

Year in Employment  
Placement Programme.  
Placement Provider  
Handbook 2016/17

# Welcome to the Year in Employment Placement Provider Handbook

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

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

Kind regards,

**The Placements Team**

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## Careers and Employability Service

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You will also find lots of information on our website:

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



# The Placement Process

To confirm the placement, we require you to complete our online health and safety form. Once completed, we send you our Letter of Expectation which details the responsibilities of us as an institution, our students and you as a placement provider. Once a student begins their placement, we ask them to complete an induction checklist (page 4) which they may require support with.

When	Stage	You provide
	You make an offer	
	The online health and safety form	Confirmation of your Risk Assessment, Health & Safety documentation and insurance certificates
	You receive our Letter of Expectation	
After the summer exams (between late June- October depending on Placement length)	Start of Placement	
About 2 weeks after start of placement	We check-in with you and the student returns the induction checklist	
Roughly 3 months after start of placement	We visit to meet with you & student	
Approximately 3 months before end of placement	We complete our final check-in with you & the student on Skype	
9- 12 months after Placement start	Placement finishes	We ask for feedback on the student and our support
October	Employability Excellence Awards	You are invited to nominate exceptional students and attend

# Before the placement

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

## Induction Checklist

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



## During the placement

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

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

### Visas and International students

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

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

### What paperwork is there?

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

### Visits during the placement

In addition the check-in call to the student after 2 weeks, we will complete 2 placement visits during the year:

1. At your organisation around 3 months from the start of the placement
2. Over the phone or on Skype around 3 months before the end of the placement

Both of these will be the student's responsibility to organise and the workplace supervisor will be invited to participate. During these meetings we will discuss how the placement is progressing.

### Support for placement providers throughout the year

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

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

# End of placement

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

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

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

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

## End of placement

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

We will also invite you to our annual Employability Excellence Awards in October. You will have the opportunity to nominate exceptional students for an award and your placement student will be invited to nominate your organisation for an award too. This offers a networking opportunity with students and staff of the University of Southampton and helps further raise your profile on campus.

## Further engagement

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

These include:

- On-campus events
- Careers Fairs
- Business Innovation Programme
- The Excel Internship Programme
- Career mentoring

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



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