



University of  
**Southampton**

# YEAR IN EMPLOYMENT PLACEMENTS

## Placement Provider Handbook

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# Welcome to the Year in Employment Placement Provider Handbook

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

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 is anything that you would like to discuss, do let us know.

## Careers, Employability and Student Enterprise

Email: [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk)  
Tel: +44 (0) 2380 593 501

You can also find more information on our website:

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

A young woman with blonde hair in a braid, wearing a patterned shirt, holding binoculars in a field.

**Minna Ots,**

Field Assistant with Game and Wildlife Conservation Trust | BSc Zoology with Year in Employment



# New to offering Placements?

## Why should you recruit a placement student?

- For a dynamic employee with a fresh perspective
- To access a cost-effective recruitment solution for up to 12 months
- To gain skills and enthusiasm that will benefit your business
- To resource a project with a highly capable employee
- To develop a talent pipeline for your organisation

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

A placement student can be the ideal person to approach processes with a different outlook or to 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, however, that placement students are still undertaking their degree.

## What paperwork is needed?

To promote your vacancy, we require a job description that we can help create to ensure it meets placement criteria. If you go on to 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 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.

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

Our colleagues in the Student Engagement 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 3 checks will be conducted as part of our service. Please let us know as soon as possible if there's anything that you'd like to discuss ([workexp@soton.ac.uk](mailto:workexp@soton.ac.uk)).

## Unpaid Placements

Placements are usually paid between £18,000 – £23,000 per year. We highly recommend placement providers provide a salary for a placement year to ensure fair and equal access to opportunities, regardless of a student's financial background. We understand, however, that for some sectors such as healthcare, unpaid placements are more common. We will support students if they do wish to continue with an unpaid placement and have the means in place to do so. We will not advertise unpaid placements in industries where paid opportunities can be sourced.

## How can I find out more?

The Employer Relations 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
- Creating a job description
- Targeting students and promoting the vacancy
- Offering interview/assessment centre premises
- Supporting the induction
- Providing a point of contact throughout the placement
- Signposting to further opportunities for collaboration with the University

## What is a placement year?

A full-time work experience opportunity for a student between their 2<sup>nd</sup> and 3<sup>rd</sup> year of study, which is usually paid.

## How long does it last?

Between 9 and 12 months.

## What is the average salary?

Between **£18,000 and £23,000\*** for a 12-month placement.  
(\*Source: Rate My Placement)

## Are there unpaid placements?

Unpaid placements can be supported on occasion, in consultation with the Work Experience Team. We recommend, however, that students are paid to allow fair access to opportunities.

## How can I host a placement?

Contact us via email or telephone and we can talk you through the process step-by-step. Alternatively, to proceed without assistance please register on [MyCareer](#), the University's Jobs Board for students, and post your opportunity immediately.

## Contact us

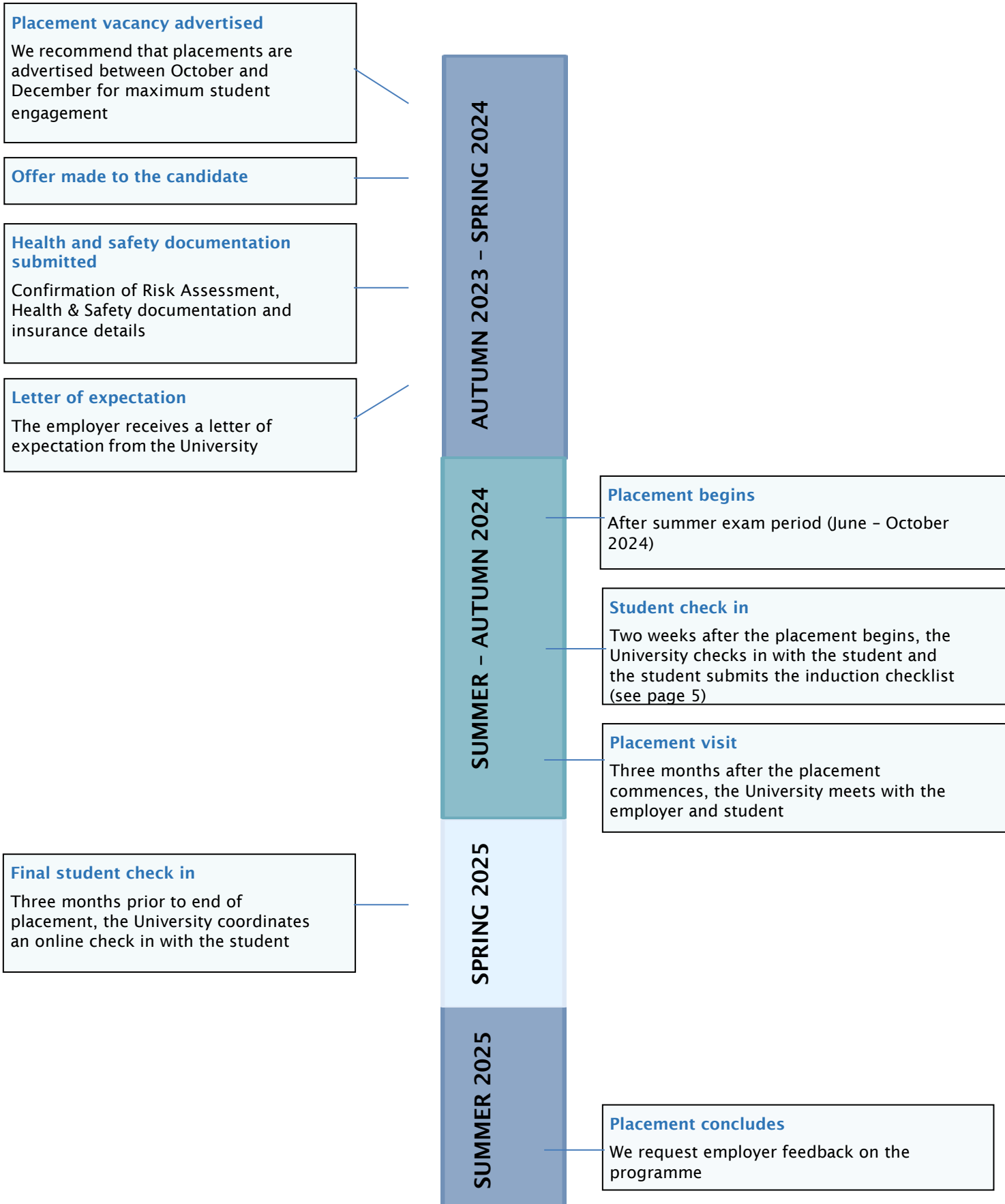
[employ@southampton.ac.uk](mailto:employ@southampton.ac.uk)

+44 (0) 2380 593501

<https://www.southampton.ac.uk/careers/employers>

# 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 the University of Southampton, our students and you as a placement provider. Once a student begins their placement, we ask them to complete an induction checklist (page 5) which they may require support with.



# 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 tell our students to expect. Our students receive this checklist and should return it to us completed 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. Workspace, equipment &amp; systems</b>	
Desk & Chair	
Storage of personal belongings	
Computer with software installed	
Print procedures	
Rules on the 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/being added to mailing lists & contact details	
Post systems	
Office key, security access & policies	
Car parking places/permits	



**Ayodamola Akinyemi,**  
Marketing Placement with Mahabis,  
BSc Economics with a Year in  
Employment

## During the placement

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

At the end of the placement year, the student will be asked to complete a reflective report. This will be managed entirely by the University. 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 Student Visa. Students on a Student 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 in recruiting an international student for a placement year so please let us know if this is something you're considering.

### What paperwork is there?

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

### What is required of you?

As a placement provider, you are required to:

- Ensure that the student is supported and encouraged throughout their period of employment
- Ensure that the student's working environment is supportive of different races, religions, genders, nationalities, disabilities, ages, or sexual orientations and all protected characteristics defined by the Equality Act 2010.

A letter of expectation will be issued once you have appointed a University of Southampton student. This letter will set out your wider responsibilities as a placement provider, as well as the responsibilities of the placement student and University. All three parties will be required to sign this letter.

### Visits during the placement

Where appropriate we will conduct placement visits with students working on company premises with the employer's permission, so long as it is safe for University of Southampton staff to visit. This 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 or performance), please contact us.

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



# End of the Placement

## What do the students need to gain from a 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 blogs and the reflective report in their own time. It is at your discretion as to whether you permit students to complete their reflective report 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.



## Thank you

We would like to take this opportunity to thank you for your interest in recruiting one of our students for a Year in Employment Placement. A placement year provides an invaluable opportunity for a student to utilise their talents and abilities, develop their skills and prepare for their future career. We really value and appreciate employers who offer such a chance to our enthusiastic and highly capable students.



## Further engagement

There are many other ways you can reach and engage with our students. These include:

- On campus events
- Careers Fairs
- Internships
- Student Innovation Projects
- Career Mentoring
- Advertising a graduate position or programme
- Academic Collaborations
- Knowledge Transfer Partnerships, working with an academic team and newly qualified graduate



If you would like to find out more about any of the above opportunities, please contact us on 023 8059 3501 or [employ@soton.ac.uk](mailto:employ@soton.ac.uk)

Feel free to also visit our website:

<https://www.southampton.ac.uk/careers/index.page>

For more information on Knowledge Transfer Partnerships, please visit:

<https://www.southampton.ac.uk/business/collaboration/knowledge-transfer-partnerships.page>