

WAVES – Employer Responsibilities

Letter of Expectation

Responsibilities of the Line Manager/ Supervisor:

- Provide the work programme and ensure health & safety training has been undertaken by the student.
- Provide the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- Ensure that the student has a named supervisor for the whole duration of their placement who will conduct or make arrangements for day-to-day supervision of the student. **If the supervisor changes during the placement, please ensure that the Placements office is notified of the change**
- Comply with health and safety legislation and accept responsibility for the student's health and safety at work accordingly.
- Facilitate access to the student for visits by the Visiting Tutor.
- In cases of serious accidents or incidents involving the student or breaches of discipline by the student, notify the Placements office or report to your organisation's HR representative.

Responsibilities of the Student: *to the Placement Provider:*

- Abide by all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- Carry out the work programme or duties specified by the placement organisation under the supervision of the specified supervisor(s)
- Advise the Line Manager/ Supervisor of any access or support needs that may require adjustments.
- Report any concerns about health and safety at their placement to the Line Manager/ Supervisor.

to the University:

- Attend briefing sessions and access all provided information.
 - Advise the WAVES office of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments.
 - Consult with the Placement Office regarding any changes in the terms and duration, function or location of the placement.
 - Report to the Placement Office any incidents in which they are involved and any health and safety concerns that are not addressed by the Placement Provider.
 - Complete and return required contact details, and paperwork within the timeframes set by the Placement Office for validation of the placement
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- Comply with attendance policies, particularly international students who are required to check-in with UKVI to validate their visa conditions during their placement.

Responsibilities of the University:

- Conduct appropriate health & safety checks and ensure employers comply with legal requirements
- Provide specialist advice and guidance for students with additional support needs.
- Appoint a Visiting Tutor and establish the frequency of their visits.
- Provide support and guidance on every aspect of the placement

I acknowledge receipt of the above requirements.

Name:

On behalf of (company name):

Date:

Placement student's name:

Attendance Monitoring of Placement Students

Agreement – Employer (Tier 4)

Oxford Brookes University is the sponsor for international students who hold a visa under Tier 4 of the points-based immigration system (PBS). As sponsor, the University is obliged to meet the expectations of the UK Visas and Immigration (UKVI) laid down from time to time in their guidance and regulations which can be found on the [UKVI's web-site](#).

Specifically, the UKVI requires sponsors to report any international students who are not attending their programme. Once an international student has been identified as not attending, the University is required to notify the UKVI of that student's absence within ten working days. The University remains a sponsor even when the student is on placement. The requirement to report students who are not attending also remains.

We are asking you to sign this agreement as the University cannot allow students with a visa issued through Tier 4 to attend placement providers who are unable or unwilling to agree to report absences back to the University.

Therefore, for students with a Tier 4 visa on placements, either in the UK or overseas, the University has agreed the following policy to ensure that it complies with the UKVI.

When a student is on a placement non-attendance will be reported to the UKVI when student misses ten working days. (This is the normal reporting expectation for individuals in the UK for employment, i.e. those with a Tier 2 visa.) Therefore, the placement provider must notify the Waves Office by emailing waves@brookes.ac.uk or phoning 01865 485950 when a student has missed seven working days. If the student's absence remains unaccounted for after the tenth missed working day, the University will report the absence to the UKVI within ten working days of the tenth missed working day at the placement provider.

You should be reassured that students with a Tier 4 visa are made aware of our obligations as sponsor and our Attendance Monitoring policy is publicly available. The disclosure of this information to the University is in our view covered under the GDPR Regulations (2018). The processing is necessary for our legitimate purposes as a requirement of the UKVI.

This agreement is a record of your confirmation that, as the authorised representative of an organisation which provides placements for students at the University, you agree to report student absences greater than seven working days, as described above.

I agree to monitor the attendance of _____
on work placement and to report absences to the University as outlined above.

Name:

Organisation:

Signature:

Date: