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|  | Address:Campus:Phone:E-mail: | Hempstead RoadWatford, HertsWD17 3EZWatford01923 812427gapexperiences@westherts.ac.uk |

23 September 2019

Dear

Thank you for agreeing to provide our student(s) with work experience on a voluntary basis in your organisation. We call these opportunities GAP placements, which provide our students with the enhanced advantage of building their employability skills alongside their qualifications.

Prior to this experience taking place, our student(s) will have met with their tutor and agreed the targets they need to work towards in readiness for their next steps either into work or to progress with their education. The student will be aware of these and we would ask that you please provide feedback on how they performed against the targets set, at the end of the experience. This could be completion of a simple form, an email or telephone conversation, whatever suits you best.

Overleaf, please find a “letter of understanding” pertaining to the main responsibilities we believe you as a GAP placement provider and West Herts College needs to commit to. We would appreciate you taking the time to familiarise yourself with this and if in agreement, we would be grateful if you could complete and return the attached EMP/2 via e-mail to gapexperiences@westherts.ac.uk.

In order to safeguard all parties, please also note the attached Health and Safety checklist which we would appreciate you completing and returning at your convenience. Alternatively, the checklist can be completed over the telephone and e-mailed to you for an electronic signature if you prefer.

If you have any questions, please do not hesitate to contact the GAP team on
01923 275839 or email us at gapexperiences@westherts.ac.uk.

Yours sincerely



**Gary Dixon**

**Deputy Principal**

**Letter of Understanding**

In order to ensure that the implications of the Work Placement Scheme are fully understood and the respective responsibilities of a GAP Placement Provider and the College are agreed, please read through the information below. Complete and sign the EMP/2 agreement and return via e-mail to gapexperiences@westherts.ac.uk

1. The student will be deemed an ‘employee’ and will carry out real work tasks wherever possible and the activities to be undertaken will be planned by a responsible person. As far as possible the student will be given the opportunity to find out about the structure and function of the company or organisation.

2. The student will receive instruction from the employer on those matters concerned with working conditions, health and safety and security relevant to his/her working environment and in accordance with current legislation.

3. Students working with children under the age of 16, young people with special needs age 18 or vulnerable adults, should **not** be unsupervised on a sustained or regular basis. Effective supervision should be an integral part of all placements as a matter of good practice.

4. The student will not receive any payment for work carried out during the placement time although employers may, at their discretion, reimburse students for travel and other expenses, unless otherwise agreed.

5. In the case of unexplained absenteeism, accident or sickness involving the student, while in the work place, the GAP Placement Provider will notify the College by telephone on 01923 275839 or 01923 812427.

6. A policy of equal opportunities will be implemented by the Employer and the College and students will have equal access to placements regardless of their sex or race.

7. Should any matter regarding student misconduct occur within the GAP experience, the College will be informed and will immediately suspend the student from the experience.

8. The GAP Experience Provider agrees to keep the College informed of any potential issues or levels of service that are falling below expectation, appreciating that where students are volunteering, the provider is not over reliant on the volunteer for staffing ratios.

9. The GAP Experience Provider will, with prior agreement, permit a College representative to visit the student; dependent on the duration of placement. This may not always be possible but if agreed, it will be a brief meeting conducted under our duty of care.

**EMP/2 FORM**

Please sign and return this document West Herts College.

Institution: **West Herts College**

Host Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Experience Date: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Host Organisation Declaration**

1. We confirm we have a written Health and Safety Policy.
2. We accept responsibility for the student under the Health and Safety at Work Act 1974.
3. We confirm we have in force Employers’ and Public Liability (and where relevant Professional Indemnity/Medical Malpractice) Insurances and that the student and accompanying teacher is deemed to be an employee for the purposes of these insurance policies.
4. We confirm having advised the appropriate insurers of the proposed placement.
5. Should the student be expected to work with machinery, equipment or substances hazardous to health and safety, precautions will first have been taken, first aid facilities will be available and training, supervision and protective clothing will be provided.
6. We confirm we will advise the College immediately of any injury or damage involving the student.

**Signed on behalf of the Host Organisation**

I have read and agree with the Letter of Understanding and the above Declaration.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Please return this document via e-mail to:**

gapexperiences@westherts.ac.uk