

## Year-long placements - what to expect

All students at the University of Sheffield have the opportunity to undertake a placement year at the end of their penultimate year (with the exceptions of students studying Medicine, Dentistry & Health). Some students do this by enrolling on a Year in Industry course, which are predominately in the areas of engineering and science. Others can do a placement by undertaking a 'Degree with Employment Experience' which adds a placement year to their course.

### Placement Outline

The placement should:

- last for a minimum of 38 weeks, be full-time (35-40 hours per week) and, for the majority of students, 12 months in duration
- pay at least the National Minimum Wage - if you are unsure of what this should be, we can provide a suggested salary range.
- be of undergraduate level
- be related to their degree course or to their future graduate career aspirations. The suitability of a placement is assessed and approved by the student's academic department.

### Health and Safety

Students remain fully registered at the University of Sheffield for the duration of their placement and we have a duty of care to our students and need to ensure that, so far as reasonably practicable, students are not exposed to risks to their health and safety.

Once a student has secured a placement with your organisation, we will send you a Letter of Expectation which needs to be signed and returned prior to a student commencing their placement. This sets out the responsibilities of you as the placement provider, the University and the student. It also provides us with assurance that you have appropriate insurance and health and safety measures in place to cover the student during the placement period.

At the start of the placement, the student should be given a comprehensive briefing on the health and safety policies of the organisation, including site specifics. They will be asked to complete and return to the University an Induction Checklist, confirming that this has taken place.

If you are asking students to opt out of the European Working Time Directive, please could you let us know and explain clearly to the placement student what this means.

### Placement Supervisor

The student should be assigned a supervisor, in the form of a line manager, for the duration of their placement. You may also like to assign a mentor to support the student.

### Monitoring Process

During the placement year there should be at least one visit by an academic member of staff to monitor the progress of the placement for both the student and the organisation. In attendance at the meeting should be

the student, their line manager and/or their assigned mentor. For overseas placements, this may constitute SKYPE contact.

In order for the University to maintain accurate records and effective communication with the student on their placement, we need to know if the main work location of the student changes. For example if they are asked to move to a different site for longer than two weeks at a time.

Due to UKVI regulations, the University will contact organisations at certain points throughout the placement to confirm that the student is in regular attendance.

## Student appraisal and assessment

The appraisal of performance is a crucial element of the work experience for the student and should be integral to the structure of the placement. Feedback should be a continuous process and will help to maximise the contribution of the student to your organisational objectives. Where there are formal appraisal processes in place, we suggest that the student be included in these wherever possible.

Students are assessed by the University whilst on placement on a pass or fail basis, which enables them to apply appropriate knowledge and skills from their course of study in a workplace environment and reflect on their development of a range of transferable skills over the course of their placement.

Students are required to complete the following:

- Identify 4 skills which includes carrying out a PEST or SWOT analysis on their placement provider
- An option chosen by their respective department which could be a summary report, poster, video or blog.

Students are advised to have a draft outline of their report available to show the visiting tutor during their mid-placement visit. It is helpful if students can be granted permission to disclose internal organisational information for the purposes of their assessment; confidentiality agreements can be put in place if required.

## Internet access

Students will need to use the internet in order to access online learning materials provided by The University of Sheffield. If you are unable to offer students internet access, please let us know so that alternative arrangements can be made.

## Resolving issues during the placement

It is hoped that with effective monitoring and communication during the placement, any problems can be resolved easily and with minimum disruption. Review and disciplinary procedures should be applied as for any other member of staff employed by your organisation. If a problem cannot be resolved, one month's notice from either the placement provider or the placement student is required in order for the placement to be terminated. The University should be informed at all stages of the disciplinary process. Placements should not be terminated without prior consultation between the student, the University and the placement provider.

The University may ask the student to leave a placement without consultation if they feel the health and safety of the student is being compromised in any way.

## Next Steps

Start by advertising your placement via our online portal – [Career Connect](#)  
Help with 'Creating a placement opportunity' can be found on our Recruiter's Toolkit on the website.

If you require further information or would like to discuss offering a placement, please contact us:

T: 0114 2220900  
E: [employers@sheffield.ac.uk](mailto:employers@sheffield.ac.uk)