

Work Experience Placement Agreement - Form B

- 1 The placement is without remuneration; travelling expenses and subsistence claims will not be met by the Trust.
- 2 The Trust has an obligation under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment. You are required to co-operate with Trust Management in discharging its responsibilities under the Act and to take reasonable care for the health and safety of yourself and others.
- 3 During the course of the placement you may have access to see or hear information of a confidential nature and you are required to undertake not to disclose such information to any unauthorised persons. Breach in confidentiality may result in the termination of the placement.
- 4 Your placement within the Trust does not constitute employment per se, and you will not be entitled to any form of payment on its cessation. Employment with the Trust is not guaranteed in any way or conferred by this letter.
- 5 Any event of misconduct or poor performance may result in the termination of your placement with the Trust. In cases of alleged serious misconduct you may be required to leave the Trust's premises pending investigation.
- 6 The Trust does not normally accept responsibility for articles lost or damaged on Health Service property as a result of burglary, fire, theft or otherwise. You are advised accordingly not to bring items of value to your place of work and to provide your own insurance cover.
- 7 If for any reason, e.g. sickness, you are unable to attend for the purpose of your placement you should inform your placement manager as soon as possible.
- 8 This placement may be terminated by either side on the notice of one day.
- 9 Your placement is for the period [insert start date] to [insert end date]
- 10 You will be accountable to [insert name and department of placement sponsor]

I hereby accept this placement on the terms specified above

Signed: (or e mail agreement)

Date: