

## Placement Provider Information Form

Thank you for offering to host a placement student(s) from Imperial College London.

Imperial regards a placement<sup>1</sup> as a three-way partnership between the placement provider, the student and Imperial. The responsibilities of each party are outlined in Imperial's Placement Learning Policy, which is available at:

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/>

The information you provide in this form (see pages 2-3) will assist Imperial in making preparations for a student(s) to undertake a placement(s) in your organisation.

If you have questions about any aspect of the form, please contact [to be completed by Imperial Department]. Please also let [to be completed by Imperial Department] know if any of the details provided change either before or during the placement(s).

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<sup>1</sup> External curriculum-based placements and extracurricular placements qualifying for the award of additional ECTS credits.

## Placement Provider Information Form

### Section 1: Contact Details

**Name of Organisation** ('Placement Provider'):

**Official Address** (Location 1): Country:

Address of location(s) where students can be hosted (if different from above):

Location 2: Country:

Location 3: Country:

Person at placement provider with overall responsibility for placement students:

Name: Email:  
Job Title: Tel No: Location:

Student supervisors (if different from above):

Name: Email:  
Job Title: Tel No: Location:

Name: Email:  
Job Title: Tel No: Location:

Will your organisation be solely responsible for the management of this placement(s)?  
YES ☐ NO ☐

If you have answered NO, please outline which aspects of the placement will be delegated to other bodies/organisations:

### Section 2: Health, Safety and Insurance

1. Do you have a written health and safety policy? YES ☐ NO ☐  
2. Do you have an on-site health and safety advisor/officer? YES ☐ NO ☐  
3. Do you have a procedure for providing general health and safety training for people working for you, including use of equipment, vehicles etc? YES ☐ NO ☐  
4. Will you provide specific health and safety training for the placement student as it is relevant to their placement, especially a start of placement (Day 1) induction? YES ☐ NO ☐  
5. Do you have a procedure for recording and reporting accidents and incidents? YES ☐ NO ☐

6. Please provide the name and details of the person at your organisation with responsibility for health and safety:

Name: Email: Tel No:  
Job Title: Location:

#### 7. **INSURANCE:** Organisations in the United Kingdom:

a. Do you hold Public and Employer's Liability Insurance? YES ☐ NO ☐

b. Would your organisation's insurances cover liability arising from injury sustained by a placement student as a result of their duties as an employee or trainee? YES ☐ NO ☐

**8. INSURANCE:** Organisations **outside** the United Kingdom

a. Are you registered with the relevant government agency for health & safety? YES ☐ NO ☐

If you have answered YES, please identify the agency:

b. Do you hold Employer's Liability Insurance or a valid equivalent? YES ☐ NO ☐

c. Do you hold Public Liability Insurance or a valid equivalent? YES ☐ NO ☐

d. Would your organisation's insurances cover liability arising from injury sustained by a placement student as a result of their duties as an employee or trainee? YES ☐ NO ☐

If you have answered NO to any questions in this section, please provide further information:

**Section 3: Site Visits & Other Issues**

1. Will you allow the Placement Manager/Tutor from Imperial to undertake a site visit? YES ☐ NO ☐

*Such visits might take place in advance of a student commencing a placement or during the placement itself. Visits during a placement(s) would normally involve meetings with both the supervisor(s) and the student(s).*

If you have answered NO, please give reasons:

2. Do you foresee any issues relating to confidentiality and disclosure which will affect the procedures used by Imperial for assessing the work/project/study undertaken by a student(s) on placement?

YES ☐ NO ☐

If you have answered YES, please provide details:

3. Will your organisation require the signing of a specific placement agreement or training agreement?

*This may be additional to or in place of an employment contract between your organisation and the student.*

YES ☐ NO ☐

If you have answered YES will your organisation provide a template agreement? YES ☐ NO ☐

4. **Placements outside the UK** when the placement provider is hosting a student whose nationality means they will require a visa or permit for the country in which the placement (training/internship) will take place.

Will your organisation instruct our student(s) as to the appropriate (correct) immigration requirements they should follow? YES ☐ NO ☐

Whether you answer "yes" or "no" please provide any relevant detail:

**Section 4: Authorisation by Placement Provider**

Name of Individual Completing Form: \_\_\_\_\_

Position: \_\_\_\_\_

I, the undersigned, declare that the above statements are true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please add Company/Organisation Stamp if available:**

**Thank you for completing this form. PLEASE RETURN TO:** [Name], [Dept], Imperial College London, [Campus and Post Code] or [Email address]