  |  |
| d) | We confirm that we have advised the appropriate insurers of the proposed placement. |  |  |
| e) | Should the student be expected to work with machinery, equipment or substances hazardous to health, safety precautions will first have been taken, first aid facilities will be available and training, supervision and protective clothing will be provided. |  |  |
| f) | We confirm we will advise the University immediately of any injury or damage involving the student. |  |  |
| g) | We confirm we will provide an environment in which to work which complies with health & safety requirements, equal opportunities and diversity legislation, policy and procedure. |  |  |
| Are there any specific hazards that placement students might be exposed to whilst working in the organisation of which they need to be aware? If the answer to this question is yes, please complete the risk assessment form overleaf. | |  |  |

**Please complete in BLOCK CAPITALS**

|  |  |
| --- | --- |
| Name of organisation: Click here to enter text | |
| Form completed by: Click here to enter text | Position: Click here to enter text |
| Placement offered by (if different to above): Click here to enter text | |
| Telephone: Click here to enter text | Date: Click here to enter a date |
| Signature: Click here to enter text | |

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*Placement Hazard and Risk Assessment Form (Undergraduate Students)*

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| --- | --- |
| **Placement Job Title or Role:** | Click here to enter text |
| **Describe the main tasks and duties the student will perform:** | Click here to enter text |

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| --- | --- | --- |
| **STEP 1** | **STEP 2** | **STEP 3** |
| **Specific hazards identified.**  **List any significant hazards to which the student is likely to be exposed whilst on placement e.g. manual handling, use of machinery, exposure to noise or chemicals.** | **Indicate what existing action or controls are already in place to reduce the risks.**  State whether the remaining risk is **LOW**, **MEDIUM** or **HIGH**. | **What further actions will your organisation take to minimise the risk to the student?** |
| **Example:**  Lifting of heavy boxes | Manual Handling Instruction provided to all staff involved.  LOW Risk | Ensure student receives Handling Instruction at start of placement. |
| Click here to enter text | Click here to enter text | Click here to enter text |
| Click here to enter text | Click here to enter text | Click here to enter text |
| Click here to enter text | Click here to enter text | Click here to enter text |
| Click here to enter text | Click here to enter text | Click here to enter text |
| Click here to enter text | Click here to enter text | Click here to enter text |

Completed by: Click here to enter text

Position: Click here to enter text Date: Click here to enter a date