

Industrial Placement

Health And Safety Checklist - Procedures

Course Director arranges placement and submits the “Industrial Placement- Student and Company Details Form” to the AAB.

Coordinating institution sends company the “Industrial Placement Health & Safety Checklist - Employer’s Form” and specifies a reply due date

Reply received from company, and follow-up with AAB if any “NO” responses

Coordinating institution generates “Industrial Placement - Authority to Begin Placement” form and passes to Course Director. AAB co- signs if any “NO” responses indicated on the H&S checklist

Course Director signs “Industrial Placement - Authority to Begin Placement” form and issues it to the student along with any other company specific details

Student begins placement and returns the “Industrial Placement Health & Safety Checklist - Student’s Form” form to the AAB soon after arrival at the company

Student and Industrial partner fill an online survey for feedback after completion of placement