



Careers and Employability Service  
**Year in Employment**  
**HANDBOOK**

Placement Provider Guide  
2020/21

# Welcome to the Year in Employment Placement Provider Handbook

This will guide you through the Year in Employment processes and provide details for recruiting undergraduate students on placement for up to 12 months.

The Year in Employment is a fantastic opportunity for organisations; our skilled and enthusiastic students bring fresh perspectives and innovative ideas to employers of different sectors and sizes. We hope that this handbook will answer your questions and if there is anything that you'd like to discuss, do let us know.

---

## **COVID-19 Guidance**

As we are sure you will appreciate, we are currently in an unprecedented situation with the outbreak of coronavirus, which has significantly affected the Year in Employment. We appreciate that these circumstances may be giving you cause for concern and we are aiming to do everything possible to support you. Therefore, we have put together advice and guidance that relates to all Work Experience Programmes which you may find helpful. We appreciate that this is a difficult time for everyone and particularly many companies, local businesses and charities with whom we work. The Careers and Employability Team is committed to supporting you as a partner of the University and our students.

Please read our dedicated guidance document on our website [here](#).

---

## **Careers and Employability Service**

Email: [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk)

Tel: +44 (0) 2380 593 501

You can also find more information on our website:

<http://www.southampton.ac.uk/careers/employers/placements/year-in-employment.page>



# New to offering Placements?

## Why should you recruit a placement student?

1. For a dynamic employee with a fresh perspective
2. To have a low-cost recruitment solution for up to 12 months
3. For high-level skills and enthusiasm to benefit your business
4. To resource time to a project
5. To develop a talent pipeline for your organisation

## What types of job or work does a placement student do?

A placement student can be the ideal person to tackle processes with a different outlook or work on new projects. In general, placement students should be able to work on tasks that you would consider suitable for new graduates. It is important to remember though that placement students are still undertaking their degree.

## What paperwork is needed?

To promote your vacancy we require a job description that we can help create. If you then make an offer to a student, we'll conduct placement checks that require Health & Safety documentation and insurance certificates. We'll talk you through the process when the student begins the placement; they will effectively become another employee and warrant whatever is the norm at your company.

If you require any guidance regarding the appraisal of students please do let us know. We will check on the student throughout the year and you will be invited to participate.

## What happens if there are problems during the placement year?

Our colleagues in the Student Engagement team are available for any issues that may arise throughout the placement year. We value regular communication with placement providers and students and as a minimum 3 checks will be conducted as part of our service. Please let us know as soon as possible if there's anything that you'd like to discuss.

## How can I find out more?

The Employer Relations Team would be happy to discuss the possibility of a Placement year with you and can provide guidance to get started. We can also offer help with:

- Discussing your placement need and business requirements
- Crafting the job description
- Targeting students and promoting the vacancy
- Offering interview/assessment centre premises
- Supporting the induction
- Providing a point of contact throughout the placement
- Signposting to further opportunities for collaboration with the University

### What is a placement year?

A full time work experience opportunity for students between their 2<sup>nd</sup> and 3<sup>rd</sup> year of study. This is usually paid.

### How long does it last?

Between 9 and 12 months.

### What is an average salary?

Between £15,000 and £18,000 for a 12 month placement.

### Are there unpaid placements?

Students are able to take these on, but we have to be sure that the placement is of sufficient value and that the student is safe and supported.

### How can I host a placement?

Contact us via email or by phone and we can take you through the process step-by-step. Alternatively, if you'd like to offer placements without our assistance, you are more than welcome to register of [MyCareer](#) – the University's Jobs Board for students, and post vacancies immediately

### CONTACT US

[Employ@soton.ac.uk](mailto:Employ@soton.ac.uk)

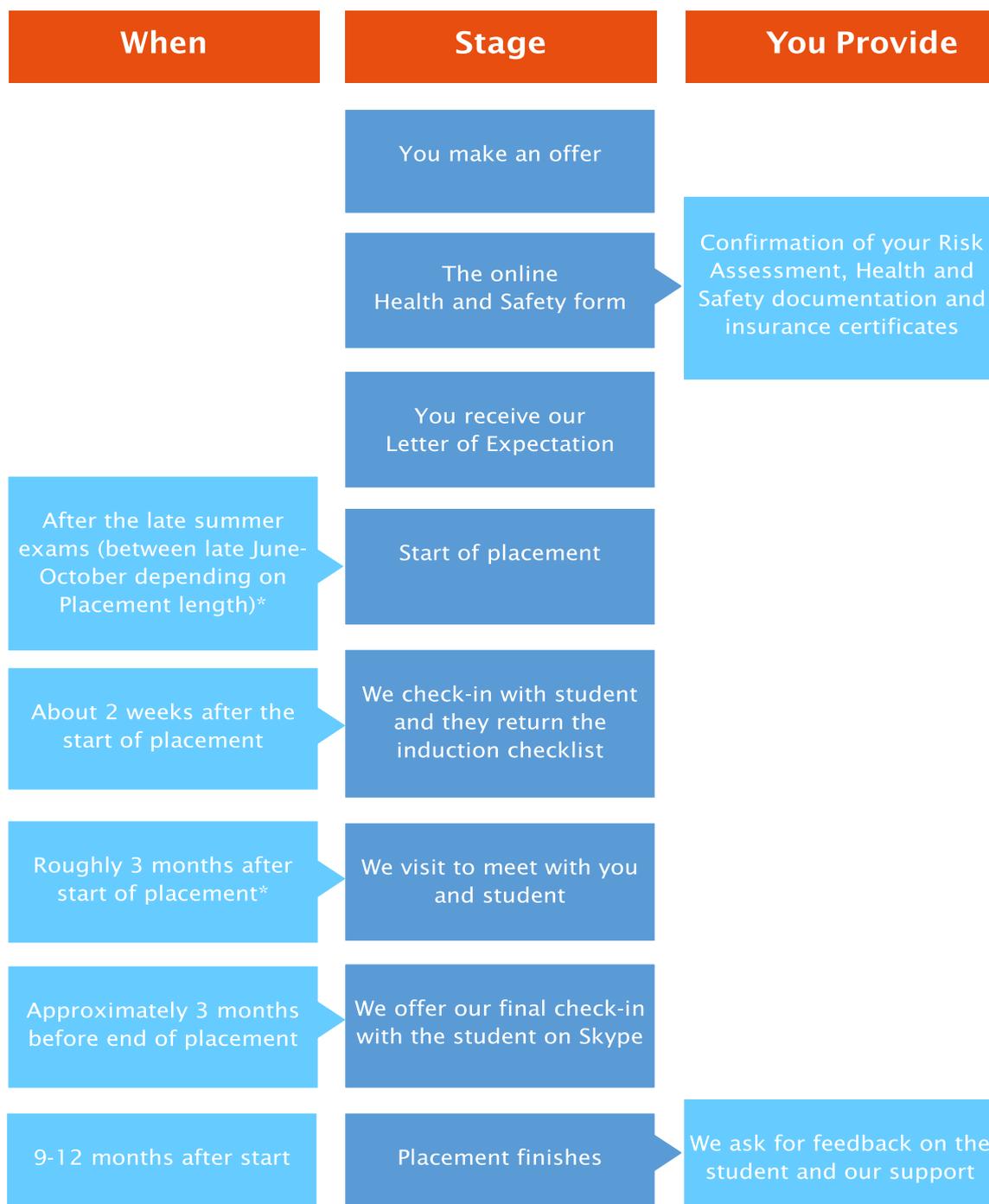
+44 (0) 2380 593 501

<http://www.southampton.ac.uk/careers/employers>

# The Placement Process

To confirm the placement, we require you to complete our online health and safety form. Once completed, we send you our Letter of Expectation, which details the responsibilities of us as an institution, our students and you as a placement provider. Once a student begins their placement, we ask them to complete an induction checklist (page 5) which they may require support with.

*\*Please note that during the academic year 2020/21, these timings may be subject to change due to the coronavirus outbreak*



# Before the placement

It is important that students assimilate quickly into your organisation. An induction is crucial and we highly recommend conducting this during the first week of the placement. See this checklist for what we inform our students to expect. Our students receive this list and return it completed to us 2 weeks after their Placement begins. We will call the student in the first 2 weeks to offer any support if required.

## Induction Checklist

<b>1. The role</b>	
Department's role and mission	
Job explained in relation to the department's mission	
Clarification of job description – is this the same as discussed at interview?	
<b>2. Department organisation</b>	
Organisational chart for the department (Who's who)	
Familiarisation with company policies & initiatives	
Hours of work and flexi-time	
Meal break/cover arrangements	
Holiday arrangements	
Sickness notification and procedure	
Dress Code	
Probation period & procedure	
Personal Development Plans / Appraisal systems	
<b>3. Work space, equipment &amp; systems</b>	
Desk & Chair	
Storage of personal belongings	
Computer with software installed	
Print procedures	
Rules on use of equipment	
Telephone & extension number	
Telephone management/voicemail	
Basic stationery & office/desk necessities	
An email address	
Username & passwords	
Access to systems and networks	
Access and addition to mailing lists & contact details	
Post systems	
Office key, security access & policies	
Car parking places/permits	



## During the placement

### Do I mark the student's work?

You will not be asked to do anything with the student's assessment as this will be completed by us. You may want to give the student an exit interview and we will ask you for feedback on the student and our service to you.

### Visas and International students

We are required to monitor students on a Tier 4 visa. Students on a Tier 4 visa are eligible to complete a placement year but they are required to use a remote monitoring system. As a placement provider, this is not your responsibility to enforce but you need to inform us if the student is absent without leave.

If an international student is working with you, we need to be immediately informed if there are any unexpected absences. There are additional requirements to recruiting an international student on a placement year and so please let us know if this is something you're considering.

### What paperwork is there?

We should have received all of your Health & Safety information before the student begins their placement. Once a student is on placement with you, we will not require any further paperwork.

### Visits during the placement

Where appropriate we will conduct placement visits in 2021 where students are working on company premises and it is safe for UoS staff to visit. This will be the student's responsibility to organise and the workplace supervisor will be invited to participate. During these meetings we will discuss how the placement is progressing.

### Support for placement providers throughout the year

If you ever feel like the student is not making satisfactory progress (e.g. unsatisfactory attendance, punctuality, performance), please contact us.

We can discuss issues directly with the student, mediate between you and the student and escalate if required.

# End of the Placement

## What do the students need to get out of the placement?

The Year in Employment is recognised as part of the student's degree on a pass/fail basis. To pass the year, students need to ensure that they fulfil the following learning outcomes. Students should be 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.

These learning outcomes will be evidenced by a reflective report which is the student's responsibility to complete. There is no input necessary from the Placement Provider and students complete their blogs and reflective report in their own time. It is at your discretion as to whether you permit students to complete their assessment during working hours.

## End of placement

At the end of the placement year, we will ask you for feedback to help us develop an even more successful programme. You may want to give the student an exit interview, which is an opportunity for you to comment on their development. You may also be asked by the student to provide a reference for future job applications.

## Further engagement

Employers are welcome to take part in various initiatives with the University.

These include:

- On-campus events
- Careers Fairs
- Student Innovation Projects
- UoS Internships
- Career Mentoring

If you would like to find out more information about any of the above, please contact us.