Southampton

Careers and Employability Service YEAR IN EMPLOYMENT PROGRAMME

Student Guide 2018/19

Contents

1.	Overview & Eligibility	4
1.1	Overview	4
2.	The Year in Employment Checklist	5
2.1	Stage 1: Thinking about a Placement Year?	5
2.2	Stage 2: Found a Placement - what next?	5
2.3	Stage 3: During your Placement	5
2.4	Stage 4: After your Placement	5
3.	Deadlines and Dates	6
3.1	Registering your interest	6
3.2	Confirming your placements	6
3.3	Start and Finish dates	6
3.4	Assessment of your placement	6
4.	Finding a Placement	6
4.1	Where to look for Placements	6
4.2	The Work Experience Team	7
4.3	Your Careers and Employability Service	7
4.4	International Placements	7
5.	Finance, Fees and Funding	8
5.1	Tuition Fees	8
5.2	Placement Salary	8
5.3	Unpaid Placements	8
5.4	Applying for Student Finance during your Year in Employment	8
5.5	Council Tax	9
5.6	Erasmus Funding for European Work Placements	9
5.7	Other costs that you may incur	10
6.	While you are on placement	
6.1	Support during your Placement	10
6.2	Support with the Learning Outcomes and the Assessment	10
6.3	Your Personal Academic Tutor	11
6.4	Enrolment and Faculty Support	11
6.5	Returning to University	11
6.6	Equality and support with any specific access requirements	11
6.7	Your wellbeing while on placement	12
7.	Health and Safety	
7.1	Risk Assessments:	12

7.2	Additional Checks	12
7.3	Placement Provider Checks	12
8.	Assessment and Academic Information	13
8.1	Assessment of your placement	13
8.2	Placement Blog	14
8.3	Module Specification	14
9.	Students on Tier 4 Visas	14
9.1	Eligibility	14
9.2	Monitoring and Attendance	15
9.3	Attendance monitoring via student remote Study System	15
9.4	Enrolment	15
9.5	Visa conditions whilst on placement	16
9.6	Termination of a placement for students on Tier 4 visas	16
9.7	International Placements for Students on Tier 4 Visas	16
10.	Contact Us	
9.1	Year in Employment Programme	17
9.2	Careers and Employability Service	17

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 <u>here.</u>
- You can choose a placement in any sector you like, whether it's 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, found <u>here.</u>
- Most placements are 12 months. The minimum length of time you must spend on your placement is 30 weeks (equivalent of 35 hours per week, not including annual leave or bank holidays).
- You will remain enrolled as a student during your placement year, and will pay a reduced tuition fee of 20% to cover the support you'll receive throughout your placement. The Finance Briefing Sheet can be found <u>here.</u>
- You will still have access to University services such as the Library, Enabling Services and the Student's Union.
- Your degree title will change to include 'with Year in Employment' e.g. BA History with a Year in Employment (YiE).
- The Year in Employment is assessed on a pass/fail basis. The assessment is a final report of 3500 words based on the learning outcomes.
- You should discuss your interest in undertaking a Year in Employment with your Personal Academic Tutor and with the Work Experience Team before making a decision.
- Students on Tier 4 visas can undertake a Year in Employment placement, but significant VISA changes will be required. Please read Section 9 carefully before considering.
- You <u>must pass your year 2 exams at the first attempt to undertake a Year in</u> 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 <u>Work Experience Team</u>
- ✓ Discuss with Personal Academic Tutor
- ✓ Attend a Year in Employment information session. Details of these will be in the <u>MyCareer</u> Events Calendar.
- ✓ Start searching for your placement
- ✓ Attend a <u>Careers Service Drop-in</u> session for help with your applications
- ✓ Tier 4 students will need speak to the 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
- ✓ 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 1st May

2.4 Stage 4: After your Placement

- ✓ Complete Evaluation
- ✓ Attend Welcome Back event
- ✓ Nominate for and attend Employability Excellence Awards

The <u>Work Experience Team</u> will be on hand to help you throughout your Year in Employment.

3. Deadlines and Dates

3.1 Registering your interest

Please 'Register Your Interest' as early as possible in your second year. Click 'Choose the fast track' button on the website to access the the web form <u>here.</u>

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.

3.2Confirming your placements

• Approval deadline is **30**th June

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

• Late approvals after 30th June 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.)
- All placements **must** be finished before the new academic year begins. Home/EU students can start their placement as soon as their summer exams have finished.
- 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 1st May.

4. Finding a Placement

4.1 Where to look for Placements

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

4.2 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 will be able to 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.

4.3 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 <u>Drop-In Service</u> 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 <u>Employer Events</u> 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.

4.4 International Placements

- You can undertake your Year in Employment outside the UK, but 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 speak to the Visa Team prior to confirming their placement. This is to find out how they will be able to re-apply for a visa in order to return to the UK to finish their studies after the completion of their placement Please see section 9 for more information on Tier 4 students.
- 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
- Continued access to the University services such as the Library, Enabling Services, and the Students Union.

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. <u>MyCareer</u> 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 <u>here</u> for more information about unpaid placements.

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 your placement is with an unpaid public service organization (e.g. a hospital, parliament) and you are normally eligible for student finance, you <u>may</u> be entitled to the full maintenance loan you would normally receive.
- If your Year in Employment programme is already registered with Student Finance (registered courses can be found here), you will be able to apply as soon as applications open for the following academic year (usually in March).

If your programme is **not already registered with Student Finance** then you should apply for funding as normal. The University Student Records team will be able to apply for a 'change of circumstance' for you, no earlier than 30 days before the start of the new academic year (roughly the 3rd week in August), and your funding will be changed to reflect your undertaking of a Year in Employment

It will take about 6 weeks for your funding to be reassessed, so please be patient. Please not 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 fee.

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



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 <u>here</u> for more information on working out your Council Tax.

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 \in 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 <u>http://www.southampton.ac.uk/uni-life/exchanges/erasmus-scheme.page</u> 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/ telephone offered (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.
- <u>Blackboard</u> 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 <u>Work Experience Team</u> in the first instance.

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 Enrolment 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 31st 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 checkin 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 there is 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 <u>First Support team</u> can be contacted during office hours (8:00 – 18:00). Contact the team call 023 8059 7488 or email <u>firstsupport@soton.ac.uk</u>

The University of Southampton <u>Security Service</u> operates 24 hours a day and is always available to advise in the event of emergency between 18.00 and 08.00. To contact them please use 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:

- Provide the student with a full and clear induction to the organisation and its working practices, including health and safety training and arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions;
- Nominate a supervisor who 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;
- 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 <u>workexp@soton.ac.uk</u>

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, which will be due on 1st May.

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):

	Learning Outcome
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 your 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

- You will also be asked to maintain a reflective blog over six months. The six topics will be structured to help 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 Year in Employment 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 Year in Employment <u>Blackboard</u> when you begin your placement.

8.3 Module Specification

The module profile for the Year in Employment can be viewed here.

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. You can find guidance on the blogs in the Module Specification.

9. Students on Tier 4 Visas

9.1 Eligibility

- If you are on a Tier 4 visa and studying an eligible programme, you <u>are</u> entitled to take part in the Year in Employment. However, extra costs are likely to be incurred as a result of changing your VISA
- Please talk to the Visa Team before considering a placement year
- You must also ensure that you do not exceed the maximum Tier 4 visa duration of five years for your undergraduate studies:
 - **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.
 - **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 <u>Visas and Immigration Student Advisory Service</u> 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 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 <u>here</u>.
- You must be on placement throughout the academic year; 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
 - \circ Inform the University of any sickness absences
 - $\circ~$ 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 start 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 ends 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 continuing your studies in the next academic year.

9.7 International Placements for Students on Tier 4 Visas

In undertaking 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. Before 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 come 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: <u>workexp@southampton.ac.uk</u>

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 offered by the Careers and Employability Service and how you can benefit from this please head to the University of Southampton's <u>Careers Homepage</u>.