

UNIVERSITY OF PLYMOUTH

Employer guide to Placements

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Introduction

The Employer's Role in the Success of the Work Placement

The opportunities which a work placement affords a student are invaluable to the development of the student's practical and interpersonal skills and in integrating the knowledge and skills acquired during the initial stages of the student's programme of study. Successful achievement of the placement objectives, outlined below, are dependent upon the student's attitude to the placement as well as the support provided by the host organisation, particularly in terms of the variety of experience offered, the degree of involvement with personnel at all levels, and the information provided by the employer about the organisation and its activities. Whilst students are expected to justify their employer's investment in them, it is hoped that the employer will recognise that the period of industrial experience is an essential learning process for the student and not simply temporary employment in order to comply with the formalities of the student's programme of study. In this respect, employers are requested to consider students in the same way as their permanent staff and to create opportunities both for learning and for the personal development of the student.

Work Based Learning (WBL)

There is also the opportunity to engage with our students for shorter projects as part of 'work based learning' modules. The lengths of these vary between courses and the student does not require a whole year away from University.

The information in these 'Employer Guidelines' relates to the **Placement Year**. For further information on how to engage with students through the Work Based Learning option, please contact the Placement team.

Placement Aims

To allow the student to:

- Develop and reinforce the academic accomplishments derived from the first two stages of the degree programme.
- Experience mature employment and, where appropriate, accept responsibility for the completion of tasks and supervision of others.
- Develop key graduate attributes and skills.
- Gain an insight into management and management methods.
- Attain greater maturity and self-confidence.
- Develop attitudes and standards appropriate to defined career objectives.
- Gain significant, programme relevant, practical knowledge and experience.
- Encourage self-development through critical reflection.
- Prepare for the final stage of their degree.
- Achieve a Certificate of Work Experience.

Work Placement Benefits

- Students can bring fresh and innovative ideas to your business.
- They can provide you with essential additional skills, helping you tackle key business projects.
- A student can bring enthusiasm and a new dynamic to your team.
- Future talent stream – how about bringing them back on a graduate programme.

Placement Basics

How long is the Placement?

To be awarded a *Certificate of Work Experience*, students must complete the number of weeks as required by their course in full time employment. This is usually completed with a single employer, but can be made up of two placements with different employers. The student must agree the dates of commencement and termination of the employment with the employer.

Pay - what's the going rate?

Students are required to make their own arrangements regarding rates of pay, working hours, National Insurance and holidays with the employer and these should be agreed before the placement commences. For further information contact the Placements Team.

Support - Employer

The student will require a nominated line manager/supervisor who will act as their mentor and oversee the student's induction to the organisation and his/her programme of work. Placement providers are asked to provide the following as a minimum level of support to placement students:

- Participate in the negotiation of the placement arrangement and offer advice about the organisation and management of the placement.
- Ensure that students are provided with appropriate facilities and working conditions at the organisation's site and are made aware of relevant insurance and health and safety requirements.
- Provide regular supervision of the placement to see that designated tasks are properly completed. Also make sure that students have a clear idea of what is expected of them and how they should approach their work.
- Provide students with information about the management and organisation of the work-place and discuss more general issues relating to the economic/environmental context within which the organisation operates.
- Arrange appropriate training for your placement student
- Offer the student helpful feedback on their progress and performance and liaise with the Placement Tutor on matters related to the student's assessment.
- Reimburse expenses incurred as part of the work duties.

Support - University

Each student is provided with an allocated academic supervisor known as their **Placement Tutor* or Academic Adviser**, depending on the course of study. The Placement Tutor will visit the student at least once in person and stay in regular contact via email, phone or skype.

**In this guide we will refer to the member of academic staff as the Placement Tutor.*

The main purpose of the placement visit is to:

- See how well a student has settled into the job role and check that a suitable range of activities is being undertaken.
- Assess what sort of contribution the student is making to the organisation and to discuss the skills they are developing
- Assess the employer's attitude towards the student and the quality of the student's work.
- Ensure that the student is fully aware of the health and safety provision of the organisation.

Each student will also know who their **Placement Adviser** is from the Placement Team in the Careers & Employability service, who will be responsible for coordinating the overall placement process. The Placements Team is available to help both students and employers.

Contact with the University

Both employers and students should feel at liberty to contact the Placements Team and/or their Placement Tutor at any time during the placement to discuss any matters of concern, or seek clarification of any points that arise. The first point of contact should normally be the student's Placement Tutor. If students experience any problems specifically relating to their placement, the University advises that their first course of action should be to try to resolve these with their employer/supervisor.

The employer should notify the University as soon as possible if they have any concerns about the student's work or welfare at any time during the placement.

Re-sitting of Failed Modules

Employers and students should be aware that the period of placement should not normally start before 1st July in order that students are fully aware of any resit/repeat requirements before they start their placements. Students who do have to complete referred coursework/exams should do so at the same time as all other students and should be enabled to return to University to take any exams in September. An exception to this would be where a student is undertaking an international placement, where students could be set coursework in lieu of an exam rather than returning to the UK.

Health and Safety

Under the *Health and Safety at Work Act 1974* (HASAW) 1974 any organisation in the UK, which provides sandwich training or work experience for students, assumes the prime responsibility for their health and safety at work.

Before a student begins a placement we ask the placement provider to complete and return an ***Employer Health and Safety Checklist***. This will be organised by the Placements Team. Health and safety procedures and related materials should be included within the induction that a student receives at the beginning of their placement, including the identification of a named individual responsible for the health and safety of the student throughout the placement.

During the **first week** of the student's placement they must complete and return a ***Student Health and Safety Checklist***. Please be prepared to assist the student with this as it does require a small amount of input from the placement provider.

The Recruitment Process

Recruiting our students could not be easier. We offer a free of charge service to all of our employers, which includes:

- Advertising of Placement vacancies directly to the relevant subjects
- Use of interviewing facilities on campus, if required

In order to advertise a Placement vacancy you will be required to provide a placement advert - this should include:

- Information about your organisation.
- Job description - highlighting the expected typical tasks and project involvement.
- Technical skills and personal attributes important to the role/company.
- Method of Application - CV & Covering letter to an email you provide, or, a link to your websites career page.
- A closing date (unless you want to leave it open).
- Salary.

The placements team will advertise directly to the relevant students. It is then up to each individual organisation how they wish to carry out the rest of the recruitment process.

Once an offer has been made, and depending on subject area, students are required to provide us with copies of an;

- Offer letter and Employment Contract, or
- Learning Agreement

If you have any queries on recruiting our students, please contact the placements team on 01752 586027 or email placements@plymouth.ac.uk .

International Students

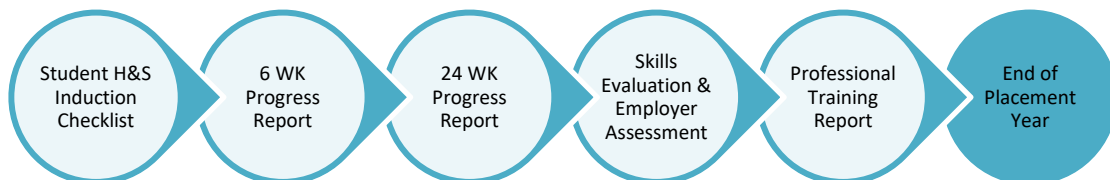
Plymouth University currently has around 2000 International Students (students from outside the EU). Most of these students will be studying in Plymouth on a Tier 4 visa, and this allows them to undertake a full time work or study placement as part of their degree course, as long as it is an integral and assessed part of the course.

The University remains responsible for them whilst on their placement, and the UKVI compliance team would contact employers (or tutors if a study placement) monthly to check that the student has been attending and everything is progressing as it should. If you have any queries please email ukvi-reporting@plymouth.ac.uk

Placement Assessment Requirements

The placement assessment requirements will differ depending on the programme of study. Based on the placement duration of 48, 36 and 26 weeks, the following will apply:

48 Week (Technology, Engineering, Arts and Business)



Progress Reports: Students on these courses are required to complete Progress Reports, with their line manager, to help monitor key skills being developed throughout the experience

36 Week (Psychology)



Interim Reports: Students submit an 'Interim Report' to their tutor in February reflecting on their progress

26 Week* (Sciences, Chemistry and Biomedical Science, Human Bioscience, Cruise Management)



Reflective log: Students keep a 'reflective log' throughout the placement, which is submitted alongside their Final Report.

* Please note that Cruise Management students complete a Progress Report at the end of week 12 and 24 of their placement, culminating in a Final Placement Project.

Skills Evaluation & Employer Assessment

An integral requirement to all placements is the completion of the '***Skills Evaluation and Employer Assessment***'. The students' line manager will be sent a copy two weeks before the placement ends. This is an opportunity for the student and their line manager to reflect upon the placement and skills developed. We ask that where possible and once complete, this form is returned via the line manager before the placement finishes.

End of Placement Project / Professional Training Report

During the placement period, the student will be required to complete a written project/report on their placement experience. The academic requirements for this will be different depending on the subject.

Summary of Employer's Responsibilities

Employers are asked to:

- Provide students with the required pre placement documentation according to subject requirements.
- Nominate an individual who will supervise and oversee the student's induction to the organisation.
- Ensure the student is fully aware of the relevant health and safety and insurance requirements.
- Return the **Employer Health and Safety Checklist** to the Placements Team
- Regularly provide the student with helpful feedback on their progress and performance and assisting them with the required **Progress Reports**
- Provide feedback to the University by taking part in the Placement Tutor visit and advising the faculty of any concerns.
- Assess the student by completing the **Skills Evaluation & Employer Assessment** at the end of the placement.

Courses with an optional placement year

48 Weeks		36 Weeks
<ul style="list-style-type: none"> • BEng Mechanical Engineering • BEng Marine Technology • BSc Marine & Composites Technology • BSc Mechanical Design & Manufacture • MEng Mechanical Engineering • MEng Mechanical Engineering with Composites • MEng Marine Technology • BEng Civil Engineering • BEng Civil & Coastal Engineering • BSc Civil Engineering • BSc Civil & Coastal Engineering • MEng Civil & Coastal Engineering • MEng Civil Engineering • BSc Navigation and Maritime Science (land based placements only) • BEng Electrical & Electronic Engineering • BSc Robotics • BEng Robotics • MEng Robotics • MEng Electrical & Electronic Engineering • BSc Electrical & Electronic Engineering • BSc Computer Systems and Networks • BSc Computing • BSc Computer & Information Security • BSc Computer Science • BSc Computing & Games Development • BSc Mathematics • BSc Maths & Stats • BSc Maths & Finance • BSc Building Surveying and the Environment • BSc Construction Management and the Environment • BA Architecture, Technology and the Environment • BA Game Arts and Design 	<ul style="list-style-type: none"> • BA Digital Media Design • BSc Digital Media Design • BA Internet Design • BSc Internet Design • BA English with Publishing • BA Early Childhood Studies • BA Accounting and Finance • BA Business • BSc Business Economics • BSc Financial Economics • BSc Economics • BSc Economics with International Relations • BSc Economics with Law • BSc Economics with Politics • BSc Business Management • BSc Business Management (2 yr Fast track) • BSc Marketing • BSc Maritime Business and Logistics • BSc Maritime Business and Law • BSc Maritime Transport and Logistics • BA International Business • BA International Business (with French) • BA International Business (with Spanish) • BSc Hospitality Management • BSc Tourism Management • BSc International Hospitality Management • BSc Business and Tourism • BSc International Tourism Management • BSc Events Management • BSc Tourism and Hospitality Management • BSc Architectural Engineering 	<ul style="list-style-type: none"> • BSc Psychology • BSc Psychology With Criminology& Criminal Justice • BSc Psychology With Human Biology • BSc Psychology With Sociology • BSc Psychology/Applied Psychology • Mpsych Advanced Psychology
		26 Weeks or less
		<ul style="list-style-type: none"> • BSc Biomedical Science • BSc Human Biosciences • BSc Nutrition Exercise And Health • BSc Animal Behaviour & Welfare • BSc Biological Sciences • BSc Conservation Biology • BSc Environmental Biology • MSc Environmental Consultancy • BSc Marine Biology • BSc Marine Biology and Coastal Ecology • BSc Marine Biology and Oceanography • MChem Analytical Chemistry • BSc Chemistry • BSc Environmental Science • BA Geography • BA Geography with International Relations • BSc Geography • BSc Applied Geology • BSc Geology • BSc Geology With Ocean Science • BSc Physical Geography And Geology • MGeol Geology • BSc Ocean Science and Marine Conservation • BSc Ocean Exploration and Surveying • BSc Oceanography and Coastal Processes • BSc Cruise Management

For more detailed information on placement year requirements and assessment, based on the subject of study, please contact the Placements Team for a copy of our subject specific guidelines.

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