# PLACEMENT AGREEMENT FORM (Spring 2026)

*Please complete (digitally or by hand), sign (both parties) and then send a digital copy to the LLM Training Administrator. The student and the host should each retain a copy of the agreement.*

***Deadline Monday 17 November 2025 at 12 noon***

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| **Student details**  Student (LLM Candidate) Name:  Contact Address:  Telephone Number: Email: | | | | **Year of Study** | |
| **1** | **2** |
| **Student’s Emergency Contact (while on placement)**  Name:  Mobile: | | | | | |
| **Placement Context**  Church / Chaplaincy Team:  Placement Host:  Host’s Role within the organisation:  Address:  Telephone Number: Email: | | | | | |
| **Placement Dates** | START: | FINISH: | | | |
| **Diocese of Leeds:** 17-19 York Place, Leeds LS1 2EX  Placement Supervisor: The Rev’d Dr Steve Proudlove (Director of Formation) [steve.proudlove@leeds.anglican.org](mailto:steve.proudlove@leeds.anglican.org)  Placement Administrator (from 1/9/2025): Jess Fort [jess.fort@leeds.anglican.org](mailto:jess.fort@leeds.anglican.org) | | | | | |
| **Dates and times of Meetings between Student and Placement Host**   1. Pre- placement *(to complete this agreement)* 2. Mid-placement 3. Near the end of the placement 4. Post-placement *(to discuss / sign placement host’s report)* | | | | | |
| **Dates for Sermon and Leading Worship Assessments** *(Assessments to be completed by Placement Host)*   * Sermon: * Leading Worship: | | | | | |
| **Placement Host Agreement:** *(change bullet format from a square to a tick to indicate agreement)*   * I agree to the placement and have discussed the purpose and ‘ground rules’ of the placement with the Student. * I have been provided with the **Placement Handbook** outlining the requirements of the placement. * I know where to find downloadable assessment templates and the policies relevant to the placement * I will provide the student with at least one opportunity to preach and a separate opportunity to lead worship and I will assess the student on both occasions using the appropriate assessment templates. * I will ensure that appropriate health and safety and safeguarding measures are taken and that the student is informed of these at the start of the placement. * I confirm that we have full public and employee liability insurance in force, which provides at least an equivalent degree of cover in respect of the Student as is maintained for other volunteers within the organisation. * I confirm that appropriate measures are in place for the protection of children and vulnerable adults and have informed the student of these * After the placement ends I will complete the placement host’s report, meet with the student to discuss and sign it, and then send the report to the Placement Administrator. | | | | | |
| **Signed [Placement Host]** | | | **Date:** | | |
| **Signed [Student]** | | | **Date:** | | |