

This agreement outlines the key requirements and commitments for the placement provider during the length of the programme.

The Placement Provider: _____

Address: _____

Agrees to the following:

1. To fully insure graduates while on placement. Placement providers must hold Employers Liability insurance to a minimum level of £5million and Public Liability Insurance to a minimum level of £2million.
2. Provide a workplace induction during the first week of the placement outlining hours of attendance; support arrangements; Health and Safety regulations; sickness and absence procedures; disciplinary and grievance procedures and holiday entitlement.
3. Provide a safe working environment and to comply with all Health and Safety regulations and will report to the GAP Team any accidents or ill-health, arising from work, involving the graduate.
4. Will not commit any act of discrimination rendered unlawful by the Sex Discrimination (Northern Ireland) Orders 1976 and 1989 or the Disability Discrimination Act 1995 or the Race Relations (NI) Order 1997 or any enactments amending, extending or replacing the same.
5. Maintain confidentiality in relation to the graduate's personal information as required by The Data Protection Act 1998.
6. Provide such resources as are required to assist the graduate in delivering the placement's objectives.
7. In the event of a graduate leaving the programme before the contracted date, or if a graduate requires disciplinary action, the placement provider must inform the GAP Team immediately.
8. Monitor the graduate to ensure that s/he is on placement at least 30 hours per week (inclusive of allocated course time/jobsearch and excluding meal breaks). Attendance records must be completed and submitted on a weekly basis and require a signature from the placement provider and graduate. Working hours must comply with the European Working Time Directive.
9. Allow the graduate leave from work when s/he is attending their course, job search provision or reviews with their adviser, academic supervisor or member of the GAP Team.
10. Guarantee up to six months (26 weeks) of well-defined, meaningful work aimed at a graduate level, in order that graduates can meet the learning outcomes of the vocational qualification and gain experiences that allow him/her to enhance their employability.
11. Ensure that a mentor is provided for the graduate for the duration of the placement and that they provide sufficient instruction to the graduate to maximise effectiveness during placement, monitor their performance and undertake regular progress meetings.
12. Meet (or discuss over the telephone) the progress of the placement with a GAP coordinator and/or the graduate's university supervisor or DEL advisor throughout the placement period.
13. Reimburse the graduate's within-work travel expenses.

Agreed for and on behalf of the Placement Provider

Print Name: _____ Date: _____

Signature: _____

In partnership with: