

Title of module: Year in Employment

This specification provides a concise summary of the main features of the module and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if they take full advantage of the learning opportunities provided.

Awarding Institution University of Southampton

Date of specification: September 2016

Educational Aims of the Programme

The Year in Employment (YiE) is an opportunity for undergraduate students across a range of programmes to undertake a placement year whilst remaining enrolled to the University of Southampton. Students complete their placement after their second year of study in an industry of their choice for up to 12 months. Placements provide the chance to gain valuable work experience and develop personal and professional skills.

The Year in Employment programme is supported by a dedicated Year in Employment Placements Team in the Careers and Employability Service. For more information, please see our Student Handbook.

KIS Hours

KIS Hours			
Contact hours for Teaching	Hours	Independent study	Hours
Pre Placement			
Pre Placement seminar	5	Placement research	16
External Visits	3	Focused research	2
		Wider reading	2
		Placement applications	25
		Completion of assessment tasks in advance of interviews	
		Preparation for interviews	10
During the Placement			
Work Based	5	6 formative blogs or logbook entries	18
Placement Hours	12 months*	Placement report	30
TOTAL	1063 Minimum		113

*minimum of 30 weeks full-time not including annual leave

Summary of syllabus content

Due to the wide variety of experiences gained on a placement, each experience will be different, but the module may include:

- Choosing an appropriate placement
- Making placement applications
- Workload management
- Utilising constructive criticism
- Developing commercial awareness
- Ethics and responsibility in the workplace
- Collecting relevant material to inform the Reflective Learning report
- A Post-placement Reflective Seminar
- In addition, you may also build useful employability skills such as communication, negotiation and problem solving

Summary of Teaching and Learning methods

Teaching methods include:

- Seminars
- Online resources on a monthly basis via Blackboard
- Independent study
- Mentoring from your Workplace Supervisor
- Learning activities
- Critical reflection on personal workplace performance
- Development of employability skills
- Advancement of critical thinking through business practice
- Enhancement of skills in a professional work environment.

Assessment Method	Number	% contribution to final grade
Pass or Fail is determined by the assessment of a summative end of placement report of 3000-3500 words. This report must evidence the achievement of each of the five learning outcomes. Failure to achieve one or more of the learning	1	100%
Successful completion of a minimum 30 weeks on placement (full time, not including annual leave) is compulsory but does not contribute to the final grade.		0%
Feedback Method	Number	% contribution to final grade
Students will receive formative feedback from the assessment team throughout the year on their placement blog or logbook. Students are recommended to complete their blog on a monthly basis over a period of 6 months and feedback will be given at three points throughout the year. Full details of the blog requirement, feedback deadlines will be available on the YiE Blackboard.	3	N/A
Feedback will also be provided on the summative end of placement report.	1	N/A
Referral Method	Number	% contribution to final grade
Students that fail following the submission of their summative learning report will be required to re-submit during the referral period, clearly demonstrating all learning outcomes have been met. Students that fail because of a failure to complete the required length of time on placement (30 weeks, full time, not including annual leave) cannot repeat the Year in Employment and will revert back to their original		100%

Repeat Year	Students cannot undertake a repeat year
Submission Date	The deadline for submission is the first day of the summer exam period.
Submission Method	Submission will be via Blackboard or E-Assignment TBC
Late Submissions and Re-submissions	A late submission will be considered a fail and you will be required to refer and resubmit your assessment.

Student Status

When you undertake a Year in Employment, you will be transferred to a programme with 'Year in Employment' in the title, for example BA History with a Year in Employment. Whilst on placement you remain enrolled as a student of the University and have remote access to services, the library, and the Students' Union etc. It is very important that you continue to use your student email address (soton.ac.uk), and check this frequently, as the University will use it to remain in contact with you.

Enrolment: Students on placement must enrol as normal.

Selecting your final year modules: Whilst on the Year in Employment you should select your final year modules as normal as your selections from the previous year may not have carried over.

Returning for your final year of study: Your programme title for your final year will contain "with Year in Employment." If you are applying for student finance, please ensure that you select the correct programme with Year in Employment.

Special Considerations

Special Considerations are exceptional circumstances outside of the student's control that may have a negative effect upon performance or ability to meet a deadline or to sit an examination. Guidance on Special Considerations can be found here:

http://www.southampton.ac.uk/quality/assessment/special_considerations.page

Special Considerations for the Year in Employment should be submitted to the Placements Team for consideration by the Year in Employment Board of Studies. The Board of Studies will review Special Considerations on a case-by-case basis and make a recommendation to the appropriate Board of Examiners. The Board of Examiners will decide the final outcome of the Special Considerations process.

Regulations

The regulations governing the Year in Employment are located in the University Calendar.

Complaints and Appeals

If you have reason to make a complaint or appeal you may choose to speak to the Placements Team in the first instance, however the following applies:

Against the University: The University of Southampton is committed to ensuring that we provide our students with a high quality educational experience. The Head of Academic Appeals and Student Complaints, part of Student and Academic Administration, is based in Building 37 on the Highfield Campus, and is engaged in supporting the University in this process. Where possible we believe that every attempt should be made to resolve complaints and appeals informally and closest to the point of when the issue emerges.

However, we have a formal complaints and appeals procedure through which students may be supported. If a student wishes to submit a complaint against the University further information can be found on our webpages. The Students' Union also provides free, confidential and impartial advice about student complaints.

Against the Placement Provider: If a student wishes to bring a complaint against their Placement Provider in relation to their placement, pay, conditions, environment etc. the complaints procedures relating to that specific company should be followed.

In many instances, complaints are handled informally in the first instance and only if a resolution is not found is an official complaints procedure followed. Please speak to the Placement Team if you would like support with any complaints against your employer.

If your complaint is against both your Placement Provider and the University, please be aware that it will be subject to the complaints procedures for both.

Academic Integrity

You remain enrolled as a student throughout your Year in Employment; therefore, the regulations governing academic integrity continue to apply throughout your placement year. The University expects all students to familiarise themselves with these regulations.

Misconduct during your Year in Employment will be subject to the normal University regulations governing discipline.

<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html>

Please note that misconduct whilst on placement will also be dealt with through your Placement Provider's policies.

Special Considerations are discussed in section 2.7