

## PLACEMENT AGREEMENT FORM

For use for students accepted on the undergraduate programme.

Student Registration Number: SU12345678

### 1. UNDERGRADUATE COURSE THE STUDENT HAS BEEN ACCEPTED ON:

Course Title:	<input type="checkbox"/> Children's Work and Ministry <input type="checkbox"/> Family Support Work and Ministry <input checked="" type="checkbox"/> Youth Work and Ministry	Course Code: LV5P Course Code: LV5Q Course Code: LV56
Intended Award:	<input type="checkbox"/> Cert.H.E. <input type="checkbox"/> FdA <input checked="" type="checkbox"/> BA (Hons)	Academic Year: 2010
Entry Level:	1 (1,2 or 3)	Mode of study: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Half-time

### 2. STUDENT DETAILS

Title:	Mr	Male or Female:	Male	Date of Birth:	12/10/1990	Age on 01/09/10 :	19
Full Name:	Ben Stephen Smith		Mobile Phone Number:	07987 654321			
Home Address: (Permanent address)	57 Mill Steet, Trafford, Manchester						
Post Code:	MT1 2MU	Home Telephone:	01234 567890				
Email Address:	bensmith@anywhere.com						
Next of Kin:	Mrs Jillian Smith	Contact Number:	01234 567890				
Nationality:	British		Country of Birth:	UK			

### 3. PLACEMENT DETAILS

Name of Church Or Agency:	St Augustine	Denomination Or any other affiliation:	Church of England	
Authorised Placement Rep.:	Rev. Andrew Jones	Mobile Phone Number:	07963 852741	
Placement Address:	St Augustine Church, Chapel Lane, Claypole, Sussex			
Post Code:	CG9 1AC	Telephone:	08081 363636	
Email Address:	staug@claypole.co.uk			
Student Supervisor (if different to above):	John Miller	Mobile Phone Number:	07452 896574	
Line Managers Address:	The Old Post House Claypole Sussex			
Post Code:	CG9 4AC	Telephone:	08081 126785	
Email Address:	johnmiller@contact.net			

#### 4. THE PLACEMENT AGREES TO THE FOLLOWING

- a) To accept the Oasis College student named in section 2 as a voluntary student worker (hereafter referred to as the student) as a full member of the ministry team for the placement named in section 3 for a minimum of forty weeks during the academic year stated in section 1
- b) To provide opportunities for the student to gain experience in working with children, young people and/or families in line with course requirements, and in particular:
  - i. **In level 1:** There should be existing staff or volunteers that the student can assist in working with children, young people and/or families in the main placement
  - ii. **In level 2:** The student should be able to take responsibility (with a small team) for an organized group(s) related to their chosen award
  - iii. **In level 3:** The student should be able to take responsibility of an overall co-ordinating role related to their chosen award (children, young people or families)
- c) To provide a supervisor, named in section 3, who will meet regularly with the student to offer guidance, support and advocacy; attend the annual orientation meeting; and ensure practice requirements are met as described in the main placement handbook provided by Oasis College
- d) To support the student in attending College activities and meeting their academic responsibilities
- e) To liaise with the student's Personal Tutor and/or Student Support Services Co-ordinator in relation to student placement, assessment and progress
- f) To ensure relevant policies, procedures and insurances are in place to safeguard the interests of children, young people, families and those working with them
- g) To make the following financial/practical contributions to the students expenses:

Description:	Contribution:	Payment / Arrangements
College Placement Fee	£3550.00	Quarterly Instalments
Student Accommodation	Bedist to be provided FOC	Placement to arrange
Student Travel Costs	Oyster Card	Placement to arrange credit
Student Allowance	£40.00 per week for 40 weeks	Monthly in arrears through expenses claim

#### 5. THE STUDENT AGREES TO THE FOLLOWING

- a. To be located with the placement named in section 3 as a voluntary student worker for a minimum of forty weeks during the academic year commencing stated in section 1
- b. To contribute to activities as negotiated with the main placement and in line with practice requirements as described in the main placement handbook provided by Oasis College
- c. To not undertake any paid work or additional engagements that would detract from the practice requirements as described in the main placement handbook; and to agree any additional engagements or paid work with your personal tutor and placement supervisor prior to acceptance
- d. To attend regular meetings with the placement supervisor and practice tutor; respond to guidance and support; and provide an account of activities undertaken for the main placement
- e. To attend lectures and other College activities in accordance with College attendance policy; and complete assessments in accordance with University regulations
- f. To undertake duties and responsibilities with sensitivity to the values and beliefs of the main placement; the ethos of the College; and to undertake no activity that may bring the name of the College or main placement into disrepute
- g. To make the following financial / practical contributions:

Description:	Contribution:	Payment / Arrangements
Student Fee	£1500.00	Direct to Staffordshire University

## **6. OASIS COLLEGE AGREES TO THE FOLLOWING:**

- a. To provide a place on the course named in section 1 for the student named in section 2
- b. To support the placement of the student in the location named in section 3
- c. To work with the placement and maintain regular communication through the Student Support Services Co-coordinator to ensure practical and financial arrangements are in place for the allocation of a student to the main placement
- d. To allocate a personal tutor to the student (from the Oasis College staff team) who will act as a liaison between the placement supervisor and the College; to include at least two visits from the personal tutor to the main placement during the academic year stated in section 1
- e. To provide an orientation meeting for placement supervisors in September of the academic year
- f. To provide copies of course documentation and, in particular, the main placement handbook
- g. To support the student in meeting the academic and professional requirements of their course in line with the validated programme requirements of the award named in section 1
- h. To conduct communications and representations in a timely, courteous and professional manner

## **7. DISPUTE PROCEDURES**

- a. All parties to this agreement shall use all reasonable endeavours to resolve any disagreements between them in relation to the operation of this agreement through informal means
- b. Disagreement, which cannot be resolved informally, should be submitted in writing in the first instance and subsequently be addressed by a special meeting between authorised representatives of all parties and involving any other appropriate parties within two weeks of receipt
- c. All parties will be given reasonable notice (a minimum of two weeks) to amend any disputed operation of this agreement, where it has been agreed to do so at a special meeting and is recorded in the minutes of the special meeting
- d. Where a dispute is not resolved through the above mechanisms, the aggrieved party shall be entitled to serve notice in writing in accordance with section 8

## **8. TERMINATION OF THE AGREEMENT**

- a. All parties to the agreement shall be entitled to end this agreement upon giving the other party three months notice in writing, providing that full payment is made in relation to fees and expenses up to and including the period of notice
- b. All parties may terminate the agreement with immediate effect by giving notice in writing to the other party where there is serious or persistent failure by the other party to fulfil its obligations under the terms of this agreement and where there has been a failure to remedy this failure in accordance with section 7
- c. If the agreement is terminated, it will be without prejudice to any rights or obligations of all parties, which have accrued up to date of such termination and a pro rata adjustment will be made with regards to outstanding payments or reclaims
- d. All parties acknowledge that they are subject to events that may result in a party being unable to fulfil its obligations under this agreement. In such circumstances the agreement may be varied with consent of both parties or by a party to the agreement giving three months written notice

## **9. SICKNESS AND INCAPACITY**

- a. The student named in section 2 agrees to inform the placement supervisor and personal tutor of any sickness, incapacitating illness or accident that would prevent them from fulfilling the terms of this agreement at the earliest possible opportunity
- b. The College and placement named in section 3 agrees to continue the terms of the agreement for a period of 3 months following formal notification of sickness or incapacity. Following this period the agreement can be terminated in accordance with section 8b

## 10. ADDITIONAL NOTES TO THIS AGREEMENT

All parties agree to the following additional notes to this agreement:

None

## 11. DECLARATION

All parties agree to the terms and conditions described in this agreement and confirm that the information given on this form is true, complete and accurate. All parties agree to be bound by the agreement for the academic year stated in section 1, notwithstanding the conditions for termination of the agreement described in section 8. The student and placement give consent to the processing of data by Oasis College in keeping with the terms of this agreement.

Ben Smith (Student's Name)	(Student's Signature)	3rd <sup>th</sup> May 2010 (Date)
Rev Andrew Jones (Authorised Placement Representative)	(Student's Signature)	5 <sup>th</sup> May 2010 (Date)
Nicola Goncalves (Authorised Oasis College Representative)	(Student's Signature)	10 <sup>th</sup> May 2010 (Date)

**PLEASE RETURN THE AGREEMENT FORM TO: (Copies will be provided to all signatories)**

Registry  
Oasis College  
75 Westminster Bridge Road  
London  
SE1 7HS

E: [registry@oasiscollege.org](mailto:registry@oasiscollege.org)  
T: 020 7921 4320  
F: 020 7921 4201

Oasis college  
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