

# Placement establishments

Terms and conditions for 18+ Student work placement education establishments 2018-2019.

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## Section 1 - Introduction

1. These Terms and Conditions apply to education establishments who provide authority letters for eligible students on a mandatory work placement in London so they may apply for an 18+ Student Oyster photocard.
2. It is each education establishment's responsibility to ensure it is familiar with these Terms and Conditions and the student eligibility criteria (Section 2).
3. TfL may reserve the right to amend the Terms and Conditions of the scheme or terminate the scheme, at any time. Up to date information about the scheme can be found online at [tfl.gov.uk/18plus](http://tfl.gov.uk/18plus)
4. The scheme is open for applications from 1 September 2018 to 31 July 2019.

## Section 2 - Work placement student eligibility criteria

1. The Scheme is open to students who are
  - Aged 18 or over; and
  - On mandatory work placement in London; and
  - Registered with an education establishment and enrolled on a full-time course including at least 15 tuition-led and/or structured learning<sup>1</sup> hours a week (with attendance at scheduled classes being Monday - Friday only, and not including evening classes), that spans a minimum period of 14 weeks. Courses lasting less than 14 weeks which are repeated so that the total is 14 or more weeks are not eligible; and
  - On a placement which is an integral and essential part of their course; and
  - On a placement in London for a minimum period of 14 weeks; and
  - Still under the pastoral care of their education establishment.
2. An 18+ Student Oyster photocard will only be issued on submission of a correctly completed online application, a photograph, payment of the non-

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<sup>1</sup> See footnote 1 on page 5

refundable administration fee and an original Placement Authority letter from the student's education establishment.

3. The Placement Authority letter (see Appendix A for a template) from the student's education establishment must:
  - Be an original copy;
  - Be on the student's education establishment's letter headed paper;
  - Confirm the student is enrolled on a full-time course consisting of 15 or more tuition-led and/or structured learning hours a week that spans at least 14 weeks. Courses lasting less than 14 weeks which are repeated so that the total is 14 or more weeks are not eligible;
  - Provide details of the student's placement and its start and end dates; and
  - Be signed by a person in authority, for example registrar/bursar/university secretary/head of student services.
4. If the Placement Authority letter does not contain all the information we need the student's application will be rejected.
5. If the student is undertaking on the job training with an employer who pays the student's wages the student is not eligible for the Scheme. If the student is on an Apprenticeship they may be eligible for the Apprentice Oyster photocard scheme.
6. The student is not eligible if they already have a valid Oyster photocard, a Disabled Freedom Pass or a Bus & Tram Discount photocard.

### **Section 3 - TfL's determination of applications**

1. An 18+ Student Oyster photocard will only be issued upon submission of a correctly completed online application, photograph, payment of the administration fee and an original Placement Authority letter from the applicant's education establishment.
2. The 18+ Student Oyster photocard will expire on the student's placement end date.
3. The Placement Authority letter must:
  - Be an original copy
  - Be on education establishment's letter headed paper
  - Confirm the student is enrolled on a full-time course including at least 15 or more tuition led and/or structured learning ^ hours a week that spans at least 14 weeks (courses lasting less than 14 weeks which are repeated so that the total is 14 or more weeks are not eligible) and meets TfL's work placement student eligibility criteria stated above
  - Provide details of the student's placement and its start and end dates
  - Be signed by a person in authority, for example registrar/bursar/university secretary/head of student services

If the Placement Authority letter doesn't contain all the information we need the application will be rejected

### **Section 4 - Obligations of the placement establishment**

1. The Placement Authority letter (see Appendix A) must be completed in full and be signed by a person in authority, e.g. registrar, bursar, university

secretary, head of student services, work placement administrator or work placement tutor.

2. Before completing any Placement Authority letter, authorising signatories must take all reasonable steps to ensure that a student meets TfL's work placement student eligibility criteria stated above.

## Section 5 - Enforcement

1. It is the responsibility of the authorising education establishment to advise TfL if a work placement student ceases to be eligible for the 18+ discount. If the authorising education establishment becomes aware that a student who has applied for, or is in receipt of the 18+ discount, under the 18+ work placement student arrangements is no longer enrolled and/or has ceased their Placement before the placement end date as notified to TfL or is otherwise ineligible for the 18+ discount, the authorising education establishment must immediately notify TfL by emailing [establishmentregistration@novacroft.com](mailto:establishmentregistration@novacroft.com). TfL will then stop the student's 18+ Student Oyster photocard.
2. Education establishments may, at times deemed as appropriate by TfL, be asked to confirm that a student remains in Placement as originally notified to TfL.
3. If the student ceases their Placement, or is, or becomes otherwise ineligible for the 18+ discount, then TfL will stop their 18+ Student Oyster photocard.
4. Failure to advise TfL that a Placement student is no longer eligible for the 18+ discount may result in all new and existing students of an education establishment being unable to participate in the 18+ Student Oyster photocard scheme.
5. Education establishments must maintain records to support Placement student applications and the reporting of those no longer eligible, including:
  - The student's name
  - The title of the course that the student is enrolled on the student's enrolment status
  - The start and end date of the student's Placement

TfL reserves the right to add to this list

6. Education establishments must maintain these records for the duration of the student's Placement and must inform relevant students that such records are maintained and that TfL and/or its agents may refer to such records and the education establishment's records for the purposes of the operation of the scheme.
7. TfL has the right to audit any and all such records at any time while an education establishment has Placement students in receipt of the 18+ discount for the purposes of monitoring an education establishment's compliance with these Terms and Conditions. TfL will give an education establishment reasonable notice, in writing or verbally, of its intention to undertake such an inspection, audit or check and the education establishment must allow a TfL authorised representative (or representatives), at any reasonable time, to undertake any such inspection, audit or check of such records

8. The education establishment must provide TfL with all reasonable co-operation in relation to any inspection, audit or check including:
  - Granting access to any relevant premises and
  - Making any records available for inspection and providing copies of such records if requested

## Privacy Notice

The education establishment must comply with data protection legislation at all times when administering personal data in respect of the 18+ Oyster student photocard. Whenever the establishment processes any personal data as defined in data protection legislation on behalf of TfL, the data must only be processed in accordance with these Terms and Conditions and any other instructions that TfL may give from time to time.

TfL, its subsidiaries and service providers will use the personal data of the primary and secondary contacts and online approvers for the purposes of customer services and administration and fraud prevention. Any personal information will be properly safeguarded and processed in accordance with the requirements of data protection legislation. In certain circumstances, TfL may share personal information with the police and other law enforcement agencies for the purposes of the prevention or detection of crime.

## Appendix A

Student: supply your application number .....

Transport for London  
Admail 4121  
London SW1P 1AT

Dear Transport for London,

### Application for Placement 18+ Student Oyster photocard

This letter confirms that [insert student's full name] is a student at [insert education establishment name] and enrolled on a full-time course including at least 15 tuition-led and/or structured learning hours a week (with attendance at scheduled classes being Monday-Friday only, and not evening classes) that spans a continuous period of 14 weeks. Courses lasting less than 14 weeks which are repeated so that the total is 14 or more weeks are not eligible. This student is aged 18 years or over (or will be

within the four weeks of the date of this letter) and his/her date of birth is [insert student's date of birth].

This student will be on a mandatory work placement, which is an integral and essential part of their course, in London for a minimum period of 14 weeks (70 days inclusive of the start date and end date of placement), with [insert name of organisation student is to be placed with] at [insert address of organisation student is to be placed with], telephone [insert telephone number].

The student's Placement starts on [insert start date] and ends on [insert end date].

I am able to authorise this student's application in my position as [insert position]. By signing this letter I agree to the Transport for London 18+ Student Oyster photocard scheme's Terms and Conditions for Placement education establishments.

Yours faithfully,

Signed by: .....

Print Name: .....

(Note: all required information highlighted above must be completed and the letter must be printed on education establishment letterhead and posted to the TfL admail address provided at the top of this letter)

## Footnotes

1. Does not have to be contact hours, but can be the time a student spends working towards a piece of work which is part of their assessment. Many colleges have an expectation of the ratio of contact hours to structured learning hours. For example, if you spend 10 hours a week in a classroom you may be required to spend 20 hours a week in structured learning to support those contact hours. Hours spent on placement do not count towards tuition-led or structured learning hours.