Template 1: Work Placement Proposal Form

This from is intended to scope out initial placement proposal ideas focussing on what you hope the project will achieve, what outcomes you are seeking and what requirement and skills you think are necessary for the placement to be successful. It also aims to clarify practical issues such as location, travel and PVG requirements if appropriate.

|  |  |
| --- | --- |
| Please indicate to which *module(s)* the placement proposal relates: |  |

|  |  |
| --- | --- |
| **Name of host organisation** |  |
| **Name of main contact/placement mentor** |  |
| **Role of main contact/placement mentor position** |  |
| **Email**  |  |
| **Telephone** | **(Business);** **(Mobile):**Please indicate which one you would be happy to share with a student if allocated.  |
| **Organisation address** |  |
| **Organisation website URL** |  |
| **Proposed student on placement** **(if known at this stage)** |  |

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| Location: Is this placement face-to face or remote? (tick as appropriate) |
| Face-to-face |   | Where will the placement be based? |
| Remote |   | Detail any equipment that the student will need successfully complete the placement remotely: |
| Blend of face-to-face and remote |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Location | Premises | Remote | Blend of remote and based on the premises |
| Is this placement work-based on the host premises or remote? | If so, what is the location: | If remote or partly remote, what equipment will the student be required to have? |

|  |  |
| --- | --- |
| **Number of Placements** |  |
| **Is a PVG required?*****PVG to be provided by the placement provider?***  | Yes ☐ No ☐Yes ☐ No ☐ |
| **Work Pattern - flexible or fixed, please specify** |  |
| **Would you be willing to cover student travel expenses**  |  Yes ☐ No ☐ |

|  |  |
| --- | --- |
| **Project Title/s** |  |
| **Project Aim(s)** |  |
| **What tangible outcomes would you expect to be delivered by the end of this placement** |  |
| **Tasks Involved**  |  |
| **Essential Skills required**  |  |
| **Desirable Skills and/or experience**  |  |
| **Please detail any intellectual property or GDPR considerations which need further clarification?**  |  |
| **Any other relevant information**  |  |

*We will use this information to match you with a suitable student(s), although we cannot guarantee that this will always be the case, and to keep in touch with you throughout the placement.*

*If you wish to be contacted in the future about further placement opportunities and/or other ways we can work with you please tick here *

*Your data will be stored securely on University systems and will not be shared outside of the University*. *The University’s Privacy Statement is available* [*here*](https://www.stir.ac.uk/legal/#four)*.*

**Signature:**

**Date:**