

Work Based Training Record Keeping

Policy

The purpose of this policy is to ensure that all the documents and correspondence in relation to any work based training undertaken by the students at Carrick Institute of Education (Carrick) are maintained and recorded to ensure that all they are available in relation to work based training in the event that something unexpected occurs.

Guidelines

1.0 Memorandum of Understanding

- 1.1 The Memorandum of Understanding is the overarching agreement between the Host Employer and Carrick and **must** be signed by both parties. A copy of the Memorandum of Understanding is then sent to the Host Employer with an attached letter and a copy is also maintained on a file which is created for each Host Employer.
- 1.2 Any variation or amendment to the Memorandum of Understanding must be signed by both parties and copies sent to the Host Employer and maintained in the Host Employer file.

2.0 Work Based Training Agreement

- 2.1 The Work Based Training Agreement is the agreement which contains the details of the training and the parties involved, with their responsibilities and **must** be signed by Carrick, the Host Employer and the Student before the training begins.
- 2.2 The signed Work Based Training Agreement is a safeguard if something unexpected occurs or if legal claims are made over any incident during the training.
- 2.3 The signed Work Based Training Agreement also activates WorkCover insurance.
- 2.4 A copy of the Work Based Training Agreement is then sent to the Employer and the Student and a copy is also filed on the Host Employer file and the Student file.
- 2.5 Any variation or amendment to this Agreement must be signed by all three parties and copies sent to the Host Employer and Student and copies filed on the Host Employer file and Student file.

Policy Locations

P: Drive
MyCarrick
Website