**PRE PLACEMENT AGREEMENT FORM**

*In order to ensure the best working practice between the student, the work placement and the college, we would ask you to read and sign the following agreement.*

1. **LEARNING ENVIRONMENT & WORKING CONDITIONS:**

* We will provide a supportive learning environment where the placement student can address their personal, professional and academic learning objectives and competencies.
* We will provide appropriate office/work space so that the placement student can work effectively and efficiently and can draw upon the organisations resources.
* We will provide with student with orientation materials as necessary to support the student understand the culture and practice of the organisation.
* We will ensure that the student knows their working schedule.
* Should any difficulties arise during this placement, we agree to follow the DkIT procedure for dealing with these difficulties and engage in the process to resolve these issues as outlined in the Placement Handbook.

1. **HEALTH & SAFETY:**

* We will give the student an induction to the workplace and inform the student of the organisations health and safety statement and all relevant local policies of your organisation.
* We will adhere with public health guidelines in relation to COVID-19.

1. **SUPPORT & SUPERVISION:**

* We will provide a dedicated supervisor to the student for the duration of the placement
* We will have regular formal supervisory meetings with the placement student to discuss progress and give an opportunity to receive and give feedback on the work placement experience and their progress.
* We will give an opportunity to the student to discuss their learning objectives and will give clear guidelines of our expectations of them.
* We will ensure that the student works under supervision at all times.

1. **ASSESSMENT & EVALUATION:**

* We will liaise with the DKIT academic supervisor together with the student during the course of the placement to discuss the progress of the student, and discuss areas for improvement.
* We will complete the DkIT Assessment/ Evaluation Report on completion of the work placement.

1. **GDPR Data Controller Privacy Statement**

We the *Placement site* agree to take all measures required pursuant to Article 32 GDPR (Security of Processing) including but not limited to implementing appropriate technical and organisational measures to keep the personal data safe and secure for students from DkIT. When the data is no longer required, eg when the student has completed their period of placement, the *Placement site* will purge/destroy all data  held other than what is required for verification of placement purposes.  We the *Placement site* also agrees to use the data supplied to it by DkIT only for the purpose for which it was originally collected and shared.  All *Placement site* personnel will be fully aware of the need to comply with GDPR regulations especially in the safe and confidential handling and use of personal data and should there be a data breach to contact Dundalk Institute of Technology Placement Office without delay. Thursday 29 July 2021

**I have read this pre-placement agreement and agree to provide the support outlined for DkIT placement students.**

**Host Site Company Name / Employer:**

**Signature of supervisor/manager:**

**Date**