**[To be printed on Imperial College Letter Headed Note paper]**

**Appendix 1**

**WORK EXPERIENCE PLACEMENT AGREEMENT**

I am pleased to offer you unpaid work experience as set out below:

|  |  |
| --- | --- |
| **Name:** | <insert full name of student> |
| **Placement dates offered:** | From       to |
| **Location:** | <insert department/division, campus and address> |
| **Suggested placement hours:** | <insert times/hours range> |
| **Learning activities:** | <insert brief outline of activities/shadowing/observations to be arranged etc.> |

**Contact information:**

|  |  |
| --- | --- |
| **Supervisor:** | <insert name of person supervising student during placement> |
| **Contact number/email:** | <insert tel. number and email of supervisor and/or or other suitable contact for queries or emergencies (including name if different to supervisor)> |

**Your first day:**

Please report to the Supervisor named above at the address given in the location section above <amend as required>.

If you have any questions relating to your placement, or if there is anything else you consider we should be aware of in relation to your welfare whilst undertaking work experience with us: *(e.g. medication, dietary requirements, disability that could impact the activities we give you*), please let your supervisor (as named above) know either on or, preferably before your first day.

**Your responsibilities during your placement:**

Whilst undertaking your work experience placement with Imperial College London, we request that you please note the following points:

* If you are going to be late or not attend your placement on any day, you must contact your supervisor, as noted above within half hour of your agreed placement starting time. This is required for your own safety and so that we can alert your parent/guardian/school if required.
* Behaviour – you should be courteous and respectful to Imperial College staff and students you encounter
* Transport and lunch – you will be responsible for making your own arrangements
* Confidentiality – you must keep confidential any information or data you are given access to in line with the [Imperial College’s Data Protection Policy](https://www.imperial.ac.uk/admin-services/secretariat/policies-and-guidance/). This will be explained to you when you start your work experience and you will be advised when information is confidential
* Health and safety – you should take reasonable care to avoid injury to yourself and must not interfere with or misuse any equipment or clothing provided to protect your health and safety. Imperial College London will take reasonable care of your Health and Safety and will carry out a Risk Assessment, identifying measures to be taken to control or eliminate any identified risks. You will be required to complete a Health and Safety Induction on your first day

Your supervisor during the work experience placement will talk to you about the responsibilities set out above when you commence your placement. They will also share with you any Imperial College policies that you need to adhere to during your placement.

**Emergency contact information**

Please provide contact details in case of an emergency (this should normally be your parent/legal guardian and one other responsible adult as agreed with your parent/legal guardian):

1. Name:       Relationship to you:

Daytime telephone number:       Secondary telephone number:

Email address:

1. Name:       Relationship to you:

Daytime telephone number:       Secondary telephone number:

Email address:

|  |
| --- |
| **Student Recruitment and Outreach**  Our Student Recruitment and Outreach team would like to record your personal information. If you agree to this, please provide the details requested below.  *How this information may be collected and processed is explained within the* [*Student Recruitment and Outreach Privacy Policy*](https://www.imperial.ac.uk/be-inspired/schools-outreach/about-outreach-team/outreach-data-privacy-notice/)  Full name       Date of Birth:  *(as stated on your birth certificate)*  Home postcode:       School currently attending:  Non completion of this section will have no effect on your work experience placement. |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name:**

**<Manager to insert name and Job title>**

**Acceptance**

I understand the terms of this agreement and agree to abide by them <if child is 16 years or over> /agree that the work experience student will abide by them <if child is under 16 years>.

Please check one box only below:

I have completed the Student Recruitment and Outreach section above and agree that the information contained in this form may be shared with the Imperial College’s Student Recruitment and Outreach team in line with their Privacy Policy, as set out at the link above**. *Or***

I have not completed the Student Recruitment and Outreach section above as I do not wish this form to be shared with them.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name:**

Work placement student /Parent/legal guardian <delete as applicable>