



## **Placements programme – frequently asked questions**

### **Are there set timescales for applying to placements?**

Local placements will take place all year round but are mainly concentrated three times a year in October, January and summer. With each vacancy, please check the closing date for applications and the dates the placement starts and finishes.

### **Do we get selected for the placement vacancies?**

The placements programme is competitive, so you apply as you would for a regular job, and there will be an interview or some form of assessment. Do not worry! The careers service offers regular support for those attending placement interviews, and some great advice on applications and CV writing.

### **What if I can't see the type of placement I would like advertised on Moodle?**

If we do not have the roles you are looking for, the careers service has its own general placements vacancies plus plenty of advice and a comprehensive toolkit on how to research/network and target placements. The placements programme vacancies also provide you with the opportunity to explore different options and try new things.

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

Please contact the international team for clarification on the latest guidelines or read the most up to date leaflet on [Working During Your Studies](#).

### **How will I know what vacancies are being advertised?**

The school Moodle community page will list all current vacancies. New roles are also advertised via regular emails and social media. Please make sure you are signed up to all school communication channels!

### **Which vacancies are paid and which are unpaid?**

The vast majority of local term-time vacancies advertised by the school will be unpaid. Some may offer travel expenses. Each vacancy will specify if it is paid or unpaid. The careers service offers information about [funding opportunities](#), and there are also some additional paid placement opportunities advertised on [My Career](#).

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

Many of the school placements will be based in Nottingham in term time, and will require you to commit around eight hours per week, with flexible arrangements between you and the placement provider. This will enable greater placement participation from students who are unable to fund unpaid placements themselves and who need to work to earn money at other times.

### **Do I need an up to date CV for applications?**

An up to date CV is essential! You can get CV advice and guidance from the [Careers and Employability Service](#), or book to see a careers adviser for personal guidance. Some placement providers will use a vacancy-specific application form targeted to the sorts of backgrounds and experience they want to attract.

**What is the difference between a placement and an internship?**

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

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

Most placement providers will want second-year students; those that have a year's study under their belts, and also those who are not so tied down in dissertation and exams as final-year students. However, there is no reason first, third, masters and final-year students can't also apply. Just make sure you read the [vacancy brief on Moodle](#) to make sure there are no exclusions.

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

Third-year undergraduate and MSci students have the opportunity to apply to an autumn semester 20-credit [Politics Placements](#) module which appears in the module catalogue listings. The module is capped at 35, so please apply early to avoid missing out. Placement provision on this module is guaranteed.

**What support will I have while on placement?**

For each placement there will be a dedicated mentor within the placing organisation who you can contact for advice, questions and support. The [School Placements Administrator](#) will also check in with you while you are on placement and with your placing organisation. Alongside the [Faculty Placements Manager](#), they will be there to help you with any concerns or questions. The [Careers and Employability Service](#) is also there to support with career-related advice and they also run the [School of Politics and International Relations post-placement workshop](#).

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

Each placement vacancy will have been checked over by the [Faculty Placements Manager](#) and [School Placements Administrator](#) to ensure it 'adds value' as a suitable placement opportunity. The role and responsibilities will have been pre-assessed, as well as what you will get out of the experience. Risk assessments, employer insurance liability and company registration details will all be in place before a placement is accepted. There is also a feedback questionnaire at the end of the experience which we will use for continuous improvement of the service.

**Are there any internships abroad?**

These are comparably rare, but will come up. Furthermore, the [Careers and Employability Service](#) has some valuable advice for students planning to embark on [overseas placements](#).