**International Student Placement – UPP Grant Application**

**Project Outline Form**

# SECTION A: COMPANY DETAILS

|  |  |
| --- | --- |
| Company Name |  |
| Contact Name |  |
| Job Title |  |
| Telephone number |  |
| Postal address |  |
| Email address |  |
| Website address |  |
| Business sector |  |
| Placement Title |  |
| Salary / Placement length | £9 per hour, 15 hours per week for 12 weeks between (anytime between 1st May and 31st August 2020) – DO NOT EDIT |
| Description of Company | |
|  | |
| Project Outline / Objectives | |
| *“A brief 4 sentences description of the role, what success in the position looks like and how it fits in the company/organisation overall”* | |
| Responsibilities & Duties: | |
| *“Bullet point lists of the essential duties of this job”* | |
| **Qualifications and specific skill requirements:**  *“Bullet point lists of the essential skills / qualifications needed for someone to fill this role”* | |

# SECTION B: PROVISIONAL DURATION OF THE PLACEMENT

# Proposed start date: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Proposed end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION C: EMPLOYERS’ AND PUBLIC LIABILITY INSURANCE

|  |  |
| --- | --- |
| Does your organisation have current Employers’ and Public Liability Insurance to cover the student while they work with you? | YES / NO |

# If ‘YES’ please can you supply the policy number and expiry date

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION D: Additional Information:

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION E: BUSINESS DECLARATION

# 

# I can confirm that these details are accurate to the best of my knowledge.

# I agree to the Terms set out below.

# I agree that when requested, we will provide full and accurate feedback on the success of the International Student Placement.

# I agree to the International Student Placement taking place between 1st of May – 1st of September 2020.

# I agree to take part in pre and post placement interviews.

**I am aware that it is the responsibility of the business to pay the student during the placement, with a 50% contribution towards this cost to be reimbursed following the completion of the placement.**

**I will ensure that the student does not surpass the legal number of hours they are allowed, by their visa, to work per week.**

**Signed: Date:**

**On behalf of the Company**

**Name in Block Capitals**

**Passing on information -** By signing this Form the Organisation authorises the Growth Hub to pass on the details contained in this Form and any other information relating to the Organisation available to the Growth Hub (and its officers, employees or agents) to the Academic Institutions, so that the Academic Institutions can recommend to the Organisation student candidates who might be suitable to fulfil the requirements outlined in this Form.

**Documents -** It is the responsibility of the Organisation to undertake whatever checks, actions and procedures are necessary to ensure that any and each student candidate engaged by the Organisation:

1. is eligible to undertake the Placement in the UK;
2. has the necessary and valid visa(s), work permit(s) and any other documents required to enable them to legally undertake the Placement (**Work Documents**) that the Organisation appoints them to undertake;
3. continues to have valid Work Documents for the duration of the Placement;
4. complies with and observes the terms, requirements and any limitations in the Work Documents;
5. extends any Work Documents as and when necessary; and
6. retains records of Work Documents as required by law.

**Laws -** It is the Organisation’s responsibility to comply with all law, regulations and codes of practice that may apply to the engagement of the student candidate(s) by the Organisation.

**Role -** The basis on which the Organisation engages student candidates is a matter between the Organisation and the Academic Institutions, and the Organisation and the student candidates that the Organisation choose to engage.

The Organisation should ensure that the Placement is mutually beneficial to the student candidate and the Organisation enabling the Organisation to undertake additional activities, but ensuring the placements do not replace or fill staff roles which are necessary to the running of the Organisation.

**Data Protection** – [If personal information relating to an employee of the Organisation is inserted in this Form, the Organisation warrants that person has authorised the Organisation to provide such information in such circumstances and for the Purpose. The Organisation warrants that that person is aware that consent for the use of such information can be withdrawn or the use of such information can be limited and there is an “opt out” which can be exercised free of charge at any time by contacting the Growth Hub in writing or by phone or email.]

**No contract -** No contract exists between the Organisation and the Growth Hub in relation to the Purpose and the Organisation and the Growth Hub confirm that it is not their intention to create legal relations in relation to the Purpose.

No information set out or referred to in this Form shall form the basis of any contract.

**No partnership, agency -** Nothing in this Form nor any actions of the Organisation or the Growth Hub is intended to, or shall be deemed to, establish any partnership or joint venture between the Organisation or the Growth Hub, constitute any of them the agent of the other, or authorise either of them to make or enter into any commitments for or on behalf of the other.

The Organisation and the Growth Hub each confirm it is acting on its own behalf and not for the benefit of any other person.

**No warranty -** The Growth Hub’s role is limited to putting organisations in touch with Academic Institutions for the Purpose. The Growth Hub makes no warranty as to suitability of the student candidates recommended to the Organisation by the Academic Institutions and it is the Organisation’s responsibility to make whatever checks it considers necessary to satisfy itself that each student candidate is suitable for the roles they are intended to undertake.

While the Growth Hub acts in good faith, all and any such responsibility and liability is expressly disclaimed. In particular, but without prejudice to the generality of the foregoing, no representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability is or will be accepted by the Growth Hub or by its or any respective officers, employees or agents in relation to the adequacy, accuracy, completeness or reasonableness of any information (whether written or oral), notice or document supplied or otherwise made available to any interested party or its advisers in connection with the Purpose.

The Organisation acknowledges and agrees that no person has, nor is held out as having, any authority to give any statement, warranty, representation, assurance or undertaking on behalf of the Growth Hub in connection with the Purpose.

The Growth Hub gives no undertaking to provide the Organisation or the Academic Institutions with access to any additional information or to update any additional information, or to correct any inaccuracies in it which may become apparent.

**Damage** - In no event will the Growth Hub be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising out of, or in connection with, the Purpose.

This Form shall not exclude any liability for, or remedy in respect of, fraudulent misrepresentation.

By signing this Form, the Organisation agrees to be bound by the foregoing limitations.

This Form has been completed and signed by the Organisation.