**Work Placement Agreement: British Council Language Assistant**

Please complete electronically, in consultation with your Co-ordinator and your host institution. This form can be signed electronically. The signed form should be scanned and emailed to studyabroad@st-andrews.ac.uk.

The signed form must be returned to the Global Office **no later than four weeks** after commencing your placement abroad.

1. **Personal Information**

|  |  |
| --- | --- |
| Surname |       |
| Forenames |       |
| St Andrews ID |       |
| Degree intention |       |

1. **Host Organisation Information**

|  |  |
| --- | --- |
| Full name of host organisation |       |
| Postal address |       |
| Website |       |
| Size of organisation | [ ]  Small (1-50 staff)[ ]  Medium (51-500 staff)[ ]  Large (>500 staff) |
| Sector |       |
| No. of permanent staff in the department (team) hosting the student |       |
| No. of other students/ trainees hosted at the same time in the department (team) hosting the student |       |
| Mentor | Name |       |
| Function |       |
| Email |       |
| Telephone no. |       |

1. **Work Placement Details**

|  |  |
| --- | --- |
| Placement start date (dd/mm/yyyy) |       |
| Placement end date (dd/mm/yyyy) |       |
| Hours of work |       |
| Will the student receive financial support for the placement? | [ ]  Yes [ ]  No |
| Will the student receive a contribution in kind for the placement? | [ ]  Yes [ ]  No |

1. **Training Programme (please complete in consultation with your Co-ordinator and your host organisation)**

|  |  |
| --- | --- |
| Knowledge, skills and competence to be acquired |       |
| Detailed programme for the training period |       |
| Tasks of the placement student |       |
| Monitoring and evaluation plan |       |

1. **Commitment of the three parties and signatures**

|  |
| --- |
| By signing this document, the student, the University of St Andrews and the host organisation confirm that they will abide by the principles of the Quality Commitment for student placements set out in the attached document. |
| **1. The Student**

|  |  |
| --- | --- |
| **Signature:** | **Date:**  |

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| **2. The host organisation**In addition to the Quality Commitment, we confirm that:* The proposed training programme is approved, and that the details of our organisation on this form are accurate.
* We will monitor the progress of the placement and consult with St Andrews if necessary.
* We will provide the student with a full and clear induction, including health and safety arrangements, fire precautions and emergency evacuation arrangements.
* In cases of serious accidents or incidents involving the student, or breaches of discipline by the student, we will consult with colleagues at St Andrews.
* On completion of the training programme the organisation will issue a Certificate of Attendance to the student.

Is the student covered by the accident insurance of the host organisation (covering at least damages caused to the student at the workplace): [ ]  Yes [ ]  NoIf yes, please specify whether it also covers:-accidents during travels made for work purposes: [ ]  Yes [ ]  No-accidents on the way to and from work: [ ]  Yes [ ]  NoIs the student covered by a liability insurance of the host organisation (covering damages caused by the student at the workplace): [ ]  Yes [ ]  No

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Signature:** | **Date:** |

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| **3. The University of St Andrews**I confirm that this proposed training programme agreement is approved, and our School will carry out a risk assessment following relevant guidelines set by the University. The student will be covered by the University’s travel insurance. The placement is an integral part of the student’s degree programme. Upon successful completion, the student will be awarded the appropriate credits and the placement will appear on the student’s HEAR transcript.**Placement Co-ordinator:**

|  |  |
| --- | --- |
| **Name:** | **School:** |
| **Signature:****Institutional Coordinator, Student Mobility Officer****Signature:** | **Date:****Date:** |

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**QUALITY COMMITMENT**

**For work placements**

**THE UNIVERSITY OF ST ANDREWS UNDERTAKES TO:**

* Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired.
* Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes.
* **Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.
* **Prepare** students for the practical, professional and cultural life of the host country, ensure the students have adequate knowledge of the local language.
* Provide **advice** to students concerning travel arrangements, visa, accommodation, residence or work permits, social security cover and insurance.
* Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement.
* **Evaluate** with each student the personal and professional development achieved through participation in the Erasmus programme.

**THE UNIVERSITY OF ST ANDREWS AND THE HOST ORGANISATION JOINTLY UNDERTAKE TO:**

* Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements.
* **Monitor** the progress of the placement and take appropriate action if required.
* Neither party will discriminate on the basis of:
	+ age
	+ gender reassignment
	+ being married or in a civil partnership
	+ being pregnant or on maternity leave
	+ disability
	+ race including colour, nationality, ethnic or national origin
	+ religion or belief
	+ sex
	+ sexual orientation

Details of the University’s Equality and Diversity Policy can be found [online](http://www.st-andrews.ac.uk/hr/edi/).

**THE HOST ORGANISATION UNDERTAKES TO:**

* Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available
* Draw **a contract or equivalent document** for the placement in accordance with the requirements of the national legislation
* **Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress and provide help and support to St Andrews students in finding suitable and safe accommodation.
* Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country.
* Report student absences or non-engagement to the University by emailing studyabroad@st-andrews.ac.uk
* Forward its own **risk assessment** documentation for the student placement to corresponding departmental coordinator at the University of St Andrews and **alert** the University to any circumstances that might affect the level of risk - especially in work environments which are not entirely office based such as labs, factories, farms, outdoors etc.
* Make their best efforts to ensure the health and safety of the St Andrews students and provide all necessary training in this respect.

**THE STUDENT UNDERTAKES TO:**

* Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success
* Take full **insurance** for his/her travel and stay at the work placement. (The University of St Andrews [insures students](https://www.st-andrews.ac.uk/students/study-abroad/before-you-go/insurance/) for the duration of their placement.
* Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality
* **Communicate** with the sending institution about any problem or changes regarding the placement
* **Submit a report** in the specified format and any required supporting documents at the end of the placement.

**DATA SHARING**

Each party will communicate with one another over any student misconduct (academic or non-academic) which may arise during the course of the work placement. In accordance with requirements for students to conduct themselves according to the rules and regulations of both the University and the Host, it may be necessary for each Party to conduct separate processes in relation to any such student misconduct case. St Andrews therefore requests that a Host Organisation co-ordinator provides relevant information to the Student Mobility Officer (Outbound) at the Global Office at St Andrews, via studyabroad@st-andrews.ac.uk.

Recognising that each Party will comply with all applicable Data Protection Laws or equivalent legislation in connection with its obligations and activities to facilitate this work placement, for St Andrews this is the UK General Data Protection Regulation (UK GDPR) when read with the Data Protection Act 2018. St Andrews declares that it will transfer personal data to a partner organisation for the following purposes:

* Preparing for and managing the provision of higher education or training at a partner institution, etc.
* The provision of student support (welfare) services when studying/working away from St Andrews
* Continuation of studies at a partner institution
* Substantive public interest
* Legal obligation, which could include meeting a duty of care obligation

Where permissible under Data Protection regulations, the Parties shall communicate any outcomes of such individual processes as may be undertaken which may impact on the ongoing collaborative activities between the Parties.

**INSURANCE**

St Andrews students authorised to undertake a work placement agreement as part of their degree programme will be covered by the University’s travel insurance policy. The University’s insurance provider is currently AIG Insurance - Globe Cover. Policy number: 0015901761.

Cover includes:

* Unlimited medical expenses
* Cancellation and curtailment
* Repatriation
* Personal liability insurance
* Baggage delay
* Loss of or damage to personal belongings
* Loss of travel documents (passport)
* Excess is £100 for all claims.

Please note that the University’s travel insurance policy now has a pandemic and global health emergency exclusion in it (medical costs continue to be covered). This relates to matters such as cancellation, curtailment, delay and re-arrangement. It does not apply to medical costs.

In an emergency, students abroad covered by the University’s policy can obtain immediate assistance by contacting Globe Cover - 24hr/365day access.

Telephone: +44 (0) 1273 401950

Please contact insurance@st-andrews.ac.uk if making a claim.