

# Employer Placement Information

Please provide as much detail of your requirements as possible to give the best match to potential students, complete the Health and Safety questionnaire on page 2 and return to [teesinterns@tees.ac.uk](mailto:teesinterns@tees.ac.uk). Due to current circumstances you must also send your **COVID and general Risk Assessment** if the project is on-site.

Please register your business on Target Connect at <https://studentfutures.tees.ac.uk> so we can advertise the placement.

**INTERNSHIP COHORT** (SELECT – YOU CAN CHOOSE BOTH)

SEPTEMBER

JANUARY

ORGANISATION NAME

COMPANY REGISTRATION NUMBER

## CONTACT DETAILS

POSTAL ADDRESS

EMAIL

EMAIL FOR CV'S

TEL

WEBSITE

## PLACEMENT DETAILS

TITLE OF ROLE OR PROJECT

REMOTE PLACEMENT

ON-SITE PLACEMENT

START DATE

END DATE

HOURS OF WORK (MAXIMUM 40 PER WEEK)

## REMUNERATION (SELECT AND GIVE DETAILS)

PAID ROLE:  REMOTE  ON-SITE | SALARY £

VOLUNTARY ROLE:  REMOTE  ON-SITE\*

\*TRAVEL EXPENSES MUST BE PAID

## SPECIFICATION OF ROLE

BUSINESS AREA EG: HR | MARKETING | SOFTWARE ENGINEERING

DETAIL ANY TECHNICAL/SOFTWARE OR OTHER SPECIFIC SKILLS REQUIRED

GIVE A BRIEF DESCRIPTION OF THE PROJECT/PLACEMENT

HOW WILL THE BUSINESS BENEFIT FROM THE PLACEMENT?

WHAT WILL THE STUDENT LEARN FROM THE PLACEMENT?

DOES THE ROLE REQUIRE A DBS CHECK OR A VETTING CHECK?  YES  NO

Please note that as part of the assessment following the internship, the student may be required to disclose certain aspects of their placement within academic assignments and/or presentations. The student shall also be required to complete a logbook describing their experiences in order to assist with their academic assessments. You should therefore discuss any potential confidentiality issues with the student prior to the commencement of the internship.

# Health & Safety Checklist

YOU MUST ANSWER EVERY QUESTION

HEALTH AND SAFETY STAFF MEMBER

EMAIL

TEL

MOBILE

WEBSITE

(SELECT YES OR NO)

1. Do you have a written Health and Safety Policy? ■ YES ■ NO

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2. Do you undertake appropriate training for all members of staff, including students who may be placed with you? ■ YES ■ NO

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3. Does your company hold Employer and Public Liability Insurance? ■ YES ■ NO

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4. As far as is reasonably practicable do you comply with all legislation affecting the health, safety and welfare of persons on your premises? ■ YES ■ NO

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5. Do you have systems in place to ensure the reporting of accidents under The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013? ■ YES ■ NO

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6. Will you report to the University any accident involving the placement student while at work? ■ YES ■ NO

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7. Will you report to University any sickness suffered by the student which may be caused by their work? ■ YES ■ NO

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8. Do you have procedures in place, brought to the attention of your staff, which will take place in the event of an emergency? ■ YES ■ NO

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9. Do you have a Covid-19 specific risk assessment in place? ■ YES ■ NO  
*PLEASE SEND A COPY WITH THIS PROPOSAL FORM IF YOUR INTERNSHIP IS **ON-SITE ONLY***

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10. MODERN SLAVERY ACT 2015 ■ YES ■ NO  
Teesside University's Modern Slavery Policy underpins a zero-tolerance approach to slavery, servitude, forced or compulsory labour and human trafficking. Are you willing to work in accordance with the University's Modern Slavery Policy and the Modern Slavery Act 2015?

If you have answered **NO** to any of these questions you may be contacted by Teesside University Health & Safety Office for clarification.