

PLACEMENT YEAR 2019-20

The Student Handbook

Prepared by:

THE CAREERS &
EMPLOYABILITY TEAM



LIVERPOOL HOPE
UNIVERSITY
175 YEARS OF ACADEMIC
EXCELLENCE



Liverpool Hope University
Employability Hub

THIS HANDBOOK SHOULD ANSWER ALL YOUR QUESTIONS

If you have a question that is not covered in this guide you can contact;

Careers & Employability

via the Employability Hub or e-mail careers@hope.ac.uk

The Placement Year Lead on your course

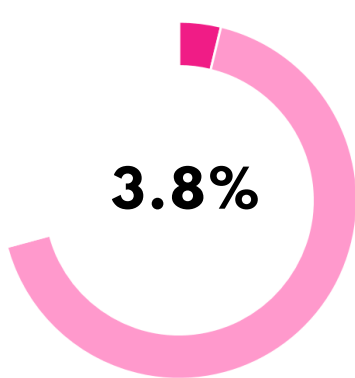
A list of the Placement Year Leads can be found at
www.liverpoolhopecareers.com/placementyear

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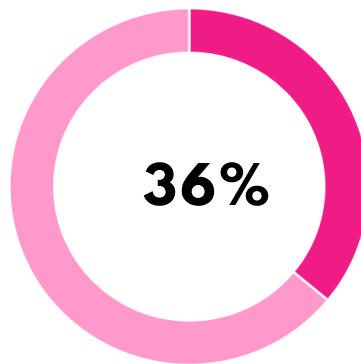
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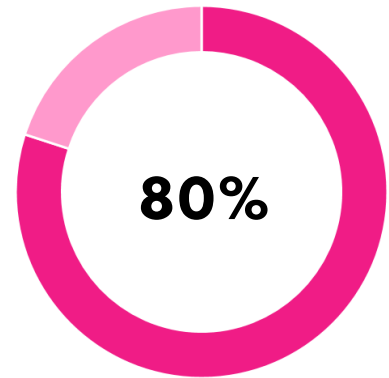
WHY CHOOSE A PLACEMENT YEAR?



Doing a placement year can improve your final year score by up to 3.8%



36% of graduate jobs are taken by applicants who have already worked there



80% of large graduate employers offer paid placement year opportunities



My placement year has given me life changing personal and professional experience. And, I've secured my job for after graduation. It's the best decision I made."

Joseph Dunwell
Business Management
Student



Hosting a Liverpool Hope placement student has been an asset to our business and we were delighted to offer them a graduate job for when they finish their course."

Jess Walton
Sedulo, Leeds



WHAT IS A PLACEMENT YEAR?

A placement year is 1 academic year spent in the workplace as part of your academic course. Placement year students will successfully complete 2 years of study (level C & Level I) before spending year 3 of a 4 year course in the workplace. You would then return to university for your final year of studies (level H).

Your placement year will be a minimum of 1200 hours of work (equivalent to 9 months full-time) to be completed after successful completion of level I, before commencement of level H. You have from June – September, a total of 15 months, in which to complete your placement year.

You can complete up to 2 placements to total the hours. Roles can be full-time or part-time, to fulfill 1200 hours.

A placement year offers the opportunity to work in a role which is relevant to your interests and aspirations with the aim of creating positive graduate outcomes. You can complete your placement year within local, regional, national or international organisations.

Placement years are typically paid £16,000 - £24,000 p.a. However, students completing a placement as part of their course are exempt from National Minimum Wage requirements so opportunities can be unpaid. We will only advertise opportunities that offer a salary.

The placement year is assessed through a reflective portfolio which will be marked on a pass/fail basis at the end of the year.

HOW TO FIND A PLACEMENT

Securing a placement year is a competitive process (just like finding a job upon graduation) so you'll need to be proactive and motivated. There's a lot of support available from within the university so you're not alone throughout the process.

Your Placement Year Lead and the Careers and Employability Team will organise bespoke sessions within, and outside, the curriculum to support you.

You will have access to

- Online vacancy system – My Hope, My Careers Centre, My Jobs
- Placement and Internship Programme – exclusive opportunities for Hope students
- Careers & Employability talks and workshops (visit My Hope, My Careers Centre, My Events for the most up to date listing)
- Visiting employer talks & workshops and fairs
- 1-to-1 Careers Advice
- Careers Express and Work Experience Drop-in

TRANSFERRING TO A PLACEMENT YEAR DEGREE

If you are currently registered on a 3 year undergraduate course and wish to transfer onto the placement year variant of your degree complete a 'Placement Year Transfer Form'. 'Placement Year Transfer Forms' can be downloaded from My Careers Centre on My Hope or paper copies are available from the Employability Hub.

PLACEMENT YEAR APPROVAL

Upon receipt of a job offer you must complete a 'Placement Offer Form' and provide a full job description plus a copy of your contract. Your placement must be approved by your academic school & Careers & Employability before you start work.

'Placement Offer Forms' can be downloaded from My Careers Centre on My Hope or paper copies are available from the Employability Hub.

Notice of at least 1 month must be provided prior to commencement of a placement.

Any placement advertised with an organisation as part of their graduate recruitment programme as a formalised placement year would be automatically approved. Other options will be considered on a case by case basis by Careers & Employability and your academic school.

FEES & FINANCE

The Placement Year benefits from reduced fees of £900. Your fee pays for the support you receive before, during and after your placement, plus your continued access to University Support Services.

Fee loans & reduced maintenance loans are still available via Student Finance England.

Hope scholarships cover 3 years of university study so would not be extended to cover the placement year.

Make sure your employer has the correct tax code for you as you'll be working over 2 tax years.

You remain registered as a student so you still have access to all your student benefits: NUS, Unidays & council tax discount/exemptions & if you're working in London you can get an 18+ Student Oyster Photocard.

IMPORTANT DATES & DEADLINES

Placement Year Introduction Session

Wednesday 9th October, 2pm

Book online MyHope > My Careers Centre > Events

Placement Training

Training and workshops will be organised throughout the year. Please read all emails and attend all events to ensure you remain eligible to complete your placement year.

Placement Deadline

31st July 2020

All second year students intending to complete a placement during the 2020-2021 academic year must secure a placement by this deadline.



THE PLACEMENT PROCESS

Step 1: Attend the Information Session

Whether you are already signed up to a placement year or just considering the option, join us on Wednesday 23rd October 2019 to find out how it all works.

Step 2: Find a placement

It's time to start looking for a placement. Companies open applications as early as October, so don't miss out and get searching.

Step 3: Transfer to a 4-year programme

Once you've found your placement or are on track, it's time to transfer your course if you're not already on a placement year degree course.

Step 4: Get your placement approved

After you've secured a placement, it's vital to get it approved with your academic department and the Careers & Employability Team.

Step 5: Sort your student finance

Make sure you're taking the necessary steps to organise your student finances. They need to know about your change of course.

Step 6: Take part in your placement year preparation

The Careers & Employability Service will run training and workshops throughout the year leading up to your placement. And be sure to meet your Placement Tutor too.

Step 7: The Placement Year

It's time to head out and complete your placement year. This will include a visit from your Placement Tutor and completing your assessment at the end of the year.

Step 8: Come back to Hope to finish your degree

Now your placement year is done, join us back here at Hope to finish your course and graduate with your 4-year 'with Placement Year' degree.