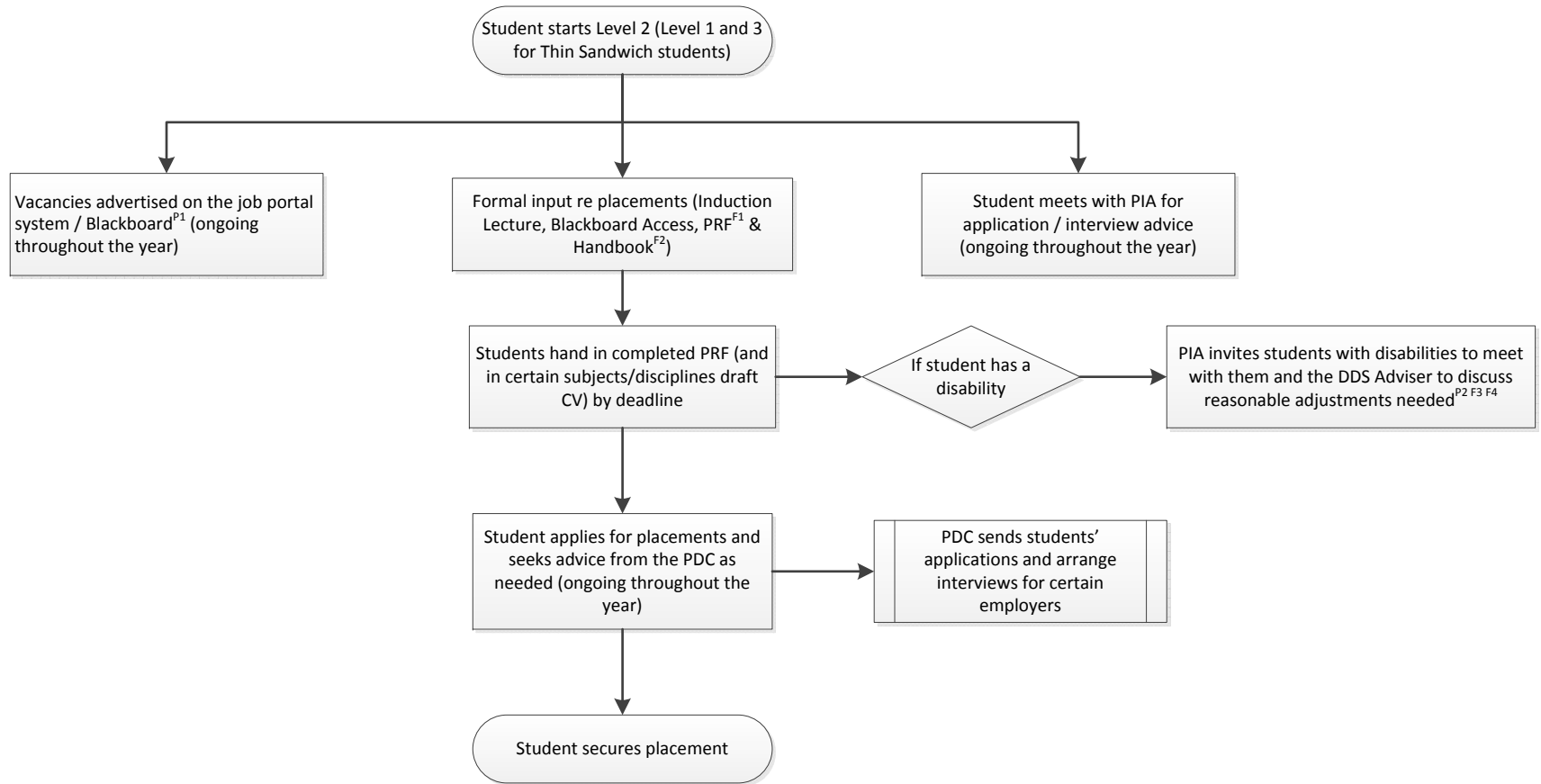




Overall Placement Process

Maintained by:	Director of Academic Programme Development/ Academic Partnerships Office
Owned by:	QAC on behalf of Senate
Last updated:	August 2015
Last Reviewed:	August 2016
Next review date:	August 2017
Current Version:	1.2
Location of Master Document:	https://intra.brunel.ac.uk/s/QSO/Team/Partnerships

Pre-Placement Process

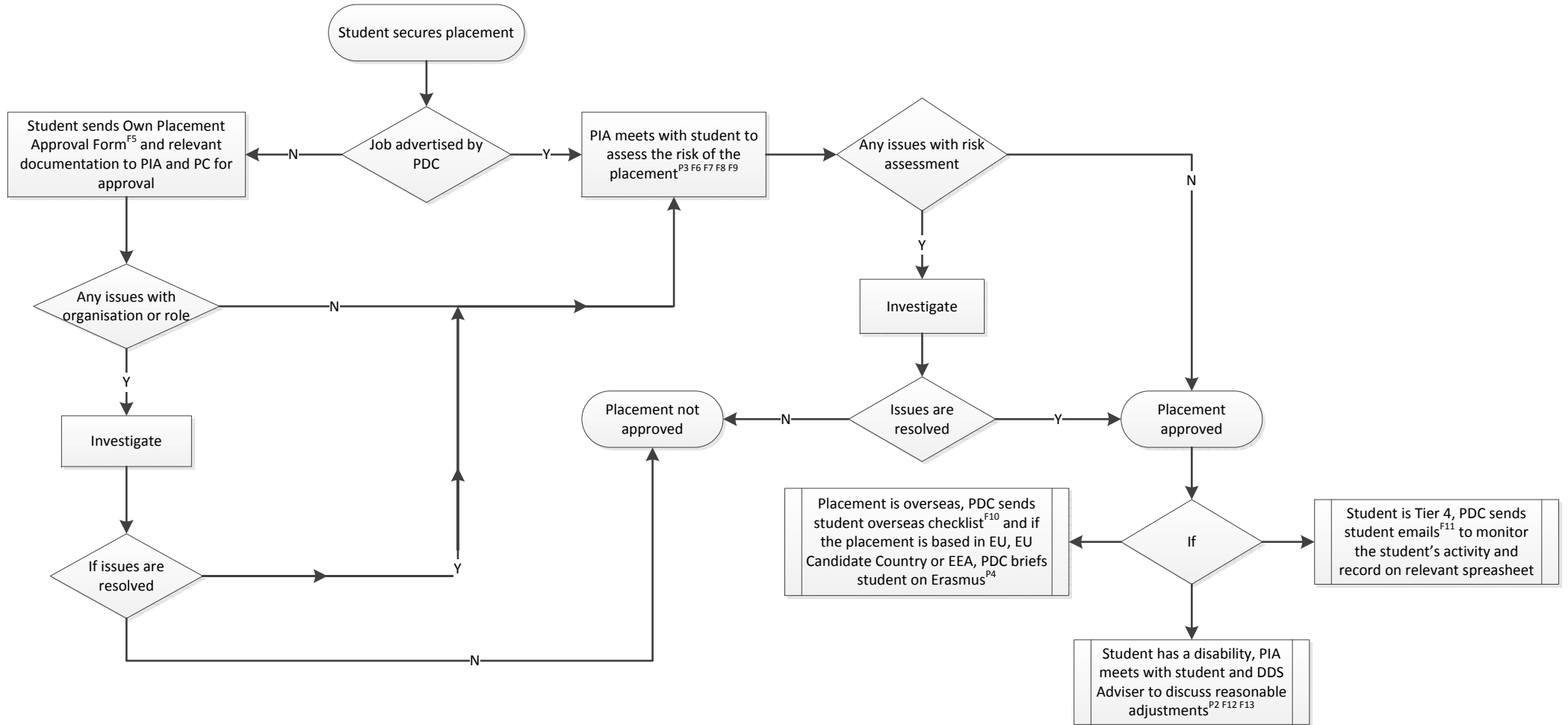


P = Process
 P1 – Appendix 1 – Process for Advertising Jobs
 P2 – Appendix 2a – Disability Process (Prior to Placement)

F = Form / Document
 F1 – Form 1 – Placement Registration Form
 F2 – Form 2 – Pre Placement Handbook
 F3 – Form 3 – Placement Support Document (Prior to Placement)
 F4 – Form 4 – Email to Student Disclosed Disability to University

Legend
 PRF = Placement Registration Form
 DDS = Disability & Dyslexia Service
 PIA = Placement & Internship Adviser
 PDC = Professional Development Centre

Placement Process (Students)



P = Process

- P2 – Appendix 2b – Disability Process (After Securing Placement)
- P3 – Appendix 3a – Risk Awareness Process for Students
- P4 – Appendix 4 – Erasmus Process

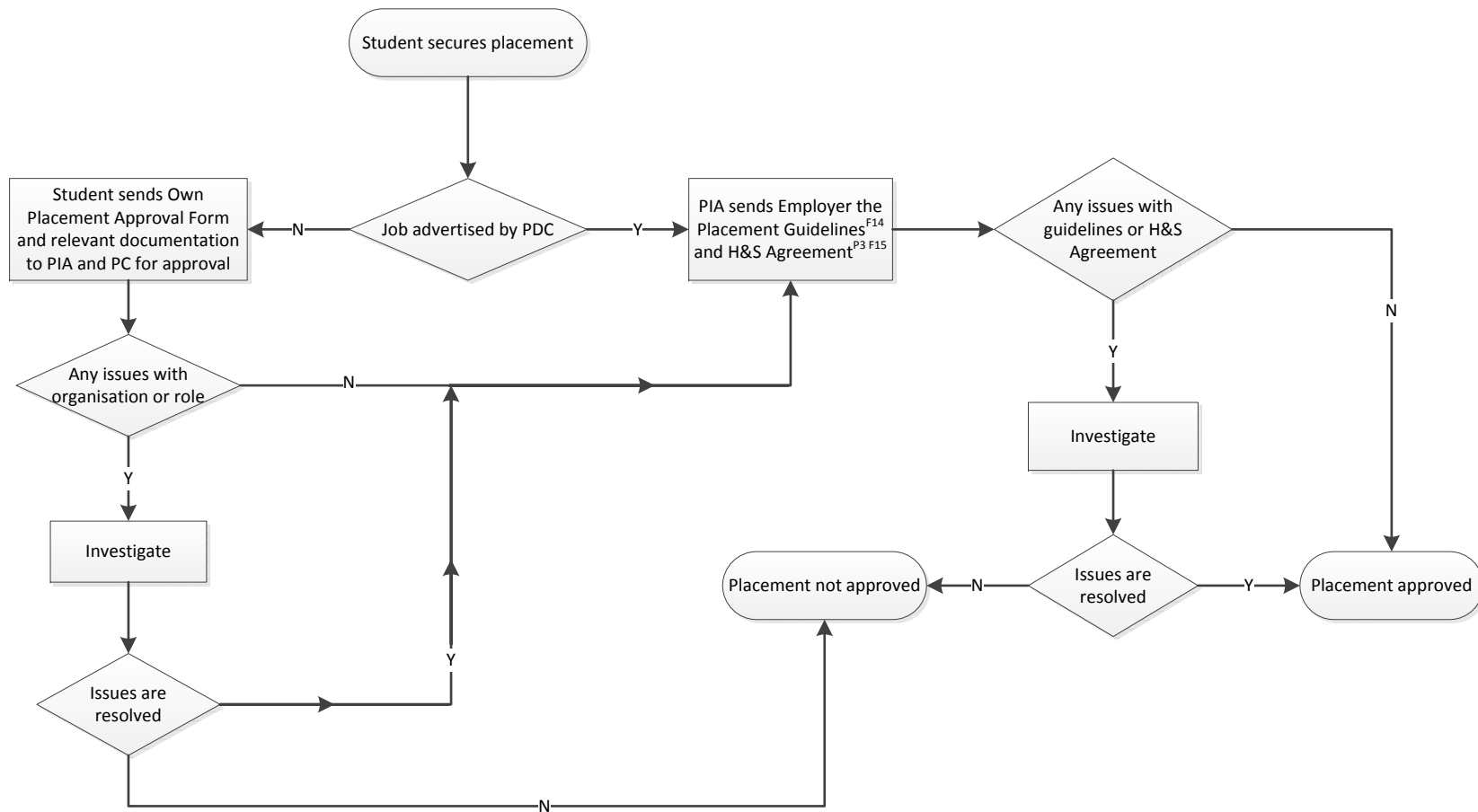
F = Form / Document

- F5 – Form 5 – Own Placement Approval Form
- F6 – Form 6 – Risk Awareness Form
- F7 – Form 7 – Risk Awareness Spreadsheet
- F8 – Form 8 – Information & Guidance for Students on the HASAWA
- F9 – Form 9 – Email to Students Confirming Placement Risk Profile
- F10 – Form 10 – Overseas Placement Checklist
- F11 – Form 11 – Tier 4 Monitoring Email
- F12 – Form 12 – Placement Support Document (After Securing Placement)
- F13 – Form 13 – Email to Employer ref Placement Support Document

Legend

- DDS = Disability & Dyslexia Service
- PIA = Placement & Internship Adviser
- PC = Placement Convenor
- PDC = Professional Development Centre
- EU = European Union
- EEA = European Economic Area

Placement Process (Employers)



P = Process

P3 – Appendix 3b – Risk Awareness Process for Employers

F = Form / Document

F14 – Form 14 – Employer Placement Guidelines

F15 – Form 15 – Placement Health & Safety Agreement with Employer

Legend

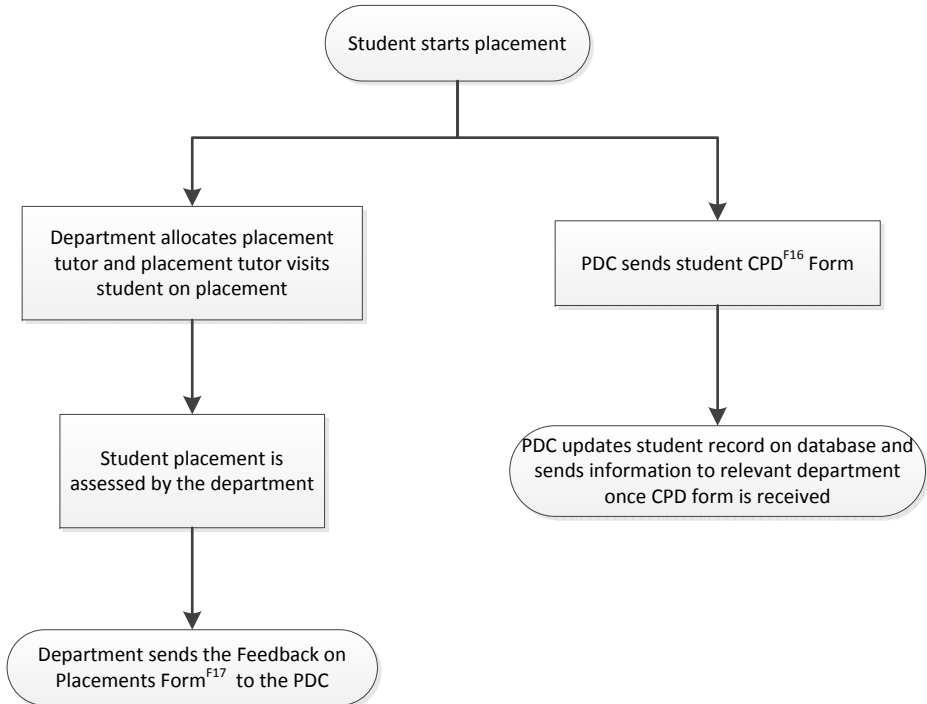
PIA = Placement & Internship Adviser

PC = Placement Convenor

PDC = Professional Development Centre

H&S = Health & Safety

Placed Process



F = Form / Document

F16 – Form 16 – Confirmation of Placement Details Form
F17 – Form 17 – Feedback on Placements Form

Legend

PDC = Professional Development Centre
CPD = Confirmation of Placement Details