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To indicate your response, type it in the field or tick the relevant box.
When unsure, hover over a field for a prompt.

UK PLACEMENT AGREEMENT

Date:	
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Between:

"The Provider"	
Company name	
Registered Address (incl. postcode)	

And

"The Trainee"	
Name	
Registered Address (incl. postcode)	

In relation to the position:

Job title	
Hours per week	

Prior to the beginning of the Placement, the Trainee will ensure that this Agreement and a completed Health & Safety Checklist are signed by the Trainee and the Provider and submitted to the University via My Aston Portal (MAP).

Under this Agreement it is agreed:

1. The Placement

1.1. The Provider will provide the Trainee with a Placement within its organisation ("the Placement"). The purpose of the Placement is to give the Trainee the opportunity to be exposed to a working environment and learn 'on the job' about the Provider's operations and business practices ("the Provider's Business"). The Trainee will be engaged by the Provider as an employee of the Provider and not on a self-employed basis or via a third party, unless agreed in writing by the University.

1.2. The Placement is:

- ☐ **On expenses. The expense rate is:**
☐ **Paid. The remuneration is**
☐ **Unpaid**

1.3. The Placement is ☐ onsite / ☐ hybrid / ☐ remote.

2. Duration

- 2.1. The Placement will commence on [] and come to an end on [] covering [] weeks. There must be an end date of when “The Placement” period ends. This may differ from the period of general employment entered into between “The Provider” and “The Trainee”.
- 2.2. The Provider may, acting reasonably and on notice, terminate the Placement earlier than its intended end date in the event of professional, academic, disciplinary or health reasons.
- 2.3. In the event of health reasons or any other exceptional circumstance, the Trainee, with the prior written consent of the Provider, may terminate the Placement.
- 2.4. The Trainee and/or Provider are to update the University if the Placement is terminated early for any reason without delay.

3. Obligations

- 3.1. The Provider agrees to:
 - 3.1.1. offer the Trainee a learning experience as may be reasonably expected of the Placement;
 - 3.1.2. equip the Trainee with a safe working environment and equivalent work facilities and amenities as those provided to current employees of the Provider;
 - 3.1.3. provide a job description for the Placement;
 - 3.1.4. grant the Trainee a period of annual leave ‘in line with their current business practises’
 - 3.1.5. during the Placement, to enable the Trainee to focus on their academic assessment;
 - 3.1.6. complete the Aston University Health and Safety Checklist provided by the Trainee and return it to the Trainee;
 - 3.1.7. provide an induction and training relevant to the post;
 - 3.1.8. allow access either physically or virtually to a Placement Tutor/ Professional Placement Visitor to visit the Trainee and line manager; and
 - 3.1.9. develop a set of learning objectives/development plan in conjunction with the Trainee, for the duration of the Placement and regularly meet with the Trainee to discuss their progress against the determined objectives/development plan.
- 3.2. The Trainee agrees to:
 - 3.2.1. upload the completed Agreement to your University record on My Aston Portal (MAP) for approval;
 - 3.2.2. comply with the Provider’s reasonable instructions, policies and procedures during the Placement;
 - 3.2.3. maintain full attendance for the duration of the Placement and to comply with the Provider’s sickness and absence reporting procedures where appropriate;
 - 3.2.4. keep confidential and not divulge to any third party other than the Placement Tutor, without the written consent of the Provider, any information relating to the Provider’s Business to which the Trainee may be privy to during the Placement and which is not already in the public domain;
 - 3.2.5. return to the Provider on termination or completion of the Placement all documents and materials belonging to the Provider;

- 3.2.6. continue to comply with the University's applicable rules, regulations and procedures throughout the duration of the Placement; and
- 3.2.7. arrange a placement visit from Placement Tutor/ Professional Placement Visitor.

4. Intellectual property

- 4.1. The Provider and the Trainee will enter into a separate agreement regarding the ownership of intellectual property rights developed during the course of the Placement. For the purposes of this Agreement, intellectual property rights will mean all intellectual property rights throughout the world for the full term of the rights concerned, whether or not registered and whether or not registerable, including without limitation, copyright, database rights, patents, rights in inventions, know-how and technical information, design rights, registered and unregistered designs, trade marks (including business and brand names, devices and logos) domain names and the rights to apply for any of the foregoing anywhere in the world.
- 4.2. All placement year essays are treated as examination scripts and are therefore treated as confidential pieces of work. The essays are marked by Placement Tutors and also marked 'blind' by another academic member of staff. Once essay marks have been forwarded to the Placement Year Examination Board, essays are kept in a secure room until the student graduates. After graduation, the placement year essays are then destroyed.

5. Insurance Agreement

- 5.1. The Provider will insure the Trainee against accidents whilst at work and whilst travelling on behalf of the Provider.
- 5.2. The Provider will maintain all appropriate insurances to the Provider's Business and will comply with, but not limited, to Health and Safety, Data Protection, Anti-Bribery, Modern Slavery and Equality.
- 5.3. Any accident suffered by the Trainee either during the Placement or on the journey to and from the Placement must be declared to the University and the Provider as soon as reasonably practicable.
- 5.4. Prior to the beginning of the Placement, the Trainee will ensure that this Agreement and a completed Health & Safety Checklist are signed by the Trainee and the Provider.
- 5.5. The University will not be liable for any payments to the Provider or the Trainee under this Agreement.

NOTE: If further advice and guidance is needed in relation to this Placement Agreement please contact:

onplacementsupport@aston.ac.uk

This Agreement has been entered into on the date stated at the beginning of it.

Signed on behalf of the Provider

Name	
Position	
Signature	
Date	

COMPANY STAMP

*OR ATTACH COMPANY
LETTERHEAD*

Signed on behalf of the Trainee

Name	
Position	
Signature	
Date	