**Work experience placement agreement**

This document contains general information about Pathways to Consulting work experience, as well as important information about what is expected of you during the placement. You must sign this document to indicate that you understand and agree to everything within it.

**Pre-placement essentials: Things to know and do before your placement**

**Your placement**

You will be allocated a work experience placement with a leading organisation in the field. This is a fantastic opportunity that many students do not have access to, so please do make the most of it.

You will spend a number of days with your allocated organisation and have the opportunity to meet a number of professionals, as well as participating in a series of specially designed sessions as part of a varied and stimulating programme. The organisation will be in touch with you with specific details about the programme of events that you will be undertaking.

Please ensure that you have noted down key details such as the name of the organisation, its location or how to access it online, the dates & times of your placement and who your key contact is.

You should also research the organisation. Visit their website and find out about their areas of expertise, the cases they are involved in and any other ‘newsworthy’ items. You can also read biographies of their fee earners which will give you an insight into the people who work there.

**Data protection**

In order to make sure that the organisation you will be working with knows all of the necessary information about you, we share the following information with the organisation:

* Your CV
* Your contact details and your emergency contact details
* Any medical or dietary requirements, including access requirements
* If your organisation have physical materials you need for an online placement, we will share your address so they can post these to you

This information will be held in confidence by the organisation until your placement has been completed, after which time it will be securely destroyed. Please ensure that your University Coordinator has up-to-date records of the above information.

During the placement, some firms may offer you the opportunity to stay in touch or sign up to hear more from them in the future. You are welcome to opt into this so that the firm can keep your contact details on file. This is your own choice and will all be subject to the firm’s own Privacy Policy.

**Confidentiality**

Your placement provider deals with commercially and personally sensitive information on a daily basis. You must agree to respect the confidentiality of such information to which you may be exposed during your placement. The organisation will, more than likely, ask you to sign their own confidentiality statement before your placement starts. If you do not sign this statement, you will not be able to take up your placement. If you breach the terms of any such agreement, you will be liable to legal penalties, and you will be removed from the Pathways to Consulting programme.

**Dress code**

For in-person placements, wear smart, professional clothes, unless your organisation informs you otherwise. A business suit with shirt/tie or shirt/blouse and smart skirt/trousers is preferable, together with smart, comfortable shoes. Jeans, t-shirts and trainers are not acceptable.

For online placements, make sure you are still dressed in clothes that look smart and professional as you will have your camera on. You should not wear pyjamas or sportswear.

**Things to have to hand**

Make sure you have a notebook and a pen so you are ready to take notes or work through activities.

For in-person placements, you may receive stationery and other items from the firm so bring a bag too, but it is always beneficial to arrive on the first day prepared to take notes.

For online placements, you may be sent materials by the firm in advance of the placement (via email or in the post) so make sure you also have these to hand.

**Specific information for online placements**

**Technology**

If you do not have the equipment required to take part in the online placement (i.e. device, working camera & microphone, reliable internet access), please tell your University Coordinator as soon as possible so they can support you.

When you receive information from the firm, you are responsible for testing and ensuring you have the apps and software you need to take part in the programme ahead of time.

**Non-live sessions**

For your online placement, you will likely be sent activities or other resources/videos to work through when not in live sessions. It is important that you check what is required of you and complete any preparation work ahead of each session.

**Specific information for in-person placements**

**Refreshments**

Your firm may provide you with a complimentary lunch on each day of your placement, together with complimentary refreshments during the day within the schedule of activities. The firm will let you know in advance of your placement what their policy is. As stated above, the organisation will have access to your dietary requirements so they will be able to provide you with appropriate refreshments.

**Travel Costs**

Your travel costs to/from the firm will be covered by your university in the same way that they reimburse your travel to the Pathways sessions. Check in with your University Coordinator ahead of your placement for details on how this works for your programme.

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| **Pre-placement checklist**  All placements, whether in-person or online:   * Make sure your University Coordinator has your CV and the correct information for you (email, phone number, emergency contact details, medical & dietary requirements) * Respond to communications from your University Coordinator and placement provider * Research and make notes about the organisation * Know what you will wear for your placement * Have your notebook and any placement materials you need   In-person placements:   * Know where the placement is, what time to be there on the first day and who to meet * Check travel arrangements with your University Coordinator * Check if lunch and refreshments are provided and plan for your own lunch if necessary   Online placements:   * Know how to log into the online placement and the timings for different sessions * Check your technology is working and you have the software you need |

**During your placement**

**Attendance/absence**

You are required to attend your placement and all sessions in full unless there are exceptional circumstances or you are ill. In these circumstances, inform your named contact at the firm and your Coordinator immediately. Absence for any other reason will not be tolerated, and you will not be permitted to return to your placement. This may also jeopardise your place on Pathways to Consulting.

You must arrive punctually for every day and every session of your placement. If you are going to be unavoidably late, inform your named contact at the firm and your Coordinator as soon as possible. If you are late without explanation or notification, you may be asked to leave your placement.

You may not leave your placement before each day or session is concluded. If you leave your placement before a session is finished, you will not be permitted to return to your placement on subsequent days or sessions. If there is an emergency and it is vital for you to leave during one of your placement days, you must inform your named contact immediately.

The firm will log your attendance for each day and session and report this back to the Sutton Trust.

**Health, safety & security**

Your firm takes the health, safety and security of its employees and visitors extremely seriously, and has a number of policies and procedures in place.

If you are attending an in-person placement at the firm’s office, you will be given information by the firm which includes the availability and location of first aid, evacuation procedures and the location of fire exits and assembly points.

If you are attending an online placement, the firm has made sure that there are steps in place to make sure you are safe online. It is important that you ensure you do the following when attending an online placement and follow any additional rules and expectations set out by the organisation:

* Do not share any of the links or passwords to online sessions with anyone
* Do not record or take screenshots of the sessions being delivered digitally
* Do not give out any personal information online – such as name, phone number or email
* Do not arrange face-to-face meetings with any staff, mentors or volunteers you meet during online Pathways activities, unless arranged by the Sutton Trust or your Coordinator
* Make sure you are always in a group with a minimum of three people (you plus two others). You should never be in a 1:1 situation during sessions online so if this happens, leave the session and email your contact at the organisation hosting your placement and your University Coordinator to let them know

**Behaviour**

Your firm is a professional place of work, and therefore you must behave in a professional manner at all times during your placement. It is vital to show respect for others including the firm’s staff, clients and fellow visitors. This includes:

All placements, whether in-person or online:

* Being polite and well-mannered in all your interactions with staff, clients, visitors and fellow students
* Completing all tasks that you are set with enthusiasm and to the best of your ability
* Actively engaging and contributing in all sessions and activities by raising your hand and asking questions

In-person placements:

* Keeping voices down when walking in the halls
* Ensuring that your mobile phone is switched off during work hours
* Taking your coat off when indoors
* Treating the rooms, furniture and facilities with respect and care

Online placements:

* Turning all other devices off/on silent when taking part in sessions
* When using a camera during digital sessions, being conscious of the environment you are in and ensuring you have nothing personal or sensitive/offensive in nature in view
* Not sending anyone anything or sharing material that could be considered threatening, bullying, offensive or illegal
* Not recording or take screen shots of the sessions being delivered digitally
* Actively participate in all sessions – including having your camera turned on (you are welcome to use a virtual background), using your microphone and using any chat or Q&A functions through the platform. If for any reason you are unable to use your camera or microphone, please communicate this to your placement host and University Coordinator ahead of the placement.

If you do not behave appropriately and respectfully you will be asked to leave your placement which will affect your completion of the Pathways programme and eligibility for reduced and alternative offers from universities.

**Rules & Regulations**

Alongside any additional information provided to you at the beginning of your placement by your firm, you must abide by the following:

* Alcohol must not be taken into the firm or consumed during your placement
* The purchase or use of illegal substances is strictly forbidden and may result in police action
* Smoking is not allowed in the firm’s building
* Should an emergency occur, you must follow the directions of the firm’s staff
* Sexist, racist, homophobic or other anti-social behaviour will not be tolerated
* Not sharing your personal details with anyone from an external organisation and not contacting staff and volunteers through social media (including adding them on LinkedIn)

If you break any of these rules, you will be removed from your placement and you may also be removed from the Pathways to Consulting programme.

The firm, your university and Pathways to Consulting, does not accept responsibility for any loss or damage to your property at any time during your placement. Therefore, please take care of your valuables and respect others’ property, including the property of the firm.

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| **During placement checklist**  All placements, whether in-person or online:   * Attend all sessions in full and be on time   + If you are ill or there is an emergency which means you cannot attend or will be late, let your University Coordinator and the firm know asap * Actively participate in all sessions – contribute comments and ask questions * Completing all tasks that you are set with enthusiasm and to the best of your ability * Ask questions if you are unsure about anything   In-person placements:   * Remove coats when indoors * Listen to instructions and follow directions of the firm’s staff in an emergency   Online placements:   * Check that your camera is turned on and you are able to unmute your microphone – you may wish to use a virtual background or headphones * Complete any preparation work required in between sessions * Follow online safety guidelines |

**Successful placement completion**

In order to be allowed to continue on the Pathways programme, you will need to successfully complete your work experience placement. This means that the firm you are placed with, your Pathways university and the Sutton Trust must be happy that you have behaved appropriately and in a professional manner throughout the placement.

In order to successfully complete your work experience, you must have:

* signed this contract, and attended the pre-placement event at your Pathways university;
* provided a CV to your Pathways coordinator with this form;
* responded in a timely manner (within 48 hours) to all pre-placement communications from your university, The Sutton Trust, and the organisation hosting you for work experience;
* attended work experience for the full amount of time (unless there were exceptional circumstances) and arrived at all sessions punctually;
* dressed and behaved appropriately;
* worked diligently and with a high level of effort throughout the placement; and
* demonstrated a clear interest in the Consulting profession and the work of the firm.

If either the firm or the Sutton Trust feels that you have not met the expected standards during your placement, you will be removed from the Pathways programme, and we would expect you not to include it on your UCAS application form or CV.

Fill out this form to confirm you understand the content of this document and agree to comply with it, and that you give permission for your contact details to be passed onto the placement provider.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (initials): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this form by typing in your initials above and emailing a copy to your University Coordinator. Your Coordinator will set a date by which you must hand in the form. If you do not hand the form in by this date, you will not be allowed to attend your placement.