## **STATEMENT OF AGREEMENT FOR WORK EXPERIENCE**

1. In the course of your work experience you may gain knowledge of a confidential nature, under no circumstances should information be divulged or passed to any unauthorised person or persons. Any breach of confidence or unauthorised disclosure may result in disciplinary action, up to and including dismissal from work placement on the University premises.
2. All individuals on work placements have a legal obligation to take reasonable care of his/her own health and safety, and the safety of other people who may be affected by his/her acts or omissions. You are given the opportunity to access information, instruction and training necessary to enable the safe performance of work experience activities. Please note you have a positive duty to take care of your safety and observe the prescribed safe system of work practices within the department you enter.
3. Should you be involved in an accident in your capacity as a work experience placement whilst on university premises, you or someone acting on your behalf should notify your manager. The incident will need to be appropriately reported in line with university procedures.
4. Please ensure you are familiar with the University fire procedures. It is the responsibility of your manager to ensure you are made aware of relevant procedures.
5. St Mary’s University accepts no responsibility for any items of personal property lost or damaged on the premises whether through fire, theft or otherwise.
6. Under no circumstances must property be removed from St Mary’s University premises without first obtaining the approval of the Departmental Manager. Any items issued to you remain the property of St Mary’s University and must be returned to your manager when you cease your work experience at the University.
7. The University reserves the right to end your work placement activity in respect of complaints, legislative or organisational changes.

**Acceptance**

I agree to abide by the terms and conditions of the above statement. I understand that should I fail to comply with these terms, St Mary’s University has the right to terminate my work placement activity.

Student’s signature: …………………………

Print Name: …………………………………... Date: ………..

Parent/Guardian’s signature if under 18: ………………………………………………

Print Name: ………………………………… Date: ………