

CAREER CENTRAL

AN EMPLOYER'S GUIDE TO UEA PLACEMENTS



CAREERCENTRAL

EMPLOYERS

**EMPLOY
INSPIRE
NURTURE**

WITH A UEA PLACEMENT.



By choosing to collaborate with the University of East Anglia, one of the top 15 universities in the UK*, you have the opportunity to recruit students keen to apply their subject knowledge and skills to your business needs.

The aim of this guide is to provide you with some information and advice on our placement process. It will cover your role, what you can expect from the student and the support available from UEA.

We look forward to working with you, now and in the future.

*The Times/Sunday Times 2018 and
The Complete University Guide 2019

WHAT IS A PLACEMENT?

A placement is a period of skilled, managed work experience that is usually assessed and is an opportunity for students to gain real work experience in an organisation. A placement year is equivalent to a year's academic study and is usually part of a student's degree (sometimes referred to as a Year in Industry). Students apply for a placement year during their second year and will start in the penultimate year of their degree and can last between 9 – 14 months. It's also an opportunity for you to get the student to research and develop an exciting project or review existing procedures which have not been looked at through lack of time and resources.

Some degree modules also include work-based learning, where students go out on short placements during term time. This guide specifically discusses the yearlong placements, but we would be happy to work with you on shorter placements as well if this works for your business. Timing is a key challenge as these shorter placements normally need to happen at specific times of year and vary by module. We'd encourage you to speak with us to discuss your needs in the first instance.

BENEFITS OF A PLACEMENT YEAR

A work placement is more than just work experience or shadowing; a placement student can bring real benefits to your business. Students develop key skills and competencies, gaining experience in a sector that interests them. You gain an enthusiastic student with fresh perspectives and new ideas, a student keen to learn and apply their knowledge in the workplace.

Students can take on a wide range of projects and tasks. Work that students have undertaken in the past includes: the testing and support of novel technology in biology, clinical trial development, the development of analytical techniques in support of product development and manufacture, and creating sustainable transport strategies. We can work with you to create a project that suits your needs.

HOW DO I FIND A PLACEMENT YEAR STUDENT?

Recruiting a placement student is similar to engaging any other employee. We can help you find the best fit for your needs. You can, for example, use your own online processes or advertise on our online job site, MyCareerCentral, for free. Students use this site to search for placements, graduate jobs, work experience, internships and volunteering, so it is a great way to promote your opportunities.

In order to advertise your placement vacancy we need the following information:

- The name of your organisation with a summary of your key activities
- The placement title with an overview of the key tasks and responsibilities of the role
- The specific skill requirements that you have, including qualifications, personal attributes etc.
- The salary (if appropriate).

Help and guidance can be provided at all stages of the above, especially if you have not previously hosted a placement student.

“ THIS IS THE 3RD YEAR WE HAVE HOSTED A YEAR IN INDUSTRY STUDENT AND EACH YEAR HAS BEEN A GREAT SUCCESS. WE HAVE BENEFITTED FROM 12 MONTHS OF ENERGY, ENTHUSIASM, FRESH IDEAS AND CHALLENGE FROM STUDENTS WHO HAVE BEEN DETERMINED TO MAKE THE MOST OF THE OPPORTUNITY.”

Paul Wright, Suffolk County Council



THE PROCESS

BEFORE PLACEMENT

1. Get in touch

If you're considering taking on a student or need support with any of the steps.

2. Develop & advertise your role

We'll work with you to develop your opportunity & offer advice where needed.

3. Interviews

Hold interviews at your premises or at UEA.

4. Employment offer

Once the student has accepted the offer, you need to complete the necessary paperwork.

5. Pre-placement preparation

Students receive training prior to starting their placement to help them transition from university to work.

“ HAVING A UEA STUDENT WORK WITH US FOR A YEAR WAS AN EXTREMELY REWARDING AND BENEFICIAL EXPERIENCE FOR US...THEIR CONTRIBUTIONS ENABLED US TO MAKE PROGRESS ON PROJECTS AND INITIATE NEW PROJECTS IN WAYS THAT WE COULDN'T HAVE DONE WITHOUT THEM.”

Leanne de Laigue, Climate Outreach

DURING PLACEMENT

6. Placement start & induction

The first week should include induction & training relevant for the student.

7. Keeping in touch

Keeping in touch days will occur periodically throughout the year. Some students may be required to complete academic work.

8. Regular meetings and review

You hold regular meetings with your student, set objectives & conduct a final review at end.

AFTER PLACEMENT

9. Post-placement feedback

Provide us your feedback & we work together on the next placement.

RESPONSIBILITIES

Placements allow you to benefit from our students' knowledge and enthusiasm, allowing them to positively impact your business and bring fresh ideas and perspectives. They also provide the opportunity for students to apply and develop the skills and knowledge they have gained during their course in a practical working environment as well as gain new ones.

We all have a role to play in ensuring the success and smooth running of a placement.

THE EMPLOYER OR PLACEMENT PROVIDER WILL:

- Provide an offer letter/contract of employment
- Plan the work programme and associated 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
- Nominate a line manager who will conduct or make arrangements for day-to-day supervision of the student
- Discuss and agree with the student the appropriate time allowed to focus on any UEA assessment requirements
- Facilitate access to the student for contact by their UEA academic supervisor, as appropriate
- Ensure that appropriate employers' liability and public liability insurance is in place and comply with its country's health and safety legislation
- Advise UEA in cases of serious accidents or incidents involving the student, or breaches of discipline by the student
- Advise UEA promptly of any unexplained periods of non-attendance.

THE STUDENT WILL:

- Abide by your guidelines, policies and procedures
- Discuss and agree with their line manager the appropriate time allowed to focus on any UEA assessment requirements
- Report any concerns to you, including health and safety, personal or health concerns, or a disability that may require adjustments
- Consult with both UEA and you prior to seeking any changes to the terms and duration of the placement.

UEA WILL:

- Facilitate your placement through key procedures including approval, risk assessment and agreements
- Be available to address any queries or issues you may have
- Provide specialist advice and guidance for students with additional support needs
- Appoint a 'contact' tutor and establish dates of contact/visits as appropriate.

“ MY PLACEMENT HAS GIVEN ME THE CONFIDENCE AND EXPERIENCE THAT I WILL NEED WHEN I AM EXPECTED TO FIND A JOB AFTER UNIVERSITY. I WOULD WHOLE HEARTEDLY RECOMMEND A YEAR IN INDUSTRY PLACEMENT DUE TO THE EXPERIENCE AND KNOWLEDGE THAT YOU GAIN; IT IS INVALUABLE TO YOUR CAREER DEVELOPMENT.”

Kayleigh Vasan, BSc Environmental Science with a Year in Industry



FREQUENTLY ASKED QUESTIONS

Q: HOW DO I PAY MY STUDENT?

A: The student should be paid exactly as any other employee of your company. This means that they should be added to the company payroll. Pay amounts and frequency should be detailed within a contract of work with the student before the placement begins and should be paid in a timely manner (usually on a weekly/monthly basis). If employing them directly is a problem, please speak with us to see how we can help.

Q: HOW LONG CAN A STUDENT WORK FOR ME?

A: Students can work up to 14 months, with the majority working between 9 and 12 months.

Q: WHAT HOURS CAN THE STUDENT WORK?

A: Students generally work full-time during their placement years, but should not be exceeding 40 hours per week. Hours of work should be stated within a contract before the placement starts. Students have worked part time in the past.

Q: CAN A STUDENT WORK OFF-SITE, ON OCCASION, IF REQUIRED?

A: The student can work off-site if required to do so as part of the advertised role. The student will be treated as an employee of the host organisation throughout, and as such is assumed to fall under the company's insurance policies.

Q: I HAVE A DISPUTE INVOLVING THE STUDENT. WHAT SHOULD I DO?

A: If a dispute arises between the student and host organisation, you should first try to reach a resolution between yourselves through negotiation and discussion. If a resolution can't be made, you should contact us via placements@uea.ac.uk and we will work with you to try and resolve the matter. If necessary, we will arrange a meeting between the parties to find a solution.

Q: IS THE STUDENT ENTITLED TO ANNUAL LEAVE?

A: As the student is employed by the company for the placement, they would be entitled to pro rata annual leave (in line with your own policies for annual leave). The minimum time required on placement allows for annual leave to be factored in, so in taking the pro rata leave, students are not required to commit to extra placement hours. Again, annual leave entitlement should be included within a contract.

Q: WHAT DO I DO IF THE STUDENT IS OFF SICK?

A: As the student is your employee, the rules for dealing with periods of sickness are the same as those that apply for your other employees.

Q: CAN I EMPLOY MORE THAN ONE STUDENT?

A: Yes, you can employ more than one student at a time. We just ask that you have the support structure in place and enough work for them during their time with you. We are happy to work with you on this.

Q: CAN I EMPLOY THE STUDENT PERMANENTLY AFTER THE PLACEMENT HAS FINISHED?

A: A lot of employers use the placement year as an opportunity to "test-drive" new members of staff, and a lot of students go on to secure permanent positions with their placement employer once the placement has finished and they have graduated. Some students have also continued to work for organisations during their final year and if this is an option, are happy to discuss this further with you.

Q: WHAT ARE THE HEALTH & SAFETY REQUIREMENTS?

A: It is important that UEA meet its health & safety requirements by ensuring that the student is entering a safe environment. Once you have your chosen candidate, you will be asked to complete a health & safety/risk assessment form confirming that you have insurance in place to cover the student for the duration of the placement, and that risks associated with the work are low (or mitigated if medium/high). If insurance is not in place, the student may be covered by UEA insurance, but only after satisfactory completion of the risk assessment.

Q: CAN I HIRE AN INTERNATIONAL STUDENT?

A: Yes, you can. International placement year students are able to work full time in the UK, as this is part of their degree. You will not need to sponsor them through UK Visas and Immigration as UEA is already doing this. We will keep in touch with them on a regular basis. Please speak to us if you have any questions about recruiting an international student.

GET IN TOUCH

Our dedicated Placement and Internship Team are on hand to answer any questions you may have. You can share your experiences of working with our students, find out about how else you can get involved with UEA and help us develop future talent.

placements@uea.ac.uk

01603 593917



**WITH MORE THAN
15,000 STUDENTS
STUDYING ON CAMPUS
AND 4,000 RECENT
GRADUATES,
UEA IS AN EXCELLENT
PLACE TO RECRUIT
AND CONNECT
WITH NEW TALENT.**

From multi-nationals to not-for-profit organisations and start-up businesses - our range of services have been designed to support all organisations to connect with the talent and potential of UEA students and graduates. Contact us to find out how to:

- **Raise your profile – attend events and fairs, run a workshop or host an office visit**
- **Promote your opportunities for free on MyCareerCentral – advertise vacancies, source volunteers or host an intern**
- **Engage with students in the curriculum with placements**
- **Share your knowledge – speak at events or become a student mentor**