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## **GBS Work Placement Policy and Procedures**

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<b>Oversight Committee</b>	Academic Board
<b>Policy lead (Staff member accountable)</b>	Provost
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Related GBS policies
<ul style="list-style-type: none"> <li>▪ GBS Data Protection Policy</li> <li>▪ GBS Equality and Diversity Policy</li> <li>▪ GBS Anti-Harassment and Anti-Bullying Policy</li> <li>▪ GBS Student Disciplinary Policy and Procedure</li> <li>▪ GBS Student Charter</li> <li>▪ GBS Student Code of Conduct</li> <li>▪ GBS Privacy Policy</li> <li>▪ GBS Health and Safety Policy</li> </ul>
External Reference Points
<ol style="list-style-type: none"> <li>1. Information Commissioner’s Office, Accessed online at: <a href="https://ico.org.uk/">https://ico.org.uk/</a></li> <li>2. UK Public General Acts, <i>Data Protection Act 2018</i>, Accessed online at: <a href="https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted">https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted</a></li> <li>3. UK Quality Code for Higher Education, ‘<i>Advice and Guidance on Work-based Learning</i>’, Accessed online at: <a href="https://www.qaa.ac.uk/docs/qaa/quality-code/advice-and-guidance-work-based-learning.pdf?sfvrsn=f625c181_2">https://www.qaa.ac.uk/docs/qaa/quality-code/advice-and-guidance-work-based-learning.pdf?sfvrsn=f625c181_2</a></li> <li>4. UK Public General Acts, <i>Protection of Freedoms Act 2012</i>, Accessed online at: <a href="https://www.legislation.gov.uk/ukpga/2012/9/contents/enacted">https://www.legislation.gov.uk/ukpga/2012/9/contents/enacted</a></li> <li>5. UK Public General Acts, <i>Health and Safety at Work etc. Act 1974</i>, Accessed online at: <a href="https://www.legislation.gov.uk/ukpga/1974/37/contents">https://www.legislation.gov.uk/ukpga/1974/37/contents</a></li> <li>6. UK Statutory Instruments, <i>The Management of Health and Safety at Work Regulations 1999</i>, Accessed online at: <a href="https://www.legislation.gov.uk/uksi/1999/3242/contents/made">https://www.legislation.gov.uk/uksi/1999/3242/contents/made</a></li> </ol>

## Contents

1. Policy Statement .....	4
2. Purpose .....	4
3. Scope .....	4
4. Responsibilities.....	4
5. Definitions.....	5
6. Health and Safety Requirements.....	5
7. Safeguarding and Disclosure and Barring Service (DBS) .....	6
8. Approving Work Placements .....	7
9. Work Placement Agreement.....	7
10. Preparing for Work Placement.....	8
11. Work Placement Process.....	8
12. Support for Students on Work Placements .....	10
13. Dealing with Complaints.....	10
14. Student Disciplinary on Work Placements .....	11
15. Evaluation of Work Placements .....	12
16. Termination of a Work Placement .....	14
17. Special Considerations and Reasonable Adjustments.....	15
18. Monitoring and Review.....	15
19. Data Protection and Confidentiality .....	15
20. Alternative Format.....	16
Appendix 1: Work Placement Health and Safety Flow Diagram.....	17
Appendix 2: Work Placement Health and Safety Questionnaire .....	18
Appendix 3: Agreement for Student Work Placements.....	20
Appendix 4: Induction Checklist for Work Placement Students.....	24
Appendix 5: Placement Provider Assessment Report.....	26

## **Global Banking School Work Placement Policy and Procedures**

### **1. Policy Statement**

1.1. This policy sets out the formal requirements for the quality management of work placements. It aims to promote good practice and ensure that Global Banking School (GBS) meets its responsibilities with regards to managing the quality of the student learning experience as well as their safety and wellbeing in the context of work placements as part of a programme of study.

### **2. Purpose**

2.1 The purpose of this policy is to:

- Provide a framework for the identification and assessment of the risks associated with work placement provision, and proportionate processes and procedures to effectively manage that risk.
- Ensure that GBS has appropriate procedures in place to plan, secure, approve and/or allocate and manage work placement opportunities in ways which comply with health and safety and legal requirements.
- Provide threshold expectations for the management of different kinds of work placement opportunities.
- Clarify the relative roles and responsibilities of various parties involved in work placement including programme teams, students, and employers.

2.2 The policies key reference point is the UK Quality Code for Higher Education, including relevant expectations in the Advice and Guidance for Work Based Learning.

### **3. Scope**

3.1 This policy is relevant to all staff who are responsible for or involved with the management of work placements that form an integral part of a programme of study on GBS Pearson programmes. Please refer to our partner institutions for their respective policy on work placements.

### **4. Responsibilities**

4.1 Ownership of this policy lies with the Head of Careers (Employability and Enterprise) alongside the GBS (Pearson) Dean and GBS (Pearson) Associate Deans.

## **5. Definitions**

5.1 Work placement refers to any planned period of activity during which a student, registered on a GBS programme, engages with a third-party workplace as an integral part of their programme of study and where there is transfer of direct supervision of the student to the third-party.

5.2 Placement learning and work-based learning can take many different forms, ranging from a single visit to supplement part of a module/unit, through to a whole module(s)/unit(s) within a programme to an entire programme that is work-based. For the purposes of this policy, the following definitions are used:

- Placement learning is a planned specific experience or period of learning, normally outside of GBS in a workplace where the learning outcomes are an intended and integral part of the programme of study. Placements may include work-based learning, but they may also include periods of study, e.g., through an exchange, or a period of more general work experience.
- Work-based learning is learning that is integral to a higher education programme, which is based in the workplace and assessed and credited as part of a GBS programme. It is achieved and demonstrated through engagement with a workplace environment (which may be the student's own), and normally includes the assessment of reflective practice and/or professional competencies and skills associated with employability.

5.3 The policy does not apply to:

- Work experiences which are not an integral and planned part of a programme of study, such as vacation or weekend work.
- Students who take a 'year out' to work or volunteer in an area relevant to their studies but where there is no recognition within the programme structure of the learning derived from the experience nor has GBS support been offered.
- Fieldwork and group workplace day visits to organisations and sites.

## **6. Health and Safety Requirements**

6.1 GBS has a statutory duty of care to protect, so far as is reasonably practicable, the health, safety, and welfare of its students during work placement. Thus, GBS must take reasonable steps to ensure that all placement and work-based learning environments are

compliant with statutory health and safety requirements. Students undertaking work placement experiences have, in effect, the status of being an employee of the placement provider (unless already an employee) for the duration of the activity, and as such are owed an identical duty of care by the employer.

6.2 Students also have responsibilities to take reasonable care for their own health and safety and that of others who may be affected by their actions.

6.3 In providing work placement opportunities, placement providers must confirm that they take proper account of health and safety considerations and must ensure that students who undertake work placement receive appropriate briefing on health and safety matters related to their organisation. This confirmation forms part of the risk assessment and is provided through a completed Placement Health and Safety Questionnaire (Appendix 2) which must be received by GBS Employability Placement Officer prior to commencement of the student on placement.

6.4 All accidents and incidents involving students during their work placement experience must be reported to both the placement provider and to GBS Employability Placement Officer.

6.5 Whilst GBS cannot accept responsibility for matters over which it has no control, in those circumstances where matters of health and safety arise, GBS must undertake prompt investigations and give due consideration to the implications for any other student(s) who may be engaged in the same or a similar placement. Appendix 1 outlines the process that placements should follow to ensure effective health and safety management systems are in place.

## **7. Safeguarding and Disclosure and Barring Service (DBS)**

7.1 Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and adults in vulnerable situations in order to protect them from harm. Everyone who works with children and adults in vulnerable situations, including students on placements, have a responsibility for keeping them safe.

7.2 Work placements which involve engagement in regular and unsupervised 'regulated activity' (as defined by the Protection of Freedoms Act 2012) with children or in certain

adult settings may require students to undergo an enhanced Disclosure and Barring Service (DBS) check and gain a satisfactory DBS before they start their placement.

7.3 Where a satisfactory DBS is a prerequisite for a programme (or a work placement that is a required element of the programme), this must be clearly communicated to applicants in advance of entry to the programme, and/or to students prior to selection of modules/units that include a mandatory placement through published materials, including the student handbooks, prospectus and programme webpages and any other relevant information and guidance.

7.4 DBS checks are normally arranged through GBS and should be initiated in sufficient time to ensure that the student's programme and the work placement can go ahead. Occasionally DBS checks may need to take place through a placement provider.

## **8. Approving Work Placements**

8.1 All placements covered by this policy (i.e., placements that have associated assessment of placement learning contributing to credit and/or award) must be approved by GBS.

8.2 The GBS programmes which involve placements, the Programme/Cohort/Level Leader should satisfy themselves that each placement provider, whether allocated by GBS or independently found by the student, is suitable.

8.3 Procedures for securing, approving, and allocating placements should be transparent to all, and consider, as a minimum:

- The suitability of the placement to allow students to successfully meet the learning outcomes of the placement.
- Level of risk associated with the placement.
- Health and safety requirements.
- Student support on placements, including the mechanisms for dealing with any problems or complaints.

## **9. Work Placement Agreement**

9.1 All work placements are expected to have a written and legally binding agreement (Appendix 3) signed by CEO on behalf of GBS and by the Placement Provider. This sets out the roles, responsibilities, and obligations of each of the parties, and should be in

place before the students starts the work placement. Once in place, the agreement should be regularly monitored and reviewed.

9.2 The requirements for an agreement would be as follows:

- A definition of the roles, responsibilities, and obligations of each of the parties.
- The services to be provided by the placement provider.
- Arrangements for academic appeals and student complaints.
- Ensuring compliance with statutory obligations such as equality, data protection, freedom of information, health and safety, immigration, and environmental law.
- Placement Providers to notify GBS of any change in their status or ownership.
- Ability for either organisation to suspend or withdraw from the agreement if the other party fails to fulfil its obligations.

## **10. Preparing for Work Placement**

10.1 The following types of preparation should be made available by GBS to all students undertaking work placements:

- Appropriate briefing on health and safety considerations
- Briefing on the expectations of GBS towards the students
- Identification of particular expectations of GBS, and any relevant professional standards or codes of practice, which relate to student conduct on placement.

10.2 The following documents should be provided by GBS to the students prior to starting their placements:

- Induction Checklist for Work Placement Students (Appendix 4)
- A copy of the Student Handbook
- A copy of this GBS Work Placement Policy and Procedures

## **11. Work Placement Process**

11.1 The placement process can be divided into well-defined phases and processes. The process enables the Head of Careers to show that GBS have considered the issues and taken relevant actions. The Head of Careers may delegate the activities outlined below to another member of academic staff, if so, it must be clear to whom these have been delegated and the Head of Careers should retain an overview of the activity.

### **11.2 Stage 1: Before the work placement**



- Assess risk and determine control measures
- Prepare the student
- Hold a written agreement with the placement provider
- Approve the placement

### **11.3 Responsibilities of GBS:**

- Ensuring students are aware of their responsibilities on placement including those relating to the assessment of their placement, as well as health and safety, professional codes of practice. This will normally be in the form of a work placement briefing (either individually or in a group) and through a student handbook or equivalent.
- Ensuring that students are aware of the sources of support available to them while on placement.
- Ensuring that students are aware of other necessary or useful sources of information available to them.
- Ensuring that placement providers are aware of their responsibilities during the placement, including those relating to health and safety.
- Ensuring that placement providers are aware of the basic requirements of the student on placement.

### **11.4 Responsibilities of the placement provider:**

- Setting out and communicating to the student their expectations in respect of the duration of, and duties associated with, the placement.

### **11.5 Stage 2: During the work placement**

- Monitor and address any health and safety or equality issues that arise.

### **11.6 Responsibilities of GBS:**

- Providing appropriate information and ongoing support to students and placement providers.
- The formal assessment of the placement learning

### **11.7 Responsibilities of the student:**

- Engage with the requirements for the assessment of their placement learning and seek support or guidance from GBS on this learning, or the placement provider, as appropriate.
- Abide by the responsibilities of the placement as set out by the placement provider, in accordance with applicable laws.
- Observe relevant professional codes of practice while on placement and, in accordance with applicable laws, to adhere to the expectations of the placement provider with regard to professional behaviour in the workplace.
- If our partner institutions have placements as part of the programme of study, please refer to the institutions Work Placement Policy and Procedures.

#### 11.8 Responsibilities of the placement provider:

- Supporting, where reasonable and practicable, the educational purposes of the student while on work placement.
- To the formal assessment of the placement learning of the student.

#### 11.9 Stage 3: After the placement

- Review and evaluation

### 12. Support for Students on Work Placements

#### 12.1 The support offered to students on placement by GBS should cover at least the following:

- Support for students when starting and settling into placements.
- A mechanism by which students may maintain regular routine contact, and get routine support (e.g., via email, telephone, Zoom, Teams).
- Advice on dealing with urgent issues or concerns during a placement.

### 13. Dealing with Complaints

13.1 Before the commencement of the placement, both students and placement providers must be given information about whom to contact if they have concerns or wish to make a complaint about any aspect of the work placement experience. Often concerns and complaints can be quickly resolved if they are raised promptly with the relevant staff member.

13.2 Complaints must be dealt with promptly and appropriately and in an impartial manner.

Records must be kept of all complaints and the follow up action taken. These must be

reviewed as part of the monitoring and evaluation processes to ensure that complaints are being handled effectively.

13.3 Unresolved concerns on the part of a student about the provision of education or other service made by GBS in relation to the placement fall within the scope of GBS Student Complaints Procedure (or those of the awarding body where appropriate).

13.4 Complaints involving a placement provider will be considered under the GBS Student Complaints Policy and Procedure in the first instance (or that of the relevant awarding body).

#### **14. Student Disciplinary on Work Placements**

14.1 Students are expected to adhere to the Placement Provider's policies, principles, and code of conduct. Where there are issues with a student's behaviour, in the first instance it is hoped that difficulties can be resolved within the context of the supervisory arrangements. Should this not be the case, the internal support mechanism of the placement provider should be applied to resolve the situation (e.g., disciplinary policy). Where it is noted that the situation is not improving and adversely affecting the ability of the student to progress, consideration should be given whether suspension of the placement should occur.

##### **14.2 Stage 1- Information is received**

14.2.1 Information may be received by GBS from the student or the placement provider.

##### **14.3 Stage 2- Consultation Meeting**

14.3.1 It is recommended that a consultation meeting should take place within an agreed timeframe of 5 working days at GBS. It is expected that the meeting will include representatives from each of the organisations involved (GBS and the Placement Provider) and will also include relevant Programme Leader, the Employability Placement Officer, the Student Success Tutor. This meeting would not normally include the placement student. The meeting should consider:

- The nature of the case and its seriousness.
- The steps to be undertaken and by whom.
- Whether suspension of the placement should occur or continue while the enquiry is ongoing.

- A timetable for the enquiry should be agreed to include the setting up of a meeting to consider the findings.
- Other areas for consideration will be determined dependent on the particular case in question.

#### **14.4 Stage 3 – Following the enquiry and completion of a report**

14.5 A meeting should be held to consider the report which will be shared in advance with the student. This meeting will determine whether the placement should continue or to be terminated. This meeting should normally occur within an agreed timeframe.

14.6 As a result of the meeting, it will be determined whether there may be further actions by GBS and the placement provider. If information found to be false or not as serious as first believed, equally (by GBS and by the placement provider) there will be no action to be taken.

#### **14.7 Stage 4 – Where concerns confirmed at Stage 3**

14.8 Where it is decided under Part 1 or Part 2 that the student's placement should be terminated, information with regard to the premature ending will be communicated to the student and next actions agreed. It might be the case that the student will be provided with a further placement opportunity depending on the particular case.

### **15. Evaluation of Work Placements**

15.1 Monitoring and evaluation of a placement can take the form of:

- Regular feedback from the student including information received following contact by the Employability Placement Officer.
- Visits to placement provider.
- Feedback from the Placement Provider (via the Employer's Assessment Report).
- Keeping up to date records of student participation and progress at the work placement.

#### **15.2 Feedback from students**

15.2.1 Programmes will have arrangements in place for students to provide feedback on their experience during the placement and at the end; this might be through module evaluations, focus groups or other appropriate means. Feedback opportunities are

important contact points and offer an opportunity for GBS to address any concerns about the placement at an early stage.

### **15.3 Visits to Placement Providers**

15.3.1 The Head of Careers or other visiting GBS staff should consider visiting the Placement Provider. A risk-based approach must be used to determine whether a visit is required during the placement and to determine the frequency of such visits. Account should also be taken of factors including the nature of the work experience of the student, any special vulnerabilities of the student, duration of the placement, nature of the employer and feedback received from previous students.

15.3.2 The Head of Careers or other visiting GBS staff are not expected to be an expert in health and safety but should be aware of and understand their health and safety monitoring role. Staff visiting students on work placement have a duty of care to observe the health and safety practices and take any action that they consider to be necessary.

### **15.4 Feedback from Placement Providers**

15.4.1 Each year the Head of Careers should ensure all Placement Providers are reviewed, with any concerns recorded and good practice shared (see Appendix 5: Placement Provider's Assessment Report). Concerns raised should be checked to see that they were investigated and either were not upheld or were accepted by the Placement Provider who took appropriate action to prevent recurrence. The conclusions of this review process should feedback to inform future risk assessments regarding the approval of Placement Providers.

### **15.5 Record keeping**

15.5.1 Record keeping is an essential element of the management of student placement experiences. Accurate and up-to-date records of student participation and progress in placement should be maintained. These should include as a minimum for the Placement Provider:

- Names and contact details of the Placement Providers.
- The nature of the work placement provided e.g., location(s), types of activities, special requirements, etc.
- The Health and Safety Questionnaire (Appendix 2).

- copies of any formal agreements with the Placement Provider.

15.6 For the student in work placement (kept by GBS Head of Careers):

- student name and level of study in work placement.
- details of the Placement Provider.
- details of the work placement arrangements.
- the period and duration of the work placement.
- the signed Health and Safety Questionnaire (Appendix 2).
- any specific additional requirements for completion of the award, e.g., hours in placement, practice assessment, competency, or skills achievement.

15.7 Appropriate documents must be kept on file for the duration of the work placement and after completion of the placement, normally 6 years.

## **16. Termination of a Work Placement**

16.1 As part of their induction, students must be made aware of any consequences for their programme of failure to successfully complete any required work placement (See the relevant Pearson Programme Specification and GBS Student Handbook for further information on non-completion of work placements).

16.2 The Head of Careers should ensure that potential problems are identified at an early stage which may prevent the progress of the student or the satisfactory completion of the learning outcomes. Students should be informed of the procedures which they should follow or whom they should make contact if problems do occur. If it is necessary for GBS to withdraw a student in situations where s/he has consistently demonstrated an unacceptable level of engagement with his or her work placement experience, or in the event of a student wishing to leave the placement and temporarily withdraw from studies, GBS regulations and procedures for student withdrawal from the programme will apply.

16.3 GBS Support to Study Policy may also be applied for the suspension and exclusion of students from the work placement and/or programmes on grounds of professional unsuitability, where a student who is registered on a programme leading to a professional qualification or conferring practitioner status is deemed to have become professionally unsuitable for that qualification or status. The Placement Provider must have clear information about the action to be taken if they are no longer able to offer the learning

opportunity or if they have any problem or complaint concerning the conduct of the student.

## **17. Special Considerations and Reasonable Adjustments**

17.1 Disabled students have a general entitlement to the provision of educational opportunities in a manner that meets their individual requirements, including work placements. GBS and the Placement Provider both have responsibilities and some overlapping duties to disabled students on placement regardless of whether the placement is arranged by GBS or by the student.

17.2 The legal responsibility to ensure students are not disadvantaged in finding a placement, or whilst on a placement, lies with GBS. However, responsibility to make reasonable adjustments for disabled students on placements resides with the placement providers.

17.3 Programme teams should ensure that students are given an early opportunity to disclose a disability in order for any appropriate reasonable adjustments to be put in place to support their work placement. The disclosure of such information to a placement provider will normally be subject to obtaining the informed consent of the student.

17.4 In conjunction with the placement provider, GBS has a duty in relation to the proposed work placement to, as far as is reasonably practicable, make an assessment of the student's fitness or suitability for the work involved and their general capabilities prior to the commencement of their work placement. Individual needs assessment is crucial to ensure that the student has the skills and general capabilities for the particular work placement, that any pre-existing health conditions are not worsened by a particular activity and that they do not pose a risk to others.

## **18. Monitoring and Review**

18.1 This policy may be amended by GBS at any time and will be reviewed annually to ensure it is fit for purpose. Any issues related to the monitoring and review of this policy, please contact [asqo@globalbanking.ac.uk](mailto:asqo@globalbanking.ac.uk).

## **19. Data Protection and Confidentiality**

19.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and

organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

19.2 All GBS staff and students should be clearly informed about the limits of confidentiality in terms of information sharing in line with data protection law. Please refer to GBS Data Protection Policy for further guidance.

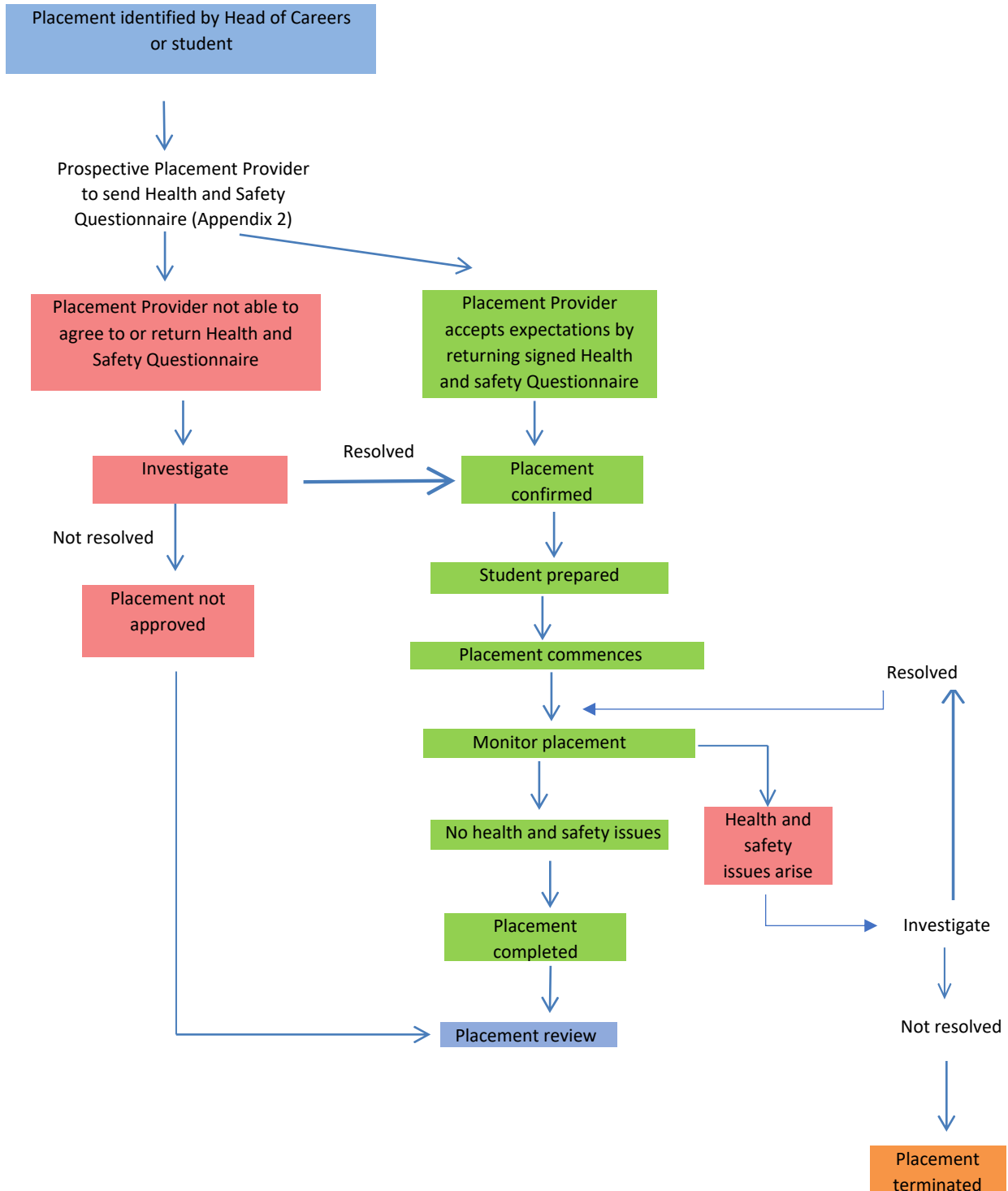
## 20. Alternative Format

20.1 This policy can be provided in alternative format (including large print, audio and electronic) upon request. For further information, or to make a request, please contact:

- **Name:** Student Welfare Management Team
- **Position:** Student Welfare Officer/Manager
- **Email:** [welfare@globalbanking.ac.uk](mailto:welfare@globalbanking.ac.uk)



**Appendix 1: Work Placement Health and Safety Flow Diagram**



## Appendix 2: Work Placement Health and Safety Questionnaire

Thank you for agreeing to accept GBS students for a work placement with your organisation. Health and safety at work legislation requires GBS to ensure student work placements are made only with organisations who take health and safety seriously. Consideration should be taken regarding the student's unfamiliarity with the working environment.

Please note that where multiple students might be placed within your organisation and those students are performing similar activities on the same site, only one questionnaire needs to be completed. Where students are based at different locations and/or where they are undertaking different activities then an additional questionnaire will be required. The Head of Careers at GBS will advise on requirements.

1. Health and Safety at Work Legislation	YES	NO
Does the company have a written policy for health, safety, and welfare at work?		
Is the policy (and any revisions) brought to the attention of employees?		
Does the employer meet the obligations of the Health & Safety at Work Act?		
Is the company registered with the HSE or local authority?		
Will the activities and locations of the placement be assessed for the risk to health and safety?		
Will the student be informed of any precautions that need to be taken and of what to do in an emergency?		
Do you provide training, supervision and controls identified by a risk assessment?		
If the answer to any of the above questions is NO please state why.		

2. Management of Health and Safety at Work (emergency arrangements)	YES	NO
Do you operate a procedure for investigating work-related accidents?		
Are accidents at work recorded in an accident book and notified as necessary to the enforcing authority?		
Are first-aid facilities appropriate to the class of risk identified?		
Are fire and activity-related emergency plans maintained? Are employees informed of the action to take in an emergency?		
Are reports of accidents and dangerous occurrences notified to senior managers / executives and investigated internally?		
If the answer to any of the above questions is NO, please state why.		

3. Insurance etc.	YES	NO
Are you required to have Employers Liability (Compulsory) Insurance?		
Do you hold a current Employers Liability policy and Public Liability insurance?		
Is work equipment subject to compulsory thorough examination and testing certificated by a 'competent person' (i.e., lifts, hoists, pressure systems, emergency appliances)		
If the answer to any of the above questions is NO, please state why.		

**Please complete the following details:**

<b>Organisation</b>			
<b>Site address at which student will be based</b>			
<b>Placement provider nominee name</b>		<b>Job title</b>	
<b>Signature</b>		<b>Date</b>	

### Appendix 3: Agreement for Student Work Placements

The purpose of this agreement is to ensure all participating students are covered under current Health and Safety legislation when working on premises other than those of Global Banking School (GBS). GBS naturally would like to ensure that this 'Duty of Care' is extended to students who are required to complete a certain amount of work experience as part of their course content outside of GBS premises.

The requirements of the Placement Provider to provide a safe and healthy working environment are based in law. Providers should ensure that the aforementioned 'Duty of Care' will continue by fully discharging their legal duties in managing the health, safety, and welfare of the students under the Health and Safety at Work Act 1974 and its relevant statutory provisions, including the Management of Health and Safety at Work Regulations 1999. This includes self-employed providers who are deemed to be employers of the students they host.

1. Student Details	
Name:	Student number:
Phone:	Email:
Programme of study	
Year of study	

2. GBS Employability Placement Officer	
Name:	Job role:
Phone:	Email:

3. Placement Provider Details		
Placement name		
Key Contact (usually the manager/ placement supervisor)	Name:	Job role:
	Phone:	Email:
Placement address:	Other address where students are likely to work:	

4. Placement Details	
Nature of organisation	
Placement role/title	
Description of duties	Please add a summary. A full description should be attached.
Hours of work	
Arrangements for management/ supervision placement	
Proposed start date	
Proposed finish date	

<b>5. Health and Safety</b>	
Has the Placement Health and Safety Questionnaire been completed?	This must be attached for approval.
Outline any training required to undertake the role (including the use of specialist equipment)	
Has a general health and safety briefing and/or guidance been provided to the student?	

<b>6. The Agreement</b>
This section outlines the responsibilities of each party involved in the provision of professional placements. A mutual understanding of and commitment to these expectations is important to ensure a safe and high-quality experience that benefits both the placement provider and the student.
<b>GBS is expected to:</b>
<ul style="list-style-type: none"> <li>• Manage placement activity in line with published policies in order to maintain proper duty of care for registered students during all learning activities.</li> <li>• Provide full briefing and advice to students and placement providers before, after and during placement activities.</li> <li>• Ensure that all placements fully comply with health and safety and risk assessment requirements and that students are fully briefed about their general responsibilities in relation to this.</li> <li>• Assign a member of staff at GBS with responsibility for operational oversight of the placement and regular communication with the student (Employability Placement Officer).</li> <li>• Provide specialist advice and guidance for students with additional support needs.</li> </ul>
<b>The Placement Provider is expected to:</b>
<ul style="list-style-type: none"> <li>• Complete and sign all relevant parts of this agreement and the Placement Health and Safety Questionnaire.</li> <li>• Provide a clear description of the placement role and responsibilities.</li> <li>• Be committed to delivering the placement opportunity for the duration of time specified.</li> <li>• Nominate a placement supervisor for day-to-day supervision and support of the student in the workplace.</li> <li>• Provide training for the student on how to carry out the role safely.</li> <li>• Provide the student with a full induction to the organisation, its working practices, code of conduct and other relevant policies.</li> <li>• Ensure a safe working environment which conforms to applicable health and safety legislation.</li> <li>• Provide health and safety risk assessments(s) on activities which the student will be undertaking or details of how they will go about practically controlling the health and safety hazards in their workplace.</li> <li>• Provide appropriate liability and insurance cover.</li> <li>• Inform GBS if a student is absent from their placement for more than 48 hours.</li> <li>• Maintain contact with GBS and advise GBS of any concerns relating to student attendance and engagement, breach of discipline, health and safety incidents, accidents, or support issues.</li> </ul>
<b>The student is expected to:</b>
<ul style="list-style-type: none"> <li>• Attend all briefing sessions offered by GBS and the Placement Provider and familiarise themselves with any information provided before or during the placement.</li> <li>• Abide by all rules regarding health and safety requirements, codes of conduct, the Data Protection Act, patient/client confidentiality conventions and other policies and procedures of the Placement Provider.</li> <li>• Complete all assessments and attend any briefing sessions that are required as part of the placement.</li> <li>• Maintain contact with GBS and to immediately notify GBS, in advance, of any matter which might affect him/her and the undertaking of the placement including any special health or medical requirements.</li> <li>• Keep GBS informed of any changes, issues or incidents which arise in connection with the placement.</li> </ul>

- Immediately report any concerns about health and safety at their placement to the Placement Provider and GBS.
- Provide feedback on their experience of the placement to GBS.

Formal Contact Points	
Placement approval visit (if required)	Date:
Placement visit 1	Date:
Placement visit 2	Date:
<p>Placement students remain fully registered student of GBS. As such they should maintain contact with GBS and with their Student Success Tutors and GBS will maintain regular contact with the students. All relevant information will be communicated to the student whilst on placement (usually via email) and all of the usual services and advice remain available to the student.</p>	
Equality and Diversity	
Please detail any reasonable adjustments that have been agreed to support the student.	

Declaration	
<p>I confirm that I have read, understood, and agree to the above expectations and responsibilities.</p> <p>This agreement is ongoing, however, Global Banking School reserves the right to terminate this agreement without prior notice and where necessary withdraw from the workplace any participating students, for reasons concerning their health, safety, and wellbeing.</p>	
Student	
Name	
Signature	
Date	
Placement Provider	
Name	
Job Title	
Signature	
Date	
GBS	
Name	
Job title	

Signature	
Date	

### Appendix 4: Induction Checklist for Work Placement Students

This induction must be completed by the student and the placement provider or coordinator on the first day of the work experience placement. Where items are not applicable, please indicate.

<b>Student name:</b>	
Company /organisation name and address:	
Manager/supervisor responsible for placement within placement provider:	

<b>Introductions</b>	✓ / N/A:	Date completed and placement signature:
Introduce to relevant colleagues/teams		
Who to go to if there is a problem		

<b>Facilities</b>		
Tour of office/work areas		
Staff facilities /rest areas		

<b>Health and Safety</b>		
Fire safety/evacuation		
Muster point		
Security/alarms		
First Aider / First Aid Box		
Infection Control		
Local safe systems of work		
Health and Safety notice board location		
Health and Safety Officer		
Have you received information on how to report an incident/hazard		

<b>Terms and Conditions Policies and Procedures</b>		
Hours of attendance at placement		
Breaks		
Sickness or other absence – notification procedure		
Alcohol and smoking		
Confidentiality, and implications of breach of Data Protection Act		

<b>Working Arrangements</b>		
Mobile / Telephone		
Photocopier / Printer		
Dress Code		
Other (please specify)		

<b>Student</b>	
Name	
Signature	



Date	
<b>Placement Supervisor</b>	
Name	
Job Title	
Signature	
Date	

## Appendix 5: Placement Provider Assessment Report

When a student has completed the period of work placement, would we ask you to complete the report as seen below. The contents of this report will be discussed with the student and used to identify areas of good performance and areas for improvement. It will form part of the student's portfolio and a copy will be held on file for future reference.

Student name:	
---------------	--

	Excellent	Good	Acceptable	Poor	Comments
Timekeeping					
Learning Ability					
General approach to work experience					
Productivity					
Health and Safety Awareness					
Days Absent from shift					

Areas identified as strengths:

Areas identified for improvement:

General comments:

In addition to giving students an opportunity to improve their practical competence, work placement provides an opportunity for students to develop their interpersonal skills. To enable these skills to be assessed, please complete the following questions:

**Relationships with other members of staff:**

Did the student work well both with individuals and as a member of a team? **Yes/No\***

Were any difficulties with working relationships with colleagues which could not be resolved by the student referred promptly to the appropriate person? **Yes/No\***

Were commitments to others met within agreed timescales? If not, were the reasons for this politely explained? **Yes/No\***

When colleagues could not meet timescales, did the student offer assistance within the constraints of his/her own workload? **Yes/No\***

Were colleagues provided with information and support as required? **Yes/No\***

When the student had any concerns over the quality of work of a colleague, were these promptly raised and discussed with appropriate persons? **Yes/No\***

Were methods of communication and support appropriate to the needs of colleagues? **Yes/No\***

Was information relating to colleagues held in confidence? **Yes/No**

Please provide additional information where issues have arisen with the student:

**Working with External Contacts:**

Did the student comply with company procedures in dealing with care home clients? **Yes/No\***

Did the student develop and maintain positive working relationships with external clients? **Yes/No\***

Were requests for information from external contacts responded to promptly, courteously, and accurately within limits of the student's authority? **Yes/No\***

Was confidentiality maintained in accordance with organisational requirements? **Yes/No\***

Please provide additional information where issues have arisen with the student:

Placement Provider	
Name	
Job Title	
Company	
Signature	
Date	

*\*Delete as applicable*