

This Agreement is made between:

_____ (Employer)

_____ (Learner)

and _____ (College)

Start Date: _____ Planned End Date: _____

Employer's responsibilities:

- I understand the candidate may be required to attend job interviews to help source sustainable employment if no opportunities are available.
- I understand the candidate is undertaking a college course in addition to the Visitor Economy Passport Scheme therefore may not be available at short notice or at certain times
- I agree not to pass on candidate information to any third parties and that I will destroy all such information immediately if I decide not to hire a candidate
- The college attended by the student must be notified as soon as possible if a work placement is no longer available
- Either party can terminate this arrangement by notifying the other at any time
- To support the learner by participating in a weekly review process
- Provide weekly learner attendance records
- To allow colleges to do prior Health and Safety checks
- To maintain accident reporting facilities and inform the college of accidents reportable under the terms of RIDDOR with regards to the learner
- To implement and conform to a company's equal opportunities policy
- To maintain up to date employer liability insurance
- I agree to provide an interview, if applicable for any available suitable vacancies or alternatively an exit mock interview

- I agree to provide a reference to authenticate work experience completed or alternatively success declaration

The Learner responsibilities:

- To attend placement at the hours agreed
- To work for the Employer to the best of my ability and in accordance with the Employer's policies and procedures
- To observe the Employer's terms and conditions
- To inform the Employer and college if you are not able to attend your work placement
- To take part in and contribute to the weekly review process
- To behave in accordance with the requirements of Health and Safety legislation at all times whilst in employment or training
- To adhere to the code of conduct within the placement

College Responsibilities:

- To provide information advice and guidance to identify further opportunities and progression
- The sole obligation is to identify potential candidates for work placement with an employer with a progression route to Apprentice/Job Opportunity
- Candidates have been interviewed by the employer prior to placement start
- The college will undertake all relevant Health and Safety checks prior to candidate going into the work placement
- The College will be in regular contact (weekly via agreed communication method) to carry out monitor work placement and conduct any necessary reviews.
- To uphold Health and Safety regulations in line with HSE requirements

DECLARATION

I understand and agree to my responsibilities in relation to the programme

Signed _____

(The Employer)

Name _____

Date _____

Signed _____

(The Learner)

Name _____

Date _____