Student Handbook

Undertaking an optional Placement Year

2018/19
Contents

1. Introduction – eligibility and overview
2. Starting your search
3. Placement set-up
   a. Introduction
   b. Conditions of the placement
   c. Paid/unpaid placements
   d. The placement approval process
   e. Tuition fees
   f. Assessment
   g. Recording/degree transcript
   h. Additional information and visa guidance for international students
4. The placement experience
   a. Pre-placement support – workshops and resources
   b. Contact details and keeping in touch protocols – Placement Tutor
   c. Health and safety during the placement
   d. Code of conduct, legal compliance, ethical issues and confidentiality
   e. Post-placement support
5. Information and support
   a. Exceptional circumstances – placement/contract does not complete
   b. Student loans and maintenance loans
   c. Taxes
   d. Additional considerations for placements overseas
   e. Facilities and service access
   f. Wellbeing
   g. Additional information for students with a disability
   h. Living arrangements
6. Contact details

Appendices

- Appendix 1: Placement Provider Health & Safety Agreement
- Appendix 2: Risk Assessment Form for Placements
- Appendix 3: Information and Guidance for Students on Placements
- Appendix 4: UoN Code of Discipline for Students
- Appendix 5: University of Nottingham UK Policy on Paid/Unpaid Placements and Internships
- Appendix 6: Placement Report Marking Criteria
- Appendix 7: Course Transfer Form and timeline
- Appendix 8: Information sheet – Help in finding and applying for a placement

This handbook is reviewed annually. Any queries or feedback should be submitted to placements@nottingham.ac.uk.
1) Introduction

Eligibility

The optional Placement Year is aimed at students who intend to take their penultimate year as a Placement Year.

This scheme exists to support students who do not otherwise have the option to complete a placement year as part of their degree programme.

You are therefore eligible if you are an undergraduate/integrated master's student and your degree programme does not include:

- An integrated placement year or industrial year e.g. BEng Mechanical Engineering including an Industrial Year, BSc Computer Science with Year in Industry
- A compulsory year abroad where there is already an opportunity to undertake a work placement as part of that experience e.g. BA French Studies /BA Politics and French (Joint Honours)

Examples of eligible degree programmes include, but are not limited to:

- **Arts Faculty**: BA Archaeology, BA Classics, BA English, BA Film & Television Studies, BA Music, BA Philosophy
- **Engineering Faculty**: Degree programmes in this Faculty already offer integrated ‘Industrial Year’ options. Contact the Engineering Industrial Placement Team for information via engineeringplacements@nottingham.ac.uk
- **Medicine & Health Science Faculty**: BSc/MSci Biology, BSc/MSci Zoology, BSc/MSci Biochemistry & Genetics
- **Science Faculty**: BSc/MSci Psychology, BSc Mathematics, BSc/MSci Natural Sciences, BSc Financial Mathematics,
- **Social Science Faculty**: BSc Management, BA/BSc Economics, BA Philosophy Politics and Economics, BA Geography, BA Sociology

You must have your school’s permission to complete an optional Placement Year. If your degree already includes a placement year, industrial year or compulsory year abroad as detailed above, your school may not grant you its permission. If your degree programme includes shorter placements that are preconditions of qualification (for example medicine and veterinary science), taking an optional Placement Year may not be appropriate.

Queries regarding eligibility can be sent to placements@nottingham.ac.uk.

Additional information for international students: Students on a Tier 4 visa can complete a placement during their time in the UK. However, undertaking a Placement Year as an option means that a student is adding a placement to their programme of study i.e. the student did not enrol on to a programme of study with an integrated Industrial Placement. This addition of a placement requires an extension of a student’s Tier 4 visa. At the point that you are considering undertaking an optional Placement Year please contact Visa and
Immigration support within Student Services to be provided with the most up to date guidance regarding the possibility of extending your Tier 4 visa in order to do so.

Additional details are provided below (section 3h) regarding the eligibility of international students to undertake an optional Placement Year.

Contact: immigration-support@nottingham.ac.uk / 0115 8466125.

**Additional information regarding progression/resits:** Students must meet the University of Nottingham criteria for progression in order to undertake the optional Placement Year. Students who are required to undertake resits must do so at the earliest opportunity in line with University of Nottingham course regulations. Where a resit is required it is important that student obtains appropriate guidance from the School and arrangements are made with the Placement Provider at the earliest possible opportunity to ensure the student is able to attend the resit. This is the responsibility of the student to make such arrangements.

**Overview**

Undertaking an optional Placement Year extends a three year degree programme to a four year one (or a four year degree programme to a five year one). Consequently the title of your degree will be altered so that your existing degree becomes a BA/BSc/MSci XXX with Placement Year.

Your placement must be full-time for a period of no less than nine months and can commence anytime from July following your penultimate year of study. It is recommended that students undertake a placement with only one employer/organisation during this nine month period. You may choose to undertake a placement in the UK or overseas.

You may choose to undertake a placement that is aligned with your degree discipline or you may choose to undertake a placement that is not aligned but more closely linked to an area of career interest. Placements must be considered to be of ‘graduate level’, that is requiring skills and/or levels of expertise provided by a degree programme.

You will remain a registered University of Nottingham student for the duration of the placement year and will pay a reduced tuition fee for this period: [Exceptional Fees 2018-19](#)

The University will allocate a Placement Tutor to you as your key point of contact whilst you are away from the University.

The placement will be assessed on a pass/fail basis. It is not credit bearing and will not count towards your degree classification.

The assessment process requires you to; maintain a reflective portfolio throughout the placement, submit a 3,000 word report at the end of the placement and deliver a presentation (to students who are starting their search for placements) once you have returned to the University to start your final year. The report will be assessed against defined marking criteria. The reflective portfolio and presentation elements are not assessed, but you are required to complete these elements.
Undertaking an optional Placement Year will allow you to develop:

- An understanding of the work environment, how it functions and your contribution to it.
- An understanding of, and ability to apply, your work-based learning to other areas of personal development, including academic performance.
- High level transferable skills and an understanding of how to develop and apply professional competencies in the workplace.

With support from the Careers and Employability Service and your school you are responsible for finding and securing your own placement. You are encouraged to start this search as early as possible in your penultimate year. If you are starting your search for a placement please visit the Careers and Employability Service website to find out more about the support available to you. www.nottingham.ac.uk/careers

Once you have secured a placement, the University will carry out checks to ensure the placement can be approved. This will include a risk assessment and checks relating to health and safety, and insurance. Full details of this process are provided later in this document.

If you have any queries regarding any information in this handbook, most sections will signpost to the relevant university service. If you are in doubt, staff at the Careers and Employability Service will be able to point you in the right direction.

The table below contains a timeline of the Placement Year process. More detailed information on the individual stages in this process can be found later in this handbook.

<table>
<thead>
<tr>
<th>Timing</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of your penultimate year of study (Yr2 or Yr3)</td>
<td>Return to university and decide if you are interested in undertaking a Placement Year after your penultimate year.</td>
</tr>
</tbody>
</table>
| Autumn term (continuing in to the Spring) | Engage with the named contact for your home School (provided in this handbook) and/or the Careers and Employability Service to seek support as you start searching for and applying to opportunities. To include (but not limited to):
  - Attending careers fairs and events
  - Accessing vacancies advertised through the University’s My Career vacancy service
  - Attending skills workshops and/or careers appointments for help with decision making, CVs, application forms etc.                                                                                   |
| January-April               | Compete in recruitment processes and accept an offer.                                                                                                                                                     |
| **End March** | Inform named contact for your home School of placement details using template provided in this handbook. **Deadline March 30 2019.**

Placement approval process initiated by school. Any queries will be discussed with you directly.

Placement approved. |
| **May** | Course transfer form completed by student to transfer to course with Placement Year. |
| **May/June** | Placement Tutor allocated. First pre-placement meeting takes place.

Attend pre-departure and preparation workshop at the Careers and Employability Service.

Enrol on to optional Placement Year Moodle module. |
| **July/September** | Start placement

Complete and return signed week 1 health and safety checklist |
| **During placement** | Maintain monthly contact with Placement Tutor

Support Placement Tutor in arranging your placement visit

Maintain reflective portfolio |
| **Towards end of placement** | Create 3,000 word placement report to be submitted for assessment

Liaise with Placement Tutor regarding return to the University and selection of modules for final year |
| **Placement ends** | |
| **Start of final year** | Submit report and reflective portfolio. Deliver presentation to penultimate year students who are starting their search for placements.

Report assessed – pass or fail |
| **Completion of degree** | Assuming a pass grade, degree transcript will show as ‘XXX with Placement Year’ |
2) Starting your search

The optional Placement year was introduced at the University of Nottingham in 2017/18.

Named contacts within individual academic schools will be listed here in the future.

You may wish to discuss your initial ideas and interest in undertaking an optional Placement Year with your Personal Tutor or another academic contact from your school. Alternatively you can contact the Careers and Employability Service via placements@nottingham.ac.uk to ask questions at any point including in your first year if you wish to start considering this option early.

Please also visit www.nottingham.ac.uk/careers/workexperience where you can find more information about the optional Placement Year along with a form where you can ‘express your interest’ which will add you to a mailing list to receive additional information and alerts throughout the year.

3. Placement set-up

3a) Introduction

During your placement year you will still be a registered student of The University of Nottingham. You will retain NUS membership for the year and will have access to the University’s support services.

The University will keep in touch with you via an assigned Placement Tutor throughout the placement. The Placement Tutor will provide support to you throughout the experience and will assist you in making the transition back in to University once the placement completes.

The University of Nottingham, the Placement Student (you) and the Placement Provider (the company/organisation that is employing you) have a role in your health, safety and welfare whilst on placement. Whilst the University will take an active role in ensuring your welfare whilst on placement, it is agreed in advance of your placement being approved by the University that the Placement Provider will have the primary responsibility of care and associated liabilities. The University expects that the Placement Provider will treat you no differently from other employees in regards to the duty of care they show you.

Further information on the process required to approve a placement prior to its commencement is provided in section 3d below.

3b) Conditions of the placement

Your placement year must be full-time and for a period of no less than nine months. This reflects good practice across the University and national guidelines from the Association of Sandwich Education and Training (ASET).

The work you will undertake during the placement must be considered to be of ‘graduate level’. You are encouraged to consider the work you will be involved in and aim to secure
a placement that requires the skills obtained within a degree programme. If you are unsure about this, please contact the Careers and Employability Service for further discussion using email: placements@nottingham.ac.uk.

3c) Paid/unpaid placements

All placements must comply with the ‘University of Nottingham UK Policy on Paid/Unpaid Placements and Internships’ (appendix 5).

The average salary range for UK-based placements is £15,000 - £20,000 per annum and we encourage you to secure a paid placement. In some industries, for example the charity sector it may not be possible to secure a paid placement and it is considered the ‘norm’ for a placement to be unpaid.

3d) The placement approval process

With support from your school and the Careers and Employability Service, students are responsible for seeking their own placement, making applications and successfully navigating the recruitment process of the Placement Provider.

Once you have been successful in a recruitment process and have accepted an offer of a placement, you must inform the named contact from your School or the Careers and Employability Service to initiate a process of approval of the placement you wish to undertake.

IMPORTANT: In academic year 2018/19 the deadline to have secured a placement and to have informed the named School contact or Careers and Employability Service is 30 March 2019.

Please email the named contact from your school provided in Section 2 of this document or the Careers and Employability Service via placements@nottingham.ac.uk where a named contact is not provided with the following details:

<table>
<thead>
<tr>
<th>Student name / ID number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Provider (host company)</td>
<td></td>
</tr>
<tr>
<td>Start date of placement – end date of placement</td>
<td></td>
</tr>
<tr>
<td>Placement role/job title</td>
<td></td>
</tr>
<tr>
<td>Placement location/address (where you will be based)</td>
<td></td>
</tr>
<tr>
<td>Named contact at Placement Provider and contact details.</td>
<td></td>
</tr>
<tr>
<td>Email / Telephone number</td>
<td></td>
</tr>
</tbody>
</table>
Submission of the above information will initiate the placement approval process. With your support the University will make checks with your Placement Provider to ensure:

- They have what the University of Nottingham considers to be appropriate policies in place for the management of health and safety and risk assessment.
- (For UK based placements) They have insurance in place to cover liability for any injuries or ill health sustained by the Placement Student or any third party that is attributable to the activities of the Placement Student during the placement period (Employer and Public Liability Insurance). The Placement Provider must also evidence that professional indemnity insurance is in place if required.
- (For overseas placements) Insurance practices in overseas countries vary widely, in the case of placements overseas it is not possible for the University to provide insurance cover for you. Through the placement approval process, the University will make an attempt to check what insurances are in place with your overseas Placement Provider (i.e. if they have equivalents of public and employer liability insurance). You will be informed of the information obtained and it is then your responsibility to check and ensure you are appropriately insured whilst on placement. You should also take-out your own travel insurance cover.

The University (or student) will send the ‘Placement Provider Health and Safety Agreement’ (appendix 1) to the Placement Provider. This agreement highlights the agreed roles of the University and the Placement Provider in terms of health and safety, duty of care and insurance. If the response from the Placement Provider is not sufficient to inform the approval decision, or if queries/issues are raised these will be discussed with you directly.

A risk assessment of your placement will be carried out by the University prior to approval. The ‘Risk assessment form for placements’ (appendix 2) provided by the University Safety Office will be completed. If any issues of risk are raised through this process you will be contacted to discuss these issues prior to an approval decision being made.

Following successful approval, you will be provided with the University ‘Information and Guidance for Students on Placements’ (appendix 3). This guidance provides further detailed information for students regarding health and safety, insurance, assessing and managing risk, emergency information, reporting accidents and provides additional detailed information on insurance for overseas placements. You are required to complete Section 9 of this document (the placement insurance checklist) including signing of the appropriate declaration prior to commencement of the placement. This applies to placements in the UK and overseas. This document also includes a checklist that students are required to complete and return to their Placement Tutor after the initial period (typically the end of their first week) of their placement.

Once a placement has received final approval from the University, it will be applied to your student record and you will be transferred on to the ‘with Placement’ version of the degree programme. This process adds ‘with Placement Year’ to the end of your course title, for example: ‘BSc Economics’ becomes ‘BSc Economics with Placement Year’.
The following are important additional criteria that the University will consider prior to confirming approval of your chosen opportunity. Please consider this criteria when applying for opportunities that interest you:

- The placement must be considered to be of ‘graduate level’ – that means requiring skills and/or levels of expertise provided by a degree programme. For the majority of the role you should be operating at a level that will support you with developing skills and competencies that will support future applications for graduate level work and/or further study.
- The Placement Provider should be willing to provide you with a letter of engagement or contract of employment prior to you starting work for them.
- No placement opportunity can be approved if it involves travelling to a country against Foreign and Commonwealth Office advice.
- If a placement opportunity overseas requires you to obtain a work or study visa then this will need to be achieved in advance of the placement starting.
- The costs of any visas or other requirements, such as disclosure and barring checks, health screenings cannot be met by the University.

3e) Tuition Fees

Students on a placement year are subject to reduced tuition fees. This fee covers the support you will receive before, during and after your placement, the assessment of your placement and your continued access to university support services.

You will be fully supported by the University for the duration of your placement. This support includes: guidance to assist you in finding a placement, pre-placement support, and a dedicated Placement Tutor during your placement.

Home/EU Students will pay a fee (consistent across the institution for Placement Years) of £1,800 for a UK based placement (increasing to £1,850 for students who have commenced studies in 2017-18 or later), or 50% of the relevant fee for international students. Home/EU Students will pay a fee (consistent across the institution) of £1,350 for a placement outside of the UK (increasing to £1,385 for students who have commenced studies in 2017-18 or later), or 50% of the relevant fee for international Students.

Further details regarding fees can be found here: [https://www.nottingham.ac.uk/fees/exceptional-fees-2018-19.aspx](https://www.nottingham.ac.uk/fees/exceptional-fees-2018-19.aspx)
3f) Assessment

The placement will be assessed on a pass/fail basis. It is not credit bearing and will not count towards your degree classification.

The assessment process requires you to: maintain a reflective portfolio throughout the placement, submit a 3,000 word report at the end of the placement and deliver a presentation (to students who are starting their search for placements) once you have returned to University to start your final year.

The report will be assessed against defined marking criteria (appendix 6). The reflective portfolio and presentation elements are not assessed but students are required to complete these elements.

Assessment details:

- A 3,000 word report that summarises; the nature of the company and the specific work undertaken; the way in which the year fits with or links to the programme of study (where relevant); key subject specific or technical skills and knowledge gained; key professional competencies and knowledge gained; ways in which the placement helped with future careers plans; advice for students considering a placement.
- The deadline for submission of the report will be 11 October 2019.
- A presentation, delivered to second or third-year students who are starting their search for placements. This presentation will not be assessed.
- You are also required to maintain a reflective portfolio (comprising a number of reflective logs) to support you in producing the 3,000 word report. This portfolio will not be assessed.
- Presentations delivered to second or third-year students who are starting their search for placement will take place in October 2019 (exact date TBC)

In the event that a student does not pass the assessment element of the optional Placement Year the student will transfer back to the original three (or four) year non-placement version of the degree programme and ‘with Placement’ will not be recognised on the degree.

3g) Recording/degree transcript

The placement will be applied to your student record. Upon successful completion of the Placement Year, the title of your course – as displayed on your degree certificate and transcript – will include the words ‘with Placement Year’.

3h) Information for international students – visa guidance

Students on a Tier 4 visa can complete a placement during their time in the UK. However, undertaking a Placement Year as an option means that a student is adding a placement to their programme of study i.e. they did not enrol on to a programme of study with an integrated Industrial Placement.

This addition of a placement requires an extension of a student’s Tier 4 visa.
At the point that you are considering undertaking an optional Placement Year please contact Visa and Immigration support within Student Services to be provided with the most up to date guidance regarding the possibility of extending your Tier 4 visa in order to do so.

Contact: immigration-support@nottingham.ac.uk / 0115 846 66125.

4) The placement experience

4a) Pre-placement support – workshops and resources

Prior to the commencement of your placement, you will be encouraged to attend the following workshops:

- Workshop: How to make the most of your placement (delivered by the Careers and Employability Service)
- Workshop: Pre-departure information and guidance session for UK placements
  Or
- Workshop: Pre-departure information and guidance session for overseas placements

You will be enrolled on to a Placement Year Moodle module to ensure that you have access to important information and documentation while you are away from the University. You will also submit your report, reflective portfolio and presentation slides/content via this Moodle page.

If you have a disability which means that you require reasonable workplace adjustments, but would like to speak with someone at the University before approaching your Placement Provider, contact your Placement Tutor or the Careers and Employability Service at: placements@nottingham.ac.uk.

4b) Contact details and keeping in touch protocols – Your Placement Tutor

Prior to the commencement of your placement you, will be assigned a Placement Tutor from either your school or the Careers and Employability Service. Your Placement Tutor will:

- Meet with you prior to the commencement of your placement.
- Maintain regular remote contact with you (at least once per month) for the duration of your placement.
- Complete at least one structured visit during the course of the placement (or remote meeting if a visit is not practical due to location).
- Ensure, through regular communication and progress reports, that you complete any work or assignments associated with the successful completion of the placement.

Your Placement Tutor is your key point of contact at the University whilst on placement. You must keep them informed of your progress and you must also raise with them at the earliest opportunity any matters for concern (for example, health and safety issues, concerns regarding activities or work you are being asked to undertake).
4c) Health and safety during the placement

Agreed responsibilities - through signing the student declaration in the ‘Information and Guidance for Students on Placements’ document (appendix 3), you have acknowledged that the University of Nottingham, the Placement Student (you) and the Placement Provider have a role in the your health, safety and welfare whilst on placement. Please review this document for full details on the agreed roles and responsibilities of each of the three parties.

Induction checklist – your Placement Tutor will request that you complete the approved University induction checklist included in the University ‘Information and Guidance for Students on Placements’ (appendix 3). This will be requested by the end of the first week of your placement. This is a compulsory exercise and the information will be held against your student record.

Emergency protocol (UK and overseas) – in the event of an emergency it is important for the University to be made aware of the situation (as early as is possible and realistic depending on the situation), particularly where it relates to potential health and safety concerns for you. Please make contact at the earliest possible opportunity with your Placement Tutor to advise them of the situation.

4d) Code of conduct, legal compliance, ethical issues and confidentiality

University of Nottingham Code of Discipline – you remain a registered student for the duration of the placement. For the duration of the placement you must continue to abide to the University Of Nottingham Code Of Discipline for Students (appendix 4). Failure to do so may lead to failure of the Placement Year.

Legal compliance and ethical behaviour – the Placement Provider (your host organisation) is fully responsible for all matters of legal compliance during your placement. Ethical code of conduct is a related but separate issue. If you feel you have been asked to undertake something during the course of your job role/duties that you would consider to be unethical that you feel you cannot query or raise with your line manager, we encourage you to raise the concern to your Placement Tutor who will advise on the most appropriate course of action for you to take.

Confidentiality – you will be expected to behave in the same way as permanent employees of your Placement Provider with regard to confidentiality. Your Placement Provider may request that you sign a non-disclosure agreement (NDA). If this is requested, please consult your Placement Tutor before signing the agreement.

4e) Post-placement support

As you approach the latter stages of your placement your Placement Tutor will be able to provide support to you (as required) regarding your integration back in to University, including – but not limited to – advice and support in selecting modules for your upcoming year of study.
Following the successful completion of your placement, you will be encouraged to attend the following workshop, delivered by the Careers and Employability Service:

- Workshop: ‘Reflecting on and making the most of your placement experience’.

5) Information and support

5a) Exceptional circumstances – placement/contract does not complete

The risk for negative issues to arise during the Placement Year will be mitigated by; a rigorous approval process, high quality pre-placement support (from the Placement Tutor and Careers and Employability Service) and regular contact between the Placement Student and Placement Tutor. The University of Nottingham Policy on Circumstances Affecting Students’ Ability to Study and Complete Assessments detailed in the Quality Manual applies at all times and will be used to inform decision making where relevant.

Should an issue arise – through no fault or misconduct by the Placement Student – that means the minimum nine month placement cannot be completed as planned (for example, the Placement Provider ceases business operations), a solution will be sought in consultation between the University, the Placement Student and the Placement Provider. This may include, but is not limited to:

- The Placement Provider securing alternative employment for the Placement Student within another business area/unit, subsidiary company or partner organisation to fulfil the minimum nine month requirement.
- The University exploring with alternative Placement Providers if they are able to offer an opportunity for a shorter period to allow the student to fulfil the minimum nine month requirement.
- The University securing an appropriate equivalent opportunity for the Placement Student within a University department to fulfil the minimum nine month requirement.

Should an issue arise – as a result of misconduct by the Placement Student – that breaches their employment contract with the Placement Provider and/or the ‘University of Nottingham Code of Discipline for Students’, the placement may be terminated. In this circumstance, the student will be deemed to have failed the Placement Year and will return to complete their subsequent year of study at the start of the next academic year.

5b) Student loans and maintenance loans

Students on a placement year are subject to reduced tuition fees. This fee covers the support you will receive before, during and after your placement, the assessment of your placement and your continued access to the University’s support services.

Home and EU students will pay a fee (consistent across the institution for Placement Years) of £1,800 for a UK based placement (increasing to £1,850 for students who have commenced studies in 2017-18 or later), or 50% of the relevant fee for International Students.
Home and EU students will pay a fee (consistent across the institution) of £1,350 for a placement outside of the UK (increasing to £1,385 for students who have commenced studies in 2017-18 or later), or 50% of the relevant fee for international students.

If a student normally receives a tuition fee loan they may be eligible for a tuition fee loan for the above mentioned fee during the optional Placement Year. UK students undertaking a placement can also apply for a maintenance loan. This may be a reduced rate maintenance loan that is not income assessed; the exact amount will depend on where you will be living during your placement, for example living in London, living outside of London, living in your parents’ home. Students undertaking specific types of unpaid placements (such as working in the NHS), may be able to receive a full maintenance loan.

Students who choose to undertake their placement within Europe may be eligible to apply for an Erasmus+ grant.

Full details regarding fees and funding (specific to your circumstances) can be obtained by contacting the University’s Funding and Financial Support Team within Student Services on 0115 8232071 or email financialsupport@nottingham.ac.uk. You may also contact your Student Loan Provider for clarification.

5c) Taxes

**Council tax** - students on a placement remain registered as students of the University and are therefore exempt from paying council tax. You may require a letter from The University confirming your student status to gain this exemption, this can be provided by Student Services through the online store [http://store.nottingham.ac.uk/product-catalogue/official-documents-and-letters](http://store.nottingham.ac.uk/product-catalogue/official-documents-and-letters)

**Income tax** - all students earning over the personal allowance threshold will be eligible to pay income tax on their earnings. This will be deducted from your salary automatically. Your payslip will indicate the amount of tax you have paid and the tax code you are on. Information on tax codes can be found at [www.gov.uk/tax-codes/overview](http://www.gov.uk/tax-codes/overview). Students should also be aware that it is likely their tax code will change during their placement. This is normal and is a quirk of your placement year not aligning with the tax year. The tax year in the UK runs from 6 April to 5 April the following year. This means that the majority of student placements will straddle two tax years. A student starting a 12-month placement in August will therefore initially pay tax based on earnings from the beginning of the placement to the end of the first tax year. However, when the new tax year begins on 6 April, the tax rate the student pays will be based upon an expectation that they will continue to earn that salary for the full tax year, despite the fact their placement finishes in August. This means that when the student finishes their placement, they may have paid too much tax and be entitled to a rebate. This is normally calculated automatically at the end of the tax year (sometime after April 5 of the year after you have finished your placement). It is important to retain your P45 (issued to you at the end of your employment) as proof of how much tax you have paid. You may wish to contact your employer’s tax office towards the end of your placement for more information on this.
National Insurance - all students earning over the threshold will pay National Insurance (NI) contributions in addition to Income Tax. This will be deducted automatically from your salary.

5d) Additional considerations for placements overseas

Passports and visas - if you are a citizen of an EU country planning to undertake a placement in another EU country, then there is no requirement for you to obtain a visa before you travel. Non-EU citizens seeking a placement within the EU will require a visa and should contact the International Office about obtaining this. Working beyond the EU, most countries will require UK students to have a visa and it is essential that this is sought well in advance of travel. There is often a charge for these documents. Visas can be obtained by visiting an embassy or consulate of the issuing country.

You will need a valid passport at the point of application for most visas but it is also worth checking that your passport does not expire while you are away.

Tax - your tax situation abroad will depend on the tax agreement the UK has in place with the country to which you are travelling. Sometimes you will pay UK tax, sometimes you will pay local tax and sometimes you will pay a combination of the two. Often, if the tax you pay abroad is lower than the tax you would pay in the UK, you will have to pay the difference to the UK. The UK’s current tax treaties can be viewed online: https://www.gov.uk/government/collections/tax-treaties and the Foreign & Commonwealth Office or HMRC may be able to provide you with further information on the UK’s tax arrangement with your placement host’s country.

Healthcare - if you are travelling within the EEA for your placement, you should apply for a free European Health Insurance Card (EHIC). This will enable you to access free healthcare within the EU, although you should be aware that state healthcare providers abroad will not always provide the same level of treatment as you would expect from the NHS. This should be considered a complement to travel insurance, rather than an alternative. It is also normally worth trying to register with a local doctor where possible. If you are travelling further afield, taking-out health insurance is an absolute must and you should familiarise yourself with the local healthcare system and processes prior to leaving the UK.

Immunisations - if you are travelling to a placement outside of the European Economic Area then you may require vaccinations. Your local doctor’s surgery will be able to provide information on whether these are necessary and the University of Nottingham’s Health Service runs a private travel clinic on campus. It is worth noting that sometimes a course of vaccinations is required to confer immunity and so it would be sensible to take advice as early as possible. Some vaccinations are available on the NHS, but charges are common for travel vaccines. If you are travelling abroad as part of a UK work placement, the cost of vaccination may be covered by your employer’s occupational health service.
Personal safety - students will have investigated the safety implications of taking an overseas placement prior to applying to their placement. However, security in many countries can be unpredictable, so we recommend that you regularly check the Foreign & Commonwealth Office's travel advice. If the security situation in your country deteriorates before or during your placement, you must make your placement coordinator aware of these changes. The University may decide to terminate a placement if your personal safety cannot be guaranteed.

5e) Facilities and service access

Registered students on placement still have access to the full range of facilities on campus.

Library services - students on placement are still able to use the libraries as they wish and additional services to improve accessibility are available to those within the UK who are not able to travel to Nottingham. This access is provided by a combination of inter-site loans, access to E-books, postal services and the Copy, Scan, Direct service. The University of Nottingham library is also a member of SCONUL, a scheme which enables library users at any SCONUL library to access facilities at other participating libraries.

Email - your University of Nottingham email account will remain active during your placement. It is important to regularly check your account to make sure that you don't miss any information from your school and so that the University is able to contact you swiftly.

Student Services - students will still be able to contact the full range of student services provided by the University. This includes the counselling and student support services. If students currently receive any support from the university, they are advised to inform this service of their intention to take a placement so that the necessary steps can be made to try to maintain this support whilst you are away.

Careers and Employability Service - the full range of services provided by the Careers and Employability Service is also available to you on placement. Many of the usual services are often available online or over the phone, so it may not be necessary for you to travel to Nottingham.

5f) Wellbeing

Harassment – is defined by the Equality Act 2010 as unwanted conduct related protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating and intimidating, hostile, degrading, humiliating or offensive environment for that individual. Harassment is illegal and action should be taken promptly by your employer if you report allegations of harassment to them. If you are experiencing harassment during your placement please report this to your HR department at the Placement Provider (assuming they have one) and your Placement Tutor.
Bullying – bullying is a type of harassment but is not illegal under the Equality Act 2010, unless it can be classed as harassment. Examples may include: controlling supervision, aggressive or abusive comments, intimidation, setting excessive work, preventing you access to opportunities. If you are experiencing bullying during your placement, please report this to your HR department at the Placement Provider (assuming they have one) and your Placement Tutor.

Working Time Directive – the University wishes for students to be aware of the Working Time Directive, an EU initiative which means that it is illegal for employers to require workers to work more than an average of 48 hours per week. The key points to be aware of are: There are some employers who are exempt from this legislation (for example, emergency services) so employees can be required to work more than a 48 hour week in these industries. Employees are able to 'opt out' of the legislation and work more than 48 hours a week if they wish too. There are some exemptions whereby workers in certain industries are unable to work more than 48 hours even if they want to e.g. Airline staff.

Most placement contracts will not require you to work more than 48 hours a week, but some industries – such as investment banking and the law – are renowned for their long working days and you may be asked to sign an 'opt out' agreement. If you have any concerns understanding the Working Time Directive or the implications of choosing to/choosing not to opt out of the directive, please contact your Placement Tutor or the Careers and Employability Service for advice. The Government has also produced a useful guide which is available online at: www.gov.uk/maximum-weekly-working-hours/overview

5g) Additional information for students with a disability

Students who have a disability may find it useful to liaise at an early stage with the University’s Academic and Disability Support team within Student Services. The team can be contacted at: disability-support@nottingham.ac.uk.

Students with a placement offer should also make sure that their employer is able to accommodate any workplace adjustments that may need to be made prior to your arrival. Students currently receiving the Disabled Students Allowance (DSA) may find that this is not payable for their placement year although again the Disability Support Team will be able to give advice on this.

UK students taking a placement within the UK may be eligible to receive funding under the Access to Work programme, although this is not available if the student is taking a placement abroad. It is not usually possible to begin the process of applying for this funding until you are within six weeks of the start of your placement.

5h) Living arrangements

Finding accommodation - in most cases, students will make their own living arrangements. Sometimes employers will facilitate this process, either by putting you in contact with other placement students or by offering advice and guidance. The price of rent is clearly an important consideration, but be aware that the overall cost of renting in
city centre locations can be lower than commuting long distances from cheaper areas. Crucially, start researching accommodation as soon as you receive your placement offer because leaving it to the last minute can result in unnecessary stress.

**Registering with a doctor** - soon after moving in to your placement accommodation, locate your local GP surgery and register. It is never advisable to wait until you are ill to do this as this will delay your treatment. If you get ill during your placement, you should follow your placement provider’s absence reporting policy. Be aware that, in order to receive statutory sick pay, you may be required to provide a doctor’s certificate.

**Registering with a dentist** - it is important to also register with your local dentist as waiting until you have a problem will delay your treatment. Dental work is not usually covered by the NHS, so you may have to pay the full cost of any dental work you receive. However there are some exemptions to this rule which may entitle you to work on the NHS: if you are under-19 and full-time education; if you are on placement in Wales and under the age of 25; if you are on a low income. Unlike the student maintenance loan – provided you are not living with your parents – parental income is not used to calculate your entitlement to free dental treatment. However, if you receive a student maintenance loan, grant or bursary over the course of your placement, this will count towards your income, as will any money given to you by your parents. If you are not classed as low income, you may be able to receive a partial fee waiver. The relevant forms (HS2 for a full waiver and HS3 for a partial waiver) are available online or from your dentist. If you are entitled to either of these fee reductions, you will automatically be entitled to receive free eye care and prescriptions too.

**Contact information**

If you are starting to search for a placement or require further details about any of the information in this handbook please visit [www.nottingham.ac.uk/careers/workexperience](http://www.nottingham.ac.uk/careers/workexperience) or e-mail queries to placements@nottingham.ac.uk.

If you are on placement currently please contact your assigned Placement Tutor.

If you have queries regarding fees, funding and student finance should you undertake an optional Placement Year please contact financialsupport@nottingham.ac.uk.

If you are an international student with queries regarding eligibility/visas please contact immigration-support@nottingham.ac.uk.
Appendices

Appendix 1, 2 and 3 available as attachments here:
https://www.nottingham.ac.uk/safety/policies-and-guidance/placements/placements.aspx

Appendix 1: Placement Provider Health and Safety Agreement

Student Placement Health and Safety Agreement

Thank you for offering a work placement for University of Nottingham student(s). As a placement provider you will be aware that the student will be under your control and therefore you have a duty for ensuring their health and safety for the duration of the placement.

To assist the University will:

- Prepare the student for the placement and ensure they are aware of general health and safety aspects. Specifically they will be provided with written guidelines but these are of a general nature and do not include the specific information required for particular activities or workplaces;
- Give the student and you the opportunity to report to the University any problems experienced with regard to health and safety whilst on placement.
- Respond as appropriate to any health and safety issues that arise during the placement, raised by the student, you or a member of University staff.

As a placement provider the University expects you to treat them in the same way as your employees with regards to their health, safety and welfare.

The University has the following health and safety expectations of its placement providers for which it requires your signed acceptance prior to the placement going ahead:

- Compliance with all relevant health and safety legislation;
- Provide the student with an induction in the workplace health and safety arrangements, including fire precautions, specific hazards and health and safety precautions;
- Include the student in the risk assessment programme as it affects activities undertaken by them.
- Provide appropriate instruction and training in working practices and in the particular control measures identified in the risk assessments;
- Facilitate any visits to the student undertaken by University staff during the placement;
- Provide ongoing supervision and training for the student in the performance of their duties;
- Ensure the University is notified of accidents or incidents involving the student that you are made aware of;
- Make any statutory notifications to HSE under RIDDOR Regulations
- Cooperate with the University as far as is necessary when it is following up on health and safety issues that are raised; and
• Ensuring that insurance is in place to cover liability for any injuries or ill health sustained by the student or any third party that is attributable to the activities of the student during the placement period.

Additional requirements - If there are specific technical or professional skills/competencies which you require please provide details here.


Declaration [Delete statements as appropriate]

I AGREE THAT AS A PLACEMENT PROVIDER I AM ABLE TO MEET THE ABOVE EXPECTATIONS.

I AGREE THAT AS A PLACEMENT PROVIDER I AM ABLE TO MEET THE ABOVE EXPECTATIONS, SUBJECT TO THE ABOVE REQUIREMENTS BEING MET.

I AM UNABLE TO MEET THE ABOVE EXPECTATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Date</td>
</tr>
<tr>
<td>Student Name</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix 2: Risk Assessment Form for Placements

Risk Assessment for Student Placement

<table>
<thead>
<tr>
<th>Placement provider</th>
<th>Name of Placement organiser</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Placement approved by [print name]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key contact for placement</th>
<th>Signature of approver</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of student or student group</th>
<th>Date of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start &amp; end dates of placement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. General control measures</th>
<th>Yes/No</th>
<th>Action required before approval</th>
<th>Date action completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the placement provider confirmed receipt and acceptance of your written communication?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the placement provider identified any specific skills/knowledge requirements of the student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has this placement provider been used before and been reviewed with regard to health and safety?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If ‘Yes’, do any concerns remain unresolved?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the placement provider have an H&amp;S advisor?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the student received sufficient briefing?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk assessment and further specific actions necessary</td>
<td>Risk profile [H,M,L]</td>
<td>Action required before approval</td>
<td>completed</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>----------------------</td>
<td>--------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Work factors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel and transportation factors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location and/or regional factors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General/environmental health factors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual student factors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance limitations</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conclusions</th>
<th>Yes/No</th>
<th>Action required before approval</th>
<th>Date action completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a site safety visit required before placement is approved?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the risks tolerable such that the placement can be approved?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 3: Information and Guidance for Students on Placements (May 16)

Information & Guidance for Students on Placements

This guidance applies to all non-clinical and all elective placements (including clinical electives) which form a part of your studies, whether in the UK or overseas, or whether the placement provider is identified by the University or yourself.

Undertaking a placement is an important part of your studies as it will equip you with a valuable range of skills from outside of the University environment. The fact that your placement is not directly provided nor controlled by the University means that, while the University will assist you, the primary responsibility for the smooth running of the placement lies the placement provider and with you.

It is essential that you take responsibility for adequately preparing for the placement and for your actions during the placement, particularly if you choose to undertake a placement or elective overseas. This information and guidance has been prepared to assist you minimise the risk of harm to yourself and others. It is strongly recommended that you read and follow this guidance to minimise any adverse risks.

Please sign the declaration at the end of this leaflet to confirm that you have understood this guidance and that you will comply with it. Please send a signed copy to the School Placement Manager (or equivalent).

1. The process

If you have identified a placement and begun the process of confirming with your placement provider, immediately inform your placement organiser at the University so that the approval process detailed below can be carried out. The University will not accept a placement as part of a course until it has successfully completed the initial approval aspects of the process.

In other cases where your School identifies the placement a similar process will be undertaken.

The process will follow these steps:

- An initial assessment of the suitability of the proposed placement, including from a health and safety perspective, will be made.
- The Placement Organiser/Tutor will convey the University’s expectations to your prospective placement provider and request it provides written acceptance of these.
- If the prospective placement provider informs the University that it cannot meet these expectations further discussions will take place to try resolve these to the University’s satisfaction. Where they cannot be resolved the placement will not be authorised.
- You should consider informing the placement unit of any health issues, including any disability, which may affect you and others whilst on placement. This will permit the University to liaise with your prospective placement
provider to consider any reasonable adjustments which may be required to ensure that you can safely and appropriately carry out your duties. The placement provider is responsible for ensuring that you are provided with the necessary information, instruction and training on commencement and during the placement.

Whilst on placement, if you have any concerns, including regarding your health and safety, you must inform your placement organiser as soon as possible. Also advise your placement tutor of the concerns you have raised.

Whilst on placement you must adhere to the health and safety arrangements, policies and procedures of your provider. If you have any concerns about these arrangements please raise these with your provider.

When the placement ends your tutor or placement organiser will ask for some feedback to ascertain whether the placement is suitable for other students.

2. Placement preparation
There are many aspects to placements that you have to prepare for, health and safety included. It is important that you:

- Attend briefings prior to placements commencing as health and safety will be covered; and
- Familiarise yourself with the health and safety aspects of placements, particularly the responsibilities you and your placement provider have, and the training and support you should receive, particularly in the initial period.

3. Information, instruction, training and supervision
These form the ‘backbone’ of seeking to ensure the smooth running of your placement and can include: classroom-type situations; health and safety notices and signs; safe working procedures.

On starting a placement, your placement provider should give you a health and safety induction. If you do not receive an induction then raise this with your placement provider. A checklist is included at the end of this guidance on the health and safety aspects that should be included as part of your induction.

4. Emergency information
Whilst on placement it is essential that you receive information and instruction on what action to take should an emergency situation arise. Such situations include:

- Hearing the fire alarm;
- Discovering a fire;
- Requiring first aid assistance;
- A threat to personal safety; and
- Spillage of a dangerous substance.

If you are not made aware of what correct actions to take raise this with your placement provider. Such information must be given at the induction stage and where a change of work location or activity occurs.
It is also important that you have supplied the University with up-to-date contact details so that we can contact you in an emergency.

5. Health and safety responsibilities
Primary responsibility for ensuring your health and safety whilst on placement rests with the placement provider who should:

- Ensure your health and safety whilst on placement;
- Take account of your potential inexperience for activities you’ll be expected to undertake and put into place appropriate controls; and
- Provide you with information, instruction, training and supervision including an induction.

However when on placement you also have the following responsibilities:

- Not to do anything that puts you, other people or property at risk;
- To follow health and safety instructions, information and training;
- To comply with the placement provider’s policies (including health and safety policies) and any relevant legislation;
- Never to intentionally misuse equipment or anything provided for health and safety reasons; and
- To bring any health and safety concerns to the attention of your placement provider and your placement tutor as soon as possible. **Do not wait for their next visit or contact with you.**

6. Assessing and managing health and safety risks
Your placement provider should assess the risks encountered with the activities you will be involved with and will be responsible for putting into place measures to control these risks. Such measures may be no different to those already in place for any of their employees. However, because of your potential inexperience, or other factors, a higher degree of control and supervision may be required, especially in the early periods of the placement.

Measures to control risks can include:

- Having in place guarding, ventilation systems etc. to control risks at source;
- Ensuring equipment used is appropriate, used safely and maintained in safe condition;
- Providing information, instruction, training and supervision;
- Providing, and ensuring the use of, personal protective equipment and clothing.

It is important that you are made aware of the risks associated with the activities you will be involved with and what is in place and required of you to control these.

As your placement progresses so should the information, instruction and training you receive. Never undertake an activity or go into an area unless you have received appropriate information, instruction and training for you to feel competent and confident to carry on.
Levels of supervision will vary from placement-to-placement and at points within a particular placement. Don’t be afraid to ask questions of your supervisor and if you feel there is a lack of supervision then raise this concern.

**Personal protective equipment**
An element of managing health and safety risks may be the use or wearing of personal protective equipment (PPE). PPE encompasses goggles, hard hats, ear defenders, face masks, overalls, gloves, waterproof clothing etc.

If you are issued with PPE it is important you are made aware of:
- The reason it is required;
- How to ensure a proper fit so it will work effectively; and
- How to maintain, store the PPE, and recognise defect and the action to take, including obtaining replacements.

If you believe an item of PPE is defective you should immediately check with your placement provider whether it is safe to continue to use it. Ask your placement provider for information on its correct operation and adjustment, and if necessary for a replacement. We suggest that you satisfy yourself that appropriate steps have been taken, and that you do not carry out work without the correct protection.

**Reporting accidents, incidents and health and safety concerns**
It is important that you report accidents and incidents you are involved in to your placement provider, whether injury has resulted or not. This enables your placement provider to investigate the circumstances and take any necessary action. Reporting 'near miss’ incidents could ensure nobody is injured next time. At induction you should be made aware of the reporting procedures.

If you do have any health and safety concerns during your placement the first action is to raise these with your placement provider i.e. injury, training, pregnancy. Where you believe these concerns are serious also make your placement tutor aware. Don’t wait to the next scheduled visit or conversation. Never undertake an activity, using equipment or go into an area unless you are competent and confident to do so.

**Monitoring and feedback**
You are an essential element in the monitoring of health and safety performance of your placement provider. Ensure you discuss health and safety aspects with your placement tutor and complete any feedback that is requested of you.

At the end of your placement give thoughts on how you feel the placement provider approached health and safety. This information is very useful to the University as a means of reviewing the health and safety arrangements of the placement provider and deciding whether or not the placement is suitable for other students.

### 7. Overseas placements

If you choose to undertake a placement or elective overseas, it is important to note that whilst types of work and activities undertaken during overseas placements may
vary from country-to-country there are also other aspects that can have potential health and safety implications. These can include:

- Long-haul travel (jet-lag, difference in local hours, effect on body – initially more fatigued). Please notify the University to seek further advice if you believe your placement will involve travel arrangements of a dangerous nature (e.g. travel providers with a history of unsafe practices) – as a matter of personal safety, such travel arrangements should be avoided;
- Unfamiliarity with, and little knowledge of, placement locations and surrounding areas (personal safety, no-go areas, areas of high crime, safe use of transport). Please ensure that you take reasonable precautions before venturing into areas/undertaking activities you are not familiar with and that have not been authorized or are not supervised by your placement provider;
- Different climatic conditions (higher temperatures, more extreme winters). Please ensure you have adequate clothing/accessories to protect you from the weather and elements;
- Contracting illnesses, receiving injuries, accessing medical treatment and having the necessary travel/medical insurance (venomous animals, contagious diseases, vaccinations, contaminated drinking water, local health care arrangements, contacting emergency services). Please see below for further guidance on your insurance needs; and
- Cultural and language differences (accepted practices, local laws and religions, communication more difficult). Ensure you comply with all local laws and regulations and with the lawful policies of your placement provider.

These will also affect you during your own time (i.e. while overseas but not engaged on the placement).

It is important that prior to choosing to undertake a placement or elective overseas you discuss the necessary arrangements that need to be in place and what you require to do in preparation. Please be aware that other countries may have different attitudes (and laws) to the UK, including those surrounding discrimination and harassment.

Before leaving for an overseas placement or elective, please consult the Foreign and Commonwealth Office’s website (www.gov.uk/government/organisations/foreign-commonwealth-office) as to the safety of your proposed country of placement. Also consult the Department of Health’s website (www.nhs.uk/Healthcareabroad/Pages/Healthcareabroad.aspx) which includes a country by country guide on the health precautions to be taken.

Any advice from these bodies, such as restrictions on travel to the particular country, or region of the country, where you plan to undertake your placement, must be discussed with your School Placement Officer if you cannot comply.

8. Insurance for Overseas Placements
Insurance practices in overseas countries vary widely. In the case of placements or electives overseas, it is not possible for the University to provide insurance cover for you during your placement activities; it is your responsibility to check and ensure that you are appropriately insured whilst on placement. It is therefore important that you check and ensure that both you and the Placement Provider have suitable cover in place for your placement activities. Please notify your School when you have appropriate insurance in place noting the guidance below on the minimum types and level of insurance cover which are recommended for your protection:

**Liability insurance** – You must check with your placement provider whether they have insurance cover in place, in **both** the following scenarios:

- Provides cover for the Host against claims for injury or damage caused to the Student whilst on the work placement and arising from the negligence of the Host (e.g. due to faulty equipment, unsafe working practices or failure of supervision etc.)

- Provides cover for the Student against claims for injury or damage to property accidentally caused by the Student whilst undertaking “work” activities for the Host

The types of insurance which provides this cover are called Employers Liability and Public Liability insurance in the UK. However they are called many different things in overseas countries including Workers Compensation, Civil Liability, and General Liability etc. It is often best asking for evidence that insurance is in place to cover the 2 scenarios above rather than asking specifically for evidence of Employers and / or Public Liability insurance.

**Clinical negligence** – If the placement involves Clinical Practice you must confirm that indemnity or insurance arrangements are in place which will cover you against any claim arising from your negligence whilst on the clinical placement, e.g. if a patient is injured accidentally by you or due to your error. The university has no cover for elective placements involving clinical activities with Humans or Animals.

Such insurance may be available via the Placement Provider or, in some instances via Student Membership of a Professional Body (e.g. via Membership of a Medical Defence Union or Indemnity Fund). Again, please note that this must be arranged because the University is unable to provide insurance cover for overseas clinical placements.

**Professional Indemnity Insurance** – If during the placement, you provide any Professional Advice or Services (e.g. if the placement is with a Law Firm, Financial Services Firm or IT Consultants etc.) ; then you must confirm that the Professional Indemnity insurance of the placement provider covers your planned activities for them and any advice or service you may give to their customers.
Travel insurance – You should take out your own travel insurance to cover items such as medical expenses, repatriation costs, personal possessions, money cancellation/curtailment or re-arrangement of the trip and your own Personal Liability whilst abroad on the Placement. If you do not take out your own travel insurance then these items will not be covered.

The following insurance intermediaries can provide specialist advice on the insurances outlined above:

www.endsleigh.co.uk/personal/travel-insurance/study-abroad-insurance/
www.moneysupermarket.com/travel-insurance/students/
www.wesleyan.co.uk/insurance/elective-travel
www.worldnomads.com/travelinsurance/?utm_source=msn&utm_medium=ppc&utm_campaign=msn_uk_brand
www.insureandgo.com/travel-insurance/student-travel-insurance
www.travelinsurance.co.uk/travel-insurance/student-travel-insurance
9. Placement Insurance Checklist – For all placements

Please complete the insurance checklist, below, to provide your School with detailed information about your chosen placement and insurance cover.

If the response to any of the statements below is ‘No’ then your placement activities will not have suitable insurance cover, as the University cannot provide insurance cover for your activities during your placement or elective.

<table>
<thead>
<tr>
<th>Liability Insurance (all placements home or overseas)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement provider has confirmed insurance is in place to provide cover for the Host against claims for injury or damage caused to the student, while on placement, arising from negligence of the Host</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Proof of policy in date at the time of placement – copy attached</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Placement provider has confirmed insurance is in place to provide cover for the Student against claims for injury or damage to property accidentally caused by the Student whilst undertaking “work” activities for the Host</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Proof of policy in date at the time of placement – copy attached</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Clinical Placements Only</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement provider has confirmed that indemnity or insurance arrangements are in place which will cover you against any claim arising from your negligence whilst on the clinical placement</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Proof of policy in date at the time of placement – copy attached</td>
<td>Yes/No</td>
</tr>
<tr>
<td>In the absence of cover by the placement provider, student has confirmed that indemnity or insurance arrangements are in place?</td>
<td>Yes/No/NA</td>
</tr>
<tr>
<td>Proof of policy in date at the time of placement – copy attached</td>
<td>Yes/No/NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Placements where a student will be giving advice</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement provider has confirmed that their Professional Indemnity insurance covers your planned activities for them and any advice or service you may give to their customers</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Proof of policy in date at the time of placement – copy attached</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel Insurance (all overseas placements)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I have my own travel insurance in place:</td>
<td>Yes/No</td>
</tr>
<tr>
<td>1. Policy No: ........................................................................................................................................</td>
<td></td>
</tr>
<tr>
<td>2. Insurer: ..................................................................................................................................................</td>
<td></td>
</tr>
</tbody>
</table>
This concludes the Information and Guidance for students on placements. Please sign the UK placement or overseas placement declaration below to confirm that you have understood this guidance and will follow it, and that you have completed the insurance checklist.

**DECLARATION – For Students undertaking a placement in the UK**

I confirm that I have read and understood this guidance. I confirm that I will follow this guidance and have completed the Placement Insurance Checklist, with the relevant documents attached. I understand that it is my responsibility to send a signed copy to the School Placement Manager (or equivalent).

**Student (please sign):**

**Date:**

**Placement Provider:**

**Placement Location:**

**DECLARATION – For Students choosing to undertake a placement overseas**

I confirm that I have read and understood this guidance. I understand that it is not possible for the University to provide insurance cover for me during my placement activities and that it is my responsibility to check and ensure that I am appropriately insured whilst on placement. I confirm that I will follow this guidance and have completed the Placement Insurance Checklist with the relevant documentation attached. I understand that it is my responsibility to send a signed copy to the School Placement Manager (or equivalent). I also understand that if I choose to undertake a placement with a provider who does not have Liability Insurance in place then I will not be covered by Insurance should there be injury or damage caused by me or to me while I am on the placement.

**Student (please sign):**

**Date:**

**Placement Provider:**

**Placement Location:**
Checklist for students on health and safety information as part of their induction

By the end of your initial period – typically the first week – your placement provider should have provided you with an understanding of the following aspects. Accompanying each aspect is guidance on the areas to cover.

When each has been satisfactorily covered indicate by ✓. If not applicable indicate by N/A

<table>
<thead>
<tr>
<th>HEALTH AND SAFETY RESPONSIBILITIES AND ARRANGEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your health and safety responsibilities whilst on placement.</td>
</tr>
<tr>
<td><em>(Take reasonable care for yourself and others, cooperate with your placement provider, never intentionally misuse anything provided for health and safety, recognising own competence and reporting any issues)</em></td>
</tr>
<tr>
<td>Your placement provider’s responsibilities and arrangements for health and safety.</td>
</tr>
<tr>
<td><em>(Treat you as an employee, access to their health and safety policy, how to report health and safety issues)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRE SAFETY AND EMERGENCY EVACUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action to take on hearing the fire alarm.</td>
</tr>
<tr>
<td><em>(Evacuation alarm sound, exit and fire exit routes, assembly point locations, when safe to re-enter building)</em></td>
</tr>
<tr>
<td>Action to take if discovering a fire.</td>
</tr>
<tr>
<td><em>(Trigger fire alarm, location of fire alarm call points, not to take any personal risks, location of fire fighting equipment)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST AID AND EMERGENCY ASSISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to access first aid assistance.</td>
</tr>
<tr>
<td><em>(Local first aid personnel, where contact details are posted)</em></td>
</tr>
<tr>
<td>How to obtain assistance in the event of a general emergency.</td>
</tr>
<tr>
<td><em>(Contact details if placement has own security, when to contact emergency services)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INCIDENTS AND WORKPLACE HAZARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting accidents and incidents.</td>
</tr>
<tr>
<td><em>(How to report, reporting as soon as possible after the event, importance of reporting no injury incidents)</em></td>
</tr>
<tr>
<td>Reporting hazards.</td>
</tr>
</tbody>
</table>
(How to report, importance of reporting before hazard causes harm and not ignoring hazards)

### GENERAL WORKPLACE HEALTH AND SAFETY

**Housekeeping, access and egress.**

- Maintaining clear routes, aware of vehicle and pedestrian areas, dealing with spillages, properly disposing of waste

**Welfare facilities.**

- Location of toilets, reducing risk of cross-infection or cross-contamination

**Out of hours and lone working.**

- Procedures for accessing and vacating facilities, reporting presence

**Electrical safety and portable appliances.**

- Basic visual checks to ensure safety condition of appliances, action to take if appliances defective

### RISK ASSESSMENT, PREVENTION AND PROTECTION MEASURES

**General risk assessment**

- Procedures for carrying out risk assessments, outcomes of risk assessments that relate to activities will be involved with

**Manual handling**

- Not exceeding own capabilities, safe lifting and carrying techniques, use of equipment to assist with manual handling

**Work equipment and machinery safety**

- Types of equipment will be using and associated hazards, controls and procedures for ensuring safe working

**Display screen equipment and workstation**

- Procedures for assessing own workstation, procedures for reporting concerns

**Hazardous and dangerous substances**

- Safe storage, use and disposal of substances, emergency arrangements in the event of spillage or inadvertent release

**Personal protective equipment and clothing.**

- When will be required, how to obtain, checks to ensure condition and proper fit, correct storage, how to obtain replacement
Appendix 4: UoN Code of Discipline for Students

Appendix 5: University of Nottingham UK Policy on Paid/Unpaid Placements and Internships May 2016

Appendix 6: Assessed report marking criteria

Report content:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Learning outcomes</th>
<th>Fail</th>
<th>Pass</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial awareness</td>
<td>To be able to identify your host organisation’s core products/services.</td>
<td>Partial or no description of the organisation’s products/services.</td>
<td>Simple description of the organisation’s products/services.</td>
<td>Detailed description of the organisation’s products/services.</td>
</tr>
<tr>
<td></td>
<td>To be able to outline the organisation’s position within the industry/sector.</td>
<td>Partial or no description of the organisation’s position relative to other organisations in the sector.</td>
<td>Simple description of the organisation’s position relative to other organisations in the sector.</td>
<td>Sophisticated explanation of the organisation’s position relative to other organisations in the sector.</td>
</tr>
<tr>
<td>Application of existing skills and knowledge</td>
<td>To be able to describe the primary responsibilities/duties of your role.</td>
<td>Simple or no description of your main responsibilities/duties.</td>
<td>Detailed description of your main responsibilities/duties.</td>
<td>Detailed description of your main responsibilities/duties.</td>
</tr>
<tr>
<td></td>
<td>To be able to make links between your prior knowledge/skills and these responsibilities/duties.</td>
<td>Superficial or no mention of how you have applied your prior knowledge/skills to this role.</td>
<td>Superficial or no mention of how you have applied your prior knowledge/skills to this role.</td>
<td>Detailed examples provided to show how you have applied your prior knowledge/skills to this role.</td>
</tr>
<tr>
<td>Development of professional skills/competencies</td>
<td>To be able to evidence your development in a minimum of four skill/competency areas during your placement. Choose from this list: Digital capabilities, professional communication, co-ordinating with others, complex problem solving, critical thinking, creativity, people management, emotional intelligence, judgement and decision making, service orientation, negotiation, cognitive flexibility</td>
<td>Fewer than four competencies mentioned. OR Four or more competencies mentioned, but supporting examples are superficial or absent.</td>
<td>Detailed examples provided to evidence your development in four or more competency areas.</td>
<td>Detailed examples provided to evidence your development in four competency areas.</td>
</tr>
<tr>
<td>Critical reflection and career development thinking</td>
<td>To be able to reflect critically on your strengths and areas for development.</td>
<td>Basic or no identification of your strengths and/or areas for development.</td>
<td>Your identification of at least one strength and one area for development is supported by simple analysis of your performance on placement.</td>
<td>Your identification of at least one strength and one area for development is supported by detailed analysis of your performance on placement.</td>
</tr>
<tr>
<td></td>
<td>To be able to demonstrate progression in your career development thinking.</td>
<td>Simple, unsupported statements made about your suitability for / interest in particular occupations or sectors.</td>
<td>Tentative actions and timescales for improvement in your development area(s) may be identified.</td>
<td>Specific actions and timescales for improvement in your development area(s) are outlined.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reasons are provided to support statements about your suitability for / interest in particular occupations or sectors.</td>
<td>Detailed reasons are provided to support statements about your suitability for / interest in particular occupations or sectors.</td>
<td>Detailed reasons are provided to support statements about your suitability for / interest in particular occupations or sectors or sectors.</td>
</tr>
</tbody>
</table>

Report structure and presentation:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Fail</th>
<th>Pass</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be able to structure writing in a clear and logical way.</td>
<td>The report structure is unclear and/or confused.</td>
<td>The report is clearly structured.</td>
<td>The report is clearly structured.</td>
</tr>
<tr>
<td></td>
<td>Sections may be difficult to identify and the use of paragraphs may be inconsistent.</td>
<td>Sections are easily identifiable and the use of paragraphs is consistent.</td>
<td>The standard of spelling and grammar is generally good.</td>
</tr>
<tr>
<td></td>
<td>There may be significant spelling and grammar errors.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There may be significant spelling and grammar errors.
Appendix 7: Course transfer form and timeline

Full details including link to form here:
https://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/changesoftaughtcourse.aspx
Appendix 8: Information sheet – Help in finding and applying for a placement

Before starting your search:

Consider your motivations for applying to Placement Year opportunities. Is your primary objective to spend a year working full-time in one industry/sector or are you also open to shorter forms of work experience, for example a summer internship? If you’re finding it all a bit confusing, we’d be happy to discuss your individual circumstances at a careers advice appointment.

Many organisations (especially large corporates) will start advertising their summer internship and Placement Year schemes during Autumn Term 2018; some even earlier. If you’re interested in both types of opportunity, be aware that:

- The sooner you start looking, the better
- As you’re likely to be applying for Placement Years and internships around the same time, adopting a focused, selective approach will be crucial.

Placement Year recruitment processes are competitive, so we recommend booking an appointment to have your CV checked before you start making applications. It’s never too early to get started and we’re happy to review multiple drafts, if necessary.

Searching and applying:

Conducting thorough research into sectors and employers is time-consuming, but so is the process of making applications. Taking time at the start of your search to identify opportunities that you’re truly interested in could therefore save you hours in the long-run. This section outlines a suggested structure for your placement search and provides links to useful resources at each stage of the process.

1. Focus your search

If you’re not sure which sector(s) you’d like to work in, you could begin by making a list of organisations, products and services that you admire and/or use regularly. Going online to find-out which companies are involved in the design, production, marketing and delivery of these products and services is one way of building a list of prospective placement employers. Browsing the ‘types of jobs’ pages on the Careers and Employability Service’s website is another way of generating some ideas.

If you already know which sector(s) you’d like to work in, but you don’t know the names of many employers, you could:

- Follow the external links embedded in the 'types of jobs' pages on the Careers and Employability Service's website. Scanning industry jobs boards, in particular, is a simple and effective way of identifying companies currently recruiting in your sector(s) of interest.
- Search by sector (e.g. 'product design', 'marketing' etc.) on online vacancy sites, such as RateMyPlacement and Indeed.
- Use a directory, for example Prospects’ employer profiles, to find out more about some of the big players in the placement/graduate recruitment market.
- Search by sector on Yell.com to find small to medium-sized organisations with offices in specific regions of the UK.
2. Identify opportunities

Work through your list of prospective employers, checking to see if they advertise placement schemes on their websites, RateMyPlacement, Indeed, Prospects, TARGETjobs or My Career. Save interesting opportunities to your internet favourites as-you-go.

If you’re enthused by an organisation that doesn’t advertise placement opportunities online, call and ask to speak with a member of its Human Resources or Recruitment Team. Tell this person exactly why you’re interested in their company and ask if they offer placement opportunities. If they encourage you to submit an application, remember to ask who you should address your covering letter to.

Networking with existing contacts – or making new ones – is another method of uncovering ‘hidden’ placement opportunities. Identify people who are better connected than you and tell them that you’re looking for a placement. These contacts could be: friends, family members, academics or influential figures within your community. The University of Nottingham has its own alumni page on LinkedIn, which you can use to contact former students working in sectors that you’re interested in. These may not be able to offer you a placement, but they might be willing to pass on some helpful insider knowledge. Check out this blog entry on using virtual connections for real world success for more LinkedIn networking tips.

3. Apply

When you’ve completed your research, select around four to seven opportunities to apply for in your first ‘wave’ - any more than this and you may struggle to write sufficiently tailored applications.

Before submitting an application, book an appointment to have it reviewed by one of our friendly advisers. We’ll help you to sell the value of your experience and tailor it to the role effectively.

LinkedIn can be a useful resource at this stage of the recruitment process, too. Search by company, then filter the list of employees by business area to find your potential future colleagues. Reading how these people describe their own jobs can help you to write more detailed and tailored CVs, covering letters and application forms.

If you have an email address for an employee at the organisation(s) you’re applying to, get in touch as soon as you have submitted your application. Say that you enjoyed speaking with them (at a careers fair, for example) and briefly explain why you were motivated to apply for that specific placement role at their organisation. If your contact decides to forward your email to the Recruitment Team, it might just make a difference.

Summary of resources:

Careers and Employability Service pages

- Making applications
- Types of jobs
- Events (including upcoming careers fairs and employer presentations)

Online Jobs Boards
Indeed
RateMyPlacement
Prospects
TARGETjobs
My Career

Other Resources

- Prospects: employer profiles
- LinkedIn: UoN alumni page
- Yell.com