



# Becoming a placement partner

**Based in one of the UK's leading universities, the School of Politics and International Relations offers one of the most dynamic environments for the study of politics and international relations on any British campus.**

Students are taught by specialists who are leading researchers in their respective fields. Our graduates develop a strong academic foundation as well as a range of excellent transferable skills during their time with us.

In the current job market, we know graduates often need more than just a great degree to make their CV stand out from the crowd. Our placements and employability programme has been specially developed to provide a range of mutually beneficial opportunities for students and organisations.

Offering students the chance to develop their employability through practical work experience, the programme includes a variety of voluntary placement models for organisations to consider:

#### Local

- Term-time placements which typically run for two to three months with students volunteering for eight hours a week alongside their studies
- Vacation posts which run for six to eight weeks during the summer and for two to four weeks over Easter (either full or part-time)

#### National

- Full or part-time summer placements which can last for up to eight weeks

#### Accredited

- Placements of varying length that are tied into an accredited degree module or the Nottingham Advantage Award





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## Placement benefits

Organisations that choose to offer student placements in partnership with the School of Politics and International Relations can benefit in a number of ways:

- Access to skilled undergraduate and postgraduate students who can assist your organisation, whether you need help with a specific project or on a day-to-day basis
- Flexible, voluntary support with your only outlay being the time you spend inducting and supporting students
- An enhanced reputation in Nottinghamshire and the surrounding community as you partner with a world top 100 university\*
- Support with future recruitment as you identify potential candidates for positions within your organisation
- Add value to your business by selecting the best student for your needs (all placements are applied for via a competitive process)
- Help develop students' employability skills as they undergo pre-placement training and receive mentor support from the University while volunteering with you

\* QS World University Rankings 2015/16.

## Partner organisations

We work with a wide variety of employers to offer student placements including governmental and non-governmental organisations; local government or council-sponsored organisations; charities and third sector organisations; lobbying and advocacy groups; communications and media businesses; political parties and public services; as well as local commercial businesses or SMEs that wish to benefit from our students' skills and help develop their knowledge.

## Student skills

Our students develop skills in areas such as communication and marketing, research (quantitative and qualitative analysis and design), presenting, debating, negotiation, networking, market research, editing and copywriting as well as critical and evaluative thinking.

They are well-placed to support your organisation, having covered a wide variety of specialist areas during their studies, including – but not limited to – law, languages, social policy and global justice, immigration and environmental policy, parliament and UK politics, and international relations.

Our students also acquire a range of competencies and softer skills, such as:

- teamwork
- reflective learning
- time management and self-organisation
- assertiveness
- lateral and creative thinking
- problem solving

## Availability

While there are some restrictions on students' availability to work on placement (for example, exam times and some holidays), the amount of time a student can volunteer is negotiated at the start of the process. Generally, placements can be arranged during the following time periods:

### Part-time (alongside studies)

- Autumn semester: mid-September to mid-December
- Spring semester: mid/late January to mid-March
- Summer semester: mid-April to mid-May

### Full or part-time (during holidays)

- Easter period: variable but typically lasting for two to four weeks
- Summer period: mid-June to mid-September

*Please note: Students will not be able to commit to placements during their exam times. These vary but typically take place in mid-January and then again from mid-May to mid-June.*

## Next steps

When developing a placement with a partner organisation, we:

- ask you to provide a role brief which includes provisional start dates, location, duration, hours and any desirable/essential criteria
- advertise the position directly to students within the school and invite applications via a structured form which specifies a closing date and provisional interview dates
- help you schedule interviews (you're in control of how many and which students you shortlist) and offer free-of-charge interview rooms at the University

Organisations then make placement offers to successful candidates. A contract is signed and a risk assessment is undertaken at this stage. Students are provided with pre-placement training before they begin working with you, with mentoring provided by the University throughout their placement.

## Find out more

Our Placements and Employability Officer works directly with the school's highly skilled students and provides dedicated support for organisations throughout the placement process. If you're interested in offering or developing placements in any of the specified areas, please contact:

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