

## Work Placement Employer Agreement

An Employer Agreement is an agreement between an employer and a learner under which the learner undertakes work experience with the employer in connection with a learning programme.

An Employer Agreement is required at the commencement of the work placement element of a programme. The purpose of the Agreement is to:

- identify the skill, trade or occupation for which the learner is being trained; and
- confirm work placement details

**This work experience opportunity is UNPAID and forms part of an entry to work course**

### Work Placement Details

<b>Employer Name</b>		<b>Learners Supervisor</b>	
<b>Employer Address</b>		<b>Contact Details</b>	

### Expectations of Employer

#### Employers must:

- Ensure compliance with current guidance relating to Covid-19.
- Work in partnership with the training provider to design a high quality traineeship with supervision and mentoring support.
- Provide a work experience placement of an agreed number of hours.
- Comply with all relevant Health and Safety legislation providing a safe working environment, including; holding current employers and public liability insurance and vehicle insurance where appropriate.
- Provide personal protective equipment (PPE) in accordance with statute and good occupational practice.
- Record attendance and inform the Training Provider of any absences.
- Take part in the trainee's reviews.

### Programme Details

<b>Learner Name</b>		<b>Training Provider</b>	
<b>Placement Start Date</b>		<b>Placement End Date</b>	
<b>Days Per Week</b>		<b>Hours Per Week</b>	
<b>Skill, trade or occupation the learner is undertaking</b>			
<b>Education and training goals of the placement</b>			



**Expectations of Learner Conduct**

**Learners must:**

- Be respectful of all individuals, their workplace and any equipment/resources, respecting Equality and Diversity at all times.
- Commit to their learning through excellent attendance, punctuality and active participation in their work placement.
- Follow the employer’s health and safety and safeguarding regulations, behaving in a way that does not put themselves or others in danger.

**Signatures**

<b>Learner</b>		<b>Date</b>	
<b>Employer</b>		<b>Date</b>	
<b>Training Provider</b>		<b>Date</b>	