



TRAINING FOR
ELECTRICIANS LTD



WORK PLACEMENT AGREEMENT

Providing safe, meaningful, and supervised industry experience for learners aged 16–18

2025



Contact

01925 241 245



Website

www.trainingforelectricians.co.uk



E-mail

Enquiries@tfeukltd.com

1. Purpose

This Agreement sets out the responsibilities of **Training for Electricians Ltd (the “Provider”)** and **(Employers name) (the “Employer”)** in relation to the provision of work placements for learners aged 16–18 years.

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The purpose of the work placement is to **bridge the gap between classroom-based learning and the real-world application of electrical skills**. While learners are studying towards their qualifications at the Training Centre, they will gain valuable on-site experience through supervised labour. Initially, learners will provide general labour support while developing their technical knowledge. Once they have successfully passed their **ECS Health & Safety Assessment**, learners will be placed with an electrical contractor and mentored directly by a qualified electrician.

This structured program provides learners with:

- **Real-world experience** of the day-to-day life of an electrician.
- The opportunity to **observe, assist, and learn** from experienced professionals.
- Practical understanding of the electrical industry alongside their qualification.
- A pathway to demonstrate **commitment, reliability, and workplace readiness**.

For Employers, the programme offers:

- Access to motivated learners to provide labour support under supervision.
- An opportunity to **mentor and shape the next generation of electricians**.
- **A trial period** to assess learners' attitude, commitment, and suitability for future employment.

At the end of the placement, the electrical contractor's team will review the learner's **performance and commitment**. If deemed suitable, the learner **may be invited** to interview for a potential position within the firm, offering a clear route from training to employment.

Our purpose is to give electrical contractors the next generation of electricians, trained to suit employers' needs and expectations in their working environment. Together, we can support these students into a meaningful career.

2. Risk Assessment & Health and Safety

Provide a safe and healthy workplace in compliance with the **Health & Safety at Work Act 1974**, **Management of Health & Safety at Work Regulations 1999**, and **Electricity at Work Regulations 1989**.

A separate document, known as the **Learner Workplace Risk Assessment Record**, will be issued to the Employer prior to any learner starting their placement. This document must be **completed and returned** to Training for Electricians Ltd to confirm that:

- A full risk assessment has been carried out for the learner, taking into account their age, inexperience, and level of training.
- The learner has been provided with a **Health & Safety induction** before entering the workplace.
- Copies of the Employer's insurance, certification (e.g., NICEIC), and other relevant compliance documents are held on file.

No learner will be permitted to commence their placement until the completed **Learner Workplace Risk Assessment Record** has been signed off by the Employer and verified by Training for Electricians Ltd.

3. Supervision & Support

- Ensure learners are **supervised at all times** by a competent and qualified person who understands their duty of care for **young people aged 16–18**.
- **Learners must never be left working alone** or placed in situations where they are unsupervised, particularly in safety-critical or customer-facing environments.
- **Provide learners with clear instructions, demonstrations, and ongoing guidance** appropriate to their age, experience, and qualification level.
- Offer constructive feedback on performance, behaviour, and progression to support the learner's development.
- **Encourage learners to ask questions** and seek clarification without fear of criticism.
- Report any accidents, near misses, incidents, safeguarding concerns, or disciplinary issues to Training for Electricians Ltd immediately.
- Ensure learners are aware of who their supervisor is at **all times**, with a nominated deputy available if the main supervisor is absent.
- Supervision must take into account the learner's level of training; under **no circumstances** should learners attempt tasks that are **unsafe, unsupervised, or beyond their current competence**.

4. Responsibilities of Training for Electricians Ltd

Training for Electricians Ltd agrees to:

- **Prepare learners for placement**, including induction training on behaviour, professionalism, safeguarding, Prevent, and correct use of PPE.
- **Provide relevant learner details** to the Employer (age, experience level, emergency contacts, and any appropriate health disclosures).
- **Issue, record, and retain signed copies** of the Learner Work Placement Agreement Record for every learner and employer to ensure all parties are fully aware of expectations and responsibilities.
- Remain the **first point of contact** for safeguarding, welfare, or disciplinary concerns, with designated safeguarding staff available during working hours.
- Monitor learner progress through:
 - Regular communication with both learners and Employers.
 - On-site visits / placement checks to confirm safety, wellbeing, and development.
 - Reviewing weekly learner evidence and updates.
- Provide support throughout the placement, offering guidance and intervention where required to resolve issues quickly and fairly.
- Maintain contact with the student's college/referring institution to provide updates and escalate concerns if necessary.
- Ensure Employers provide required documentation, including risk assessments, insurance certificates, qualifications/registrations (e.g. NICEIC), and confirmation of **DBS checks** where appropriate.
- **Provide insurance** cover where necessary, if not fully covered by the Employer's policies.
- **Promote equality, diversity, and inclusion (EDI)** and ensure learners are not subjected to unfair treatment, discrimination, or exploitation.
- Record and act on feedback from both learners and Employers to continuously improve the placement programme.

5. Responsibilities of the Learner

The learner **agrees** to:

- Follow all site rules, instructions, and health & safety requirements as explained during the workplace induction.

- **Wear required PPE at all times** and take responsibility for maintaining it in good condition.
- Conduct themselves professionally, showing punctuality, respect, and a positive attitude towards supervisors, colleagues, and customers.
- Report hazards, incidents, near misses, or safeguarding concerns promptly to both their supervisor and Training for Electricians Ltd.
- Avoid unsafe behaviour and never attempt high-risk work (e.g. live electrical tasks, working at height, use of restricted tools or machinery) without appropriate supervision and clearance.
- Use mobile phones responsibly – **not during working hours** except in emergencies or when permitted by a supervisor.
- Engage fully with the placement, demonstrating **effort, reliability, and willingness** to learn.
- **Attend all scheduled days of their placement.** Absences must be reported to both the Employer and Training for Electricians Ltd before the start of the working day.
- Communicate planned absences in advance (e.g. holidays, medical appointments) so that work can be scheduled accordingly.
- Submit weekly evidence of progress (e.g. photographs, logbooks, or updates) as required by Training for Electricians Ltd.
- **Attend all required training sessions and college classes** (including GCSE English/Maths if applicable) alongside their placement. Non-attendance may result in removal from placement.
- Respect **equality, diversity, and inclusion (EDI)**, ensuring they treat all colleagues and customers with fairness and respect.
- Respect confidentiality, not sharing any employer or customer information outside the workplace.
- Understand that failure to meet expectations (e.g. persistent lateness, lack of engagement, poor conduct, misuse of phones, or unsafe behaviour) may result in **immediate termination of their placement.**

6. Insurance & Liability

Employers confirm that suitable **Employers' Liability Insurance and Public Liability Insurance** is in place to cover learners for the full duration of the placement, including travel between sites if required by the role.

Copies of insurance certificates must be provided to Training for Electricians Ltd prior to the placement starting and renewed when updated.

Employers further confirm they hold any additional cover or registrations relevant to their trade (e.g. NICEIC, Gas Safe, CHAS, SSIP accreditation) where applicable, and that these will be shared with Training for Electricians Ltd for compliance records.

Learners remain covered by the Employer's insurance while undertaking approved placement activities on agreed sites. Training for Electricians Ltd may provide additional cover where necessary.

Employers must notify Training for Electricians Ltd immediately if any insurance is withdrawn, lapses, or changes during the placement period.

GDPR & Data Protection: Employers confirm full compliance with the **UK GDPR and Data Protection Act 2018**, ensuring all learner personal data (including contact details, health disclosures, and safeguarding information) is handled lawfully, securely, and only for the purposes of supporting the placement.

Learners must not be asked to sign or agree to any liability waivers that would remove their legal protections.

Liability for accidents, incidents, or breaches of statutory duty will rest with the party proven to be in breach of legal requirements or this Agreement.

Training for Electricians Ltd reserves the right to withdraw a learner immediately from placement if concerns about insurance, liability, or compliance arise.

7. Safeguarding & Welfare

Learners aged 16–18 are legally children, and their safety and welfare are of the highest priority during all placements. Employers must acknowledge the duty of care they hold and ensure safeguarding is embedded in all aspects of the learner's experience.

Employers must ensure learners are never placed in unsafe, abusive, discriminatory, or exploitative situations, whether by staff, subcontractors, or members of the public.

Employers must brief all supervisors who will work with the learner on safeguarding responsibilities, including appropriate professional boundaries and the need for supervision at all times.

Employers must ensure the learner is not left alone on-site or asked to work in isolation under any circumstances.

All safeguarding or welfare concerns must be reported immediately to the Provider's **Designated Safeguarding Lead (DSL), Heidi Strickland, via:**

- Call: 01925 241 245 (Office)
- Call: 07259 759 028 (DSL Mobile)
- Email: enquiries@tfeukltd.com

If the DSL is unavailable, concerns should be escalated to the Deputy Safeguarding Lead at Training for Electricians Ltd.

Learners must also be provided with emergency contact details for both the Employer and Training for Electricians Ltd. These will additionally be printed in the **Learner Placement Agreement Record** for easy reference.

Employers should be alert to issues of mental health, bullying, harassment, neglect, extremism, or radicalisation and report these under the Safeguarding and Prevent Duty.

Learners have the right to:

- A safe working environment free from harm, bullying, and discrimination.
- Be listened to and taken seriously if they raise a concern.
- Know how and who to report safeguarding or welfare concerns to.
- Training for Electricians Ltd will:
 - Carry out initial safeguarding checks before placements are confirmed.
 - Monitor learners through visits, phone calls, and reviews.
 - Intervene immediately if concerns are raised, including removal of the learner from placement if necessary.

Training for Electricians Ltd maintains a full **Safeguarding Policy and Prevent Policy**, which are available on our website and must be read alongside this Agreement. Employers and learners are strongly encouraged to familiarise themselves with these policies to understand the expectations and procedures in more detail.

External Support

- Local Authority Children's Services – contact via your local council website or phone.
- ChildLine: 0800 1111
- NSPCC Helpline: 0808 800 5000
- Emergency services: Call 999 if a learner is in immediate danger.

8. Modern Slavery & Ethical Conduct

In line with the **Modern Slavery Act 2015**, Training for Electricians Ltd is fully committed to ensuring that all learners, staff, and employers engage in placements that are free from

exploitation, forced labour, servitude, or human trafficking. We expect the highest ethical and professional standards from all partner employers.

Employers must demonstrate a commitment to ethical conduct by ensuring that:

- All work placements are conducted in an environment that is safe, fair, and lawful.
- Learners are treated with **dignity and respect** at all times.
- Learners are never subjected to **coercion, exploitation, harassment, discrimination, or unfair treatment**.
- No form of child labour or unlawful employment practices are permitted.
- Learners are not required to work excessive or unreasonable hours, and rest breaks are observed in line with the **Working Time Regulations 1998**.
- Recruitment and onboarding processes are transparent, ensuring learners understand their role, rights, and responsibilities.

Any concerns relating to unethical behaviour, exploitation, or breaches of this commitment must be reported immediately to Training for Electricians Ltd. All reports will be taken seriously and investigated promptly in line with our **Safeguarding and Whistleblowing procedures**.

Employers may be required to provide evidence that they have systems in place to prevent exploitation, such as:

- Policies on anti-slavery and ethical conduct.
- Staff training on recognising and preventing exploitation.
- Clear reporting lines for concerns within their organisation.

Training for Electricians Ltd reserves the right to terminate placements immediately if there is evidence of unethical practice or exploitation.

Our full Modern Slavery Policy is available on our website:

www.trainingforelectricians.co.uk

8.1 Equality, Diversity & Inclusion (EDI)

Training for Electricians Ltd is committed to promoting equality of opportunity, diversity, and inclusion for all learners. We expect all partner employers to share this commitment in providing a fair, supportive, and respectful environment.

The Employer agrees to:

- Treat all learners fairly, with dignity and respect, regardless of **age, gender, disability, race, religion or belief, sexual orientation, gender identity, socio-economic background, or any other protected characteristic** under the **Equality Act 2010**.
- Ensure no learner is subjected to **discrimination, harassment, bullying, or victimisation** in the workplace.
- Make reasonable adjustments where appropriate to support learners with disabilities, learning difficulties, or additional needs so they can participate fully in their placement.
- Promote a culture of **inclusion and respect**, where learners feel safe, valued, and able to contribute.
- Encourage learners to challenge discriminatory behaviour in a safe and appropriate way, and to report concerns to their supervisor or Training for Electricians Ltd.
- Ensure that all staff involved in supervising or mentoring learners are aware of and uphold these principles.

Training for Electricians Ltd will:

- Support employers and learners with guidance, advice, and training on EDI issues.
- Monitor placements to ensure fairness and inclusivity.
- Intervene if any learner raises concerns about unfair treatment, ensuring matters are investigated and resolved appropriately.

Failure to uphold **Equality, Diversity & Inclusion** standards may result in the **termination of the placement**.

9. Accident & Incident Reporting

- Employers must have a clear process for recording and reporting accidents and near-misses in compliance with **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
- All accidents or incidents involving a learner must be reported immediately to Training for Electricians Ltd.
- Learners must also report accidents or unsafe conditions to their supervisor and Training for Electricians Ltd.
- A written record of any accident must be provided to the Provider within **24 hours**.

10. Duration

Learners will undertake an appropriate period of work experience on site that supports their training without placing undue burden on either party. The placement will normally last no longer than 20 working days. Any extensions beyond this period **must** be agreed in writing by both the Employer and Training for Electricians Ltd, with the learner's consent.

This ensures the learner gains meaningful experience while continuing to prioritise their qualification and classroom learning.

10.1. Location of Work Placement

Each learner will be assigned to a specific work location, which will be documented and agreed in their individual **Learner Workplace agreement Record**.

- Employers must not send a learner to any alternative site, customer property, or unrelated workplace without prior approval.
- Learners **must not** be asked to carry out tasks outside of their agreed training scope (e.g. customer care, unrelated labour, or non-electrical work).
- If an Employer wishes to move the learner to a different site due to project requirements, the Employer must first contact Training for Electricians Ltd. A new contract or site agreement must then be formally agreed by all parties, including the learner.

10.2 Monitoring & Reviews

Weekly Monitoring:

Learner progress will be monitored weekly. Learners are required to submit updates and/or photographs of their work and development, which will be reviewed by Training for Electricians Ltd. Employers are also encouraged to provide brief feedback on progress, conduct, and attendance.

Mid-Placement Review:

- A formal mid-point review will be conducted between the Employer, Learner, and Training for Electricians Ltd to assess progress, address any concerns, and agree on any actions needed to support the learner.

End-of-Placement Review:

At the end of the placement, a review meeting will be held involving all parties to:

- Evaluate the learner's overall performance, skills, and employability.
- Gather feedback from the Employer and Learner.
- Identify next steps, including opportunities for future employment or further training.

Ongoing Communication:

Training for Electricians Ltd will maintain regular contact with both the Employer and the Learner throughout the placement. Site visits may also be carried out to ensure welfare, safeguarding, and quality of experience.

Record Keeping:

All reviews, updates, and monitoring records will be documented and retained as part of the learner's placement file. Copies will be shared with the Employer and Learner for transparency.

10.3 Hours of Work

Learners on placement will normally work standard site hours of 8:00am – 4:00pm.

- Learners will not be asked or expected to work beyond these times.
- All working arrangements must comply with the Working Time Regulations 1998 and relevant child employment law for learners aged 16–18.
- Learners must be given appropriate breaks, including a lunch break and rest periods.
- Any variation to these hours must be agreed in advance with Training for Electricians Ltd, the Employer, and the learner.

11. Expenses & Travel

- Learners are **responsible for their own travel** to and from the work placement site. This is to prepare them for the expectations of real-world employment.
- Any additional expenses (e.g. lunch, personal items) are the responsibility of the learner unless otherwise agreed in writing with the Employer or Training for Electricians Ltd.
- **Learners should plan their travel in advance** and notify their Employer and Provider of any delays or issues.

12. PPE Responsibilities

- Learners must provide and wear all required Personal Protective Equipment (PPE) as directed by the Employer and Training for Electricians Ltd.
- Employers must ensure that learners are aware of site-specific **PPE requirements**.
- Failure to wear PPE may result in removal from the site and/or termination of the placement.

Learners are expected to treat PPE with care and report any damage or issues immediately to their supervisor.

13. Termination

This Agreement may be terminated immediately if:

- Safeguarding, health & safety, or legal concerns arise.
- Obligations are not met by the Employer or learner.
- Written withdrawal is provided by either party.

Additional grounds for termination include:

- Repeated lateness, absence without valid reason, or failure to inform the Employer/Provider of absence.
- Persistent failure to follow site rules, safety requirements, or PPE instructions.
- Behavior deemed unprofessional, disrespectful, or disruptive to the workplace.
- Excessive or inappropriate use of mobile phones during working hours.
- Lack of engagement, unwillingness to learn, or demonstrated laziness on site.
- Failure of the Employer to provide a safe, inclusive, and lawful working environment.
- Breach of confidentiality or misuse of company information.

Where possible, concerns will first be addressed through discussion with the learner and/or Employer. However, Training for Electricians Ltd reserves the right to withdraw a learner from placement immediately if risks to safety, wellbeing, or compliance are identified.

14. Substance Misuse & Fitness for Work

Learners must not be under the influence of alcohol, illegal drugs, or misused prescription medication at any time during their work placement.

Learners must present themselves in a fit and safe condition to work, both physically and mentally, and must not attend site if unwell in a way that compromises safety.

Employers have the right to refuse placement or remove a learner from site immediately if they believe the learner is unfit for work or poses a risk to themselves or others.

Any incident of suspected substance misuse or unfitness for work must be reported immediately to Training for Electricians Ltd.

Learners are reminded that construction and electrical environments are safety-critical; any breach of this requirement may lead to immediate termination of the placement and further disciplinary action by Training for Electricians Ltd.

Employers are also expected to maintain a **workplace free** from alcohol and drug misuse and to uphold safe, lawful working conditions for all staff and learners.

15. Grievance & Complaints

Training for Electricians Ltd and the Employer are committed to ensuring learners have a safe, respectful, and supportive environment. If a learner has a concern, grievance, or complaint regarding their placement, they should follow the process below:

- **Immediate Reporting:** The learner should first report the concern to their Employer Supervisor on site.
- **Escalation to Provider:** If unresolved, or if the complaint involves the Employer, the learner should contact Training for Electricians Ltd immediately.
- **Office: 01925 241 245**
- **Safeguarding Lead (Heidi): 07259 759 028**
- **Email: enquiries@tfeukltd.com**

Written Record: All complaints should be documented in writing. The Provider will keep a record of the complaint, investigation, and outcomes.

Investigation: Training for Electricians Ltd will conduct a fair and timely investigation, involving all relevant parties.

Resolution: Appropriate actions will be taken to resolve the issue. This may include mediation, adjustments to the placement, training, or, in serious cases, termination of the placement.

Confidentiality: All complaints will be treated confidentially, with information shared only on a need-to-know basis to ensure safety and resolution.

Learners are encouraged to raise concerns promptly and are protected from any form of retaliation or victimisation for making a complaint in good faith.

16. Expectations & Attendance Requirements

16.1 Employer Expectations

The Employer agrees to:

- Allow learners time to attend the Training for Electricians Ltd Training Centre for qualification requirements, including practical sessions and assessments.
- Allow learners to be released to attend GCSE Maths and/or English sessions at an alternative college, if required.
- Ensure learners are permitted to take appropriate lunch breaks, rest periods, and short breaks in line with the **Working Time Regulations 1998**.
- Support the learner's overall development, including mentoring, skills guidance, and constructive feedback.
- Cooperate fully with Training for Electricians Ltd in scheduling around training commitments, ensuring that placement tasks do not conflict with mandatory educational requirements.

- Ensure learners are integrated safely into the team, supervised at all times, and not asked to perform tasks beyond their competence or Level 1 training.
- Encourage learners to ask questions, learn, and engage in their placement without fear of unfair treatment or criticism.
- **Communicate promptly with Training for Electricians Ltd** regarding any attendance, welfare, behavioural, or performance concerns, so issues can be addressed quickly.
- Maintain a professional and inclusive environment that promotes equality, diversity, and inclusion, in line with statutory requirements and Training for Electricians Ltd policies.
- Respect learners' right to be safe, healthy, and supported, ensuring that no learner is placed in unsafe, abusive, or exploitative situations.
- Monitor learner **punctuality, attendance, and engagement**, and notify Training for Electricians Ltd if any issues arise that may affect the placement or the learner's progress.
- Provide learners with clear guidance on expectations for professional conduct, including appropriate use of mobile phones, communication with colleagues, and adherence to site rules.

16.2 Learner Expectations

The learner agrees to:

- **Provide weekly evidence** of progress to Training for Electricians Ltd.
- Attend all scheduled classes at college or training centre as required. Non-attendance without valid reason will result in termination of the placement.
- **Conduct themselves professionally at all times**, following: site rules, health & safety requirements, and Employer instructions.
- **Arrive punctually each day**. If unwell, the learner must notify both the Employer and Training for Electricians Ltd before the start time.
- Notify the Employer and Training for Electricians Ltd in advance of any holidays, appointments, or absences so that work schedules can be planned accordingly.
- Understand that repeated lateness, poor conduct, or failure to meet expected standards may result in immediate removal from the placement.

17. Restrictions on Learner Activities

Learners undertaking a **Level 1 Electrical qualification** are at an introductory stage of training and must **NOT**:

- Work on or near live electrical systems.
- Carry out electrical testing, fault finding, or certification.
- Install, connect, or modify electrical circuits unsupervised.
- Work on distribution boards, consumer units, high-voltage equipment, or three-phase systems.
- Operate specialist electrical tools or machinery without direct supervision and prior approval.
- Undertake any work at height involving ladders, scaffolding, or roof access without appropriate training, supervision, and safety measures in place.
- Engage in customer-facing tasks outside the scope of their placement, such as managing client requests, answering calls, or representing the employer commercially.
- Handle hazardous substances (e.g., chemicals, asbestos-containing materials) without explicit instruction and supervision.
- Remove or bypass any safety equipment, isolation devices, or protective barriers.
- Make engineering or design decisions about electrical systems.
- Undertake any task that is outside the scope of their Level 1 training, or which could put themselves or others at risk.

Note: Learners are expected to observe, assist under supervision, and complete approved practical tasks appropriate to their qualification level. Employers are responsible for ensuring these restrictions are strictly enforced and that learners are never placed in unsafe situations.

18. Working from Height

Learners undertaking a **Level 1 Electrical qualification** are restricted in all work at height and must comply with all relevant legislation, including the **Work at Height Regulations 2005**.

- **Learners must not undertake high-risk work at height, including but not limited to:**
 - Scaffolding or roof work
 - Use of **MEWPs** (Mobile Elevated Work Platforms)
 - Use of ladders above **2 metres** without specific training and supervision

Learners may only use small step ladders or low-level platforms for simple, low-risk tasks, and only under direct supervision by a competent person.

Employers must:

- Risk assess all tasks involving work at height to ensure they are appropriate, safe, and suitable for a Level 1 learner.
- Provide adequate supervision at all times and confirm in writing that tasks are safe.
- Ensure learners **have appropriate PPE** (e.g., non-slip footwear, helmets, harnesses where required).
- Follow the **Work at Height Regulations 2005**, ensuring all equipment is safe, checked, and maintained.

Learners must:

- Follow all instructions and safety guidance provided by the supervisor.
- Wear required PPE at all times.
- Report unsafe conditions immediately to the supervisor or Training for Electricians Ltd.
- Never attempt tasks at height unsupervised or outside the scope of their Level 1 training.

Note: The safety of the learner is paramount. Any breach of these restrictions may result in immediate removal from the placement.

19. Permitted Activities

Learners may, under **direct supervision by a competent electrician**, assist with tasks that are appropriate to their Level 1 Electrical qualification and **pose minimal risk**. These tasks include:

- Basic labouring duties such as moving materials, tidying work areas, and handling tools safely.
- Preparing work areas and passing equipment to qualified electricians.
- Observing qualified electricians to learn safe working practices, techniques, and industry standards.
- Simple, supervised tasks such as:
 - Fixing trunking or conduit
 - Assisting with cable pulling
- Carrying out low-risk preparatory tasks only on isolated systems that have been risk assessed
- Risk Assessment Requirements
 - All tasks must be risk assessed before learners participate. The risk assessment should:
 - Be documented and shared with Training for Electricians Ltd upon request.
 - Clearly identify tasks learners can and cannot undertake, with explicit limitations on high-risk work (live electrical work, distribution boards, high voltage equipment, and work at height beyond safe limits).
 - Specify who is responsible for supervision, first aid provision, and safeguarding oversight.

- Be reviewed and updated if the workplace, tasks, or associated risks change.

By completing the risk assessment, the Employer confirms that:

- The placement is **safe, appropriate, and compliant** with statutory duties including **Health & Safety at Work Act 1974, Electricity at Work Regulations 1989, and Work at Height Regulations 2005.**
- Learners will not be asked to undertake tasks beyond their training or competence level.

20. Placement Compliance Record

Before a learner begins their placement, Training for Electricians Ltd will ensure that a Placement Compliance Records **completed and held on file**. This document will include:

- Learner's personal details and emergency contacts.
- The agreed work placement site/location.
- Confirmation of whether a Basic **DBS check** has been authorised for the supervising electrician.
- Copies of the Employer's insurance certificates, NICEIC (or equivalent) registration, and any other relevant compliance documents.

21. Emergency Procedures

The Employer confirms that, on the learner's first day, a **full site induction will be provided**, covering:

- Fire evacuation procedures and assembly points.
- Location of first aid stations and details of qualified first aiders.
- Site-specific hazards and reporting lines for emergencies.
- Procedures for reporting accidents, near misses, or unsafe conditions.
- The Employer must ensure the learner knows who to report to in case of an emergency, and that emergency exits, muster points, and welfare facilities are clearly explained.
- Contact details for both the Employer's site supervisor and Training for Electricians Ltd will be made available, so that the learner has clear guidance on who to contact in urgent situations.

These emergency contact details will also be provided in the **Learner Placement Agreement Record** ensuring learners always have access to the correct numbers and points of contact. Employers must notify Training for Electricians Ltd immediately of any serious incident involving a learner and cooperate fully with accident investigations or safeguarding processes.

22. Confidentiality & Data Protection

Learners must treat all information encountered during their work placement as confidential, including details about the employer's business operations, customers, suppliers, or staff. Such information must not be shared outside the workplace, either verbally, in writing, or online (including social media).

Any breach of confidentiality by a learner will be treated as a serious disciplinary matter and may result in immediate termination of the placement.

Employers must comply fully with the **UK General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018** when handling learner data.

This includes:

- Only collecting information that is necessary and relevant to the placement.
- Storing learner data securely and limiting access to authorised staff only.
- Not sharing learner details with third parties unless required by law or with the consent of Training for Electricians Ltd.
- Ensuring that learner information is deleted or securely destroyed when it is no longer required.

Training for Electricians Ltd will also comply with **GDPR** when managing learner and employer information and expects all partners to follow the same high standards of data security. Contact details for the Provider's Data Protection Lead will be available in the **Learner Placement Agreement Record**, and both learners and employers may raise any data protection concerns directly with them.

23. Communication with Training for Electricians Ltd

Clear and timely communication is essential to ensure the safety, welfare, and progress of learners. Employers are expected to **report any concerns or issues immediately** to Training for Electricians Ltd.

23.1 When to Contact Training for Electricians Ltd

Employers should contact Training for Electricians Ltd in the event of:

- Learner absence or punctuality issues
- Accidents, incidents, or near-misses on site
- Safeguarding or welfare concerns, including bullying, harassment, or unsafe conditions
- Performance issues, lack of engagement, or breaches of learner responsibilities
- Any other matter affecting the learner's placement, safety, or compliance
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23.2 Contact Details

- [Training for Electricians Ltd – Main Office: 01925 241 245](#)
- [Safeguarding / Enquiries Contact – Heidi Strickland: 07259 759 028](#)
- [Email: Enquiries@tfeukltd.com](mailto:Enquiries@tfeukltd.com)

23.3 Responsibilities

- Training for Electricians Ltd will **act promptly** on all concerns, investigating issues and working collaboratively with the Employer to resolve them.
- Employers are expected to **provide all necessary information** when reporting concerns, including learner details, site location, and a description of the issue.
- **Learners will also be encouraged** to raise concerns with their supervisor or Training for Electricians Ltd if they feel unsafe, unsupported, or have queries regarding their placement.

23.4 Record Keeping

All communications regarding learner issues will be **documented and retained** by Training for Electricians Ltd, ensuring a clear record of actions taken and any follow-up required.

24. Acknowledgement & Signatures

By signing this Agreement:

- Training for Electricians Ltd confirms it will prepare, support, and monitor the learner during the work placement, ensuring safeguarding, compliance with all legal obligations, and ongoing communication with both the Employer and the learner.
- The Employer confirms they have read and understood the Agreement, will provide a safe and supportive environment for the learner, and will comply with all health & safety, safeguarding, and legal duties set out within this document.
- The Learner confirms they have read and understood the Employer's Work Placement Agreement, the expectations of their placement, and the Placement Risk Assessment Record, and agree to adhere to all responsibilities outlined.

Employer Representative

Full Name

Signature

Date (DD-M-YYYY)

Training Provider Representative

Full Name

Signature

Date (DD-M-YYYY)

This Work Placement Agreement can be downloaded from our website in the 'Our Employers' section, where your company logo, website links, and promotional materials are displayed. Hard Copies can be requested and collected from the Training center or sent via. Post



**TRAINING FOR
ELECTRICIANS**

**City &
Guilds**