UNIVERSITY OF
Southampton

Careers and Employability Service

YEAR IN EMPLOYMENT
PROGRAMME

Student Guide
2017/18

Contents

1. Overview & Eligibility

1.1 Overview

- If you are enrolled on an **ELIGIBLE** programme of study, you can undertake a placement between your second and third year. Details of eligible courses are available [here](#);

- You can choose a placement in any sector you like, either aligned to your degree or in a completely new area of interest;

- Placements must be approved by the Work Experience Team and should be of a quality that will allow you to meet the employability [Learning Outcomes](#);

- Most placements are usually 12 months in duration however the minimum length of time you must spend on placement is 30 weeks (full time equivalent, 35 hours per week, not including annual leave and bank holidays);

- You remain enrolled as a student during your placement year. YiE students pay a reduced tuition fee of 20% of their normal tuition fee. This fee covers the support you will receive before and during your placement, the assessment of your placement and your continued access to the University services such as the Library, Enabling Services and the Students Union etc. The Finance Briefing Sheet can be found [here](#);

- Your degree title will change to include with Year in Employment. For example BA History with Year in Employment

- The Year in Employment is not credit bearing but is assessed on a pass/fail basis. The assessment is a final report 0f 3500 words based on five employability [Learning Outcomes](#);

- You should discuss your interest in undertaking a YiE with your Personal Academic Tutor and with the Work Experience Team before making any decisions to proceed;

- Students on Tier 4 visas can undertake the YiE, but there are significant visa changes required. Please read Section 9 carefully before considering;

- You <u>must</u> pass your year 2 exams at the first attempt to undertake a Year in Employment. No referrals are permitted.

2. The Year in Employment Checklist

2.1 Stage 1: Thinking about a Placement Year?

- ✓ Check eligibility
- ✓ Register your interest with the [work experience team](#)
- ✓ Discuss with Personal Academic Tutor
- ✓ Attend a Year in Employment information session. Details in MyCareer Events calendar
- ✓ Begin placement hunting
- ✓ Attend Careers Service Drop-in service for help with your applications
- ✓ Tier 4 students speak to Visa and Immigration Student Advice Service

2.2 Stage 2: Found a Placement - what next?

- ✓ Inform Work Experience Team
- ✓ Complete required paperwork
- ✓ Attend Induction
- ✓ Write Risk Assessment
- ✓ Inform Personal Academic Tutor and Faculty Office
- ✓ Pass Year 2 Exams

2.3 Stage 3: During your Placement

- ✓ Enrol as usual, you are still a student
- ✓ Complete Placement induction within 2 weeks
- ✓ Schedule first Placement visit
- ✓ Update Risk Assessment with any changes
- ✓ Complete blogs on Blackboard throughout
- ✓ Select your final year modules when prompted to
- ✓ Check your @soton.ac.uk email regularly
- ✓ Complete end of Placement report and **submit by May 31st**
- ✓ Work Experience Team always here to help

2.4 Stage 4: After your Placement

- ✓ Complete Evaluation
- ✓ Attend Welcome Back event
- ✓ Attend Employability Excellence Award

3. Deadlines and Dates

3.1 Registering your interest

If you are considering a placement year, please register your interest as early as possible in your second year on the web-form here. Many placement roles close before the Christmas vacation so registering early allows you to get the help that you need to ensure that your applications are as strong as possible. Registering does not commit you to doing a Year in Employment - you can change your mind at any stage.

3.2 Confirming your placements

- Approval deadline is **31ˢᵗ May**

  (Please note the deadline to seek potential Erasmus funding for placements in Europe is 31ˢᵗ January.)

- Late approvals after 31ˢᵗ May are subject to approval from your faculty.

3.3 Start and Finish dates

- Most placements begin between mid-July and mid–September and finish 12 months later. Later start dates or earlier finish dates are allowed, however you must allow yourself enough time to complete a minimum of 30 weeks on placement (not including any annual leave and bank holidays.)

- Home/EU students can start their placement as soon as their summer exams have finished. All placements must be finished before the new academic year begins.

- Tier 4 visa students cannot begin their placement until the academic year has ended. Please refer to section 9 for more information.

3.4 Assessment of your placement

Your Placement report is due on May 1st.

4. Finding a Placement

4.1 The Work Experience Team

The Work Experience Team will be your first point of contact if you have any queries about the Year in Employment. They provide advice on all aspects of searching for and applying for placements and are responsible for ensuring that you are supported through your placement year. They will also support you in carrying out a risk assessment for your placement and will liaise with placement providers to ensure all placement checks are completed.

4.2 Your Careers and Employability Service

Applying for a placement can be very competitive. The Careers and Employability Service offer support to help you with your placement searching and applications.

- Daily [Drop-In Service](#) for quick queries and in the Careers Centre, Building 37
- Referral to guidance appointments for more in-depth enquiries.
- *MyCareer* Jobs Board with comprehensive listings of placement opportunities.
- Introductory session on the Year in Employment
- A wide range of workshops and training sessions covering topics such as CV preparation, applications, assessment centres, psychometric testing, interview skills, finding work experience
- Online resources and a comprehensive careers library
- Access to a wide range of on campus [Employer Events](#) including careers fairs and employer skills sessions, all designed to provide direct access to employers and build your understanding of the placement market
- 1:1 advice from the Specialist Practitioners and Work Experience Team.

4.3 Where to look for Placements

- *MyCareer* - Year in Employment roles tab;
- Nationally advertised placements on employer's own websites and specialist placement recruitment companies. Try: *RateMyPlacement*, *MilkRound* and *TargetJobs*;
- Speculative placement applications - Think about people you may know, friends/family.

4.4 International Placements

- You can undertake your Year in Employment outside the UK, however please be aware that finding a suitable placement can be very difficult. Many are unpaid and there may be VISA requirements which prevent you from legally working in specific countries. Unfortunately the University has no capacity to support with VISA applications.
- If you are considering an international placement, please speak to the Work Experience Team before making any decisions as the risk assessment and approval process is more time consuming than for UK placements.
- Students on Tier 4 visas who wish to undertake an international placement will have to apply for a new visa from their home country to continue in their final year of study. Please see section 9 for more information.
- Please see information for Erasmus Funding for European Work Placements in section below.

5. Finance, Fees and Funding

5.1 Tuition Fees

Your Year in Employment tuition fee will be 20% of your normal annual tuition fee. This fee covers the support you will receive before and during your placement, the assessment of your placement and your continued access to the University services such as the Library, Enabling Services, and the Students Union. Please see Appendix 2 for more information.

5.2 Placement Salary

Most placements are paid, and it is expected that a student will receive at least the National Minimum Wage during their placement year. *MyCareer* will only advertise placement opportunities that offer a salary of at least the National Minimum Wage standards.

5.3 Unpaid Placements

You are strongly advised not to undertake an unpaid placement but if you are considering this please seek approval from the Work Experience Team before proceeding. Please see Appendix 3 for more information.

5.4 Applying for Student Finance during your Year in Employment

If you are normally entitled to Student Finance, you will be entitled to a tuition fee loan and a **reduced** rate maintenance loan.

- If you are normally eligible for Student Finance and your placement is in an unpaid public service organisation (e.g. a hospital, parliament) you <u>may</u> be entitled to the full maintenance loan that you would normally receive.

- If your year in employment programme is already registered with Student Finance (see appendix), then you can apply as soon as applications open for the following academic year (generally in March.)

- If your programme is not already registered with Student Finance (i.e. not listed in Appendix 11.7) then you should apply for funding as normal as if you were not doing a Year in Employment. The University Student Records team can apply for a change of circumstance for you no earlier than 30 days before the start of the new academic year (about the 3rd week in August) and at this stage your funding will be changed to reflect the fact that you are doing a Year in Employment. It will take about 6 weeks for your funding to be reassessed so please be patient. Please note that you will not receive your student finance until September or October so bear this in mind if you are applying for a maintenance loan in addition to a tuition fee loan.

> It is your responsibility to check Student Finance details with your Student Loans Provider.

Is YIE programme available for selection in Student Finance website? Appendix 11.7	When should students apply for YIE programme/submit change of circumstance?	Fees/maintenance approval
YES	Students should apply for funding at earliest opportunity for YIE	Approved application for correct fees and maintenance

	programme. Ideally when submitting their application for next academic year which normally opens in March each year. As YIE courses have placement year defined can also provide details of placement.	should be in place for start of next academic year and funding may be released in August. YIE programmes have a start date of 1 August for YIE year (3).
NO	Students should apply for funding against their existing programme. The students Records team will submit a change of circumstance for you in (Aug/Sept) and at that point you can provide details of your placement to Student Finance.	You're approved funding will need to be reassessed to apportion correct fees and maintenance for placement year.

5.5 Council Tax

- In the UK, if you live in a house occupied only by students during your placement year, you should not have to pay Council Tax. If someone in your household is not a full-time student (students on the Year in Employment are full-time students), your property will be liable for Council Tax. If there is only one non-student, then the property can receive a 25% discount on Council Tax, but if there is more than one non-student, the residents of the property can be charged the full amount.

- See https://www.gov.uk/council-tax/working-out-your-council-tax for more information.

5.6 Erasmus Funding for European Work Placements

Work Placements in Europe may be entitled to Erasmus+ funding. The amount of funding varies from country to country but in previous years it has been €250-350 per month. The British Council Work Placement Guide is a useful guide to Erasmus+ and outlines which countries are eligible. Students wishing to access Erasmus+ funding must have confirmed their placement with the Erasmus Team by the end of the first term in your second year of study. See http://www.southampton.ac.uk/uni-life/exchanges/erasmus-scheme.page for more information.

5.7 Other costs that you may incur

Please bear in mind that you may face additional costs if you decide to undertake a Year in Employment. Examples of these costs include:

- Before your placement begins, you may face costs travelling to and from interviews. Some placement providers will reimburse for this but it is always wise to get confirmation beforehand;

- Expenditure to obtain professional and appropriate work attire;

- Costs involved in securing accommodation, and relocating;

- You may incur expenses commuting to and from your workplace;

- Additional expenses may include those relating to Occupational Health, DBS checks or vaccinations as an example. **It is your responsibility to confirm**

with your placement provider who will fund these expenses.

6. While you are on placement

6.1 Support during your Placement

While on placement, you can expect the following support from the Work Experience Team:

- Telephone and email support during the induction period of your placement as needed;

- A check in telephone/email in the first two weeks of your placement;

- First placement visit (by Skype for students on international placements) within first 3 months of placement;

- Second placement visit by Skype (within final 3 months of placement);

- Additional contact with you and your placement provider as needed throughout the year.

6.2 Support with the Learning Outcomes and the Assessment

- A pre-placement workshop will provide guidance on understanding the Employability Learning Outcomes;

- Blackboard and e-learning resources will support your learning throughout the year, and formative feedback will be given at three points during your placement;

- The Library Services will provide support on reflective writing and make available e-resources on reflective writing;

- If you have any specific enquiries about the assessment process, please contact the Work Experience Team in the first instance;

- Please see Appendix 4 for more information on the Learning Outcomes.

6.3 Your Personal Academic Tutor

If you are considering a Year in Employment, please discuss this in advance with your Personal Academic Tutor. This conversation should cover:

- Your reasons for taking the Year in Employment;

- A discussion about how this may impact on module and dissertation choices for your final year of study;

- Any possible impact on your academic performance.

Tier 4 visa students must also speak to the Visas and Immigration Student Advisory Service before considering a placement.

6.4 Enrollment and Faculty Support

Your Faculty Administrative Team will ensure that you receive regular communications, including any relevant information about your final year options, and the opportunity to input into the Staff Student Liaison Committee. If you have started your dissertation prior to your Year in Employment, you are not expected to

continue with your dissertation studies during your placement year. Your Personal Academic Tutor will be able to provide further guidance on this. You will need to select your final year modules during your placement year so please ensure that your faculty has provided an update on the date by which this must be done.

For students not on a Tier 4 visa:

Regardless of when a placement actually starts (i.e. it may be at any point after the end of the Summer term), a student's enrolled year will start on 1st August, and they will need to enrol in the University during their Year in Employment between 1 August and 31 October. Students must enrol in order to receive any Student finance. If students start their placement prior to 31st July, they will, for the initial few weeks of the placement, not be enrolled as a placement student (students will be covered by the previous year's enrolment until 31st July).

For students on a Tier 4 visa:

Students on a Tier 4 visa cannot begin their placement until the academic year has ended (this is later than the end of their exams) and they have the correct visa secured. This allows Tier 4 students to utilise their entitlement to work full time during the holiday period. Attendance monitoring will begin from August 1st .

6.5 Returning to University

- All students returning from a Year in Employment will be invited to both a Welcome Back event and the Employability Excellence Awards in your final year.

- Students on Tier 4 visas will be required to go through international student check-in on your return to University

6.6 Equality and support with any specific access requirements

- If you have a specific learning difficulty, other disability, or a long-term health condition, please consider disclosing this to the Work Experience Team so they can better support your needs. They will work with Enabling Services to assess your requirements, and make every effort to support you in finding a suitable placement.

- If appropriate, the Year in Employment programme can be flexible in the type and duration of the placement for students with specific access requirements.

- If you undertake a Year in Employment in the UK, under the Equality Act 2010, employers are required to make reasonable adjustments to both the recruitment process and the workplace, to help any staff or applicants overcome disadvantage that may result from a disability. This will also apply to your placement provider if based in the UK. It is important that you disclose any specific disability early in the recruitment process to allow employers to consider how they can best support you.

6.7 Your wellbeing while on placement

If you have an **emergency** (fire, accident, injury) please contact your local emergency services in the first instance.

If you experience any personal problems during your placement or are dealing with a crisis, the First Support team at the University can advise and help. The First Support team can be contacted during office hours (8:00 – 18:00). Contact the team call 023 8059 7488 or email firstsupport@soton.ac.uk

The University of Southampton Security Service operates 24 hours a day and is always available to advise in the event of emergency between 18.00 and 08.00 please Tel. 02380 593311.

7. Health and Safety

During your placement you remain a student of the University of Southampton, therefore the University has a statutory duty to ensure, in so far as is reasonably practical, the health and safety of students, and placement providers.

The Year in Employment follows the University policy on placements and will conduct due diligence to ensure your health and safety throughout your placement. This is done by conducting health and safety checks with placement providers, and by working with you to ensure that you have examined and detailed all risks that may be associated with your specific placement in a Placement Risk Assessment.

7.1 Risk Assessments:

You will be required to complete a risk assessment to evaluate any particular risks inherent to your placement, and identify suitable measures that you can take to alleviate these risks. The Work Experience Team will support you with your risk assessment and it must be reviewed and signed off before your placement is confirmed.

7.2 Additional Checks

Additional checks may be required if students will be working in an unfamiliar environment. Should this occur the relevant Faculty Safety Officer would be consulted.

7.3 Placement Provider Checks

Our expectations of placement providers are outlined below, and placement providers must agree to these expectations before your placement can be approved. The responsibilities of the placement provider are to:

- Plan the work programme and health and safety training to be undertaken by the student;

- Provide the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions;

- Nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the student, including instructions regarding hazards and health and safety precautions;

- Have in place Public Liability Insurance and Employers Liability Insurance;

- Comply with health and safety legislation;

- Define any additional insurance cover that will be provided for the activities of the student;

- Facilitate access to the student for visits by the Placement Advisor (where appropriate);

- In cases of serious accidents or incidents involving the student or breaches of discipline by the student, advise and consult with the University.

If you are experiencing **difficulties with your placement** please contact the work experience team directly on 023 8059 3501 or by email workexp@soton.ac.uk

8. Assessment and Academic Information

8.1 Assessment of your placement

- The Year in Employment is assessed on a pass/fail basis by the completion of a summative 3000-3500 word reflective report. It is designed to assess your understanding of the skills you have developed during your placement and of the sector that you have worked in. The report is due on **May 1ˢᵗ.**

- Your report will be assessed against the five employability-based Learning Outcomes below (against grading criteria at level five of the Framework for Higher Education Qualifications):

    1. Discuss the various aspects of the industry in which you work, including the internal company structure and the wider landscape of their sector.

    2. Describe the purpose of your role within the context of the business and the contribution it makes to the organisation as a whole.

    3. Identify the skills, attributes and behaviours required for the sector in which you are placed.

    4. Evaluate the development of your skills, attributes and behaviours over the course of the Year in Employment.

    5. Identify areas for personal, and career development, and how these can be addressed.

You must pass all five learning outcomes to pass the Year in Employment.	You must complete a minimum of 30 Weeks (not including any annual leave) in a placement to pass the Year in Employment.

8.2 Placement Blog

- For formative assessment purposes, you will also be asked to maintain a reflective blog over six months. The six blog topics will be structured to aid you in building up an evidence base that will align with the Learning Outcomes. The blog will support your learning, and you will be expected to call upon past blog entries as evidence of professional and skills development when writing your final report.

- The YiE Blackboard will contain e-learning resources to support your blog writing and feedback will be provided on key blog entries throughout the year. In the initial stages of your placement, the feedback will primarily focus on the level of reflection present in your writing and things to consider for skills development. This will transition into more targeted feedback on things to focus on in your final report and future career plans as the placement progresses.

- Full details of the blog requirements and feedback deadlines will be available on the YiE Blackboard when you begin your placement.

8.3 Practising the Learning Outcomes through blog entries

- Completion of the blogs each month will help to ensure that you understand the learning outcomes and will support the writing of the final report. Please see Appendix 5 for the guidance matrix on the blog.

8.4 Module Specification

- The module profile for the Year in Employment can be viewed [here](#).
- Please see Appendix 6 for more information.

Learning Outcomes	Relevant blog	Refer	Pass – meeting all the learning outcomes at a threshold level	Pass – meeting all the learning outcomes and exceeding some at this level	Pass – accurate and coherent response to the brief; meeting all the learning outcomes exceeding expectations for this level in many respects
1 Discuss the various aspects of the industry in which they work, including the internal company structure and the wider landscape of their sector.	**Blog Entry 2** 1) What sector are you currently working in? 2) Who are the main competitors within your sector? 3) What are the biggest challenges facing your sector and organisation? 4) What are the greatest developing opportunities for your sector and organisation? **Blog Entry 3** 1) Where does your role fit within the wider company / organisation structure?	Partial or no description of their industry with little or no identification of their company's role within that industry. Detail about the company structure is missing Evidence of research is absent.	Description shows a basic understanding of the industry in which they work. There is some description of the company structure. Some research has been used to explore their understanding of the sector.	The various aspects of their industry have been discussed in detail and set in the wider context of the landscape for their sector. A company structure has been provided A range of research has been used to explore their understanding of the sector.	There is evidence of insight into both the industry and the wider context of the landscape for their sector. A clear and extensive company structure has been provided. A wide range of well-chosen research has been used to support their critique of the sector.
2 Describe the purpose of their role within the context of the business and the contribution it makes to the organisation as a whole.	**Blog Entry 3** 1) Where does your role fit within the wider company / organisation structure? 2) What contribution does your role make towards the company / organisational strategic plan? 3) Who are your key internal / external stakeholders / customers?	Partial or no description of their role with little identification of the contributions they make to the organisation. Reflections on their role lack depth, with little critical reflection evident.	Their role has been described and the contributions they make to the organisation as a whole identified. Their work shows a basic application of reflective practice when discussing their contribution to the organisation.	The purpose of their role has been accurately described. They have described and reflected upon their contributions to the organisation.	The purpose of their role has been accurately described. The contributions made have been analysed fully, with some detailed reflections on how the role might develop in the future.

3 Identify the skills, attributes and behaviours required for the sector in which they are placed.	**Blog Entry 2** 5) What are the skills, attributes and behaviours required within your sector?	Basic or no identification of required skills, attributes and behaviours for the sector in which they have been placed. Failure to undertake research to analyse the necessary skills, attributes and behaviours required for their sector.	Skills, attributes and behaviours required for the sector in which they are placed have been identified. There is some evidence of research into their own employer.	Description shows competent identification and understanding of current skills, attributes and behaviours required for the sector in which they have been placed. Research is underpinned by analysis of materials from their own employer and also wider labour market research.	Description shows in-depth identification and understanding of current skills, attributes and behaviours required for the sector in which they have been placed. Research is underpinned by detailed analysis of materials from their own employer and also wider labour market research.
4 Evaluate the development of their skills, attributes and behaviours over the course of the Year in Employment.	**Blog Entry 1** 1) How do you feel you have settled into your role and what challenges do you think are ahead? 2) Give an overview of what your role will entail 3) What skills do you think you will need? Which of these skills do you think you possess, and which do you think will require development? **Blog Entry 4** 1) What skills do you find you are using regularly at work? 2) Has your view of the skills you think are required for your role changed since your initial thoughts in Blog Entry 1? 3) How have your skills developed since Blog Entry 1, what do you feel requires further development? 4) Do you feel your behaviours have changed since starting your placement? **Blog Entry 6** 1) How have your skills developed since the start of your Year in Employment?	Little or no analysis of their skills, attribute and behaviours. Personal insights limited or missing. Insufficient relevant evidence provided.	There is evidence that the development of their skills, attributes and behaviours over the course of the Year in Employment have been recorded and analysed. Some research into the labour market has been used to set their reflections in context. They have drawn on their own reflections throughout the placement to support their learning.	The development of their skills, attribute and behaviours over the course of the Year in Employment have been analysed. There is evidence of some insight. There is evidence that they have drawn on a range of sources including their own reflections throughout the placement, reflections from colleagues and supervisors and research into the labour market.	The development of their skills, attribute and behaviours over the course of the Year in Employment have been analysed in detail. There is clear evidence of personal insight. There is evidence that they have drawn on a wide range of sources including their own reflections throughout the placement, reflections from colleagues and supervisors and research into the labour market.

| 5 Identify areas for personal, and career development, and how these can be addressed | Blog Entry 5 1) Have you identified the Sector / Role that you would like to enter after graduation? 2) How has the Year in Employment helped you to decide which career you might like to pursue? 3) What skills, attributes and behaviours are required for the sector / role that you would like to go into? 4) How do the skills required for your future role differ from the skills required for your current placement and how will you develop those skills? | Reflection lacks depth. Areas for development are limited or poorly identified. Action plan is missing or lacking important detail such as timescales. | Some reflection has been undertaken to Identify areas for personal, and career development. Some areas for development have been identified. A rudimentary action plan has been created. | Detailed reflection has been undertaken to establish the progress made whilst on placement. Reference has been made to reflective theories and models. Some areas for development have been identified and justified. A plan of action has been created. | Detailed reflection has been undertaken to establish the progress made whilst on placement. Reference has been made to reflective theories and models. A number of relevant areas for development have been identified and justified. A clear and comprehensive plan for action has been established. |
| Overall | | Significant errors in writing and referencing. The work is not provided in a report format. Insufficient, relevant and current evidence provided. Word Count does not exceed 3500 words | Minor errors in writing and referencing. The work is presented in an established report format. There is some current and relevant evidence provided to support the content of the report. Word Count does not exceed 3500 words | Writing is clear and concise. Referencing is consistently done in an established academic format. The work is presented in an established report format. Evidence is carefully chosen, relevant and well organised and presented Word Count does not exceed 3500 words | Writing is accurate and concise and shows some flair. Referencing is consistently done in an established academic format. The work is presented in an established report format. Evidence is extensive, relevant and well organised and presented. Word Count does not exceed 3500 words |

9. Students on Tier 4 Visas

9.1 Eligibility

- If you are on a Tier 4 visa and studying an eligible programme, you are entitled to take part in the Year in Employment. However, extra costs will be incurred as you will need to return to your home country in advance to apply for a new visa.

- This can be done during the summer or Christmas break before you begin your placement applications. The terms of your visa may also mean that you will have additional restrictions placed to apply for a new visa to allow you to undertake the Year in Employment.

- You must also ensure that you do not exceed the maximum Tier 4 visa duration of five years for your undergraduate studies:

  o **Example A**: A Tier 4 student took a foundation year and progressed onto the MSc Math programme. As their duration of studies is already at five years, they will not be able to take a Year in Employment.

  o **Example B**: A Tier 4 student is on a four-year programme but had to repeat their first year. As their duration of studies is already at five years, they will not be able to take a Year in Employment.

> Please ensure that you speak to the Visas and Immigration Student Advisory Service before you begin actively considering a placement year as they will make you aware of the costs and time constraints in applying for and obtaining a new visa.

9.2 Monitoring and Attendance

- You will retain your status as a full time student while undertaking your Year in Employment placement, and therefore you must adhere to the UK Visa and Immigration (UKVI) rules on attendance until the programme end date as stated on your CAS. You will be required to consent to attendance monitoring, and your placement provider will be asked to support this monitoring through their HR practices.

- Your placement cannot begin until the end of your second year of academic studies. Please note, this is not the date of your last exam but is the date of the last day of the academic year which can be found here http://www.southampton.ac.uk/uni-life/key-dates.page

- You must be on placement throughout the academic year, therefore your placement must have started by the first day of Semester one and cannot finish before the last day of Semester two.

- Any annual leave that you take must be taken only during University Holidays. Please ensure that you speak to your placement provider about this before booking any annual leave.

- Please ensure that you report any periods of absence to the Work Experience Team.

- Your end of placement report is due on the first day of the summer exam period.

9.3 Attendance monitoring via student remote Study System

- Whilst on placement, you must record your engagement with the University through the remote Study System by logging on and leaving a very short 'tweet'-like comment every week detailing what you are doing during your placement (including during annual leave). For more information and guidance on this, please contact the Work Experience Team.

- Additional attendance monitoring will be carried out via your placement provider's HR practices and they will be asked to:
    o Only grant annual leave during the University Vacation Periods
    o Inform the University of any sickness absences
    o Inform the University of any periods of absence without approval, and record such absences in line with their own HR polices.

9.4 Enrolment

- You must enrol as normal during your Year in Employment. If you fail to enrol, you will be at risk of having your sponsorship revoked, and if you have not enrolled after the end of the official enrolment window, your sponsorship will be terminated.

- You will be required to go through International student check-in at the University when you return after your placement year.

9.5 Visa conditions whilst on placement

To meet the terms of your visa you must demonstrate (and the placement provider must provide upon request by the University, the Home Office, or its agencies) your attendance, your engagement with Learning Outcomes of the Year in Employment via Blackboard blogs, and your progress in your placement.

9.6 Termination of a placement for students on Tier 4 visas

If for any reason, your placement terminates within the first 2 weeks of the standard academic year the following applies:

- You must inform the Work Experience Team immediately
- There will be a two week period in which to find and commence a new placement
- If unsuccessful in securing another placement, you will not be able to return to your original degree programme without agreement from the Head of University Admissions, and the Home Office will be informed of the change in your SMS.
- If your placement terminates two weeks or more after the commencement of the academic year, your Tier 4 visa sponsorship will be removed and you will not be able to remain in, or re-enter the UK. You will need to apply (and pay for) a new visa before resuming your studies in the next academic year.

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9.7 International Placements for Students on Tier 4 Visas

If you undertake a Year in Employment outside of the UK, you are responsible for any local visa requirements and must speak to the Visas and Immigration Student Advisory Service for guidance on reapplying for your visa for your final year(s) of study. In most cases, the University of Southampton will need to cease sponsorship of your visa during your placement. Prior to resuming your studies after the Year in Employment, a further CAS will be raised and you will need to make a new visa application from your home country.

10. Contact Us

For any queries related to the Year in Employment Programme or if you would like to speak to a member of our team, please feel free to pop in and see us or contact us at:

9.1 Year in Employment Programme

University of Southampton, Highfield Campus, Careers Building 37

Tel: 023 8059 3501

Email: workexp@southampton.ac.uk

9.2 Careers and Employability Service

University of Southampton, Highfield Campus, Careers Building 37

Tel: 023 8059 3501

Email: careers@southampton.ac.uk

For details of the careers information, advice and guidance offering from the Careers and Employability Service and how you can benefit from this please open the following link to head to the University of Southampton's Careers Homepage
http://www.southampton.ac.uk/careers/students/index.page

11. Appendices

University of Southampton Year in Employment Eligible Courses

Faculty	School	Course
Business, Law and Art		
Business, Law and Art	Law	LLB (Hons) Bachelor of Laws
Business, Law and Art	Law	LLB (Hons) Law with Psychology
Business, Law and Art	Law	LLB (Hons) Maritime Law
Business, Law and Art	Winchester School of Art	BA (Hons) Fashion Marketing / Management
Business, Law and Art	Winchester School of Art	BA (Hons) Fine Art
Business, Law and Art	Winchester School of Art	BA (Hons) Games Design and Art
Business, Law and Art	Winchester School of Art	BA (Hons) Graphic Arts

Faculty	School	Course
Engineering and the Environment		
Engineering and the Environment	Environmental Science	BSc Environmental Management with Business
Engineering and the Environment	Environmental Science	BSc Environmental Science
Engineering and the Environment	Environmental Science	MEnvSci Environmental Science
Engineering and the Environment	Acoustical Engineering	BSc Acoustics with Music

Faculty	School	Course
Humanities		
Humanities	Archaeology	BA Archaeology
Humanities	Archaeology	MA (Integrated) Archaeology
Humanities	Archaeology	BSc Archaeology
Humanities	Archaeology	BA Archaeology and Anthropology
Humanities	Archaeology	BA Archaeology and Geography

Humanities	Archaeology	BA Archaeology and History
Humanities	English	BA English Literature, Language and Linguistics
Humanities	English	BA English
Humanities	English	BA English and Music
Humanities	English	BA Film and English
Humanities	Film	BA Film and English
Humanities	Film	BA Film and History
Humanities	Film	BA Film and Philosophy
Humanities	Film	BA Film Studies
Humanities	Film	BA Film Studies
Humanities	History	BA Ancient History
Humanities	History	BA Ancient History and Archaeology
Humanities	History	BA Ancient History and History
Humanities	History	BA Ancient History and Philosophy
Humanities	History	BA Archaeology and History
Humanities	History	BA English and History
Humanities	History	BA Film and History
Humanities	History	BA History
Humanities	History	BA Modern History and Politics
Humanities	History	BA Philosophy and History
Humanities	Music	BSc Acoustics with Music
Humanities	Music	BA English and Music
Humanities	Music	BSc Mathematics with Music
Humanities	Music	BA Music
Humanities	Music	BA Music and Management Sciences
Humanities	Music	BA Philosophy and Music
Humanities	Philosophy	BA Economics and Philosophy
Humanities	Philosophy	BA Film and Philosophy

Humanities	Philosophy	BA Philosophy
Humanities	Philosophy	BA Philosophy and English
Humanities	Philosophy	BA Philosophy and History
Humanities	Philosophy	BA Philosophy and Mathematics
Humanities	Philosophy	BA Philosophy and Music
Humanities	Philosophy	BA Philosophy and Politics
Humanities	Philosophy	BA Philosophy and Sociology
Humanities	Philosophy	BA Philosophy, Politics and Economics
Students studying a joint honours degree with a Modern Language who are NOT on a course with a COMPULSORY study abroad year are eligible for the Year in Employment but will need to have these approved by their faculty office.		

Natural and Environmental Science

Natural and Environmental Science	Biological Sciences	BSc Biology
Natural and Environmental Science	Biological Sciences	MSci Biology
Natural and Environmental Science	Biological Sciences	BSc Biology with Marine Biology
Natural and Environmental Science	Biological Sciences	MSci Biology and Marine Biology
Natural and Environmental Science	Biological Sciences	BSc Ecology
Natural and Environmental Science	Biological Sciences	MEcol Master of Ecology
Natural and Environmental Science	Biological Sciences	BSc Zoology
Natural and Environmental Science	Biological Sciences	MSci Zoology
Natural and Environmental Science	Biological Sciences	BSc Biomedical Sciences
Natural and Environmental Science	Biological Sciences	MBioSci Biomedical Sciences
Natural and Environmental Science	Biological Sciences	BSc Biochemistry
Natural and Environmental Science	Biological Sciences	MBiochem Biochemistry
Natural and Environmental Science	Biological Sciences	Master of Neuroscience
Natural and Environmental Science	Biological Sciences	BSc Pharmacology
Natural and Environmental Science	Chemistry	MChem Chemistry

Natural and Environmental Science	Chemistry	BSc Chemistry
Natural and Environmental Science	Chemistry	MSci Chemistry and Biochemistry
Natural and Environmental Science	Chemistry	MChem Chemistry with Maths
Natural and Environmental Science	Chemistry	MChem Chemistry with Medicinal Sciences
Natural and Environmental Science	Oceanography	BSc Marine Biology with Oceanography
Natural and Environmental Science	Oceanography	MSci Ocean Chemistry
Natural and Environmental Science	Oceanography	MSci Oceanography
Natural and Environmental Science	Oceanography	BSc Oceanography
Natural and Environmental Science	Oceanography	BSc Oceanography with Physical Geography
Natural and Environmental Science	Oceanography	MSci Marine Biology with Oceanography
Natural and Environmental Science	Marine Biology	BSc Biology with Marine Biology
Natural and Environmental Science	Marine Biology	MSci Biology and Marine Biology
Natural and Environmental Science	Marine Biology	MSci Marine Biology
Natural and Environmental Science	Marine Biology	BSc Marine Biology
Natural and Environmental Science	Marine Biology	BSc Marine Biology with Oceanography
Natural and Environmental Science	Marine Biology	MSci Marine Biology with Oceanography
Natural and Environmental Science	Geology	MSci Geology
Natural and Environmental Science	Geology	BSc Geology
Natural and Environmental Science	Geology	BSc Geology with Physical Geography
Natural and Environmental Science	Geophysics	BSc Geophysical Sciences
Natural and Environmental Science	Geophysics	MSci Geophysics

Physical Sciences and Engineering		
Physical Sciences and Engineering	Electronics and Computer Science	BSc Web Science (Computer Science)
Physical Sciences and Engineering	Electronics and Computer Science	BSc Web Science (Social Science)
Physical Sciences and Engineering	Physics and Astronomy	BSc Physics

Physical Sciences and Engineering	Physics and Astronomy	MPhys Physics
Physical Sciences and Engineering	Physics and Astronomy	MPhys Physics with Photonics
Physical Sciences and Engineering	Physics and Astronomy	MPhys Physics with Nanotechnology
Physical Sciences and Engineering	Physics and Astronomy	MPhys Physics with Astronomy
Physical Sciences and Engineering	Physics and Astronomy	MPhys Physics with Space Science
Physical Sciences and Engineering	Physics and Astronomy	MPhys Physics with Mathematics

Social, Human and Mathematical Sciences		
Social, Human and Mathematical Sciences	Southampton Education School	BSc (Hons) Education
Social, Human and Mathematical Sciences	Southampton Education School	BSc (Hons) Education and Psychology
Social, Human and Mathematical Sciences	Geography and Environment	BA Geography
Social, Human and Mathematical Sciences	Geography and Environment	BSc Geography
Social, Human and Mathematical Sciences	Geography and Environment	BSc Geography with Oceanography
Social, Human and Mathematical Sciences	Geography and Environment	BSc Geology with Physical Geography
Social, Human and Mathematical Sciences	Mathematical Sciences	MMath Mathematical Physics
Social, Human and Mathematical Sciences	Mathematical Sciences	BSc Mathematical Studies
Social, Human and Mathematical Sciences	Mathematical Sciences	BSc Mathematics
Social, Human and Mathematical Sciences	Mathematical Sciences	MMath Mathematics
Social, Human and Mathematical Sciences	Mathematical Sciences	BSc Mathematics with Actuarial Science
Social, Human and Mathematical Sciences	Mathematical Sciences	BSc Mathematics with Biology

Social, Human and Mathematical Sciences	Mathematical Sciences	BSc Mathematics with Computer Science
Social, Human and Mathematical Sciences	Mathematical Sciences	BSc Mathematics with Finance
Social, Human and Mathematical Sciences	Mathematical Sciences	BSc Mathematics with Music
Social, Human and Mathematical Sciences	Mathematical Sciences	BSc Mathematics with Physics
Social, Human and Mathematical Sciences	Mathematical Sciences	BSc Mathematics with Statistics
Social, Human and Mathematical Sciences	Mathematical Sciences	MMORSE (Mathematics, Operational Research, Statistics and Economics)
Social, Human and Mathematical Sciences	Mathematical Sciences	BSc MORSE (Mathematics, Operational Research, Statistics and Economics)
Social, Human and Mathematical Sciences	Psychology	BSc (Hons) Psychology
Social, Human and Mathematical Sciences	Psychology	BSc (Hons) Psychology with Law
Social, Human and Mathematical Sciences	Social Sciences	BSc Accounting and Economics
Social, Human and Mathematical Sciences	Social Sciences	BSc Criminology
Social, Human and Mathematical Sciences	Social Sciences	BSc Criminology and Psychology
Social, Human and Mathematical Sciences	Social Sciences	BSc Economics
Social, Human and Mathematical Sciences	Social Sciences	BSc Economics and Actuarial Science
Social, Human and Mathematical Sciences	Social Sciences	BSc Economics and Finance
Social, Human and Mathematical Sciences	Social Sciences	BSc Economics and Management Sciences

Social, Human and Mathematical Sciences	Social Sciences	BA Economics and Philosophy
Social, Human and Mathematical Sciences	Social Sciences	BSc International Relations
Social, Human and Mathematical Sciences	Social Sciences	M.Econ Master in Economics
Social, Human and Mathematical Sciences	Social Sciences	BA Modern History and Politics
Social, Human and Mathematical Sciences	Social Sciences	BA Philosophy and Politics
Social, Human and Mathematical Sciences	Social Sciences	BA Philosophy and Sociology
Social, Human and Mathematical Sciences	Social Sciences	BSc Politics
Social, Human and Mathematical Sciences	Social Sciences	BSc Politics and Economics
Social, Human and Mathematical Sciences	Social Sciences	BSc Politics and International Relations
Social, Human and Mathematical Sciences	Social Sciences	BSc Population and Geography
Social, Human and Mathematical Sciences	Social Sciences	BSc Social Policy and Criminology
Social, Human and Mathematical Sciences	Social Sciences	BSc Sociology
Social, Human and Mathematical Sciences	Social Sciences	BSc Sociology and Criminology
Social, Human and Mathematical Sciences	Social Sciences	BSc Sociology and Social Policy
Social, Human and Mathematical Sciences	Social Sciences	BSc Sociology with Anthropology

UNIVERSITY OF
Southampton

Year in Employment Guidelines

Title:	Year in Employment Finance Guidelines
Date:	26 June 2017

Tuition Fees
All students will pay 20% of University Tuition fees. If you are entitled to student finance, you will be able to borrow the amount for the tuition fees.
Reduced Maintenance Loan
UK students undertaking a placement year can still apply for a reduced rate maintenance loan. This is not income assessed and payments will be made in 3 instalments. The exact amount that you can borrow depends on where you will be living for your placement year e.g. living in London, living outside of London or living in your parents' home. To ascertain the amount you can expect, please contact your Student Loan Provider as soon as possible.
Full Maintenance Loan
Students undertaking specific types of unpaid placements, such as working in the NHS, may be able to receive a full Maintenance Loan. To confirm whether you qualify for this, please contact your Student Loan Provider as soon as you begin looking for placements.

Maintenance Grant
Placement students are not usually entitled to maintenance grants. The exception is for those on a specific type of unpaid placement. For more information, please contact your student loan provider.
Council Tax
In the UK, if you live in a house occupied only by students, you should not have to pay Council Tax.
You should generate a Proof of Enrolment Letter via your student record on SUSSED. You will need to login to SUSSED and click on the Student Service tab. Click "Proof of Enrolment Letter" and complete the information before clicking "Generate Letter". After you have received your letter, you should show it to your local Council Tax office who will process your exemption. If you have any difficulties with this service, please email the University's Council Tax team counciltax@soton.ac.uk The letter will only be valid for the academic year in which you requested it. As your placement may straddle two academic years, you will therefore need to request a new letter after you have enrolled for the following academic year.
Living in a property with non-students?
If you are living in a property with someone in your household who is not a full-time student, your property will be liable for Council Tax. If there is only one non-student, then the property can receive a 25% discount on Council Tax, but if there is more than one non-student, the property can be charged for the full amount. If you are going to be living in a shared property with non-students, it is therefore important that you agree beforehand who will be paying this bill.
It is worth remembering that non-students may be able to claim Council Tax Benefit if they are on low income.

Income tax and National Insurance
If you want to work in the UK you have to register for a National Insurance Number (if you do not have one already) and immediately start paying National Insurance Contributions, which are calculated as a percentage of your gross pay.
Income tax is paid by everyone who works in the UK, including students if they earn over a certain amount during the tax year, which runs from April to April. Whether or not you will have to pay Income Tax depends on how much you earn. Everyone can earn a certain amount of money in each tax year on which no tax has to be paid, this is your Personal Allowance. If your earnings are below your Personal Allowance then you do not have to pay Income Tax. If your earnings are above your Personal Allowance then you will pay Income Tax on the difference. Your employer is responsible for deducting Income Tax and National Insurance from your salary before you receive it.
This system is called PAYE (Pay As You Earn). You will get paperwork relating to PAYE from HM Revenue & Customs (HMRC) and your employer.
If you have worked in the UK before, it is important to give your new employer your P45 form to ensure you are put on the right tax code. If you do not have a P45, your employer will ask you to complete a P46 form and you will be allocated a tax code.

If you haven't a National Insurance number
You will need to apply for a National Insurance (NI) number before starting any paid work in the UK. Please read carefully the information regarding National Insurance numbers on the gov.uk website www.gov.uk . You can find more information on NI numbers on the HMRC website http://www.hmrc.gov.uk/ni/index.htm

Work placements in Europe with Erasmus+
It is possible for any student to undertake a work placement in Europe as part of the Year in Employment. Work placements in Europe may be eligible for funding under the [Erasmus+ scheme](). This scheme covers work placements between 2 and 12 months.
If you're considering this, please speak with the Year in Employment team as soon as possible.
Who you can work for is flexible and Erasmus+ grants currently cover 32 countries in Europe outside the UK. Due to funding deadlines, the Year in Employment team will need to confirm the placement before the Winter vacation in the academic year before the student is due to go out. We will then inform the Study Abroad and Exchange Team in order to secure the Erasmus+ funding.
If you're eligible for a grant then you can currently receive up to €400 a month, depending on the country you visit, which should help cover accommodation and some living expenses.
There is some additional funding available for students with special needs, which you will need to apply for before you leave.
More information is on the [British Council Work Placement Guide]().

Extra Travel grants
You might be able to get a Travel Grant if you're attending a clinical placement in the UK or working abroad as part of your course. It can help towards your travel expenses if you're on a clinical placement in the UK, or help pay for up to three return journeys between the UK and your placement abroad. You have to pay the first £303 of your travel yourself and the total amount you get will depend on your household income. You must keep all your receipts as evidence of travel.
Please confirm this with your student loan provider and for more information see http://www.thestudentroom.co.uk/content.php?r=5443-Other-funding-for-new-full-time-students-2016-17

Graduation Date
Once you begin your Year in Employment, please be aware that your student loan

provider may not update you graduation date until the start of term.
Budget Planner Example
For more information, please see
http://www.southampton.ac.uk/studentservices/money-matters/budgeting-advice.page#living_costs

Summary of weekly budget information:		
Item	**Amount (actual)**	**Notes**
Income		
Statutory Funding	£0.00	
University Funding	£0.00	
Other Funding	£0.00	
Benefits	£0.00	
Earnings	£0.00	
Savings	£0.00	
Parental Support	£0.00	
Child Support	£0.00	
Total Income	**£0.00**	
Outgoings		
Living Costs	£0.00	
- food	£0.00	
- utilities	£0.00	
- children	£0.00	
- sundries	£0.00	
- medical / glasses / contact lenses	£0.00	
Accommodation	£0.00	
Travel	£0.00	
- day-to-day	£0.00	
- home	£0.00	
- vehicle running costs	£0.00	
Course costs	£0.00	
Council Tax	£0.00	
Childcare	£0.00	
Debts	£0.00	
Other	£0.00	
Total Outgoings	**£0.00**	
Surplus/Deficit	**£0.00**	

UNIVERSITY OF
Southampton

Year in Employment Guidelines

Title:	Year in Employment Unpaid Placement Guidelines
Date:	21 November 2016

The University prefers all students to undertake paid placements and recommends all placement providers pay the National Minimum Wage. However, in special circumstances, students may complete unpaid placements or those that offer packages under the National Minimum Wage.

The University recognises that there are many legitimate 'unpaid' placements offered to students that are valuable in developing their employability. These opportunities are usually within, but not exclusive to, the sectors of heritage, politics, media, fashion and Third Sectors and can support student access to highly competitive jobs.

Placements with packages under the NMW

Some placements offer incentives such as lunch and travel expenses, free accommodation and student stipends. These incentives may be financially under the NMW but can provide access to opportunity for all students. As such, opportunities that provide sufficient reimbursement to students will be advertised on MyCareer.

Criteria that allows a placement to be unpaid

Unpaid placements will not be promoted on MyCareer but may be promoted to students through the discretion of a relevant academic colleague. Such placements need to fulfil the following criteria:

1) The learning objectives offered by the placement fulfil the expectations of the Year in Employment
2) The specific placement is not available in a paid capacity
3) Similar placements in the same industry are also unpaid
4) The student remains enrolled to the University and undertakes this placement as part of the Year in Employment
5) The placement does not exceed 1 year

The University can prevent a student undertaking an unpaid placement if:

1) The learning objectives offered by the placement do not fulfil the expectations of the Year in Employment
2) The placement environment poses significant risk to the student's health, safety and wellbeing

If you're considering completing an unpaid placement

Please contact the Year in Employment team if you are considering an unpaid placement or have been offered an unpaid placement. We will discuss with you the suitability of the placement and your options moving forwards.

Telephone: 023 8059 3501 **Email:** workexp@soton.ac.uk

Unpaid Placements and the Student Support Fund

If you are undertaking an **unpaid** placement, **you may, in exceptional cases** be entitled to access funding from the University of Southampton Student Support

Fund. The funding is limited and each student will be assessed on an individual basis.

Full details can be found on the Financial Support webpages. Please see the webpages for further details or make an appointment to speak to the team by telephone or face to face by calling 02380 599599

http://www.southampton.ac.uk/studentservices/money-matters/student-support-fund/index.page

University of Southampton Bursaries

If you are in receipt of a bursary from the University, unfortunately you will not be entitled to this during your placement year.

Disclaimer

The information on these pages is solely for the purposes of clarifying the University of Southampton's policies concerning allowing unpaid placements. These guidelines do not represent any authoritative statement of the law and acceptance or rejection of any placement under these guidelines should not be perceived as a statement regarding the legitimacy of any organisation or opportunity.

UNIVERSITY OF
Southampton

Year in Employment Guidelines

Title:	Year in Employment Learning Outcomes
Date:	20 June 2016

Learning Outcomes

To confirm a placement as part of the Year in Employment, the role must enable you to fulfil the following Learning Outcomes of being able to:

1. Discuss the various aspects of the industry in which they work, including the internal company structure and the wider landscape of their sector

2. Describe the purpose of their role within the context of the business and the contribution it makes to the organisation as a whole

3. Identify the skills, attributes and behaviours required for the sector in which they are placed

4. Evaluate the development of their skills, attributes and behaviours over the course of the Year in Employment

5. Identify areas for personal, and career development, and how these can be addressed

Please ensure that you only apply for placement roles that will enable the above. You can check these Learning Outcomes against the Job Description of placements. The Placements Team request a copy of your Job Description to verify the placement is of a sufficient standard and if you have any questions on this, please contact the Placements Team:

Careers and Employability Service
Student Services Centre (Building 37)
University of Southampton
Highfield Campus
Southampton
SO17 1BJ
workexp@soton.ac.uk
(0)23 8059 3501

Year in Employment – Blog Mapping Exercise
Learning Outcomes

1. Discuss the various aspects of the industry in which they work, including the internal company structure and the wider landscape of their sector.
2. Describe the purpose of their role within the context of the business and the contribution it makes to the organisation as a whole.
3. Identify the skills, attributes and behaviours required for the sector in which they are placed.
4. Evaluate the development of their skills, attributes and behaviours over the course of the Year in Employment.
5. Identify areas for personal, and career development, and how these can be addressed

Learning Outcomes		Refer	Pass – meeting all the learning outcomes at a threshold level	Pass – meeting all the learning outcomes and exceeding some at this level	Pass – accurate and coherent response to the brief; meeting all the learning outcomes exceeding expectations for this level in many respects
1 Discuss the various aspects of the industry in which they work, including the internal company structure and the wider landscape of their sector.	**Blog Entry 2** 1) What sector are you currently working in? 2) Who are the main competitors within your sector? 3) What are the biggest challenges facing your sector and organisation? 4) What are the greatest developing opportunities for your sector and organisation? **Blog Entry 3** 1) Where does your role fit within the wider company / organisation structure?	Partial or no description of their industry with little or no identification of their company's role within that industry. Detail about the company structure is missing Evidence of research is absent.	Description shows a basic understanding of the industry in which they work. There is some description of the company structure. Some research has been used to explore their understanding of the sector.	The various aspects of their industry have been discussed in detail and set in the wider context of the landscape for their sector. A company structure has been provided A range of research has been used to explore their understanding of the sector.	There is evidence of insight into both the industry and the wider context of the landscape for their sector. A clear and extensive company structure has been provided. A wide range of well-chosen research has been used to support their critique of the sector.
2 Describe the purpose of their role within the context of the business and the contribution it makes to the organisation as a whole.	**Blog Entry 3** 1) Where does your role fit within the wider company / organisation structure? 2) What contribution does your role make towards the company / organisational strategic plan? 3) Who are your key internal / external stakeholders / customers?	Partial or no description of their role with little identification of the contributions they make to the organisation as a whole. Reflections on their role lack depth, with little critical reflection evident.	Their role has been described and the contributions they make to the organisation as a whole identified. Their work shows a basic application of reflective practice when discussing their contribution to the organisation.	The purpose of their role has been accurately described. They have described and reflected upon their contributions to the organisation.	The purpose of their role has been accurately described. The contributions made have been analysed fully, with some detailed reflections on how the role might develop in the future.

3 Identify the skills, attributes and behaviours required for the sector in which they are placed.	**Blog Entry 2** 5) What are the skills, attributes and behaviours required within your sector?	Basic or no identification of required skills, attributes and behaviours for the sector in which they have been placed. Failure to undertake research to analyse the necessary skills, attributes and behaviours required for their sector.	Skills, attributes and behaviours required for the sector in which they are placed have been identified. There is some evidence of research into their own employer.	Description shows competent identification and understanding of current skills, attributes and behaviours required for the sector in which they have been placed. Research is underpinned by analysis of materials from their own employer and also wider labour market research.	Description shows in-depth identification and understanding of current skills, attributes and behaviours required for the sector in which they have been placed. Research is underpinned by detailed analysis of materials from their own employer and also wider labour market research.
4 Evaluate the development of their skills, attributes and behaviours over the course of the Year in Employment.	**Blog Entry 1** 1) How do you feel that you have settled into your new position and what challenges do you think are ahead? 2) Give a brief overview of what you believe your role will entail 3) What skills do you think you will need? Which of these skills do you think you possess, and which do you think will require development? **Blog Entry 4** 1) What skills do you find you are using regularly at work? 2) Has your view of the skills you think are required for your role changed since your initial thoughts in Blog Entry 1? 3) How have your skills developed since Blog Entry 1, what areas do you feel require further development? 4) Do you feel your behaviours have changed since starting your placement? **Blog Entry 6** 1) How have your skills developed since the start of your Year in Employment?	Little or no analysis of their skills, attribute and behaviours. Personal insights limited or missing. Insufficient relevant evidence provided.	There is evidence that the development of their skills, attributes and behaviours over the course of the Year in Employment have been recorded and analysed. Some research into the labour market has been used to set their reflections in context. They have drawn on their own reflections throughout the placement to support their learning.	The development of their skills, attribute and behaviours over the course of the Year in Employment have been analysed. There is evidence of some insight. There is evidence that they have drawn on a range of sources including their own reflections throughout the placement, reflections from colleagues and supervisors and research into the labour market.	The development of their skills, attribute and behaviours over the course of the Year in Employment have been analysed in detail. There is clear evidence of personal insight. There is evidence that they have drawn on a wide range of sources including their own reflections throughout the placement, reflections from colleagues and supervisors and research into the labour market.

5 Identify areas for personal, and career development, and how these can be addressed	Blog Entry 5 1) Have you identified the Sector / Role that you would like to enter after graduation? 2) How has the Year in Employment helped you to decide which career you might like to pursue? 3) What skills, attributes and behaviours are required for the sector / role that you would like to go into? 4) How do the skills required for your future role differ from the skills required for your current placement and how will you develop those skills?	Reflection lacks depth. Areas for development are limited or poorly identified. Action plan is missing or lacking important detail such as timescales.	Some reflection has been undertaken to Identify areas for personal, and career development. Some areas for development have been identified. A rudimentary action plan has been created.	Detailed reflection has been undertaken to establish the progress made whilst on placement. Reference has been made to reflective theories and models. Some areas for development have been identified and justified. A plan of action has been created.	Detailed reflection has been undertaken to establish the progress made whilst on placement. Reference has been made to reflective theories and models. A number of relevant areas for development have been identified and justified. A clear and comprehensive plan for action has been established.
Overall		Significant errors in writing and referencing. The work is not provided in a report format. Insufficient, relevant and current evidence provided. Word Count does not exceed 3500 words	Minor errors in writing and referencing. The work is presented in an established report format. There is some current and relevant evidence provided to support the content of the report. Word Count does not exceed 3500 words	Writing is clear and concise. Referencing is consistently done in an established academic format. The work is presented in an established report format. Evidence is carefully chosen, relevant and well organised and presented Word Count does not exceed 3500 words	Writing is accurate and concise and shows some flair. Referencing is consistently done in an established academic format. The work is presented in an established report format. Evidence is extensive, relevant and well organised and presented. Word Count does not exceed 3500 words

UNIVERSITY OF Southampton

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

Year in Employment Guidelines

Title:	Year in Employment Programmes currently registered with Student Finance	
Date:	12 January 2018	

Academic Year	Course name	Qualification	SLC course code	HEP course code 1
2018/19	Accounting and Economics (YIE)	Bachelor Degree with Honours	819340	7994
2018/19	Biochemistry (YIE)	Bachelor Degree with Honours	789638	7261
2018/19	Biochemistry (YIE)	Integrated Masters Degree	832260	8111
2018/19	Biology (YIE)	Integrated Masters Degree	832439	8109
2018/19	Biology (YIE)	Bachelor Degree with Honours	832442	8112
2018/19	Biomedical Sciences (YIE)	Bachelor Degree with Honours	772760	7130
2018/19	Biomedical Sciences (YIE)	Integrated Masters Degree	832440	8110
2018/19	Criminology and Psychology (YIE)	Bachelor Degree with Honours	772751	7121
2018/19	Ecology (YIE)	Bachelor Degree with Honours	832434	6952
2018/19	Ecology (YIE)	Integrated Masters Degree	832437	5245
2018/19	Economics (YIE)	Bachelor Degree with Honours	772758	7128
2018/19	Economics and Finance (YIE)	Bachelor Degree with Honours	819365	7998
2018/19	English (YIE)	Bachelor Degree with Honours	832446	8088
2018/19	English and History (YIE)	Bachelor Degree with Honours	789639	7262
2018/19	Fashion and Textile Design (YIE)	Bachelor Degree with Honours	772752	7122
2018/19	Fashion Management (YIE)	Bachelor Degree with Honours	830944	8036
2018/19	Geography (BA) (YIE)	Bachelor Degree with Honours	772759	7129
2018/19	Geology with Physical Geography (YIE)	Bachelor Degree with Honours	832064	8094
2018/19	History (YIE)	Bachelor Degree with Honours	831014	8089
2018/19	LLB (YIE)	Bachelor Degree with Honours	772755	7125
2018/19	Management with Entrepreneurship (YIE)	Bachelor Degree with Honours	772754	7123
2018/19	Marine Biology with Oceanography (YIE)	Bachelor Degree with Honours	832063	8093
2018/19	Mathematics (YIE)	Bachelor Degree with Honours	819343	7996
2018/19	Mathematics with Actuarial Sciences (YIE)	Bachelor Degree with Honours	832067	8095
2018/19	Mathematics with Finance (YIE)	Bachelor Degree with Honours	819337	7993
2018/19	Mathematics with Statistics (YIE)	Bachelor Degree with Honours	819341	7995
2018/19	Music (YIE)	Bachelor Degree with Honours	771990	7124
2018/19	Neurosciences (YIE)	Integrated Masters Degree	832436	8105
2018/19	Pharmacology (YIE)	Bachelor Degree with Honours	832433	8102
2018/19	Politics and Economics (YIE)	Bachelor Degree with Honours	819350	7997
2018/19	Politics and International Relations (YIE)	Bachelor Degree with Honours	819369	7999
2018/19	Population and Geography (YIE)	Bachelor Degree with Honours	772756	7126
2018/19	Psychology (YIE)	Bachelor Degree with Honours	772757	7127
2018/19	Sociology (YIE)	Bachelor Degree with Honours	819334	7992
2018/19	Zoology (YIE)	Integrated Masters Degree	832435	8104
2018/19	Zoology (YIE)	Bachelor Degree with Honours	832441	8113