Placement Year: How to transfer onto a placement programme

Tell your department

The first thing you need to do is let your department know.

Your department may ask to see a copy of the placement contract/advert to check the content of the placement is sufficient.

#1

Change your Programme details

#2

When you've had your placement agreed, it's important that you complete a CoS Form and get this signed by your department.
https://www.sheffield.ac.uk/polopoly_fs/1.309038!/file/COP_Form.pdf
This is your official approval to change course and should be sent to placements@sheffield.ac.uk.

Watch the video here to find out how to upload your placement
https://www.youtube.com/watch?v=VkCOwFTO9Ro

#3

Record your placement

Once your placement has been confirmed by your department you can upload it on the placement database.
https://www.careers-web.shef.ac.uk/
We will then get in touch with your employer to request the necessary documentation.

When you register your placement on the database, we'll let the Student Administration Service know who will amend your student status and ensure you only get charged the fee for a placement year - you'll still have to apply for a student loan or maintenance if you're eligible.

#4

Attend a pre placement briefing session

Before you go out on placement you'll need to attend a pre-placement briefing session.

As long as we have the details of your placement on the database, we'll invite you by email telling you where and when these sessions take place.

The above procedures relate to those students who are transferring onto the "Degrees with Employment Experience" programme. For students on Year In Industry courses. please contact your course leader.