**Placement Requirements One Sheet**

**Requirements for a placement:**

* **Start date**: after the 9th June (and must not interfere with any 2nd year exams)
* **End date**: before the 22nd September
  + You must be able to provide a date when your placement will cease to validate your placement activity period. This includes for full time jobs and should be clearly stated in the placement agreement form or contract
* **Hours**: At least 16 hours per week
* Must be on companies’ house or registered as a sole trader
* Must complete a health and safety document and meet the legal standard
* You must inform the company that this role is a placement and will require a placement visit and for documents to be provided
* Documents to be provided are:
  + **The Placement Agreement form or contract** (which includes the start/end date, hours and pay)
  + **A Job Description** on a headed document or signed by your placement provider
  + **The Health and Safety form** fully completed (remote placements still need to have the legal health and safety requirements in place)
* All documents can be found at <https://www.aston.ac.uk/careers/placement-year/guide/essential-information>
* **Documents should be provided by the 2nd week of your placement start date.**
* If you are unsure of a placement opportunity, please get in touch with the On Placement Support Team prior to commencing your placement as approvals cannot be made if your placement is unsuitable and does not follow the advice listed in the Placement Year Guide

**What cannot be approved:**

* Commission Based Roles
* Roles where you are primarily lone working such as factory work or courier
* Placements through an agency
* Two placements at the same time
* Placements that do not comply with the required University Health and Safety