

## Confirmation of intent to offer

Course: \_\_\_\_\_

Student name: \_\_\_\_\_

### student internship/placement

This is an agreement between (Name of organisation):

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Represented by – employer or line manager:

<b>Name:</b>	<b>Position:</b>
<b>Telephone number:</b>	<b>Email Address:</b>

And the company:

<b>Company Name:</b> Backstage Academy
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<b>Name:</b>	<b>Mobile number:</b>
<b>Telephone number:</b>	<b>Email Address:</b>
<b>Address:</b> Production Park, 5 Langthwaite Road, Langthwaite Business Park, South Kirkby, West Yorkshire WF9 3AP	

Key Placement Company Contact:

This is to confirm my company's participation in the placement scheme as outlined below.

My company agrees to provide: \_\_\_\_\_ weeks/days/hrs student internship place(s).

#### **Timescale**

The placement will begin on time/date: \_\_\_\_\_ and conclude \_\_\_\_\_

The working pattern can include evenings and weekends.

#### **Selection**

If appropriate Employers can participate in the interviewing of prospective students after which they will be able to indicate their preference. However, responsibility for matching students to companies will ultimately lie with Backstage Academy to ensure suitability to the role.

#### **Termination of Internship**

Employers maintain the right to end the placement on disciplinary grounds, or due to poor student performance.

## Internship Responsibilities

### Backstage Academy

In signing this form Backstage Academy agrees to:

- Provide students with the support of a placement tutor
- Provide a support structure at all stages of the process, in particular a tutor who may visit the student at the place of work.
- Periodically review the progress of the student.
- Keep a record of reports from visiting tutors and employees.
- Maintain adequate records for all stages of the internship process, and provide timely and informative management information
- Monitor the quality of internships and learning outcomes
- Make every effort to ensure the return of company health and safety questionnaires before commencement of the placement
- Make sure internship preparations include information on the assessment process and on the recording of progress and achievements
- Provide clear lines of communications for internship students to express concern at any stage of the internship process
- Respond promptly to student concerns about their placement
- Have a mechanism in place to track complaints, report on their outcome and identify preventative measures and monitor their effectiveness
- Keep records of all formal complaints received in connection with an internship and follow up action taken
- Have formal and informal means of gathering feedback from internship providers
- Establish procedures where feedback on the quality and standards of the internship can be received and any appropriate action taken
- Where an internship contributes to the overall degree, students should receive information and feedback on all work submitted
- Ensure that students are given adequate opportunity, either during internship or immediately afterwards – to give formal feedback on the quality of their experience. Feedback could be via: internship visit forms, student assignments, call back days, student questionnaires.
- Encourage all informal feedback from students, tutors and employees in order to monitor and maintain the quality of internships
- Monitor the progress of students on internships in conjunction with monitoring internship quality
- Monitor the standards and quality of internship learning opportunities through the feedback from university internship staff, employer supervisors/mentors, external examiners and students. Difficulties should be followed up with the internship provider and necessary changes should be agreed (including possible termination of the internship.)

## Company

In signing this form Companies agree to:

- Give students an appropriate induction to the placement/internship environment including health and safety information and any legal or ethical considerations, for example client confidentiality.
- Provide the student with a job description (may be verbal)
- Complete and return a **health and safety checklist** before the placement starts
- Explain where and to whom the student should report on the first day of employment and the induction procedures
- Identify a workplace supervisor or mentor/line manager who will take responsibility for the student's progress towards achievement of objectives set by the organisation, the course and the student
- Ensure that **Employer's Liability and Public Liability Insurance Policies** cover students and that insurers are notified of internships in accordance with the requirements of the policies
- Keep the placement office informed of any changes to internship arrangements – for example terms and conditions, job description or location.
- Allow access to visiting tutors from the academic institution to assess how well the internship process has been managed and about the success or otherwise of the internship.

## Student(s)

In signing this form Students agree to:

- Ensure this form is completed and returned to Backstage Academy for all Work Placements, however brief, that are going to be used as learning experiences related to the course.
- Conduct themselves in a responsible and professional manner at all times during the internship.
- Avoid delay in replying to communications from potential employers and the placements office, e.g. offers of interview or employment.
- Keep Backstage Academy informed of any changes relating to the internship, e.g. terms and conditions, start date, job description, address, etc.
- Be effective in communications with both the employer and Backstage Academy.
- Submit all internship course work or assignments by the due date and conform to all relevant university procedures
- Prioritise and manage time effectively
- Act within the terms and conditions, as if in employment and respect the rules governing confidentiality and governance in the workplace
- Manage learning and professional relationships
- Record progress and achievements
- Alert the internship provider to problems that might prevent the progress or satisfactory completion of the internship
- Be aware that the failure to follow the agreed terms of the internship may result in the termination of their placement

Signed by Backstage Academy

<b>Signed:</b>	<b>Date:</b>
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Signed by Company

<b>Signed:</b>	<b>Date:</b>
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Signed by Student

Signed: \_\_\_\_\_

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

**HEALTH & SAFETY INDUCTION CHECKLIST**

Name of student..... Start date.....end date.....

Employer.....

The following items should be included in your induction into the organisation, **preferably on your first day**. If placements are short e.g. a single day then this must be done on the day before work commences. Please check off the items below when they occur and inform your mentor of any items not covered within one week of the start of your placement. If, **within 2 weeks**, any items have not been covered, please inform the Placement admin team at Backstage.

<b>REQUIRED HEALTH &amp; SAFETY INSTRUCTION (Delete if not appropriate to the work)</b>	<b><i>YOUR SIGNATURE/ date</i></b>
Emergency procedures	
Safety policy received or location known	
Location of First Aid box	
First Aid arrangements (including names of first Aiders)	
Fire procedures and location of fire extinguishers	
Accident reporting and location of accident book	
COSHH regulations/requirements	
Display Screen Equipment regulations/procedures	
Manual handling procedures	
Protective clothing arrangements	
Instruction on equipment you will be using (list equipment)	
Other issues:	

Signed..... Date.....  
**(By the employer)**