



Burton-on-Trent,  
DE13 0BN  
United Kingdom

## WORK BASED LEARNING

### Placement Agreement

**This is an unpaid placement.**

Under no circumstances can this present agreement be considered as an employment contract.

Other work based Positions:

- Hillfield animal home Volunteer (Form V1-HAH)
- Duke of Edinburgh placement (Form DOE 16/08-15)
- Schools Initiative (Form SI 16/08-U15)

All new Placements will be subject to a 3 month probationary period. Due to high demand for places not all applications may be successful. However due to the nature of placement positions, applicants can potentially be contacted quite some time after their application is received. We do try to accommodate as many applicants as possible, but unfortunately this is not always possible. It is also suggested that you apply at least 2-3 months prior to when you want the placement to begin.

### **What the student needs to fill in:-**

#### SECTIONS

- **1** Student/learner contact details.
- **2** Position applied for.
- **5** Student/learner name (*applicant's name*).
- **6** Level or programme of study (i.e *Level 1 animal care, GCSE/Alevel, NVQ etc*)
- **7** Dates (*these are the dates you wish to be at HAH*)
- **8** Hours, days and weeks (*the number of hours, the days and for how many weeks you wish to attend*).
- **9** Student/learner signature

### **What the school, college or university needs to fill in:-**

- **3** The school, college or university (*this is where the pupil is studying and where a member of staff can be contacted regarding the student*).
- **4** School, college or university representative (*the student/learner's main tutor/teacher. Which must be someone responsible for that student's education*)
- **9** School, college or university representatives signature.

**1**

Title: Mr/Mrs/Miss/Dr (*Delete as appropriate*)

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

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Tel no:** \_\_\_\_\_

**Alternative** \_\_\_\_\_

**Please state the Position(s) you are applying for or area (s) you would like to work:**

**General Animal Centre Placement**

This covers a wide range of tasks from gardening to cleaning animal accommodation and exercise areas, to painting to litter picking. All Based at Hillfield Animal Home.

**Charity Shop Placement**

**Our onsite shop** is open every day from 1pm to 4pm except Tuesday, when the Animal Centre is closed. If you can spare one afternoon a week on a regular basis to help serve in the shop and to sort our donations, you will be made most welcome. We also need volunteers to help at our **charity shop in Swadlincote**. This shop is open from 9am to 5pm Monday to Saturday. Please call in and speak to the shop manager.

**2**

(see above description)

**3**

**Registered charity no. 232234**

**School, college or university (Name, Address and Telephone).**

.....

.....

**4**

**School, college or university representative (Name and position)**

.....

Contact telephone number .....

**5**

Student Learner (First name, Surname).....

.....

**6**

**Level Or Programme**

The placement period is a planned period of work at Hillfield Animal Home. This is to aid in which level of study?

Level of animal care      1       2       3

A level       GCSE

Other (please state) \_\_\_\_\_

**7**

**Dates**

The placement period will run from (dd/mm/yy) .....  
to .....

**8**

**Hours, days and weeks**

Number of hours

Days:-

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Number of weeks

<input type="text"/> hours
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> days
<input type="text"/> weeks
<b>For office use only</b>

## **OBLIGATIONS**

Hillfield Animal Home (HAH) undertakes to:

- Agree with the School, college or university a programme of work for the student;
- Provide appropriate support and guidance; and
- Assign a supervisor to the student that will monitor their progress throughout the work experience period.

The student undertakes to:

- Make the most of the learning opportunities offered by the School, college or university and Hillfield Animal Home.
- Follow all reasonable instructions of his/her supervisor within Hillfield Animal Home.
- To comply with all relevant/applicable rules, regulations and requirements relating to Hillfield Animal Home's place of work (e.g. health and safety rules, internet/email policy, disciplinary procedures etc.)
- Co-operate with the Hillfield Animal Home by completing reports and keep HAH up to date with any changes or absences and do anything else reasonably required by the Hillfield Animal Home. To ensure that their attendance and progress may be properly monitored and maintained.

## **OUTCOMES**

Intended placement outcomes are for the student to contribute to the workplace with reasonable help and guidance from staff and to gain improved workplace skills.

## **DESCRIPTION**

The main role of the student is to:

- Clean, disinfect and maintain areas to a standard of cleanliness set by management. Including, animal accommodation, isolation and exercise areas; food preparation, laundry, storage and treatment facilities. Reception, offices, stores, staff facilities including toilets and outside areas.
- Compliment the staff's role by acting as support to each staff member in any given section required (Cat Units, Dog Unit and Small Animal unit) and under whose supervision they will carry out daily tasks, as set by senior management.

## **SUPERVISION AND SUPPORT**

Hillfield Animal Home will ensure that the student is supervised by an appropriate member of staff during the placement period. Hillfield Animal Home will provide support and guidance as

necessary for both the student and the School, college or university during the placement period.

### **INSURANCE**

Hillfield Animal Home agrees to insure the student comprehensively against accidents whilst at work.

### **HEALTH AND SAFETY**

Hillfield Animal Home undertakes to provide a safe environment for the placement in accordance with local Health and Safety legislation.

The student recognises his/her responsibility to behave in a responsible manner and to not ignore any areas of concern.

### **CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

The Student understands that at times s/he may become involved in confidential issues and undertakes that s/he will not, either during the placement period or at any time after the end of the placement period, disclose to any other person or otherwise make use of any information about clients, staff, or their families and/or any information relating to the Hillfield Animal Homes processes, research and/or business affairs and/or any information comprising or relating to the work produced by the Student during the placement. All patents, registered designs, database rights, know-how, and confidential information for any of the above, as well as any, Intellectual Property (IP) produced or developed by the Student during the Placement ("Placement IP") shall belong to Hillfield Animal Home and the Student agrees to cooperate in vesting title in such Placement IP whilst at Hillfield Animal Home.

Both Hillfield Animal Home and the School, college or university agree that personal data relating to the student is held securely and confidentially and in accordance with UK and other data protection legislation. Hillfield Animal Home will not use or disclose the student's personal information for any purpose other than is necessary for the administration of the placement period.

### **HOLIDAY ENTITLEMENT AND ABSENCE**

Should the placement period be for a full year entitlement to holidays would be under the existing school, college or university's policies and procedures.

Any absence from Hillfield Animal Home must be agreed in advance with the Hillfield Animal Home manager or deputies.

If the placement is absent from work through illness or for any other reason the student agrees to notify Hillfield Animal Home immediately and to keep them fully informed during the period of absence or illness. Absence due to illness of 3 days or longer must be supported by a Doctor's certificate or otherwise in accordance with Hillfield Animal Homes usual procedure.

**REVIEW OF AGREEMENT**

If at any time it is established that the Student is not performing satisfactorily and that the Hillfield Animal Home has provided reasonable opportunity for training and coaching, the terms of this agreement may be reviewed or the Student suspended. Equally if, at any time, the Hillfield Animal Home is not providing a satisfactory placement learning environment for the Student then the terms of this agreement may be reviewed.



The terms of this placement agreement may not be changed without prior discussion of all of the parties to this placement agreement.

**RESOLUTION OF DISPUTES**

All parties agree that they will attempt to resolve any dispute in the first instance by mutual consultation and negotiation.

**9**

**SIGNATURES**

..... Date.....  
Signed for and on behalf of the Hillfield Animal Home

..... Date.....  
Signed for and on behalf of the school, college or university

..... Date.....  
Student

