



**University of
Nottingham**

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Year in Industry Student handbook

**For undergraduate students starting
“Physics with a Year in Industry” programme**

**School of Physics and Astronomy
The University of Nottingham**

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Introduction

This handbook has been produced to provide you with information about “Physics with a Year in Industry” programme and the necessary arrangements associated with going on a placement. During a placement year at an external organisation, you remain a registered student and the University remains concerned about your welfare and academic development. If at any time during your placement year you have any queries or concerns, please do not hesitate to contact me, or your academic tutor, for confidential and independent advice.

Yours,

Olga Fernholz

School of Physics and Astronomy Placement Officer



Scan to save the contact details



“Experience is the teacher of all things.”
Julius Caesar

1 Physics with the Year in Industry BSc and MSci course

A placement year as a mandatory practice element of programme curriculum, where an undergraduate student is hired by an industrial company or research organisation on a professional basis for a period of approximately 12 months. Completing a placement is the essential part of the Physics with a Year in Industry BSc or MSci course. Within this programme, the student takes the 3rd year out of studying in order to get paid work experience before returning to the University to complete their degree.

A work placement consolidates, complements and extends the academic programme. It provides you with an opportunity to apply your learning to solving a particular business need, to gain insight into how certain industries operate and the challenges they face and allows you to try a particular career path. In addition to that, the work placement experience gives you improved employment prospects and helps you to develop professional skills that are of benefit to you in your studies and future employment.

You will undertake your work placement during the third year of your degree. The placement should last 10 to 14 months and should be started and completed between June and September for you to return to University in September.

Please note that it is the student's responsibility to find a placement and while the University will provide support in securing a placement, we cannot guarantee that you will have a placement in the third year of your degree course. It is up to the employer to select and hire the students.

2 Benefits of placement to you

Research shows that students who have undertaken a work placement have a greater chance of finding employment after graduation¹. Employers look for additional qualities that help them to distinguish between several candidates for a job all of whom have a degree. They look for personal traits and evidence of problem solving, analytical skills and working as a team

The UK commission for employment and skills (UKCES) states:

“29% of employers say that experience is critical when recruiting young people [...] lack of experience is [...] the number one reason that employers turn young job applicants away.”

UKCES also says that graduates with work experience get better degrees, higher wages and are less likely to be unemployed.

¹ See, for example, Mason G. et al. (2009) Employability skills initiatives in higher education: what effects do they have on graduate labour market outcomes? *Education Economics*, 17 (1), 1-30.

member – something that the employers call “transferrable skills”. A work placement facilitates the development of these skills by exposing you to the pace and demands of the real-world industrial and business environment.

The employability skills that you will no doubt develop include self-organisation, verbal and written communication, problem-solving, critical thinking, self-confidence, team work, professionalism and commercial awareness. Depending on the role, you may also develop skills in client liaison, project management, research, creativity, influencing and negotiating and presentation.

Some placements lead to graduate job offers. You may find that building a professional network of contacts during your placement helps you to find employment after you graduate. When applying for graduate jobs you will already have an understanding of how recruitment processes work. You will gain experiential understanding of appropriate professional conduct and develop professional communicative competence.

Your placement can serve as evidence to future employers that you have an interest in a particular career. Some of the skills that you will improve or develop will enhance your ability to study effectively, for example, time management skills and the motivation to work around 7 hours a day. Research has shown that students who have undertaken a placement year achieve higher grades in their final year of study.²

A work placement is bound to lead to improved confidence (as a result of taking on responsibility and gaining the trust of colleagues and managers) and the development of personal maturity, both of which will benefit you in your final year of study and beyond.

Other benefits of a work placement include:

- 👍 It challenges preconceptions about the world of work.
- 👍 It is a chance for you to push your boundaries in a supported environment.
- 👍 You gain enhanced knowledge of a particular area of industry.
- 👍 You gain greater knowledge of what is available in the job market.
- 👍 Learning about other aspects of the organisation may enable you to discover new interests or a new potential career path.
- 👍 It can ease the financial burden of studying full time.
- 👍 You can earn money while still benefiting from student discounts!
- 👍 It makes the transition from education into the labour market smoother.
- 👍 You will gain experience of dealing with issues that go hand-in-hand with holding down a job, such as organising your personal life around work.

² The role of work placement in engineering students' academic performance Blicblau et al., 2016, *Asia-Pacific Journal of Cooperative Education*, V17, n1, p. 31-43
http://www.apjce.org/files/APJCE_17_1_31_43.pdf

3 Practical information you need to know

3.1 Location

Your placement can be anywhere in the UK. We will also support international placements, although these locations will be reviewed more thoroughly to ensure compliance with Health and Safety procedures. In the case of an international work placement, the student must ensure they are appropriately insured on placement overseas. Please see Section 3.2 below for more information.

If you choose to undertake a placement overseas, it is important to note that such plans may involve additional health and safety considerations. For example:

- Long haul travel or jet-lag effect on body will make you 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 or little knowledge of placement locations and surrounding areas: personal safety, 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. Discuss this with your local placement provider.
- Different climatic conditions: higher temperatures or more extreme winters. Please ensure you have adequate clothing/accessories to protect you from the weather and elements.
- Cultural and language differences: accepted practices, local laws or religions, difference in communication styles. Please be aware that other countries may have different attitudes (and laws) to the UK, including those surrounding discrimination and harassment. Ensure you comply with all local laws and the lawful policies of your placement provider.
- 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.

It is important that prior to choosing to undertake a placement overseas you discuss the necessary arrangements that need to be in place with the Placement Officer. Before leaving for an overseas placement, please consult the Foreign and Commonwealth Office's website <https://www.gov.uk/government/organisations/foreign-commonwealth-office> as to the safety of your proposed country of placement.

You may also wish to consult the Department of Health's website <http://www.nhs.uk/nhsengland/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 a 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.

3.2 Insurance for overseas placements

In the case of placements 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 such 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. Note below the minimum types and level of insurance which are recommended for your protection:

Liability Insurance. You must check with your overseas placement provider whether they have insurance in place that covers both of 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 differently in overseas countries, for example, Workers Compensation, Civil Liability, General Liability. It is often best to ask your overseas placement provider for evidence that there is an insurance in place to cover the two scenarios above rather than asking specifically for evidence of Employers and/or Public Liability insurance.

Professional Indemnity Insurance. If during the placement you provide any Professional Advice or Services (e.g. if the placement is with a consultancy or a financial services firm), 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.

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, for example, a membership of a Medical Defence Union or Indemnity Fund. If at all relevant, please note that such insurance must be arranged because the University is unable to provide insurance cover for overseas clinical placements.

Travel Insurance. You should take your own Travel Insurance to cover items such as medical expenses, repatriation costs, money cancellation/curtailment or re-arrangement of the trip and your own personal liability whilst on a placement abroad. If you do not arrange your own Travel Insurance then these items will not be covered.

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

<https://www.endsleigh.co.uk/personal/travel-insurance/study-abroad-insurance/>
<http://www.moneysupermarket.com/travel-insurance/students/>
<http://www.wesleyan.co.uk/insurance/elective-travel>

https://www.worldnomads.com/travelinsurance/?utm_source=msn&utm_medium=ppc&utm_campaign=msn_uk_brand
<https://www.insureandgo.com/travel-insurance/student-travel-insurance>
<https://www.travelinsurance.co.uk/travel-insurance/student-travel-insurance>
<https://www.thomascook.com/holiday-extras/travel-insurance/student-travel-insurance/>

3.3 Pay

Placement providers must comply with all current employment legislation, meaning that a placement student as a worker is entitled to be paid at least the National Minimum Wage. As of April 2018, it is as follows³:

Year	25 y.o. and over	21 to 24 y.o.	18 to 20 y.o
April 2018	£7.83	£7.38	£5.90

Placement students should also be reimbursed for any necessary work-related expenses and the placement provider should provide interns with written information on what expenses can be claimed and how to claim them.

Typically, students on placement will be an employee of the Placement Provider and the University expects the Placement Provider will treat our students no differently from other employees with regards to duty of care shown. Most organisations pay students on placement a salary, and most pay between £13,000 and £20,000 per year, although this can vary. You will need to ensure that you will have enough money to get you through your placement period, taking into account the cost of deposits and rental of accommodation, travel and general living costs.

The placement may be exempt from the National Minimum Wage if they meet the legal guidelines for exemption. The key exemptions from NMW, which will apply to placements and internships, are:

- Students working on a placement or internship with an associated assessment and/or which contributes to the final degree award are exempt from the NMW, as long as the placement does not last longer than one year.
- A placement does not have to pay the NMW if the placed student can be classed as a "volunteer" under law. A volunteer is someone who: is under no obligation to perform work and carry out instructions; has no contract or formal arrangement, and so can come and go as they please; has no expectation to be paid, rewarded, or receive any benefit in kind (but reasonable expenses e.g. travel costs can be paid and this should be encouraged).
- Work shadowing arrangements do not have to pay the NMW as the placement consists entirely of work shadowing with no work being performed.

The University of Nottingham will only advertise and promote unpaid opportunities to students which are legal under National Minimum Wage legislation and meet the above given legal guidelines.

³ <https://www.gov.uk/national-minimum-wage-rates>

3.4 Tuition Fees and Student Loans

During your placement year, you will remain a student of the University. You will not be charged the usual tuition fee amount for the year, since you will not attend the University for lectures, but in order to remain enrolled at the University (a prerequisite of attending a work placement for the year), you will need to pay the University a reduced fee. For students commencing 2012-2013 to 2016-2017, this fee is £1,800 for home and EU students and 50% of the usual tuition fee for international students. For students commencing 2017-18 or later the fee is £1,850 (see the table below).

Students taking a year or semester out from the University to complete a work placement⁴

	Home students	International students
Work placement year in the United Kingdom. Students commencing 2012-13 to 2016-17	£1,800	50% of the relevant international fee
Work placement year in the United Kingdom. Students commencing 2017-18 or later	£1,850	50% of the relevant international fee
Work placement year outside the United Kingdom. Students commencing 2012-13 to 2016-17	£1,350	50% of the relevant international fee
Work placement year outside the United Kingdom. Students commencing 2017-18 or later	£1,385	50% of the relevant international fee

As regards student loans, you should be able to borrow the amount needed to cover the reduced fee as well as take out the non-financially assessed part of the maintenance loan. [Student Loans Company](#) has confirmed that the £1,850 tuition fees for the placement year will be covered and that you will also continue to receive a reduced rate maintenance loan. Note that if you have transferred from a three year degree course to the degree incorporating a year in industry, you may not be eligible to receive a student loan for the extra year, so you will need to check this with the Student Loans Company. Please note that it is your responsibility to finance your placement year, and not the responsibility of the University.

You can find out further information on grants and benefits by visiting www.turn2us.org.uk.

⁴ <https://www.nottingham.ac.uk/fees/tuitionfees/201718/exceptional-fees-2017-18.aspx>

3.5 International Students

International students undertaking a placement year do not need to obtain a work permit, since the placement will be a necessary and assessed part of the degree. However, since international students are not permitted to take a year out of their degree whilst living in the UK, any International Student that fails to secure a work placement for the year out will not be permitted to remain in the UK during that academic year. The University will also need to have regular, recorded contact with international students.

Tier 4 students must abide by the terms and conditions stated on their visa, including the number of working hours that are allowed. If the visa states that no work is allowed, then this visa condition supersedes any advice laid out in the Tier 4 guidance.

You will need to pay Income Tax (on earnings above the tax-free personal allowance granted by the UK Government) and National Insurance (NI) contributions on money earned during your placement. You will need to obtain an NI Number – you should refer to www.gov.uk/apply-national-insurance-number for details of how to do this.

3.6 What are the key elements of a work placement?

When you start to look for work placements, you should bear in mind that the University will require the placement to meet certain suitability criteria before it can approve the placement. In addition to complying with health and safety and other legislative considerations, a placement must:

- ✓ Be relevant to your degree.
- ✓ Treat you as a junior professional or a graduate-entry level employee.
- ✓ Give you the opportunity to apply and develop the skills and knowledge that have been gained during the course.
- ✓ Give you the opportunity to learn new skills that will contribute towards employability.
- ✓ Give you interesting, varied and challenging work - although day-to-day repetitive tasks are recognised as a necessary part of work, they should not comprise a major proportion of the activities undertaken on placement.
- ✓ Allow you to make a genuine and valued contribution to the organisation
- ✓ Provide suitable supervision.
- ✓ Give you access to resources and facilities that are adequate for the role that will be performed.
- ✓ Provide you with an adequate induction.

The University reserves the right to disallow placements or cancel placements under certain circumstances, for example, if the placement does not meet the desired learning outcomes of the placement year or the required health and safety standards. In such cases the University will endeavour to provide as much notice as is reasonable in the circumstances.

3.7 Assessment of the Industrial placement year

On your placement you will learn by experience and will become a reflective practitioner. This means that you will reflect upon your work, evaluate the outcomes, consider what you

might do differently if presented with a similar situation again, identify key learning points and analyse your strengths and weaknesses.

Your placement will be assessed on a pass or fail basis. The assessment will include:

- 1) A reflective log.
- 2) A presentation to peers/students in the previous year.
- 3) A reflective evaluation of the placement experience; and
- 4) An updated CV the end of the placement.

All assessments are to be submitted electronically via [Moodle](#).

Reflective logs. The log is a multi-purpose document. In the short-term, it will help you to keep track of your learning and achievements, which is useful in case of your company's internal performance evaluations or for your communication with the personal tutor. It will also form the basis of the reflective essay that you will have to produce at the end of your placement. In the long-term, it can be something you can look back on to refresh your memory of the placement experiences as you prepare for graduate job interviews.

Your reflective logs should be recorded electronically using [Mahara](#) e-portfolio web page (more information of what Mahara is and how to use it see [Appendix 4. An introduction to using Mahara](#)). This way your tutor can view and comment on your logs and you can share good practice or common issues with other students. It is important that you enter your observations about the job at the beginning of your placement year and continue to add your reflections to the log throughout the year. You can start your reflective log with a record of skills you feel you already possess and skills you wish to improve. Develop the log records by tracking your progress throughout placement and finally assess your learning at the end of the placement year.

There are three types of learning that you may wish to comment on in your log book:

- Academic, theoretical and professional knowledge.
- Competences and employability skills.
- Practical skills (e.g. IT, project management, presentation).

[Appendix 2. Graduate Employability skills](#) shows a list of employability skills that employers often expect graduates to have. You may find it useful to use this list when assessing your skills. [Appendix 3](#) contains tips on writing a reflective log. It is up to you how often you add entries to your reflective log. However, these need to be frequent enough to track your learning. Remember - the more content you have, the easier it will be for you to write a reflective evaluation of your experience (all tracked in your log) at the end of the placement. Additionally, you may find it helpful and interesting to have a look at the books about the work placement in [Appendix 1. Recommended reading](#).

The reflective logs are not just a means of assessment. By taking a critical view of the work you are doing on placement, you will be able to track how well you are achieving your goals and will be motivated to improve your employability skills and take on more responsibilities.

Presentation to peers/students in the previous year. As part of your assessment, at the end of your placement year you will be invited to give a short presentation about your placement experience in an event for the 1st year students who are at the stage or planning their year in industry. Your peer students will also be present to give their presentation. This will be an informal event to share what you did during your year out, the lessons you learned, any tips to the students embarking on their placement and feedback to the Placement Team. Hints and tips on preparing and delivering a presentation can be found in [Appendix 5. Preparing and delivering a presentation.](#)

Reflective evaluation of the placement experience and an updated CV at the end of the placement. The final two pieces of assessment is a way for you to look back at the overall placement experience and reflect on how it enhanced your knowledge and skills, what you learned about your own professional ambitions, your interests, what you enjoyed doing and the type of challenges you experienced and overcome. Join the different learning points you logged in your Mahara portfolio into a coherent story.

You can find the detailed guidance on how to write a reflective evaluation in [Appendix 6. Writing a reflective report.](#) Finally, an updated CV, which will now include the new skills, experience and training that you acquired during the placement, should accompany the reflective evaluation report.

4 Applying for placements

4.1 Securing a placement

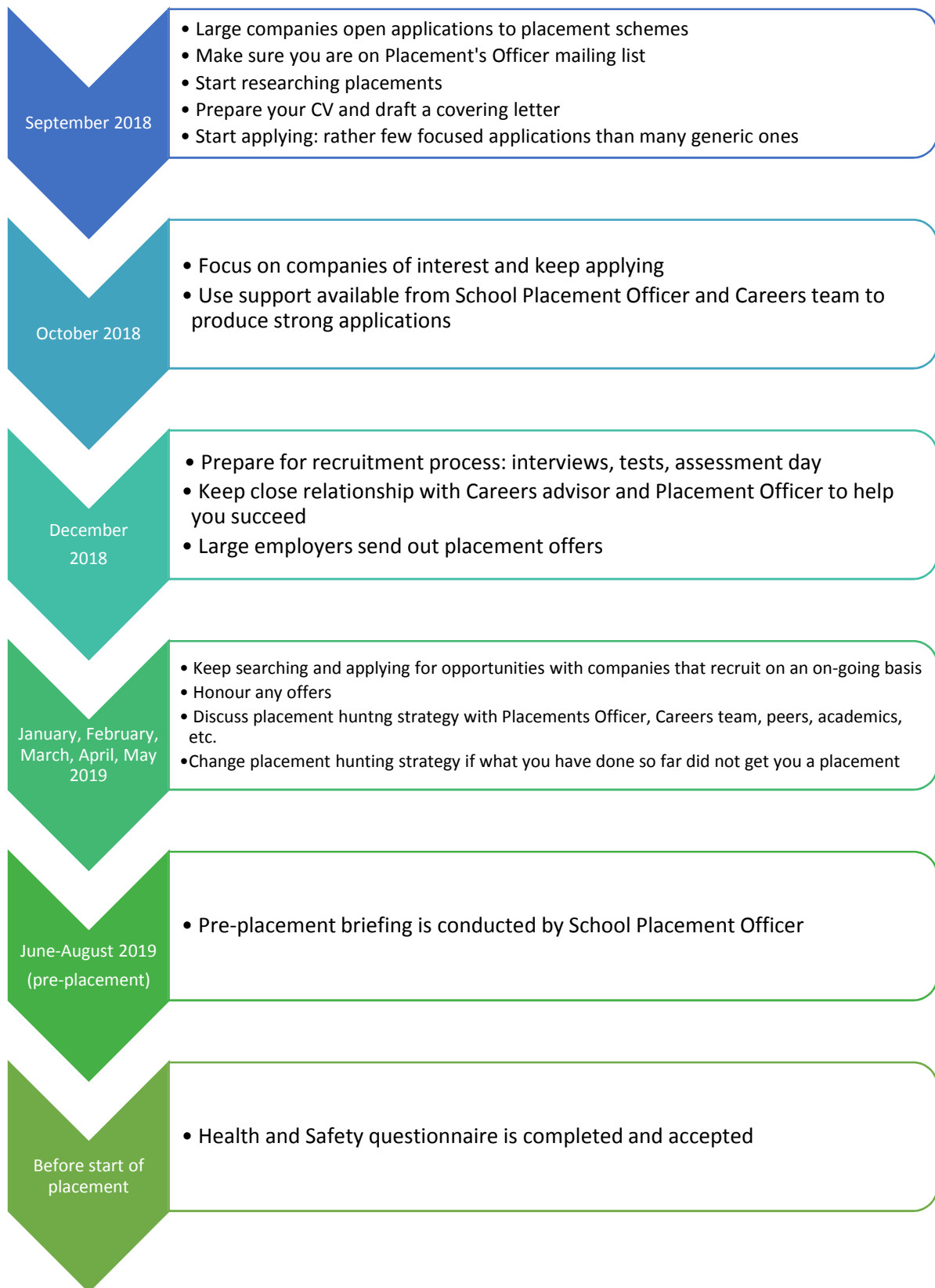
While the university will provide all possible support in identifying and securing a placement, we cannot guarantee a placement. At the end of the day, it is up to the employing company to select among the candidates for placements or internships. It is the student's responsibility to be actively looking and applying for placements in order to secure one to attend in your third year of study. You need to be proactive and start to apply for a placement approximately one year ahead, since companies start recruitment as early as in September to placements commencing in September next year and fill their vacancies over the autumn.

Some companies will continue to recruit into to the summer of the year when the placement is due to start as they get new budget and openings on new projects. So, if you have not got a confirmed placement by the end of the standard recruitment process, there is still time. However, if you do not have a placement by week 1 of the academic year, then it is recommended that you return to University and continue with your studies.

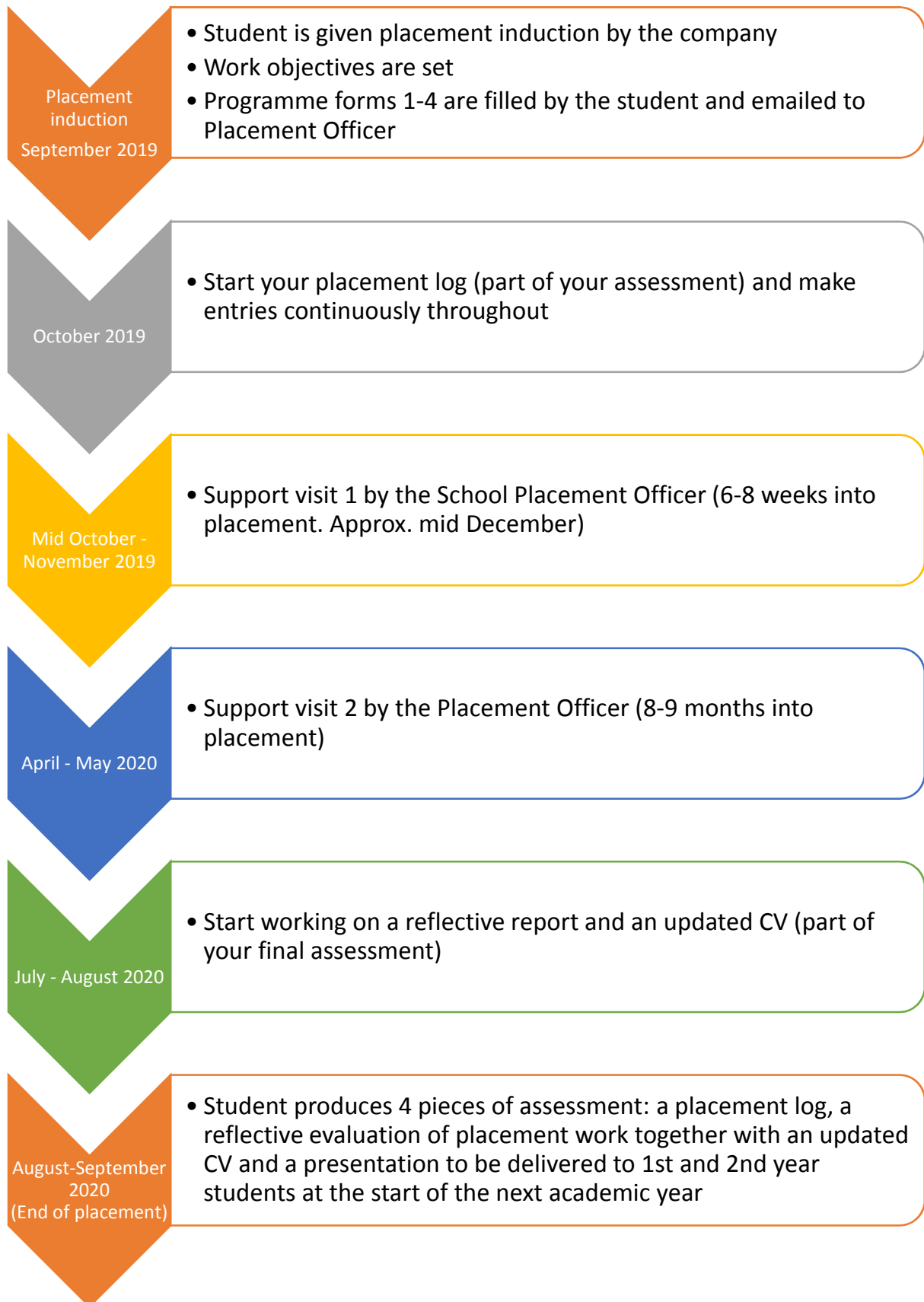
4.2 Timeline for organising your placement

For those wishing to pursue the Physics with a Year in Industry programme and make the best effort in securing an industrial placement for the academic year 2019-20, the timeline is given in Figure 1 below. Please note that the ideal **time to start** securing a placement for the academic year 2019-20 is **September – December 2018!**

Figure 1. Ideal timeline for the placement year 2019-20. PART 1: Preparing for a placement



PART 2. While on placement in 2019-20



4.3 Strategies of looking for a placement

The School of Physics and Astronomy Placement Officer is your dedicated point of contact to help you to identify and secure a placement. The Placement Officer will maintain a list of relevant placement opportunities both at industrial and research organisations for you to apply to. It is available on Moodle [Placements/Year in Industry/Placement opportunities you can apply to now](#). It is perhaps the first and easiest starting point for you to find something interesting for you. Some companies on the list will have an active interest in hosting a student and a direct point of contact for you to send your CV to. Do read and follow the guidance of how to apply to these options. The list is regularly updated to bring any relevant roles to your attention. Also, follow the School's placement Twitter channel [@UoNPhysCareers](#) for instant updates.

The University Careers and Employability Service will advertise any placement opportunities communicated by employers online [MyCareer](#).

Careers advisory staff in [Careers and Employability Service](#) are available throughout the year to help you with applications and interview preparation. Careers and Employability Service has a dedicated [Science Careers team](#) for science students to assist with specific job hunting skills, such as CV writing, mock interviews, formal assessments and psychometric testing. They run drop-in sessions (during term-time only) where you can get instant advice or have your CV reviewed. No appointment is needed.

Science careers drop in sessions on Park Campus

Mondays - 1-2pm George Green Library

Wednesdays - Psychology, 12-1pm, A30, Psychology building

Fridays - 1-2pm George Green Library

Internet. Make extensive use of the internet. Look at aggregating sites such as [RateMyPlacement](#), [Studentladder](#), [Cogentskills](#), and [EDT](#), as well as at the sites of individual companies that you are interested in. Employers, particularly the larger organisations, often advertise placement schemes on their website, on social media sites, and/or on general careers/placement websites.

Graduate career fairs. The University's Careers and Employability Service runs annual Graduate Jobs Fairs on campus (<https://www.nottingham.ac.uk/careers/students/events/recruitmentcareersfairs/graduatejobsfair.aspx>). External organisations, such as industry consortia and large employers may also run their career fairs. Keep an eye on these on the internet. For example, you can subscribe to [the Times Top 100 Graduate Employers](#) mailing list to notify you of events held by a particular employer of interest in your area.

You can also submit speculative applications if there is a company you would like to work for that does not advertise work placements. and do not discount the possibility of finding a placement opportunity through family, friends, previous employers and other students.

Your social network. Having a chat with your house mates, friends, students at other universities, your family members and their colleagues, previous employers as well as your academic tutors in whose sphere of work you are interested may prompt you to useful industrial contacts and opportunities to apply to. Such serendipitous conversations can be extremely efficient.

4.4 WRIPA - The White Rose Industrial Physics Academy

The Physics Department of the University of Nottingham is a member of the White Rose Industrial Physics Academy (WRIPA), which is of an additional help to you in finding a placement or internship opportunity.

WRIPA is a partnership of Physics Departments of the Universities of York and Sheffield with the associative partnership of the Universities of Nottingham, Hull and Leeds. The primary aim of WRIPA is to enhance industry-relevant skills of physics graduates by supporting students through summer internships and year in industry placements.

The benefits of being part of WRIPA include:

- Access to a joined pool of employers who offer summer internships, year in industry placements and graduate jobs to physics students. These are made available through the School's Placement Officer.
- The opportunity to attend an annual Careers Fair organised by WRIPA partners: <http://wripa.ac.uk/student-info/careers-fair-2016/>

The **2018 WRIPA Physics Industry Recruitment and Placement Fair** will take place on **Wednesday the 10th of October in the Exhibition Centre at the University of York**. Coaches will be organised to take Nottingham physics students to the fair. More information will be distributed in due course.

To find out more about WRIPA, visit the web page: <http://wripa.ac.uk/>.

To get inspired by what students have achieved with support from WRIPA, visit their YouTube channel: <https://www.youtube.com/channel/UCN3XpTPeTIDzMg-qxrf3j6g>

5 Starting your placement

5.1 Requirements of a placement

In order to satisfy the University regulations covering the Year in Industry award, you should ensure the placement satisfies the following criteria:

- The period of employment is a minimum of 10 months, including normal industrial holidays. This can be combined of placements terms with more than one employer.
- You maintain contact with your industrial placement supervisor and the School Placement Officer during your year in industry.
- You provide the University with the complete details of your placement.
- You complete and submit all elements of the assessment as defined in Section 3.7.
- You pay the appropriate University registration fee as a year-out student.

Once you have secured a placement, please complete Form 1 "Industrial Placement Form" (see [Section 10. Forms](#)) and email it along with a copy of your offer letter or placement confirmation email to the School Placement Officer. Please do this as soon as you secure your placement so that we can contact student Finance, update your student record, ensure relevant departments are aware of your placement and start arranging support for your year out.

Important: We cannot approve your placement until a Health and Safety form is completed by your employer and sent back to the Placement Officer. Delaying notifying the Placement Officer of your placement may delay your start date.

5.2 Your main points of contact while on placement

The School Placement Officer, your personal tutor and your allocated industrial placement supervisor are your first points of contact during your placement year.

The School of Physics and Astronomy Placement Officer is Olga Fernholz, Olga.Fernholz@nottingham.ac.uk, 0115 74 86 720, Room C400b, Physics building, University Park, Nottingham, NG7 2RD.

6 Health and Safety

During your placement, the responsibility for health and safety clearly resides with you and the company that is employing you. All companies should have a written Health and Safety policy and have Employer and Public Liability insurance. They should also have a formal procedure for reporting accidents and incidents and you should know who the Safety Officer is and how to contact them. You will be informed about the health and safety regulations and procedures in the company as part of your induction and you must follow them. It is essential that you also read the Health and Safety Information and Guidance for Students on Placements in [Appendix 7. Health & Safety Information & Guidance for students on placements](#).

6.1 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, you also have responsibilities with regards to health and safety, which are:

- To familiarise yourself with the health and safety aspects of placements, the responsibilities of the placement provider for you, and with the health and safety aspects particularly relevant to your job.
- To follow health and safety instructions, information and training.
- To comply with the placement provider's policies and any relevant legislation.
- Not to do anything that puts you, other people or property at risk.

- To never intentionally misuse equipment or any personal protection equipment provided for health and safety reasons.
- 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.**

6.2 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 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 personal protective equipment and clothing and ensuring their correct use.

It is important that you are made aware of the risks associated with the activities you will be involved with, your responsibilities to control these and the health and safety procedures to follow. 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 to feel competent and confident to do so.

Levels of supervision will vary from placement to placement and at points within a particular placement. Do not be afraid to ask your placement supervisor questions. If you feel there is a lack of supervision, raise this concern.

6.3 Personal protective equipment

The use of personal protective equipment (PPE) may be an important element of managing health and safety risks on your placement. PPE includes 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 why it is required
- how to ensure a proper fit, so PPE will work effectively and
- how to maintain, store, and recognise defect in PPE 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.

6.4 Reporting accidents, incidents and health and safety concerns

It is important that you report accidents and incidents you were 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. You should be made aware of the reporting procedures at the induction.

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 the Placement Officer aware. Do not wait to the next scheduled visit or conversation with the Placement Officer. Never undertake an activity, using equipment or go into an area unless you are competent and confident to do so.

6.5 Information, instruction, training and supervision

These form the basis of 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. An induction form on the health and safety aspects is included at the end of this document (Form 4) that should be included as part of your induction.

6.6 Health and Safety monitoring and feedback

You have an important role 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 in the reflection report 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.

6.7 Emergency information

Whilst on placement it is essential that you receive information and instruction on the actions to take in case of an emergency situation, such as:

- hearing the fire alarm
- discovering a fire
- requiring first aid assistance
- a threat to personal safety
- 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 your up to date contact details so that we can contact you in an emergency

7 Forms to fill

1. Once you secure your placement, please fill in Form 1. Industrial Placement Form. Mind that you fill in all sections, sign it (electronic signature is fine) and email it, along with the offer of the placement, to the School Placement Officer Olga Fernholz at Olga.Fernolz@nottingham.ac.uk.
2. Within the first week of your placement, you must fill in Form 2 "Placement Contact Details" and email it to the School Placement Officer. Please make sure you give your full contact details including details of the company site where you are based, contact details of your line manager, your period of employment and your work contact details. It is extremely important for the university to know of your whereabouts to continue to support you throughout your placement.
3. Following the health and safety induction by your placement provider, fill in Form 3. "Student's checklist of Health and Safety information following the induction".
4. On joining your placement organisation, it is your responsibility to make yourself familiar with how the organisation is run. To ensure that you have covered the relevant issues, please complete Form 4 "Induction Form" during your first week. You must sign and return this to the Placement Office within two weeks of starting your placement. If after the induction you still have any questions, do not be shy to ask your work supervisor or Human Resources contact in the company Please let the School Placement Office know if you have any further questions or problems.

8 While on placement

8.1 Placement visits

As part of the Physics with a Year in Industry programme, your Schools Placement Officer will, wherever possible, visit you during your industrial year. The visits are there to support you and to discuss your training and development progress and any requirements you may have in the external organisation. Ordinarily, the person responsible for your day to day work at the company is your line manager/placement supervisor in the company.

The purpose of university visits is to discuss your progress both with you and your industrial supervisor to make sure everybody's interests are respected. This may involve going through the points you recorded in your log book to give you support and guidance on any issues you are facing, to discuss the final year module or project options.

If your manager is busy, ask if another senior member of your team or a mentor who knows your work well can attend the meeting instead. You should also book a room for the meeting and inform your company's reception of your Placement Officer's visit. Finally, if necessary please provide directions to the company and make access and parking arrangements if needed.

For students on international placements, the number of visits and the timings will be different. Where possible, Skype meetings will be used to compensate for this.

8.2 Experiencing Difficulties

You are expected to work and manage yourself professionally in the workplace and part of this is your ability to accept tasks that sometimes would challenge you. However, if at any time you feel that your situation with the company is becoming unsatisfactory for any reason and you cannot resolve the situation yourself or with your company line manager, you should contact your industrial placement supervisor or the School Placement Officer as soon as possible. As a registered student, you continue to have access to all the support services here on campus should you need them. Please don't hesitate to contact us if you have any queries or issues.

8.3 Useful contacts

At the University of Nottingham

Student Services

T: +44 (0) 115 74 86500

<http://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx>

Library Helpline

T: +44 (0) 115 951 4514

E: library-helpline@nottingham.ac.uk

IT Service Desk

T: +44 (0) 115 95 16677

E: itservicedesk@nottingham.ac.uk

Report Online: <https://selfservice.nottingham.ac.uk>

International Enquiries

T: +44 (0) 115 951 5247

F: +44 (0) 115 951 5155

E: international-office@nottingham.ac.uk

External Relations

T: +44 (0) 115 951 5765

F: +44 (0) 115 951 5733

E: externalrelations@nottingham.ac.uk

Web Team (Feedback and problems regarding the University website)

E: web@nottingham.ac.uk

Other

Student Loan Company

Website: www.gov.uk/contact-student-finance-england

Tel: 0300 100 0607

(open Mon-Fri from 8.00am to 8.00pm and Sat and Sun 9.00am to 4.00pm)

9 APPENDICES








Appendix 1. Recommended reading

Useful books about work placement and making the best out of it.

Bassot, B. (2013) *The Reflective Journal*, Basingstoke: Palgrave Macmillan [LB1062.B2: Hallward Library](#)









Cottrell, S. (2010) *Skills for Success: The Personal Development Planning Handbook, 2nd edition*, Basingstoke: Palgrave Macmillan [HF5381.C6: Business Library & Hallward Library](#)

Useful content. Skills for Success:

-  Setting goals
-  Self-management – time management, emotional intelligence, managing performance
-  Problem-solving and task management – prioritising, avoiding procrastination, project management
-  People skills – team work, building rapport, assertiveness, dealing with difficult people, negotiation
-  Creative thinking
-  Reflective learning
-  Successful job applications and interviews

Fanthome, C. (2004) *Work Placements: A Survival Guide for Students*, Basingstoke: Palgrave Macmillan [LC1047.G7.F2: George Green Library](#)




Useful content



-  What to consider when choosing work placements to apply for
-  Applying for a placement
-  Interview success
-  Getting the most out of your placement
-  Common problems facing students and how to deal with them
-  Reflective logs and essays
-  Giving a presentation
-  Searching for employment in your final year of university

The Mind Gym, The (2006) *Give Me Time*, London: Time Warner Books [HD69.T54.M4: DLRC, Jubilee Campus](#)

Neugebauer, J. and Evans-Brain, J. (2009) *Making the Most of Your Placement*, London: SAGE [LC1072.I58.N4: Business Library & Hallward Library](#)









Useful content

-  Finding and applying to placements – CV, covering letters, interviews, assessment centres and tests
-  Managing your budget
-  Having your performance assessed

-  Key practical skills for the workplace – writing reports, arranging meetings, managing your time, project management
-  Learning on your placement – emotional intelligence, working in teams, learning styles and different team roles, personal development planning, how to network

Thomas, P. et al. (2012) *The Human Touch – Personal Skills for Professional Success*, Swindon: BCS, The Chartered Institute for IT [HF5386.T4: DLRC, Jubilee Campus](#)

Useful content

-  Building rapport and sustaining relationships
-  Team working
-  Negotiation and conflict
-  Influencing
-  Written communication
-  Presentation skills
-  Commercial awareness
-  Creative problem solving

Appendix 2. Graduate Employability skills

Skills Category	Examples
Traditional Intellectual Skills	Argue logically Apply theory to practice Analyse and evaluate
Key Skills	Communication Managing self Managing learning Working with others Problem solving
Personal Attributes	Self-reliance Adaptability and flexibility Creativity Resilience Initiative Reliability and responsibility Self-esteem Sociability Integrity/honesty
Thinking Skills	Decision making Problem solving Creative thinking Knowing how to learn Reasoning
Competencies	Time management Resources management Team work Lead by example Customer service Persuasion and negotiation Information management: acquire, evaluate, organise, maintain, interpret, communicate and process information
Systems Management	Use and select appropriate technological systems Know how organisational systems work Monitor, design, improve systems Prevent/identify problems with equipment
Organisational Awareness	Knowledge about: Structure Induction processes Appraisal processes Aims and objectives Policies/procedures Legislation Culture/values

Appendix 3. Tips on writing a reflective log

You will need to write your reflective logs using the University's e-portfolio system, Mahara. An introduction to Mahara and guidance on getting started are provided at the end of this appendix.

The logs need only be short, but should contain the following:

- Setting the scene: what did you do today/this week and why?
- Your reactions, opinions and feelings at the time.
- Value judgements: how do you feel it went?
- What did you learn?
- How have you used or how will you use what you have learned?
- Mention anything you did differently as a result of something learned previously
- Analysis of any events that showed you something about yourself or tested a particular skill.
- Mention any feedback received about your work and your opinion about this.
- Discuss any suggestions made by colleagues or your tutor.
- Consider and analyse any possible alternative interpretations.
- What progress have you made against targets you have set for yourself?
- Any further action or improvements needed? Is there anything you would do differently next time?
- The results of any shadowing, meetings, visits to different departments.
- Each week, identify at least one employability competency that you have developed.

In your reflective logs you will be expected to show that you are able to set yourself targets at appropriate intervals. Below is an example of how you might do this:

Objectives

- What do I want to be able to do, or do better?
- Is it achievable?
- Am I being specific?

Success Criteria

- How will I recognise success?
- How will I review and measure my improvement?

Actions

- What methods will I use to achieve my learning objective?
- What resources and support do I need?

Implementation

- How will I practice and apply what I learn?

Target Dates

- When must I have completed my actions?
- When will I review my progress?

Completing your logs on a regular basis will enable you to have a good proportion of the content needed for your reflective essay.

Appendix 4. An introduction to using Mahara

What is Mahara?

Mahara is an online platform for personalised, reflective and collaborative learning. It is a personal repository for work, resources and evidence. You can use Mahara for more than recording reflective logs. It is a tool to build an e-portfolio⁵ for any purpose.

On Mahara you can interact with tutors and maintain contact with the other students on your course in an academic and professional context. You can even set up discussion forums in order to share ideas and tips with other students and support each other with issues arising at the placement.

During your placement, you will use Mahara to present your “portfolio” of reflective logs. Using Mahara to complete and store your reflective logs will allow you to be organised and systematic and remain focused on your goals. Your tutor can log in to Mahara to check your logs and monitor your progress. By using Mahara, she or he can also provide more immediate constructive feedback.

Maintaining your reflective logs is the minimum what you can use Mahara for, but many students on placement make more extensive use of Mahara. The creation of a portfolio that demonstrates progress on a placement enhances students’ sense of professionalism, pride and self-empowerment. It is a focused yet creative approach to record your personal and professional development. Moreover, gathering evidence throughout your placement year into an e-portfolio will help you to plan for the placement report that you will have to complete as part of your assessment. The concrete evidence contained within the portfolio can also serve as a reminder in the future when you will be writing job applications and preparing for interviews.

A major reason why students like to maintain a portfolio of their placement year is that it can be used to showcase your skills and experiences to prospective employers. You can even provide a link to your Mahara portfolio on your CV, for example. Using appropriate media to highlight your relevant skills and experience can differentiate you from other applicants. The creation of an e-portfolio also demonstrates to an employer that you possess autonomy, initiative and good organisational skills. Furthermore, prospective employers often make a search on their applicants on Google and your e-portfolio, if you make it publicly available, would tell an interesting story about who you are and what you have done.

You can share your e-portfolio with whomever you choose. You can share it with your placement provider: showing your weekly reports to your manager could help them to see what you have been focussing on and plan for next few weeks. You can choose to share your

⁵ An e-portfolio is a purposeful aggregation of digital items – ideas, evidence, reflections, feedback etc. which ‘presents’ a selected audience with evidence of a person’s learning and/or ability.” Sutherland and Powell 2007. Sutherland, S. and Powell, A. (2007), CETIS SIG mailing list discussions [Online] Available at: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A1=ind0707&L=CETIS-PORTFOLIO#3>

portfolio with students who are in their second year of their degree so that they can gain some insight into the placement year that awaits them.

Finally, there will be updates on Mahara on what is happening at the University so that you can easily re-integrate into university life when you return in your final year.

How do I get started with Mahara?

Below are the most basic steps you need to take in order to get started with Mahara. More detailed instructions on how to set up your portfolio can be found on Mahara.

1. Go to <http://mahara.nottingham.ac.uk>
2. Log in using your University of Nottingham user name and password
3. Log out again. This will ensure that the Placement Officer or tutor can find your name in Mahara's search results.
4. The Placement Officer will add you to the group "Physics Year in Industry". Once you are a member of this group, log in to Mahara – you will see a link to "My groups" on the top right-hand side of the home page – click on the group "Physics Year in Industry"
5. You will need to read the "Guide to Using Mahara". The information on the group homepage will tell you where to find it. This contains further instructions on navigating Mahara and setting up your portfolio.
6. Set up your portfolio according to the instructions.
7. Before writing reflective logs, read the tips above on what to include in the logs and some literature on reflective learning in the recommended reading list.

Appendix 5. Preparing and delivering a presentation

Presentation – what to include

- ◆ Identify the type and size of the organisation.
- ◆ Give an overview of your role.
- ◆ Summarise successes, problems, benefits of the placement, learning outcomes, skills development.
- ◆ Discuss how you overcame any challenges.
- ◆ Discuss how the placement was of benefit to the organisation.
- ◆ Give examples of how you would present the skills, knowledge and experience you gained to a potential employer (i.e. in applications or interview).
- ◆ Answer any questions from the audience.

Hints and tips on delivering a successful presentation

- ✓ Have clear objectives
- ✓ Think about the structure
- ✓ Anticipate questions you may be asked
- ✓ Practice first

Pass Criteria for the Presentation

Content	a) clear and focused objectives and purpose b) reasonable and clearly stated arguments and recommendations c) content is suitable for the audience and for the purpose
Organisation	a) style is easy to follow b) effective introduction and conclusion c) good structure of details and facts
Language	a) appropriate professional language b) clarity of message c) good grammar d) explanations of technical language
Delivery	a) controlled and confident b) appropriate body language c) voice projection d) visual cues and prompts

Appendix 6. Writing a reflective report

In your reflective evaluation report, you should demonstrate a critical awareness of the experiential learning process that has taken place during your placement year. Your report should include:

1. Introduction

- Name, type and location of organisation
- Duration of the placement
- Title of your position
- The department in which you were primarily based
- What it was that attracted you to the placement and any preconceived ideas

2. Profile of the organisation

- A brief description of the organisation; its area of expertise, aims and objectives, core values, ambitions for the future
- A background to the technology systems used in various functional areas and your experience of the technologies
- Any visits made to other departments or affiliated organisations
- An analysis of the induction you received: the contents, whether or not it was adequate, any effect it had on your learning and performance at work, benefits of an induction programme
- A critical review of the organisation, including health and safety information given and any related issues, styles of management, level of technological innovation

3. Details about your role

- An outline of the objectives of your role and of any project work or of the main tasks undertaken
- A description of some of your daily activities
- A description of how you approached any project work and/or your day-to-day role
- A critical review of your role, including how much self-management was expected
- Detail about your contribution, including tasks you particularly enjoyed and why
- Challenges you faced, including problematic procedures, how you overcame these, and whether you used prior knowledge to overcome any difficulties
- A discussion of how you set yourself goals and the outcome of these
- An evaluation of the progress you made

4. Main links with your degree

- Technical skills and knowledge gained in years 1 and 2 of your degree course that have helped you to tackle the objectives of your role on placement
- Issues encountered on placement that link to your degree and how your degree was relevant to doing the job
- Any things you have had to do that you have not been covered on your degree programme

- A discussion of how your placement may have helped you with choosing modules for your final year at university and with choosing the type of final year project you would like to do
- A discussion of how you will use what you have learned once back at university

5. The key skills and knowledge that you gained

- Technical skills and knowledge gained
- Knowledge gained about the industry
- Organisation / time management / project management / communication / team work / presentation skills gained or improved, and how
- Other transferable skills that you developed
- Confidence gained
- Which skills need further development
- Any major achievements
- Any training received with an evaluation of its effectiveness

6. How you think your placement will be useful for the future

- Any insight gained into the career you wish to pursue after graduation
- Some elaboration on whether or not you would like to work for an organisation like the one at which you did your placement
- Any other conclusions you have reached about your career preferences
- Whether your placement has given you the desire to pursue further study after graduation, e.g. an MSci

7. Review of your experiences

- A critical and constructive reflection on your experiences – what have they taught you, what you learned from being in a different environment?
- Whether colleagues impacted positively or negatively
- The effect of support provided
- Analysis of your strengths, limitations and areas for improvement
- An analysis of your ability to be effective in a work situation
- An analysis of feedback processes or appraisal schemes and their implications on your learning and experience
- Was there any issue that changed your perception of your placement or the industry
- Social activities undertaken (including professional networking) and their impact on your personal and professional development

8. Conclusion

- A summary of what you learned about yourself, what the most important things you learned were and how this will be relevant to your future career
- What you would do differently with hindsight
- Possibly some recommendations on future projects that could be undertaken by the organisation, or what you wish were different during your placement

Appendix 7. Health & Safety 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).

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.

If you have any concerns whilst on placement, 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.

10 Forms

Form 1. Industrial placement form

Please fill in and return the form to the School Placement Officer (make sure you also forwarded the confirmation of your placement from your employer). Please write clearly ensuring that you complete all sections on the form.



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Student details		
Family Name:	Forename(s):	
Student ID:	Department:	
Course Title:	Course Code:	
Current year of Course (3 rd , etc.):	Personal Tutor:	
Is this placement part of your degree programme?	Yes	No
Company details		
Proposed start date:	Proposed end date:	
Company name:	Company address:	
Industrial supervisor name:		
Their telephone number:		
Their email address:		
Brief Description of Duties/Work to be carried out: (Please print out and attach a job description or role profile if you have one)		
Fill this section if you are an overseas student		
International office approval		
Are you currently funded by an officially recognised sponsor? Yes No		
If yes, please give the name of your sponsor and their file number:		

If you are sponsored, this change may have implications for your funding. If you have sought permission from your sponsor, you must attach written evidence; otherwise the International Office will be obliged to inform your sponsor.

On behalf of the International Office, I confirm that the student has been fully informed of the implications that this Industrial Placement will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this Placement to the UK Border Agency.

Signed: _____

Date: _____

Student confirmation

I agree to fulfil the above academic placement identified and will return to the University to recommence my study and complete my course once the placement comes to an end. I will keep in regular contact with my School Placement Officer during this time and will produce any documents as outlined by the School.

Student signature: _____

Date: _____

FOR OFFICE USE ONLY

Correct fee for this placement:

ACTIONS	DATE
Recorded on My Nottingham	
Employer confirmation of placement received	
Health & Safety form sent	
Health and Safety form received	
Employers liability, public liability and professional indemnity insurance confirmed	

Departmental coordinator/tutor

I, _____, confirm that the above placement meets the relevant course requirements and I am happy for the above named student to participate in the activity.

The University is required to record interactions for this period of time, will retain the student for the above period and will correspond with them during this activity to ensure it is progressing effectively. The University will pass on any relevant information to the student and also record the interactions in an appropriate manner for attendance monitoring purposes.

Signature of approving person: _____

Date: _____



Student's Name		
Daytime Telephone / Mobile		
Placement dates		
Department name		
Company name and address		
Email at the placement organisation		
Fax at the placement organisation		
Placement supervisor's name: Their telephone Their email address		
Additional contacts in the host company		
Accommodation address during the year out		
Additional information		

Form 3. Student's checklist of Health and Safety information covered in the induction

By the end of your initial period in the company (first week or so), your placement provider should have provided you with the main aspects of Health and Safety information. Please check the areas that have been satisfactorily covered with ✓ and those not applicable with **N/A**.



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HEALTH AND SAFETY RESPONSIBILITIES AND ARRANGEMENTS	
Your health and safety responsibilities whilst on placement (Take reasonable care for yourself and others, cooperate with your placement provider, never intentionally misuse equipment provided by the company and report any issues.)	<input type="checkbox"/>
Your placement provider's responsibilities and arrangements for health and safety (Treat you as an employee, provide access to health and safety policy, inform about procedures to report health and safety issues)	<input type="checkbox"/>
FIRE SAFETY AND EMERGENCY EVACUATION	
Action to take on hearing the fire alarm (Evacuation alarm sound, exit and fire exit routes, assembly point locations, when safe to re-enter buildings)	<input type="checkbox"/>
Action to take if discovering a fire (Trigger fire alarm, location of fire alarm call points, not to take any personal risks, location of fire fighting equipment)	<input type="checkbox"/>
FIRST AID AND EMERGENCY ASSISTANCE	
How to access first aid assistance (Local first aid personnel, where to find their contact details, etc.)	<input type="checkbox"/>
How to obtain assistance in the event of a general emergency (Contact details of security office, when to contact emergency services)	<input type="checkbox"/>
INCIDENTS AND WORKPLACE HAZARDS	
Reporting accidents and incidents (How to report, reporting as soon as possible after the event, importance of reporting "no injury" incidents)	<input type="checkbox"/>
Reporting hazards (How to report, importance of reporting before hazard causes harm and not ignoring hazards)	<input type="checkbox"/>
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)	<input type="checkbox"/>
Welfare facilities (Location of toilets, reducing risk of cross-infection or cross-contamination)	<input type="checkbox"/>

<p>Out of hours and lone working (Procedures for accessing and vacating facilities, reporting presence)</p>	<input type="checkbox"/>
<p>Electrical safety and portable appliances (Basic visual checks to ensure safety condition of appliances, action to take if appliances defective)</p>	<input type="checkbox"/>
<p>RISK ASSESSMENT, PREVENTION AND PROTECTION MEASURES</p>	
<p>General risk assessment (Procedures for carrying out risk assessments, outcomes of risk assessments that relate to activities you will be involved in)</p>	<input type="checkbox"/>
<p>Manual handling (Not exceeding own capabilities, safe lifting and carrying techniques, use of equipment to assist with manual handling)</p>	<input type="checkbox"/>
<p>Work equipment and machinery safety (Types of equipment you will be using and associated hazards, controls and procedures for ensuring safe working)</p>	<input type="checkbox"/>
<p>Display screen equipment and workstation (Procedures for assessing own workstation, procedures for reporting concerns)</p>	<input type="checkbox"/>
<p>Hazardous and dangerous substances (Safe storage, use and disposal of substances, emergency arrangements in the event of spillage or inadvertent release)</p>	<input type="checkbox"/>
<p>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)</p>	<input type="checkbox"/>

Form 4. Induction form



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This is a list of the essential information that should be covered in the induction to your placement by the company. It is ensure that you have all the necessary information to settle into your placement quickly.

Student name: _____

Company name: _____

Industrial supervisor's name and email: _____

Work Environment

- Introduction to key staff members and explanation of their roles so you can start to learn whom to go to for information and more importantly what goes on in your team (Don't worry if you can't remember all their names - nobody expects you to, they won't mind you asking at a later date!).
- Location of toilets, break areas, canteen etc., plus lunch, tea and coffee arrangements.
- Dress code.
- Car parking (permits, etc.).

Procedures

- Use of email

Many firms have stringent disciplinary procedures (some result in immediate dismissal) for the misuse of e-mail. Make sure you are clear about what you can and can't use the company system for. It is there for business purposes, so don't assume it's generally okay to contact friends, family etc. using this resource.

- Use of web resources

Many firms have very strong views on use of the Internet at work, too. Find out about policies on accessing Facebook and similar sites even during breaks

- Telephone procedures

Some departments will have a corporate answering procedure for the telephone, particularly if it has a customer facing role. It is generally the practice to answer with either your name or that of the department. You may need to know how to make calls internally and externally, how to transfer calls and record your own voicemail message.

- Holiday arrangements

How to book and record annual leave. You cannot automatically take leave when you want to, companies tend to stagger leave or may have busy periods where leave is not authorised.

If any of these points have not been covered in the first week, then ask your mentor or colleagues in the company.

Health & Safety declaration

I confirm that I have read and understood the health and safety guidance for students Health & Safety Information & Guidance for students on placements and that I will follow it. I have completed the Student's checklist of Health and Safety I understand that it is my responsibility to send a copy of this signed Induction Form to the School Placement Officer.

Student (please sign): _____





Date: _____

11 A layout for a CV and Covering Letter

You can find a comprehensive guide on how to write a good CV and covering letter at the Careers and Employability Service website: <https://www.nottingham.ac.uk/careers/documents/students/student-information-leaflets/writing-a-cv-and-covering-letter-web.pdf>

At the bottom of this section, you will find an example of a good layout for a CV and a Cover Letter produced for you by the Careers Services. You can write your own content directly into the template to quickly produce a professional looking CV and a covering letter.

It is highly recommended that before sending your application to the employers, you receive feedback on your CV and covering letter from the dedicated Science Careers team. They are:

<p>Pauline Maden Science Faculty Careers Consultant</p> <p>0115 95 13684 Work Pauline.Maden@nottingham.ac.uk</p> <p>Room B08, B floor Pope Building, Uni... Nottingham NG7 2RD</p>	
<p>Chris Jones Senior Careers Adviser</p> <p>0115 74 84546 Work C.Jones@nottingham.ac.uk</p> <p>Room B08 Pope Building, University P... Nottingham NG7 2RD</p>	
<p>Catherine Sibley Employability Education Projects Officer ...</p> <p>0115 74 84544 Work Catherine.Sibley@nottingham.ac.uk</p> <p>Room B08 Pope Building, University Park Nottingham NG7 2RD</p>	
<p>Erica Sparkes Employability Education Projects Offi...</p> <p>0115 9584545 Work Erica.Sparkes@nottingham.ac.uk</p> <p>Room B08 Pope Building, University P... Nottingham NG7 2RD</p>	

Jennifer Balloch

Faculty Employability Officer

0115 74 84543 Work

Jennifer.Balloch@nottingham.ac.uk

Room B8 Pope Building, University Park
Nottingham
NG7 2RD



This is an example of a way of presenting and laying out your CV. However there's no one 'correct' way to present a CV – make sure yours is the best fit for the information you want to put across

Sam Student

13 University Crescent, Nottingham, NG7 2RD
07999 999 999
sam.student@nottingham.ac.uk
www.linkedin.com/in/samstudent

Key aspects to consider: Professional presentation Concise and consistent layout Attention to detail (no spelling or grammatical errors) Tailored and relevant to role

You could include a short personal profile at the top of your CV. This should be a brief paragraph which outlines who you are, your key selling points and what you are looking for. Be concise but as specific as possible, trying to tailor this introduction to the role and grab the attention of the reader.

Education and Qualifications

2016- Present: University of Nottingham

BSc (Hons) Physics

- Key Modules include: (don't need to list all modules but can include some relevant to role)
 - Relevant Module 1
 - Relevant Module 2
 - Relevant Module 3
- Other key information e.g. project work, specific skills / equipment used as relevant to the role being applied for
- Predicted Grade / grade achieved in previous year (probably best only to highlight this if the grade is or likely to be 2:1 or above)

2009 – 2016: Hometown School and Sixth Form, Birmingham

A levels: Maths (A), Physics (A), Chemistry (B)

GCSEs: 10 at grades A* - C including Maths and English

Work Experience

2014 – Present: Local Employer Co.

Job Title

- Brief Description of role
- Any specific achievements e.g. developed new processes, increased takings by 10%
- Key skills demonstrated
- Use 'active verbs' e.g. demonstrated, developed, implemented, led etc.

2011 – 2013: Another Employer Co.

Job Title

- Brief Description of role
- Any specific achievements e.g. developed new processes, increased takings by 10%
- Key skills demonstrated
- Use 'active verbs' e.g. demonstrated, developed, implemented, led etc.

Other Experience

2015 – 2016: (e.g.) Volunteering Role e.g. Student Ambassador, Course Rep etc.

- What the role involves
- Specific achievements
- Skills demonstrated

2015 – 2016: (e.g.) Position of Responsibility e.g. committee role on student society

- What the role involves
- Specific achievements
- Skills demonstrated

2015: (e.g.) Involvement in charity fundraising activity

- What was the overall activity and what was your role
- How much did you raise
- Skills demonstrated

2013: (e.g.) Work Experience, Local Company, Hometown

- What I did
- What insights I gained / skills developed

Additional Skills and Achievements

- IT Skills – be specific e.g. what software / systems can you use and to what level?
- Technical Skills – As relevant to the job
- Language Skills – Do you have any additional languages?
- Extra-curricular achievements e.g. music grades, sporting achievements etc.
- Academic awards / achievements
- Driving Licence (if relevant to role)
- Student membership of professional bodies

Interests

- Don't just list interests, but be specific about what you do
- Involvement in sports, clubs, societies, other extra-curricular activities
- Things that you are interested in reading and learning about
- Travel and cultural experiences
- Ensure this adds value / interest to your CV – avoid clichés e.g. 'socialising with friends'

References available on request

(Alternatively you can list names and contact details of two referees, usually one from University and one employer / personal reference – ensure you ask their permission first)

This is an example of how to lay out a cover letter and a guide to the type of content to include. If you are emailing a cover letter to an organisation as an attachment, it can be worth saving it as a PDF to maintain formatting. Avoid generic cover letters and ensure each letter you write is tailored towards the organisation / job.

Sam Student
13 University Crescent
Nottingham
NG7 2RD
07999 999 999

16th June 2017

Mr John Craven
Employer Co.
Opportunity Park
Sheffield
S12 1NB

Dear Mr Craven

Ideally, try to address letter to a named individual

This is the bit where I write a brief introduction outlining who I am and why I am writing to you e.g. to apply for a specific role that has been advertised (and state where) or to enquire speculatively about opportunities within your organisation.

This is the bit where I go into a bit more detail about why I am interested in the position and your company specifically. Naturally this section will be unique to each employer and will be the result of research that I have done on the company website and elsewhere to give me an insight into the work of the company, the projects / activities you are involved in, your values and culture and any other relevant aspects of the organisation or position which particularly appeal to me.

This is the bit where I give further information about why I feel I would be a good fit for the role based on my skills, qualities and experience. Again, this will be tailored as far as possible towards the specific requirements of the company – based on the job description or person specification if there is one. I will expand on some of the content of my CV giving more detailed descriptions of relevant aspects of my education and experience and providing evidence for how I have demonstrated the skills and qualities required by the position.

I might outline this over one or two paragraphs, however ensuring that I am being as concise as possible and paying close attention to spelling and grammar and using appropriate and professional language to demonstrate clearly my written communication skills.

Finally, this is the last paragraph where I wrap things up by reiterating my enthusiasm for the company and the position, summarising why I think I would be a good fit and thanking you for taking the time to consider my application.

Yours sincerely

Or Yours faithfully if addressed to Dear Sir / Madam

Sam Student

12 Frequently Asked Questions

How long must the placement be?

The minimum length of time spent in industry should not be shorter than 10 months and it can be longer. The student can start any time after the end of summer term and return to university by week 1, so students can work up to 15 months.

Can the student undertake their placement with more than one provider?

Yes. The placement year can be with more than one placement host, but placements should not normally be shorter than 3 months. The University must be informed of all placements before the student starts. Students must discuss this with the School Placement Officer before confirming arrangements with multiple placement hosts.

The student will complete a placement form for each placement undertaken which prompts the University to undertake a health and safety risk assessment with the placement host prior to the placement starting.

What is the placement fee and will it be covered as part of the student loan?

The fee for a placement year for students commencing in 2017-18 or later is £1,850 (see [Section 3.4 Tuition Fees and Student Loans](#)). It is a part of the student finance. The students are also eligible for a reduced maintenance loan during their year out.