**PASS - Placement Agreement for Students in Sport**

**Work-Based Placement Partnership Agreement**

|  |  |
| --- | --- |
| **Employer** |  |
| **Educator** |  |

‘Work-based placements involve learning through work, learning for work and/or learning at work. The experience is an authentic structured opportunity, designed to meet the learning needs of the students’ Chartered Institute for the Management of Sport & Physical Activity (CIMSPA).

This placement agreement template can be used as a space to design and guide your placement partnership. We would encourage you to tailor the content and details to meet your specific needs.

**Purpose of this Agreement**

|  |  |
| --- | --- |
| **Employer** |  |
| **Educator** |  |

**Placement Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **No. of Students** | **Placement** **Hours** | **Placement Type***(Practice, Project or Shadow)* | **Locations/Venues/Travel Notes** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**Making it Relevant**

|  |  |  |
| --- | --- | --- |
| **Course** | **Students Placement Requirements*****Educator describes knowledge & skills*** | **Employers Placement Requirements*****Employer outlines tasks*** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**Making it Happen**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Pre-Placement** | **During-Placement** | **Post-Placement** |
| **Course** | **Timelines** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

|  |
| --- |
| **Actions & Responsibilities** |
| **Pre-Placement** |
| *
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| **During-Placement** |
| *
*
*
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| **Post-Placement** |
| *
*
*
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**Lead Points of Contact**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Mobile** | **Email** |
| **Employer** |  |  |  |
| **Employer** |  |  |  |
| **Educator** |  |  |  |
| **Educator** |  |  |  |

**Check-In Dates**

|  |  |  |
| --- | --- | --- |
| **Date / Time** | **Format** | **Purpose / Notes** |
|  |  |  |
|  |  |  |
|  |  |  |

**Agreement Signatories**

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Signature** |
| **Employer** |  |  |
| **Educator** |  |  |