



Placement and Employability Programme – Frequently Asked Questions

Q: Are there set timescales for applying to placements?

A: Local placements will happen all year round with summer being the most concentrated period. With each vacancy, please check the closing date for applications and the dates the placement starts and finishes.

Q: Do we get selected for the placement vacancies?

A: No, the Placement programme is competitive, so you will have to apply as you would for a regular job, and there will be an interview or some form of assessment. Do not worry! The careers service offers regular support for those attending placement interviews, and some great advice on applications and CV writing.

Q: I cannot see the type of placement I want advertised on the School Vacancy Board?

A: In the first instance let the Placements Officer (stephen.vaccarini@nottingham.ac.uk) know, as we are always trying to develop the variety of the placements we offer. If we do not have the roles you are looking for, the careers service has its own general placements vacancies plus plenty of advice and a comprehensive toolkit on how to research/network and target the placements you do want.

Q: I am not a European Union national. What are the restrictions on the placements I can do?

A: Please get in contact with the International Office for clarification on the latest guidelines or read the most up to date leaflet entitled [Working During Your Studies](#).

Q: How will I know what vacancies are being advertised?

A: The school Moodle community page will list all current vacancies. When new roles come on, they will be advertised via regular emails and via Facebook and other social media. Please make sure you are signed up to all school communication channels!

Q: Which vacancies are paid and which are unpaid?

A: The vast majority of local term-time vacancies will tend to be unpaid. Some may offer travel expenses. Each vacancy will specify if paid or unpaid. The careers service offers information about [funding opportunities](#).

Q: I need to work during Easter and summer to earn for living expenses; how can I fit in a placement?

A: A great many of the school placements will be based in Nottingham in term time, and will run as circa 8 hour per week placements, with flexible arrangements between the place and the provider. This will enable greater placement participation from students who are unable to fund placements themselves in London for example and who need to work to earn money at other times.

Q: Do I need an up to date CV for applications?

A: An up to date CV is always useful, but most Placement Providers will use a vacancy-specific application form targeted to the sorts of backgrounds and experience they want to attract.

Q: What is the difference between a placement and an internship?

A: Unfortunately some organisations use the terms interchangeably. Generally, Internships tend to be more structured and usually paid, often during summer holidays or during a year off. Placements tend to be more voluntary and unpaid, and can often fit around term time study.

Q: What academic year do I have to be in to apply for placements?

A: Most Placement Providers will want second year students; those that have a year's study under their belts, and also those who are not so tied down in dissertation and exams as final year students. However, there is no reason First, Third, Masters and Final Year students cannot apply. Just make sure you read the Vacancy brief to make sure there are no exclusions.

Q: Is there an accredited placement attached to any of the modules?

A: Watch this space! This is ideally what the placements provision in the school will be leading up to. This includes looking at the possibility of a four-year sandwich course degree with a year-long placement in the middle. The placements programme will expand to include [Advantage Award](#) accredited modules also.

Q: What support will I have whilst on placement?

A: For each placement there will be a dedicated mentor within the placing organisation who you can contact for advice, questions and support. The School Placement Officer, the School Student Support Officer and the Careers Service Placements Officer will also be available if there are any concerns with your placement.

Q: How do I know I won't be exploited on placement and find myself making tea all day or tidying the stationery cupboard?

A: Each placement vacancy will have been assessed to ensure it 'adds value' as a suitable placement opportunity. The role and responsibilities and what you will get out of the experience, will have been pre-assessed. Risk assessments, employer insurance liability and company registration details will all be in place before a placement is accepted. There is also a Placement Feedback questionnaire at the end of the experience which we will use for continuous improvement of the service.

Q: Are there any internships abroad?

A: These are comparably rare, but will come up. Again, the University Careers service has some valuable advice for students planning to embark on overseas placements.