



**Careers and Employability Service**  
**Year in Employment Placement Programme**  
**New to offering placements?**

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## Introduction

Welcome to the University of Southampton's Year in Employment Placement Programme guide. This is for organisations who have never previously recruited a placement student and outlines how we can help you maximise the benefits to your organisation.

The Year in Employment is a fantastic opportunity. Our skilled and enthusiastic students bring fresh perspectives and innovative ideas to organisations of different sectors and sizes. We hope that this provides the necessary information and if you would like to discuss this further, please do get in touch.

Kind regards,

## The Placements Team

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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>

## What is a placement year?

A placement year is a full-time work experience opportunity, for students in the year before their final year of study, which lasts between 9 and 12 months. Placements are usually paid and aims to benefit both the placement provider and the student. You gain a highly skilled student to contribute to your workplace and the student develops their skills and gains valuable experience.

## Why should I recruit a placement student?

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

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

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

### **Does the student get a salary?**

We recommend that students be paid a salary fitting for their duties. Typically, placement students earn between £15,000 and £18,000 for a 12 month placement. Students usually need to support themselves financially whilst on placement and will also be paying reduced tuition fees.

Students can undertake unpaid placements but we have to be sure that the placement is of sufficient value and that the student is safe and supported.

### **What paperwork is needed?**

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

If you require any guidance regarding the appraisal of students please do let us know. We will check on the student throughout the year and you will be invited to participate. Following the student's placement, we'll ask you for feedback on our service and the student's performance.

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

The Placement Team are available for any issues that may arise throughout the placement year. We value regular communication with placement providers and students and as a minimum will conduct 3 checks as part of our service. Please let us know as soon as possible if there's anything that you'd like to discuss.

### **How can I find out more?**

The Placement Team would be happy to discuss the possibility of a placement year with you and can provide guidance to get started.

We can also offer help with:

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

## When are the key dates?

Below is a guide on our timeframes although there is some flexibility around your needs.

# Year in Employment Process

| Timeline  | Task  | What you provide   |
|---|---|--|
| We advertise all year round   | Placement advertised                                  | You provide Job Description  |
| Student informs University  | You make an offer                                     |  |
|   | We contact you to approve the placement               | Confirmation of your Risk Assessment, Health & Safety documentation and insurance certificates |
| Latest date is 31 <sup>st</sup> May each year                                     | Placement confirmed with student & us                 |  |
| 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 student over the phone               |  |
| 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 |  |
| 9- 12 months after Placement start  | Placement finishes                                    | You provide feedback on the student and our support  |
| October   | Placement Awards                                      | You are invited to nominate exceptional students and attend                                    |

**I'm interested. How do I get involved?**

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

Many thanks,

**The Placement Team**

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