



## Annex E: Industry placement agreement template

### T LEVEL INDUSTRY PLACEMENT AGREEMENT

#### Parties to this agreement:

Education provider:

Employer:

Student:

Parent/carer (where applicable):

#### Industry placement description

Dates of the placement: *From* \_\_\_/\_\_\_/\_\_\_ *to* \_\_\_/\_\_\_/\_\_\_

Address of workplace:

Total work hours per week:

Working pattern (weekly hours, start and finish times):

Workplace line manager contact number:

Provider main contact number:

#### Frequency of communication

*How often/how will the education provider, student and employer communicate?*

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#### Appropriate dress code (business attire/dress and PPE)

*What clothing and footwear that is appropriate for workplace and this nature of work?*

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**Payment**

*Is the student being paid for the placement? If so, how much?*

*Are the students travel expenses being reimbursed? If so, what is the daily limit?*

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**T Level industry placements - role profile**

<b>Role title</b>	<b>Working pattern</b>	
	<b>Duration</b>	
<b>Objective(s)</b>		
<b>Typical activities</b>		
1)		
2)		
3)		
<b>Learning goals</b>		<b>TQ reference</b>
On the placement the student will need to further develop and hone though activity 1:		
<b>Employability skills</b>		
<b>Technical skills</b>		
On the placement the student will need to further develop and hone though activity 2:		
<b>Employability skills</b>		
<b>Technical skills</b>		
On the placement the student will need to further develop and hone though activity 3:		
<b>Employability skills</b>		
<b>Technical skills</b>		
<b>Minimum starting requirements</b>		
<b>Suggested prior learning</b>		

## Student roles and responsibilities

### Industry placement aims and objectives

1	You understand the industry placement is an important part of the T Level and that you must demonstrate sufficient progress towards your learning goals; work directly to an external employer; and complete the minimum number of placements hours in order to complete your placement
2	You agree to the set of learning goals that you will work towards during your placement
3	You understand that your progress will be reviewed against the technical and behavioural standards outlined in the progress indicators
4	You understand that it is important to complete your industry placement alongside all other T Level components to be awarded a full T Level Certificate
5	You will ensure that your behaviour and attitude whilst on placement always meets the expected standards (see below)
6	You will endeavour to complete all tasks and activities to the best of your ability
7	You will maintain a positive attitude, be open to learning and feedback and make the most of the placement opportunity
8	You are aware of the repercussions if you do not meet the roles and responsibilities in this form and demonstrate appropriate the behaviour and work ethic whilst on your placement

### Professional behaviour and attitudes you need to demonstrate in the workplace

*NB: these are based on the behaviours set out in the progress indicators*

#### Display professionalism

1	Are courteous and respectful to other staff and members of the public
2	Have good attendance and time keeping
3	Are calm under pressure
4	Are reliable, and contact your manager immediately and directly if you are unable to attend work due to illness or another reason
5	Are enthusiastic and interested in your work
6	Do not get distracted by personal issues or your mobile phone whilst at work, and only use your phone during formally recognised breaks or in an emergency
7	Always adhere to organisation policy and procedures, including around health and safety, equal opportunities, equality and diversity, appropriate IT use, disciplinary procedures, and acceptable behaviour
8	Maintain confidentiality regarding any of the information you access whilst on your placement. This includes not gossiping and keeping confidential any personal information that work colleagues share with you
9	Do not do anything which may bring you and/or the education provider into disrepute i.e. which would negatively affect the reputation of you or your education provider
10	Dress appropriately for the employer's work environment

<b>Produce results</b>	
11	Complete your work to an agreed standard, with very few or no errors
12	Are organised, plan your work effectively, prioritise tasks, work independently as needed and meet deadlines
13	Always ask for support or clarity if you are unsure of what you need to do
14	Want to learn and develop your skills
15	Want to receive feedback and act on any feedback given
<b>Work well as part of a team</b>	
16	Build good relationships with your colleagues, understand what your role in the team is and show a positive attitude to working as part of a team
17	Treat all colleagues with respect
18	Listen effectively to different points of view and respond in a professional way
19	Are a supportive team member, proactively offering help and support to the team
<b>Communicate appropriately</b>	
20	Use a polite and professional tone and language when communicating with colleagues and customers
21	Produce clear, well written work which uses the right tone for the audience, and has very few or no mistakes
22	Share your thoughts and present your ideas clearly
23	Follow instructions and listen carefully to what you need to do
24	Use positive and open body language, including maintaining eye contact, to show that you are approachable and ready to listen
25	Are confident to check your understanding of tasks you've been asked to do, and ask for clarification as needed
<b>Take responsibility for your actions</b>	
26	Are open to feedback and act on feedback given
27	Are honest if you make a mistake and seek to learn from them, so it doesn't happen again

<b>Health and Safety conduct</b>	
1	Complete the employer's induction programme and any important training they ask you to do
2	Act in accordance with all the employer's health and safety rules, policies and procedures
3	Report any accident or injury immediately and recording the details in the accident/incident book
4	Keep your provider informed of any changes, issues or incidents which arise in connection to your placement

## Time keeping, student logbook and keeping in touch

1	Attend the workplace at the times stated in the agreed working pattern, and take the agreed duration for lunch
2	Contact your manager directly if you are unable to attend work due to illness or another reason
3	Keep your timesheets up to date and get them signed off by the employer to ensure they are an accurate reflection of your time spent in the workplace
4	Arrange appointments such as doctor/dentist appointments, outside of the placement, wherever possible, and will agree in advance with the employer and your education provider if you need to attend any appointments for anything unforeseen during your placement
5	Complete your logbook regularly to track your placement activities and progress towards your learning goals and share it with the employer and your provider for them to sign off
6	Attend regular one-to-one meetings with your line manager or supervisor at the employer, and will attend regular catch-up calls or meetings with your contact at the education provider, to discuss your placement experience and will keep them informed of any changes, concerns, issues or incidents that arise in relation to your placement
7	Attend all the formal review meetings whilst on the placement and know that at the end of the placement, as part of the final review meeting, you will need to reflect on your progress against your learning goals

**I have read and agree to the content of this agreement and I will act in accordance to the responsibilities and behaviours outlined above during my industry placements.**

**I understand that failure to act in accordance with these responsibilities may result in disciplinary action and/or withdrawal from placement.**

Student's signature:

Date

Parent/carers signature (as appropriate):

Date

## Provider's and employers' roles and responsibilities

In order to support the student on the industry placement, providers and employers will meet all their roles and responsibilities in delivering the industry placement, at each stage of the placement, as outlined in the Department for Education's T Level industry placements delivery guidance.

**I agree to adhere to the responsibilities set out in the Department for Education's T Level industry placements delivery guidance.**

Authorised and signed on behalf of the **provider**

Print name:

Position:

Date:

Address:

Tel:

E-mail:

Authorised and signed on behalf of the **employer**

Print name:

Position:

Date:

Employer Address:

Tel:

E-mail: