



Placement Handbook
For students on placement in 2016-17

MANG2063

Important

If you require advice from the university during your placement year, you should contact the Placements Office during office hours: +44 (0)23 8059 1298 enterprise@soton.ac.uk.

If you require urgent advice regarding your placement outside of office hours, please contact the out of hours Student Services Manager through the 24 hours Security Office: +44 (0)23 8059 2811.

This Handbook was approved by Southampton Business School Undergraduate Programme Board on 29 April 2015.

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Welcome

Welcome to one of the most exciting aspects of your degree – your placement year! This is your opportunity to apply all the knowledge you have developed during your studies and discover what the working world is like. Your placement will be challenging but extremely rewarding. Research shows that students who do a work placement achieve better results, are more employable and earn more after graduation!

We enjoy working closely with our placement students throughout the process of applying, preparing for and embarking on a placement. Our commitment to you is to:

- Coordinate a series of interactive and cohesive lectures, seminars and online resources to prepare you well for applying and embarking on your placement year
- Promote placement opportunities in a timely manner on our faculty jobs board
- Respond to non-urgent enquiries within 2 working days
- Provide opportunities to discuss your progress on an individual basis
- Work with you, employers and programme leaders to facilitate the placement approval process
- Support you throughout the placement year through phone calls, emails and placement visits

Please ensure that you maintain close contact with your Placement Advisor throughout your placement journey. We are available 10am-4pm throughout the year to answer your questions. You will find us in 2/4039 or you can get in touch via:

enterprise@soton.ac.uk

+44(0)23 8059 1298

Tweet: @FBLplacements

facebook.com/placementsoffice

You will also find lots of information on our website (www.southampton.ac.uk/fblplacements)

This handbook is intended to provide guidance to any student undertaking a year-long placement as part of a programme of study. It is not intended to replace other faculty or university guidance, so please continue to also refer to your Faculty, School, Programme and Module handbooks. We look forward to working with you.

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Placement glossary

Employer Report (Appendix 4)	By May, your employer will have to submit a report on your professional conduct and progress throughout the placement year, which will be submitted alongside your own final assessment.
FBL	The Faculty of Business and Law, incorporating Southampton Business School, Southampton Law School, and the Winchester School of Art.
Individual Employability Portfolio	20% of your assessment for the Mang2063 module: a portfolio which will support your search for placements. It is in your interest to submit this at the end of the first year, although the absolute deadline is 30 November in your second year.
Individual Reflective Learning Portfolio Report (IRLPR)	The main portion of assessment for your placement: a 4000 word reflective portfolio.
Induction Checklist	Within the first week you must complete this form, which details all the health and safety aspects your employer must cover when you start in an organisation.
Internship	A short-term work opportunity usually advertised by employers but which may also be secured through speculative application. Taken by students at any level of study during university holidays or part-time during the academic year.
MANG2063	Your placement module, which includes both your placement year and the work prior to it which will help you to secure your placement.
Monthly learning log	A template we have produced which you may like to use to help record your achievements during your placement year.
Particulars of Placement	Once an offer of a placement has been accepted, you must complete this online form and provide all the details of your placement.
Personal Academic Tutor	Your Personal Academic Tutor will remain an important point of contact during your placement year.
Placement Year	A year spent in employment as part of your degree programme. Often referred to as an “industrial placement” or “sandwich year”.
Placement Advisor	You will be assigned a member of university staff who will support your placement search, approve your placement, and provide a point of contact during your placement year.
Placements Conference	A day during your placement when you will return to campus with your workplace supervisor to reflect on your placement.

Placement Evaluation	At the end of your placement, you will be asked to evaluate the placement year, including the work of the Placements Office. Unlike your reflective portfolio, this will not be shown to your employer.
Placement Module Leader	The member of academic staff who is responsible for approving the content of your placement, and for all aspects of your placement year assessment.
Placement Provider	Also referred to as your employer. The organisation that has employed you for your placement year.
Placement Visit	An appointment for a member of university staff to visit you and your Workplace Supervisor during your placement to discuss progress.
Programme Leader	The person who is responsible for overseeing the academic content of your degree programme.
RAP	Reflection and Action Planning form. A document that you will complete throughout your degree to set targets and track skills development, including during your placement year.
STAR method	A method of explaining your experiences in order to identify the skills you have developed. For more details see the resources section of the Placements website.
Student Risk Assessment	A document that you must complete with the support of your Placement Advisor before your placement is approved.
Workplace Supervisor	Your line manager during your placement year, or a person who is responsible for your day-to-day work.



Student timeline

Year One

Semester One

During your first two years, the Placements Office provide a series of workshops designed to prepare you for applying, securing, and starting your placement.

Semester Two

You work on your individual employability portfolio, ready to start applying for placements in the summer.

Easter Break

We encourage you to gain work experience during your first two years through volunteering, work shadowing, and internships. Many placement providers also offer summer internships to 1st and 2nd year students.

Summer Break

You should start applying for placement roles during the summer after your first year.

Year Two

Semester One

You continue to apply for placements until you receive an offer of employment.

30 November

You must submit your Individual Employability Portfolio by this date. This is also the deadline for transferring to the placement programme.

The Placements Office offer advice and support as you are invited to interviews and assessment centres.

Semester Two

Placement Acceptance – you must seek advice from the Placements Office **before** signing your placement contract. You attend a placement approval meeting with your Placement Advisor.

End of Year Two

We approve placements as and when students receive offers of employment. You will receive an approval email before starting your placement, once all relevant checks have been completed.

31 July

You must secure a placement by 31 July or transfer to the three year programme.

Placement Year

Placement starts

Placements commence any time after your second year exams. **You must re-enrol when prompted to by the University.** You should begin to complete your monthly learning log.

End of first week

You complete an induction checklist online, and the Placements Office contact both you and your line manager to confirm induction and discuss your aims and objectives for the first months. You can submit these either via the RAP form or your organisation's own documents.

1 October

We would normally expect students to have started their placement by 1 October at the latest.

Weeks 8-10

We carry out the first placement visit.

December

You and your employer are invited for a placements conference day at the University. Please note this may take place at another time of year, subject to availability.

Weeks 24-34

We will visit you again either in person or virtually, and complete a second visit report.

May (date to be confirmed)

Your placement assessment is due. Your employer completes their employer report.

Year Four

Semester One

You are invited to attend de-briefing seminars, giving you the opportunity to review your placement year experience and start planning your career beyond graduation.

Semester Two

By sharing your experience with first and second year students, you further your ability to communicate your experiences to future employers in interviews.

Graduation

You may be accepted onto a graduate programme with your placement provider.

Beyond

The University and the Placements Office maintain close relationships with our graduates: alumni are invited to connect with current students in a variety of ways!



Placement requirements

Your placement is a compulsory part of your degree. You must successfully complete your placement in order to progress to the final year of study. However, you will not receive a mark for the year.

We advertise a range of placements, and you may also find your own vacancy or apply speculatively. You must ensure that your placement is appropriate to your programme of study and future career plans - if you have concerns please discuss these with your placement advisor. It is extremely important that you are flexible and open-minded towards the opportunities that are made available; the fewer constraints you put on your placement, the wider your choices will become and therefore the easier it will be to find a placement. Some students place too much emphasis on the company they wish to work in, and do not look carefully at what each role could offer in terms of professional and personal development.

Students wishing to take part in a placement year can expect to complete up to **20 applications** before securing a suitable role. We encourage you to ensure that your applications are of a high standard; keep in mind that thousands of other students might be applying for the same role as you, so the quality of your applications determines your success.

University requirements in brief:

Practicalities

- The placement must be relevant to the degree you are studying and provide an appropriate level of experience.
- Placements are expected to be full time and paid. Unpaid or part-time placements are only approved in exceptional circumstances.
- You must be able to afford to live on the salary provided and get to your placement on time every day. Make sure you investigate accommodation and transport options before you attend interview.
- Your placement must be in a legally recognised registered organisation or enterprise where you will experience working with colleagues in a professional environment. A placement working from home will not be authorised by the University.
- Your employer must complete the necessary University health and safety checks, they must agree to provide an induction, ongoing support and be prepared to liaise with the university regarding your performance (e.g. placement visits, phone calls, employer report).
- Your placement can take place in the UK or indeed the world! Please read the section on overseas placements for more information.
- If you are studying on a Tier 4 visa, you must ensure your placement complies with all UK visas and immigration (UKVI) visa regulations.

Dates

- You must have secured a placement by the 31st of July of your 2nd year or transfer to the 3 year programme.
- Placements normally last 10-14 months but have an absolute minimum requirement of 32 weeks in exceptional circumstances.

- You may start your placements any time after exams finish in Year 2. If you do not pass all of your modules, you may need to return to the University for Supplementary Exams during the summer. You will need to arrange this with your employer.
- If you do not pass your second year exams, this can be a very serious situation for your employer and therefore it should be handled carefully. In the first instance you must discuss this with your Placement Advisor and your Personal Academic Tutor. The options available to you will depend on the employer's policy on appointing placement students and whether you have the right to work in the UK.
- You must be ready to return to your studies at the start of semester 1 of your 4th year.

Assessment

- Regardless of the end date of your placement you are expected to complete the assessment tasks by the due date and therefore you are advised to start your placement no later than the 1st October.
- You will need to pass the first item of the module assessment (employability portfolio) before commencing with the placement.
- If you do not pass your placement year, you cannot repeat it, and will be subsequently transferred to the 3 year programme.

Communication

- You must keep your Placement Advisor informed of your placement search and update us on every application you make.
- You must attend all placement preparation seminars, lectures and meetings.

University Regulations

Whilst on a placement year, you have a dual role; you are an employee and also a full time student of the University of Southampton. You will therefore continue to follow the University regulations as detailed by the University Calendar (<http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html>) and the Faculty of Business and Law and the Business School handbooks (<https://intranet.soton.ac.uk/sites/fbl/lt/Pages/Business-UG-student-handbooks.aspx>).

If you feel you need special considerations or to suspend from your placement you will need to discuss with your Personal Academic Tutor and follow the standard procedures. Placement students are unable to repeat the placement year: students failing their placement year will be transferred to the 3 year programme.



Placement Preparation

Throughout your 1st and 2nd year there will be a number of lectures and seminars that you are required to attend. These will be supplemented by a significant amount of self-directed study where you will be using online resources to prepare your individual employability portfolio and to succeed at applications and interviews.

Your placement preparation will be delivered by a variety of experts from industry and across the University. In addition to developing your skills, these sessions are a great opportunity for you to start building your professional network. These sessions will include:

- Skills analysis and reflection
- How to prepare for placement applications
- How to find placement vacancies
- How to complete a good application
- Interview Techniques
- Placement approval and Health & Safety on placement

Sometimes you may need to meet individually with your Placement Advisor to discuss your applications. You will also need to attend a 1:1 placement approval meeting before your placement can be formally approved. Please ensure you email enterprise@soton.ac.uk to arrange these meetings, suggesting a few dates and times that suit you, providing as much notice as possible.

One of the best forms of placement preparation is having relevant work experience. Students who have no work experience or additional responsibilities outside of their studies will find it more difficult to secure a 12 month placement than those who have a range of experiences that demonstrate a variety of skills. We therefore recommend that you seek internship opportunities in the 1st and 2nd year. Please visit Career Destinations for details of their 'Excel' summer and Easter internships. The FBL Placements Office's jobs board also advertises short term opportunities as do TARGET jobs and Rate My Placement.

RAP

The Reflection and Action Planning report (RAP) has been produced to help you track your development throughout your studies, including your placement year. You can access and submit a RAP via the Placements Office website, and will be prompted to do so at various points during years one and two.

During your placement, your employer may have their own means of encouraging staff to think reflectively about their development. If your employer has their own staff development documents, you should use these. If not, you can continue to use the RAP to help you track your development on placement.

Your RAP (or equivalent) will be used by your Placement Advisor during their visits (see page 23) to help gauge your progress during your placement. You should also find that completing the RAP will assist you when writing your final assessment of the placement year.



International students

If you are an international student, please read this section carefully and make sure you adhere to all the regulations your visa puts upon you. If you are a Croatian national, please read the relevant section relating to your working rights in the UK.

The Placements Office provides specific sessions to help international students prepare for their Placement Year. Working in the UK can be very different to studying and therefore these sessions are compulsory.

Under current Home Office guidance (as of March 2015) If you are studying at Southampton Business School on a Tier 4 visa, you are entitled to carry out a year-long work placement as a compulsory part of your degree. You should check carefully that your placement year has been included in your programme of study as part of your Confirmation of Acceptance of Studies (CAS). You will need to present your visa and a letter of student enrolment to your employer.

Please ensure that you have adhered to all our guidance regarding applying and accepting placement job offers. If your placement has not been approved by the University, you may be classified as an illegal worker in breach of your visa. Your visa sponsorship may be cancelled and you can be reported to UK Visas and Immigration (UKVI) and deported to your home country.

Tier 4 Remote Study System

Any Tier 4 student on placement must record their engagement with the University through this system. This involves logging onto a website and leaving a very short “tweet like” comment detailing where you are and what you are doing, every two weeks throughout your placement, including any periods of holiday.

Obtaining 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>).

Transferring to the three year programme

If for any reason you do not secure a placement, you will need to apply to make changes to your visa before officially transferring to the three year version of your degree. This may incur an additional charge from the UKVI and may take up to six weeks depending on the time of year.

Croatian students

If you are a Croatian national, you must adhere to special regulations regarding working in the UK and must not start your placement until you have obtained all the required documentation giving you permission to work in the UK. Please see detailed information at <https://www.gov.uk/croatian-national/overview>

The Student Admin Office in Building 2 can provide you with the required confirmation of study letter to accompany your work registration certificate application.



Students with disabilities

The University is committed to supporting all students with a disability who choose to undertake placements and complies with the Equality Act 2010, which seeks to:

- Eliminate unlawful discrimination.
- Advance equality of opportunity.
- Foster good relations between those with a disability and those without.

If you have a disability, mental health problem or specific learning difficulty that might impair your ability to find or undertake a placement, we encourage you to make an appointment to talk it over with your Placement Advisor or Personal Academic Tutor at an early stage. You should also consult Enabling Services and arrange to have a one-to-one appointment with a practitioner, who can talk you through all practical aspects. For some students, it may be useful to have a joint meeting with your Placement Advisor as well.

You can contact Enabling Services by email at enable@soton.ac.uk or phone on 023 8059 7726. Appointments are available upon request. For up-to-date details, please see the Enabling Services section of the University website - <http://www.southampton.ac.uk/edusupport/>

Before you start your placement, your employer may ask you about any disabilities or health conditions that may affect your work. You are not obliged to disclose any information to the employer, but please note that the employer is legally obliged to make any reasonable adjustment to enable you to carry out your job role.

Disabled Students Allowance (UK students only)

You may still have access to DSA if you are on an unpaid placement in the UK. If you are on a paid placement, you will not be able to claim DSA. Please speak to Enabling Services for further details.

There may be other funding you can access through the Access to Work initiative (<https://www.gov.uk/access-to-work>). Through this website, you can contact an Access to Work Advisor who will assess your needs, discuss possible workplace adjustments and modifications and liaise with the employer if necessary. They can then arrange for funding to be made available. Sometimes, simply changing a work pattern, moving a desk or other small adjustments are all that is needed and can be achieved without funding. The placement provider will need time to implement any changes before the start of your placement. The earliest point at which Access to Work can begin to help is six weeks before the start of the placement, but once contacted, they will act promptly.

During your placement

If you develop or have a disability identified, or a disability worsens whilst on placement, you should contact Enabling Services as soon as possible, so that your needs can be assessed via the relevant routes and advice can be provided about potential support and how to apply for it in anticipation of your return to the University after your placement. You should also inform the Placements Office and your Personal Academic Tutor as soon as possible, so that the University can offer you appropriate support and assistance.



Assessment

You will be assessed both formally and informally throughout this module. Your formal assessment is composed of two parts: your Individual Employability Portfolio (Part 1 - 20%) and your Individual Reflective Learning Portfolio (Part 2 - 80%). This module will only be graded as pass or fail, according to the standard undergraduate grading scheme. You will need to pass Part 1 before commencing your placement. Students failing to submit a satisfactory Individual Reflective Learning Portfolio (Part 2) will be referred to the Supplementary Period in the summer. You cannot repeat the placement year: students failing to pass the placement will be transferred to the 3 year programme.

Individual Employability Portfolio

Before you go on placement you will be required to submit an Individual Employability Portfolio (IEP). You will receive more detailed information regarding your IEP during placement preparation seminars, but it will normally include:

- A satisfactory CV that details your achievements and skills to date.
- A covering letter that refers to how a vacancy contributes to your future career plans.
- At least one completed RAP which demonstrates your ability to reflect on your personal performance and create a development plan.

Your IEP will provide a solid foundation to your search for placements and so we encourage you to submit your completed portfolio at the end of Semester Two in your first year. To cater for students who may wish to transfer to a degree programme with placement after their first year, the absolute deadline for submission is the end of November in your second year.

Individual Reflective Learning Portfolio

Towards the end of your placement you will be required to submit a 4000 word reflective portfolio which you will submit along with your employer report on or before the Friday before the summer exam period commences. This date will be confirmed to you by email during your placement year.

The assessment will be explained to you in detail by your Placement Module Leader. They will also be available to answer any questions you might have about the assessment before and during your placement.

It is important that this piece of work is not simply descriptive. You should record examples of good practice and of the challenges you faced. You should continue to use the STAR method that you will have learnt about in your pre-placement sessions to record these experiences. It would also be worthwhile to include (with your employer's permission) examples of good work or testimonials to demonstrate your progression in a particular skill. You should use words as well as images in the final submission, and you can attach relevant images to illustrate your journal.

At the end of your placement, your employer is asked to read your reflective portfolio and complete an employer's report. You will have the opportunity to comment on your employers report. This report forms part of your placement portfolio and will be assessed alongside your assignment.

This assignment will be read by the Placement Module Leader and may be reviewed by an external examiner and therefore it must not contain any commercially sensitive or confidential information. Therefore your workplace supervisor will be asked to read it and confirm that it does not contain any confidential information and they are happy for you to submit it to the University for marking.

Monthly learning log

In order to keep accurate records of your professional development throughout the placement year, you are encouraged to keep a monthly learning log which will form the basis of your Individual Reflective Learning Portfolio. It is important that you develop this throughout the process and not just at the end of the placement year.



You can use the template in Appendix 3 as a guide for your monthly learning log.



Making applications

How to find vacancies

The internet is the best place to look for vacancies. You have access to the Faculty's dedicated jobs board (accessed via www.southampton.ac.uk/fblplacements), which lists both placements and shorter term internship opportunities. Most companies also have a careers section as part of their own website; there are several websites that collate vacancies from various sources; and employers often advertise jobs on social media sites such as LinkedIn and Twitter.

As well as the Faculty jobs board, you may also find the following websites useful in your placement search:

www.ratemyplacement.co.uk

www.prospects.ac.uk

www.milkround.com

www.targetjobs.co.uk

In addition to the jobs that you find on the internet, there are also other channels for you to use: career fairs are a great opportunity to connect with employers; you might find jobs through your personal networks; or you can send a speculative application to a company you are interested in, even if they are not advertising for vacancies.

How to make a placement application

You should start making placement applications at the end of your first year, as some placements are advertised as early as July. These vacancies may have closed by the time you start your second year.

Whichever way you find a placement vacancy, it is crucial that you research the company and the vacancy, and adapt your application to that specific vacancy. Sending a general, impersonal CV and covering letter is the quickest way to get your application rejected. It's also worth noting that many large companies allow you to apply for only one placement vacancy per year with them, so you need to make sure that your application is the best that it can be. Although you should expect to make a number of placement applications before securing your placement, it is better to submit fewer quality applications than numerous impersonal or rushed applications.

You must always submit an application in the form that the employer has specified, and before the closing date. Many employers interview applicants on a rolling basis and close placement applications early, as soon as they have found a suitable candidate. Therefore, we highly recommend that you never leave your application until the last minute, but instead try to apply for roles as quickly as possible.

The University's central Career Destinations team is dedicated to assisting students with their applications, and we strongly suggest that you make use of all their resources. These include CV workshops, practice psychometric and aptitude tests, and interview preparation. Information about all the services can be found on their website (www.southampton.ac.uk/careers/) where you can access the written and video tutorials relating to many aspects of job hunting, or book a 1:1 appointment with a careers advisor.

The Placements Office has also put together documents aimed at helping international students to find work: please see our website for more details (www.southampton.ac.uk/fblplacements).

It is your responsibility for arranging and paying for travel and accommodation for interviews. You may attend more than 8 interviews/assessment centres across the UK so the costs can be quite significant. It is therefore important that you plan for this expense. Some employers will refund your travel expenses for interviews.

Professional Bodies (Accountancy)

If you wish to become a member of one of the professional accountancy bodies after you have graduated you will need relevant practical experience, or on the job training. This is normally completed over 3 - 5 years. Depending on where you work the experience you gain on your placement may contribute to the practical experience requirement. Requirements will vary with the professional body, and your employer may need to be an authorised training provider for the relevant professional body. If they are not already an authorised training provider then they may be able to obtain authorisation prior to you commencing work. If you think you will want your placement experience to be recognised as part of your practical experience requirement you should first check the requirements of the professional body you are interested in and discuss this with your employer. If you need further advice then please contact Carol Masters on c.masters@soton.ac.uk



Overseas placements

A work placement overseas can provide an excellent opportunity to develop your intercultural understanding and further your ambition, particularly if you would like to work overseas post-graduation. A placement overseas must fulfil the same criteria as one spent in the UK, and so you must involve the Placements Office as soon as you think you may pursue a placement abroad. The approval process for a placement overseas is more complex and can take longer, as we need to carefully examine any insurance provision. You should also think about potential cost implications, particularly as you may need an expensive visa and additional travel and medical expense insurance.

Many placements overseas are in English-speaking companies, although you will of course find working life a lot easier if you speak the language of your host country. If English is not your native language, you should also think carefully about how you will continue to develop your English language skills during your placement year so that you are well-placed to return to the University to complete your final year of studies.

If you take a placement overseas you will be responsible for arranging and purchasing sufficient insurance cover. This must cover your travel, health and the work placement. The Placements Office will need copies of this before the placement is approved. In addition, travellers to EU countries need a Health Insurance Card obtained through the Post Office or online at <https://www.ehic.org.uk>. You can also apply for free travel insurance for your overseas placement from the University Insurance office: <https://intranet.soton.ac.uk/sites/finance/wiki/Travel>

Overseas employers should have their own equivalent of Public Liability and Employer Liability cover in place, that should be extended to include yourself, both for injuries to and caused by you. You will need to obtain copies of this information and pass it to the Placements Office before your placement can be approved. Full details can be found on the University's Finance webpages. <https://intranet.soton.ac.uk/sites/finance/wiki/Liabilities.aspx>



Please contact the Placements Office at the earliest opportunity if you think you may pursue an overseas placement. If you are studying on a Tier 4 Student Visa, you will need to seek advice from the University's Visa Compliance team who can provide information on the latest UKVI guidance.



Accepting a placement

Accepting and approving a placement is a fairly easy process, but there are various compulsory forms and documents that are required from you and your employer, therefore we ask that you read the diagram below carefully and follow the process closely. Failure to follow this guidance might delay your placement approval.

Placement Acceptance Process



Placement Approval Process

Criteria for approving a placement

The Placement Office is responsible for approving all placements. It is your responsibility to ensure that we receive all the necessary information by completing the 'Particulars of Placement' online form. Your placement advisor will ask you to complete this form after you have accepted your offer of employment.

Requirements from you

To be approved, your placement must meet the requirements as set out in the 'Placement Requirements' section of this handbook.

You are required to inform us immediately if you are offered a placement role. The 'Particulars of Placement' form asks you to provide us with:

- Details of the placement role and your employer
- Your next of kin contact information
- Your job description and contract

Although we ask to see your contract, we are not employment law specialists and will not be able to check it. It is your responsibility to seek professional advice if you have any questions relating to your contract.

Requirements from your employer

We ask your employer to provide us with basic health and safety information, which ensures that you are treated as an employee of the company during your placement, and therefore have the same rights and obligations as other employees of the company.

Risk assessment

We help you fill out a Student Risk Assessment form, which identifies any hazards you may encounter during the placement year, and the actions you need to take to reduce their risk.

Final approval

After receiving all the information from you and your employer, we complete the placement approval process. **Official approval is only considered complete when you receive an email from us confirming that your placement has been approved.**



Post-acceptance preparation

In Semester 2 of Year 2, the Placements Office provides a pre-departure briefing, covering important aspects of your placement year, but you should also think about practical considerations such as those found below.

Accommodation

Before starting your placement you will need to find somewhere to live! It is your responsibility to do this but support is available. When investigating placements, you might like to ask about accommodation during your interview or visit: employers can often help you with suggestions on areas within reasonable commuting distance of your future office. Remember that your commute may be considerably longer than your usual journey to the University!

These websites might be helpful for you when looking for accommodation:

www.spareroom.co.uk

www.gumtree.co.uk

www.zoopla.co.uk

www.rightmove.co.uk

You can also find advice on the private rented sector on the SUSU website (www.susu.org) and the University's accommodation site (www.southampton.ac.uk/accommodation)

When you have found suitable accommodation, the Student's Union's advice centre will be happy to look through your tenancy contract and answer any questions before you sign it. You can also get advice through the Law School's Housing Clinic:

Students Union Advice Centre
Building 40, Highfield Campus
advice@susu.org | 023 8059 2085

Law School Housing Clinic
Building 4, Highfield Campus
housingclinic@soton.ac.uk

Home Contents Insurance

If you have any personal possessions insurance you should ensure that it covers you away from your normal home. Take care of your possessions on placement. Ensure valuables are stored safely and that you ensure all windows and doors are shut and locked.

Council Tax Exemption

In the UK, if you live in a house occupied only by students, you should not have to pay Council Tax.

If you live in one of the council areas which the University automatically sends lists to, then your council will check your details against these lists and should grant you automatic exemption. You can see a list of these council areas on the Council Tax area of the University website.

If you do not live in one of these areas, you should generate a Proof of Enrolment Letter via your student record on SUSSED. You will need to login to SUSSED and then click on the Student Services 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 Univer-

city'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 will likely 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's 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 early on 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.

Travel and commuting

When applying for your placement you will have thought carefully about potential travel arrangements, so now is a good time to look into your options in more detail. You are responsible for arranging your own travel/transport whilst on placement.

If you intend to travel to your placement by car, you must make sure you have the appropriate car insurance. Most insurers allow drivers to drive to/from work on their standard policy, but many have restrictions regarding the use of your car for business activities during the working day. It is your responsibility to ensure that your insurance policy is sufficient and appropriate for your requirements on placement.

Many larger companies have car pool schemes in which colleagues share car journeys to work in order to save the environment (and money!). You might like to enquire with your new colleagues as to whether such a scheme exists during your placement year.



If you are asked to travel abroad for work or asked to drive a company vehicle, you must inform the Placements Office before travelling as additional checks will need to be done.

Finally, whichever mode of travel you choose, do make sure that you know your route and the timings before you set off for your first day. Remember, travel during rush hour can take a lot longer than at other times of the day, and it is very important that you are a punctual employee throughout your placement.

18+ Oyster Card

For those of you with placements in London, the 18+ Oyster card offers considerably discounted travel on public transport and so should be used if you will be commuting this way.

As a placement student the application to apply for an 18+ Oyster card is different to non-placement students. You should read the information on the Transport for London (TFL) website carefully and make sure you apply as a placement student, otherwise your application will be rejected.

After you have completed the application process, you will receive an application number. Please then send us an email to enterprise@soton.ac.uk with your application number, so that the Placements Office can write to TFL in support of your application.

If you receive an email stating that your "educational establishment has rejected your application" then this is because you did not apply as a placement student. In this case, please call TFL and ask them to switch your application to one for a placement student.



Starting your placement

The first month of your placement will be an exciting period of transition as you adapt from university life to the world of the workplace. Both the University and your placement provider will provide advice and support to help you settle in to your new role and maximise the opportunities on offer.

Induction and the induction checklist

During the first week of your placement, your new employer will carry out an induction for you. The induction checklist is included in this handbook as **Appendix 2** to be returned by the start of your second week. This checklist is provided as a guide to topics which should be covered during your introduction to the company and your new role. It can also act as a reminder to your colleagues of what should happen and what information you should be given as you join them. If any of the areas of the checklist are not covered during your first week, you should ask your supervisor or human resources office for assistance. Contact the Placements Office if you have any concerns after your first week.

Workplace Supervisor

As well as your university-based Placement Advisor, you will be allocated a work-based Workplace Supervisor who will be the person to answer any queries and help you settle in. You should consult with your supervisor when setting objectives for the year ahead, and completing your induction checklist. You should agree to meet regularly with your supervisor in order to track your progress and receive feedback on your work. It is always a valuable exercise to review your time on placement with the help of others, and assess its relevance to your academic course.

Enrolling with the university

Throughout your placement year you remain a student of the University and must enrol at the start of the academic year. You must also ensure that the University holds correct and up-to-date personal details for you throughout your placement.

You can create a proof of enrolment letter to confirm your status as a full-time student during your placement year. This might be for access to other libraries, or for students on a Tier 4 visa to prove they are eligible to work in the UK. Details of how to create this letter can be found under the 'Council Tax Exemption' section of this handbook (page 18).

Due to university term dates, your letter will only cover the period until 31 July in the year in which you request it. After this date, you will be able to request a new letter covering the new academic year, if required.

Confidentiality and data protection

During your placement, you may be exposed to sensitive information relating to clients, other companies or your employer. It is very important to maintain strict levels of confidentiality at all times. Some employers might ask you to sign a confidentiality agreement at the start of your placement. If you are asked to do this, you may wish to seek advice from Citizen's Advice Bureau or a solicitor.

Dos and don'ts

The rules (written and unwritten) of the workplace can be quite different to the experience of studying at University. Every organisation has their own culture which affects how employees behave and relate to one another, and following a “common sense” approach will serve you well. The table below has been formulated to give you some important reminders of what will be expected of you during your placement.

If you would like more information on office culture, particularly in the UK, please see the ‘International Students’ section under ‘Resources’ at www.southampton.ac.uk/fblplacements.

Dos	Don'ts
Do: Respect start and end times of the working day	Don't: Extend lunch breaks or take lots of shorter breaks throughout the day
Do: Plan and prioritise your workload	Don't: Keep quiet if you think your workload is too much (or too little!)
Do: Address colleagues and customers formally, particularly in the early days of your placement	Don't: Use slang or colloquialisms in emails and correspondence
Do: Check what your organisation's dress code is before starting your placement	Don't: Wear revealing or inappropriate clothes
Do: Think carefully about the recipients of emails before clicking “send”!	Don't: Use office internet, email, or mobile phones for personal use
Do: Be a University of Southampton ambassador (see section on next page)	Don't: Forget that you are representing both yourself and the University whilst on placement
Do: Familiarise yourself with your placement provider's health and safety, fire, security, absence, time keeping, dress code and disciplinary regulations	Don't: Leave it until you encounter a problem to ask about your placement provider's policy
Do: Inform us of any problems that cannot be resolved at a local level	Don't: Keep quiet if you think you are being bullied, harassed, or have concerns regarding your placement
Do: Report any absence to your workplace supervisor as soon as possible, and let the Placements Office know if you are absent for 3 or more consecutive working days	Don't: Forget to register with your local doctor if you relocate for your placement.

University libraries

You can continue to access all of the University's online resources whilst off-campus during your placement. Individual journals and books, as well as databases can be accessed via the library's home page (www.southampton.ac.uk/library)

There are a series of agreements between universities to enable students on placement to visit their local university library. You might find access to these resources useful during your placement year, so that academic study can continue to inform your placement practice. For more details on this scheme, called ‘SCONUL’, please email libenqs@soton.ac.uk

Keeping healthy and reporting sickness

If you move to a new address for your placement year, it is important that you register with a local doctor and dentist immediately. Do not wait until you are unwell before researching your options. You can find your nearest GP by using the NHS website www.nhs.uk. When registering with a new dental clinic, look for one that accepts NHS patients so that you are not treated as a private patient, or you will be asked to pay full costs.

If you are unable to attend work due to illness, you must inform your employer as soon as possible on the day you cannot attend. Your employer may require you to provide a doctor's certificate as proof of your illness. You should keep your employer updated on a daily basis if you remain too ill to go to work.

You are not legally entitled to full pay while you are sick, but you may be entitled to statutory sick pay if you are absent from work due to illness for four consecutive days.

If you have three or more consecutive days off work, you must also inform the Placements Office.

Remember that if you are unable to attend work, and you have meetings and deadlines, it will be your responsibility to ensure your colleagues/clients are aware of your absence and how you will re-arrange meetings or meet deadlines.

Resolving problems

In all work environments, occasionally things might not go to plan, and you may face challenges. Dealing with these successfully will prove to be valuable experience for the future.

The Placements Office has put together a document aimed at helping you resolve problems you might encounter during your placement. This document can be found under the resources section of the placements website.

Changing your placement organisation is rare and should only be a very last resort. This must only be done in consultation with your Placement Advisor and Personal Academic Tutor. Identifying problems early on and ensuring that they are addressed appropriately should prevent this situation.



Being a University of Southampton ambassador

During your placement you are not only representing yourself, but the University of Southampton too. It is very important that you are well-mannered and take all aspects of your placement seriously. If you have any concerns about any aspect of your course or the University more generally, you should discuss these with the Placements Office or your Personal Academic Tutor before commencing your placement. We are here to support you and ensure that you have the best possible experience.



Other contact during your placement

You must keep in contact with the Placements Office and your Personal Academic Tutor during your placement year. We are always interested to hear from you and are happy to provide advice and support.

We will use your University email account to contact you so please ensure you check this regularly. You should make sure that you do not let your inbox exceed your storage limit, otherwise you will not be able to receive emails.

Placement Visits

A member of your school (either an academic or placement advisor) will visit you at least once during your placement. It is your responsibility to arrange these visits, and ensure that your workplace supervisor is also available.

During the visit, we will discuss your progress so far and talk about any issues you have encountered whilst on placement. It is important that your workplace supervisor is able to attend a separate meeting, as their input regarding your progress is important.

Before your visit, you should think about how you have developed so far on your placement, referring to your RAP or equivalent personal development documents as a reference.

Placements Conference

You may be invited by your Placement Advisor to attend a Placement Conference at some point during the year. This is an opportunity to share your experience with other students on placement and those planning on taking a placement year. Your employer is also welcome to attend this day, as it will provide a useful opportunity to promote your organisation and meet students currently seeking placements for the year ahead. Please note that you will be required to cover your own expenses to return to the University for this day.

Blog posts

We encourage you to submit at least one blog post during your placement for inclusion on the placements website (www.southampton.ac.uk/fblplacements). This can be on a topic of your choosing although if you are looking for inspiration, we are happy to help! Writing a blog post can help you think reflectively about your experiences and may inspire other students to take up placement opportunities in the future.

Social Media

We also encourage you to keep in touch via our social media channels - by doing so, you will also inspire students in lower years in their placement search!

@FBL Placements

www.facebook.com/placementsoffice



Money matters

Although you will be earning a salary during your placement year, you should think carefully about the expenses you will almost certainly encounter should you have to relocate for your placement. It is important that you plan for this additional expense as you will normally receive your wages in arrears.

You should ensure that you have agreed your salary on placement prior to starting work. All details relating to your pay and conditions must be detailed in your contract. Most employers will pay your salary directly to your bank account after deducting Income Tax and National Insurance payments. Some employers will ask for your bank account details before you start your placement, but in any case make sure you have the details with you on your first day.

On your pay day, you will receive a payslip either on paper or digitally, which will specify the deductions from your salary and tell you the amount you will be paid. Keep all your payslips in a safe place (print them out if they are provided digitally), as you might need them if you claim back any tax at the end of your placement year.

Student Loans

As a registered student you will also be eligible to apply for student loans to assist with maintenance and fee costs as long as you were eligible in your 1st and 2nd years. You may not receive the full amount of the loan depending on the salary you are earning on placement. Please contact the Student Loans Company to discuss your individual circumstances.

Student Fees

Whilst on placement, you remain a registered student of the University of Southampton, and are therefore required to pay a proportional fee to the University. This is currently 20% of the appropriate fee level, but you should consult the Student Services Centre for the most up-to-date information.

Income tax and National Insurance

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.

When you start work, HMRC will send you a tax code on a 'PAYE Coding Notice'. They also send a copy of the Coding Notice to your employer, who will use it to work out how much tax to deduct from your pay. Your employer may use an 'emergency tax code' until HMRC issues the right one. If you've paid too much tax you will get it back through PAYE.

If you leave your job before you get the right code, or you want to claim tax back for previous tax years, you need to follow the guidance provided by the HMRC.

You will find all the relevant information regarding Income Tax on the HMRC website (www.hmrc.gov.uk/)



Knowing your rights (UK placements)

Workers in the UK enjoy a number of rights protected by law. This section gives you a brief overview of some of the most important areas. You are legally entitled to a written statement from your employer outlining the main terms and conditions of your employment. The Placements Office will need to see a copy of this before your placement can be approved.

Working hours

These will need to be determined in conjunction with your Workplace Supervisor. A full time position in the UK is normally between 35-40 hours with an hour for lunch each day. The hours of your work should be written into your employment contract.

Some sectors such as banking or law expect employees to work long hours. They may ask you to sign a contract or agreement where you opt out of your right to work no more than 48 hours over a seven day period. If this happens to you we advise you to seek professional advice from Citizen's Advice Bureau or a solicitor.

If you feel you are overloaded or that you cannot complete what is expected of you during your normal working hours, you should raise this with your Workplace Supervisor (see "Resolving problems" section).

Holidays

By law you are entitled to a minimum of 28 paid annual leave days per year, which is calculated pro rata if you work less than a full year. Most employers include Bank Holidays in your leave entitlement, which means that in addition to the Bank Holidays (of which there are 8 in the UK), you could have 20 days of leave to use during one year. However, if you work on a rota/shift system, you may have to cover some public holidays and may have additional pay or time off in lieu for the days worked. If you are uncertain, check your contract or letter of appointment, or contact your employer's Human Resources department.

Arrange your holidays well in advance with the agreement of your manager, even for occasional days off. Your employer will have their own holiday request process, so check this with your Workplace Supervisor or the Human Resources department. Remember that you are expected to behave as an employee and not as a student, and to fit in with the needs of your employer and colleagues.

Whistleblowing

Whistleblowing occurs when a worker reports suspected wrongdoing at work. Officially this is called 'making a disclosure in the public interest'. A worker can report things that aren't right, are illegal or if anyone at work is neglecting their duties, including:

- If someone's health and safety is in danger
- Damage to the environment
- A criminal offence is committed
- The company isn't obeying the law (such as not having the right insurance)
- Covering up wrongdoing

If you witness professional conduct or practice which gives you cause for concern, you should address these issues with your Placement Provider in the first instance. If this is difficult or impossible you should contact your Placement Advisor.

Discrimination, harassment and bullying.

It is unlawful for an employer to discriminate against an employee on the grounds of their gender, sexual orientation, disability, race, religion or age.

If you feel you are being treated unfairly by your employer you should contact your Placement Advisor and your Personal Academic Tutor as soon as possible.

There is no place for bullying, discrimination, or harassment in the office and if you suspect any of these are occurring you should refer it to your employer immediately.

Bullying, discrimination, and harassment all have a negative effect on the productivity, morale and performance of a workforce. Many organisations therefore have a policy on bullying and/or harassment which sets out what action should be taken in the event of either being reported. You should ask to see a copy of your employer's policy on bullying and harassment within the first weeks of your placement as part of your induction.

As an employee, you are required to comply with all the policies and procedures of your employer. You have the right to work in an environment which is free from any form of bullying or harassment, and to raise a complaint should you feel you are being bullied or harassed. You have the right to expect your organisation to deal with that complaint appropriately.

As a representative of the University, we also expect you to act in a way which does not cause or encourage bullying, discrimination, or harassment. If you encounter such behaviour, you are encouraged to make your workplace supervisor aware or to escalate as required.

What to do if you feel you are being harassed or bullied

In the first instance, you should report the problem to your workplace supervisor and/or line manager. If you do not feel comfortable doing this, there are a number of other sources of help:

Your Personal Academic Tutor and your Placement Advisor will deal with queries confidentially and appropriately.

You can contact the University's counselling service at any stage. You can contact the service on any campus or whilst on placement all year round. The service is free and confidential, you can find more information here: <http://www.southampton.ac.uk/edusupport/counselling/>

The Student Union's advice centre also offers advice and support to students on placement:

Tel: 023 8059 2085 Email: advice@susu.org



University disciplinary procedure

The behaviour of the vast majority of University students is exemplary however any student on placement whose behaviour does not meet our expected standards may be dealt with through the University's Regulations Governing Student Discipline.

Placement students should be aware that behaviour in breach of criminal law or behaviour that poses a risk to the University Community or reputation of the University as a whole is deemed a major infringement and may result in disciplinary action being taken. This could result in you failing the Placement Module and be transferred to the 3 year programme or in more serious cases you could be suspended or expelled from the University.

Please ensure you have read and understood the University's Regulations Governing Student Discipline at: <http://www.southampton.ac.uk/student-services/discipline/>

If you are experiencing any difficulties during your placement it is important that you contact your Placement Advisor or Personal Academic Tutor as soon as possible. The sooner you raise your issue the quickly they can usually be resolved.

Health and safety

What the law says

The Health and Safety at Work Act 1974 applies to all employers and employees in the UK. Employers must provide information, instruction, and training to enable their employees to perform their roles safely, and must provide a suitable level of supervision, all of which should be based on the outcomes of a risk assessment. All students working on placement in the UK are legally employees of the company they are working for and therefore the Health and Safety at work responsibility lies with the employer.

Prior to going on placement:

- You must attend a health and safety briefing session provided by the Placements Office. Your Placement Advisor will inform you of the dates.
- Your employer must satisfactorily complete a health and safety checklist and return this to the Placements Office. Your employer will have provided proof of their public liability and employer's liability insurance.

On arrival at your placement:

- You will receive health and safety information from your supervisor or the health and safety representative, preferably on your first day.
- You must complete the induction checklist online to confirm you have received the necessary information.
- If you have any concerns about the health and safety of your placement, you must bring these to the attention of your Workplace Supervisor and also your Placement Advisor.

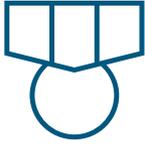
Accidents

All employers will have procedures for reporting of accidents or 'near miss' incidents. These procedures must be complied with, so please ensure you report all accidents or near misses to your Workplace Supervisor and the company's health and safety manager, as well as the Placements Office. If you cannot resolve concerns or the situation does not improve, contact us and we will consult with your employer and the University Health and Safety team to resolve the issue.

Risk Assessments

During your 1:1 placement approval meeting you will complete a Student Risk Assessment form. This form is required in order that your placement is approved.

Your employer will also have completed a risk assessment for the activities you will carry out. If your employer gives you a copy of their risk assessment, please familiarise yourself with the document and ensure you follow all the instructions related to the control measures. If you are asked to carry out a new or out of the ordinary activity, your employer will need to carry out a risk assessment before you commence the activity. If you are in any doubt as to the health and safety arrangements then you should ask for clarification from your Workplace Supervisor.



Post-placement

Throughout your placement year, you will be reflecting and gathering information to help inform your future career choices. Take time to plan ahead and think about which modules you might like to take in your final year to help you achieve your career dreams. It is also wise to think carefully about your dissertation, as you may want your experiences on placement to inform your research.

Following your placement year, it is important that you continue to develop professionally. You might want to undertake shorter term internships to gain a broader experience. Make sure you continue to check the Faculty Jobs Board for further opportunities.

You will need to take the time to update and improve your CV. Many graduate roles are advertised a year in advance so you will need to start applying as soon as you start your final year. Ensure your placement year is maximised on your CV. Your placement was a substantial period of time working in a professional environment. Add all the relevant tasks you were involved in, the responsibilities you had and the skills you acquired, as well as all your measurable achievements.

Make sure you thoroughly research the support available from Careers Destinations and make the most of this. We will also organise post-placement seminars to help you plan your next steps.

Prizes

ASET, the professional body for placements and employability staff award a prize to the student who has written the best essay/placement report. The competition is launched in September each year, so check the website for details (www.asetonline.org/comps.htm)

Placement evaluation

You will be given an opportunity to provide feedback on your placement experience in the same way that you would for every other module. This feedback will be collated by us and presented to the School undergraduate programme board. We will take care to preserve your anonymity and to handle sensitive commentary appropriately. Your employer will not receive this information.

At the end of the placement you should:

- Comply with any terms and conditions that still apply after the placement has ended
- Reflect and evaluate on your placement and be prepared to share your experiences with new placement students

Conclusion

Securing an exciting and challenging placement can be hard work and time consuming. However, the benefits are huge:

- An opportunity to experience what it is like to apply for a graduate role.
- Attractive salaries (students on placement currently receive an average salary of £17,000).
- Skills development on placement makes you far more employable in the years to come.
- Applying your knowledge in the workplace makes you more likely to achieve a first in your final year.
- Many students emerge from their placement year with an offer of a graduate role within their organisation.

We hope this handbook has provided the answers to all your questions, or signposted you to the relevant department. However, we are always happy to discuss any further questions you might have, so please get in touch.

Email: enterprise@soton.ac.uk

Tel: +44 (0)23 8059 1298

Tweet: [@FBLplacements](https://twitter.com/FBLplacements)

Web: www.southampton.ac.uk/fblplacements

Appendix 1: Assignment Marking Criteria

Assessment Method	Number	% contribution of final mark	Final Assessment	What Learning outcomes does this assess?
Individual Employability Portfolio	1	20		A: 2,4 B: 4 C: 4
Individual Reflective Learning Portfolio	2	80	Yes	All

To successfully pass the module, the assignment needs to demonstrate knowledge and understanding of:

- A1. Contemporary business issues relevant to your degree programme
- A2. The importance of developing an employability portfolio
- A3. How to apply theoretical knowledge into a real world context
- A4. The importance of reflecting on personal performance and creating a development plan

You will also be able to:

- B1. Apply theoretical concepts to real business issues
- B2. Perform research and analysis in a commercial context
- B3. Apply problem solving skills in a business environment
- B4. Critically reflect on personal performance and professional development
- C1. Demonstrate an improvement in communication skills
- C2. Work independently and as part of a team in a professional organization
- C3. Apply abstract concepts to real world environments
- C4. Develop a future career plan

Assessment Grading

This module will only be graded as pass or fail, according to the standard Undergraduate grading scheme.

Appendix 2: Student Induction Checklist

Student Name:

Placement Provider:

Placement Start Date:

This checklist is provided as a guide to areas which should be covered during your introduction to the company and your job. It also acts as a reminder to your colleagues of what should happen, or what you should be told as you join the team. Please check off each item as you feel it has been covered, or when you have been given the required information. You will be able to discuss your role, personal objectives and further training with your supervisor once you settle in. Do flag up any aspects which you feel have not been completed with your supervisor or Human resources department. Contact your Placement Advisor if you still have questions after this.

Please ensure that you go through the points below with your employer during your first week, then return the signed form to the Placements Office by email to enterprise@soton.ac.uk

Your job	Completed
Department's role and mission	
Your job explained in relation to the department's mission	
Clarification of your job description – is this the same as discussed at interview?	
Department organisation	
Organisational chart for the department (who's who)	
Familiarisation with company policies and initiatives	
Hours of work and flexi-time	
Meal break / cover arrangements	
Holiday arrangements	
Sickness notification and procedure	
Dress code	
Probation period and procedure	
Personal development plans / Appraisal systems	
Workspace, equipment and systems	
Desk and chair	
Storage of personal belongings	
Computer with software installed	
Print procedures	
Rules on use of equipment	
Telephone and extension number	
Telephone management / voicemail	
Basic stationery and office / desk necessities	
Email address	
Username and password	
Access to systems and networks	
Access and addition to mailing lists and contact details	
Post systems	
Office key, security access and policies	
Car parking places and permits	
Specific disability related induction issues, if applicable	

Department layout	
Tour of the premises and department	
Entrances and exits (including emergency exits and assembly points)	
Canteen, refreshments and kitchens	
Location of toilets, washing and shower facilities	
Location of staff room	
Working safely *	
Health and safety induction with safety rules and procedures explained	
Safety policy received or awareness of its location	
Health and Safety officer identified	
Fire drill and alarm procedures	
Fire extinguishers: location and use	
Local safety hazards: risk assessment	
Accident reporting procedures and location of accident book	
First aid and names/ location of first aiders	
Display screen equipment regulations and procedures	
Protective clothing and equipment where necessary	
Manual handling procedure (where appropriate)	
Training	
Training on IT systems and networks	
Instruction on equipment you will be using	

***Working safely** For the purposes of employment law, including health and safety at work, students in the UK are classed as employees whether or not they are paid for the work they are doing. The Health & Safety (Training for Employment) regulations 1990 give students on work placements the same protection and duties as employees under the Health and Safety at Work Act 1974. Therefore, the placement provider has the duty of care and responsibility for the health and safety of the students while the student is at work. The student is also insured while at work under the provisions of the Employer's Liability insurance.

Induction has been carried out, and the student has been informed of all health and safety procedures relevant to their place of work and duties.

Signed by Placement Provider representative

Signature

 Name

 Date

Signed by student

Signature

 Name

 Date

Please return the signed form to us by email to enterprise@soton.ac.uk

Appendix 3 - Learning Log Template

Please remember to collate testimonials, feedback, and examples of work throughout your placement so that you can include them in your final reflective portfolio. You should be able to compare a task you completed in your second month with a similar task in month 10 and comment on how you have developed professionally.

Before Placement

Look at your job description and write down your initial expectations and impressions

How does this relate to the modules you have studied to date?

One week into your placement

Write down your initial expectations and impressions

How does this relate to the modules you have studied to date?

Month 1

Task: Set yourself some aims and objectives for the coming three months for your professional development (use the RAP form or your employer's own professional development documents).

Month 2

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Month 3

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Month 4

Task: Review your objectives set. Do you need to set new objectives for the next 3 months?

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Month 5

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Month 6

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Month 7

You are now over half way through your placement year! Think about your career ambitions and graduate employment. Do you need to set new objectives for the next 3 months?

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Month 8

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Month 9

Are there any training courses you could complete at your organisation before leaving? What are your plans for graduate recruitment, and what can you do in your final months to work towards this aim?

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Month 10

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Month 11

Skills developed this month:

Review your progress towards your objectives and using the STAR method record your highlights and challenges:

Final month

Reflect back on your placement journey. Think about your initial impressions and hopes for the year.

What has surprised you?

What would you do differently?

How has the year changed your career plans?

Will the placement year impact on your dissertation topic?

What are you most proud of during your placement year?

How will your placement year influence your attitude to your final year of studies?

Appendix 4: Employers Report

Student Name:

Student Job Title:

Workplace Supervisor Name:

Workplace Supervisor Job Title:

Workplace Supervisor Email:

Placement Provider:

Date:

We would like to thank you for taking a student this year and hope that the experience has proved mutually beneficial. We would like to give you the opportunity to reflect on the performance of the student and provide a brief report. Employer's comments provide a very valuable means of measuring the success of our student's placement and helps tutors to ensure the programme of study reflects the needs of industry.

Once you have read the students Placement Report (Individual Reflective Learning Portfolio Report) and have agreed that it contains no confidential matters and may be passed onto the University and External Moderators for marking, please complete and sign this form. Please discuss this report with the student. They can then reflect on your comments and write a response at the bottom of this form.

Overleaf, we would like you to consider the student's performance on a range of factors:

1. **Ability to learn and make use of learning opportunities** - Consider the ease with which the student is able to learn and her/his attitude to new learning opportunities.
2. **Output of work** - Consider the student's capacity for work and the amount of work accomplished.
3. **Quality of work** - Consider such factors as accuracy and presentation.
4. **Ability to analyse situations** - Consider how constructive the student's opinions and suggestions are and whether they show a realistic appreciation of situations.
5. **Degree of supervision required** - Consider how much supervision the student requires, her/his attitude to supervision and her/his ability to complete a task without excessive reminders or guidance.
6. **Interest and motivation** - Consider how interested the student is in her/his work, and whether this interest is sustained. Also to what extent he has shown initiative.
7. **Reliability and Stability** - Consider how much self-reliance the student exhibits, also emotional stability particularly in stressful situations.
8. **Relations with others** - Consider how the student relates to other members of staff including peers and those in positions of responsibility.

Please complete the form overleaf. If you have any questions regarding this form or any general feedback on the service you have received from the Placements Office, please contact us on +44 (0)23 8059 1298 or enterprise@soton.ac.uk.

Please tick the boxes below to indicate the student's level of performance

	Very poor	Poor	Average	Good	Exceptional
1. Ability to learn and make use of learning opportunities					
2. Output of work					
3. Quality of work					
4. Ability to analyse situations					
5. Degree of supervision required					
6. Interest and motivation					
7. Reliability and stability					
8. Relations with others:					
- immediate colleagues					
- management					
- external stakeholders/clients					
Any other comments on factors not covered under headings 1-8:					

I have read the student's Individual Reflective Learning Portfolio Report and agree that it contains no confidential information and can therefore be submitted to the University for marking.

Signed (employer):	Date:
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Employer's comments regarding the Individual Reflective Learning Report:

Student's response to Employer's Report:

Signed (student):	Date:
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