

WORK PLACEMENT CONTRACT – TRI PARTY NATIONAL COLLEGE OF IRELAND

Contract for Placement

1 General

This document captures key information required for student placement opportunities. Its primary purpose is to ensure the safe delivery of a meaningful and high- quality learning experience – the outcomes of which should be beneficial to both the student and the placement provider.

Student Name: [REDACTED]

Student Programme: [REDACTED]

Company Name: [REDACTED]

NCI Academic Contact [REDACTED]

NCI Careers Contact [REDACTED]

The placement will be:

Hybrid

Remote

Onsite

2 Responsibilities of the contracting parties

1) The Company commits itself to:

- a) Host [REDACTED] (student name) for a three month period Monday to Thursday between [REDACTED] (day/month/year) and [REDACTED] day/month/year).
- b) Provide the student with a full and clear induction to the your organisation and working practices together with an outline of Health and Safety and emergency arrangements.
- c) Draw up the goals and job description for the placement.
- d) Nominate a placement supervisor for day-to-day supervision and support of the student in the workplace. Provide adequate supervision and feedback for the student throughout the placement and ensure that supervision is provided by a competent and suitably qualified member of the Provider's staff.
- e) Facilitate a member of NCI academic staff to attend a company site visit online or in person to discuss student progress during the work placement.
- f) Maintain contact with National College of Ireland and advise NCI of any concerns relating to student attendance and engagement, breach of discipline, health and safety incidents, accidents or support issues.

2) NCI commits itself to:

- a) Provide the Placement Provider with a careers and academic nominated point of contact within National College of Ireland for the duration of the placement, so that any presenting issues can be effectively dealt with.
- b) Provide the student with the necessary information on the placement.
- c) Provide adequate support for the student during the placement.
- d) Appoint a Work Placement Supervisor to visit the student whilst on placement.

3) The Student commits herself/himself

- a) Abide by all rules regarding health and safety requirements, codes of conduct, GDPR requirements and any other policies and procedures of the Placement Provider.
- b) Take professional responsibility for his/her work, maintain confidentiality and behave as an ambassador for National College of Ireland, making the most of the learning opportunities which the placement offers.
- c) Maintain agreed levels of attendance for the duration of the placement, save for any periods of illness or injury which prevents the student from fulfilling the hours as agreed in respect of the placement. Where such illness or injury arises, the student agrees to notify National College of Ireland and to also comply with the placement providers policies, procedures and instructions in respect of absence reporting;
- d) To follow the instructions of his/her Mentor in the company.
- e) To follow the official rules and regulations of the company and to inform the company immediately in case of absence (such as in the case of sickness).
- f) To adhere to the company's pledge of confidentiality and to commercial sensitivity (e.g. copyright) to the same extent as any employee of the firm
- g) Stay up to date with notices, assessment criteria etc by checking their student email regularly
- h) Maintain contact with National College of Ireland and to immediately notify us, in advance, of any matter which might affect him/her and the undertaking of the placement including any special health or medical requirements.
- i) Complete all assessments and attend any briefing sessions that are required as part of the placement.
- j) Keep National College of Ireland informed of any changes, issues or incidents which arise in

3. Supervision

The Company will assign [redacted]
(Company Supervisor Name) [redacted] (Job Title) [redacted]
Telephone [redacted]
email [redacted] as the placement supervisor.

4. Remuneration

The Student will receive a salary of € [redacted]

5. Working hours

The Student will be required to work from [redacted] (am) to [redacted] (pm) Monday to Friday.

6. Title of Role Student will have on placement: [redacted]

7. Termination of the Contract

The contract can be terminated for reasons including: breach of discipline, unsatisfactory placement or placement conditions, inability to carry out the placement without prior notice by both the Company and the Student after consultation with the National College of Ireland.

8. Contract Copy

The agreement must be signed by all 3 parties.

Signature on behalf of Company

Printed name (Capitals)

Signature on behalf of NCI

Printed name (Capitals)

Signature of Student

Printed name (Capitals)