

A close-up photograph of a young man with dark hair, wearing a dark suit jacket over a light blue collared shirt. He is looking down and to the right, holding a white document with some red and black markings. The background is a blurred, light-colored wall. A bright cyan triangle is in the top right corner.

A placement guide for **employers**



Sheffield
Hallam University

SHARPENS YOUR THINKING



Joanne Long, event manager, Millenium Galleries, Sheffield

Work placements are an important part of our courses*

The experience students gain on placement is invaluable, but employers also greatly benefit.

Some of the benefits you could enjoy by providing work placements for our students include

- an opportunity to see a students' potential as **future employees** once they graduate
- **extra staff** without a commitment for permanent employment
- **a resource for specialist projects** which your company might not have time to complete

- an injection of **fresh ideas** and up-to-date professional skills from ambitious individuals

- **reduced recruitment costs**

If you offer our students the opportunity to work with you, we will work to ensure all parties get the most out of the placement. We each have a part to play in this experience.

We offer a professional placement service, including help with recruitment, provision of interview facilities, support and advice, and guidance throughout the placement period.

Employability is high on our list of priorities, and our courses equip our students with the knowledge and skills to succeed in the workplace.

* for more information on the courses we offer, see page 7 or visit our website at www.shu.ac.uk



Helen Roberts, marketing assistant, Buxton Opera House

The employers role

To make sure student and employer make the most of the placement, you will be expected to

- allow the student to become fully involved with the work of your organisation as a valued and respected employee
- provide us, and the student, with clear details of terms and conditions including hours of work and rates of pay
- provide a clear role for the placement student with real work, giving them their own responsibilities
- appoint a placement supervisor for the student, who will give regular feedback to the student, and be available to meet their placement visitor at a mutually convenient time. They should also make sure a final report on the student is provided to us
- comply with administrative procedures, such as liability insurance and health and safety policies

The student's role

Before the work placement, students will be given a comprehensive placement manual.

Students are expected to

- relocate as necessary to take up a work placement
- be aware of, and work to, the terms and conditions of employment
- work conscientiously and make a positive contribution
- undertake projects identified by you, in addition to any report writing requirements of the University
- recognise their responsibilities as an ambassador of the University

A man in a dark suit and purple tie is speaking to a group of five young women in a grand, ornate hall. The hall features tall, blue columns decorated with gold circular patterns and arched doorways. The man is gesturing with his right hand while holding a folder. The women are listening attentively, some with their backs to the camera. The lighting is warm and focused on the group.

How we can help

The University will provide

- an outline for students on the general expectations of placement providers
- academic support to the student in terms of relating their practical experience to their studies
- support and advice in managing a placement, particularly for new placement providers



Ross Calladine, Tourism graduate, undertook his placement at Loews Hotels in Orlando, Florida



Business student Richard Stainthorpe spent his placement with the marketing team at Hallam

Frequently asked questions (FAQs)

What does the Placement Support Team do?

The Placement Support Team liaises with students and employers about vacancies and recruitment. The student will be proactive in securing a placement by successfully completing applications and maintaining regular contact with the team.

At the beginning of the year, students complete a preference form detailing the type(s) of job they would like and in which locations. The team then match job opportunities from placement providers with the preferences of the students. We send you CVs for suitable students or ask them to complete your application process. We advertise all vacancies to our students on an electronic noticeboard so students who are not immediately matched will be able to express their interest, if they meet your requirements.

When you have short listed the applicants, we can contact the students to arrange interviews on your behalf. We are happy for these to take place on campus if you wish.

The Placement Support Team is on hand throughout the year to answer any questions that students or you may have, either during the recruitment process or during the placement year.

What sort of jobs can students do?

Our students can contribute a vast range of skills and knowledge, and suit many different positions. Our students undertake business, finance, marketing, events, hospitality, food and tourism courses and have worked in a variety of roles such as marketing assistants, events managers, financial and management assistants.

Will students require a lot of supervision?

The student's line manager will be expected to monitor their progress during placement and write a short report on their development. This is beneficial in assisting the assessment of a student's performance, and also in assisting you in deciding if all the potential benefits of employing a placement student have been realised.

Students are also allocated a Placement Support Tutor who will visit the student during their period of employment to ensure that the placement is running successfully, and to provide extra support where required. For some international students, this support will be provided by telephone and/or e-mail.



Students preparing for their placement

How long does a placement last?

Placements are generally 48 weeks long and start between June and September.

What do you expect from my organisation?

The placement programme offers many benefits to students as they are able to apply their studies in a real environment. The programme aims to

- offer students a range of new situations which will assist in the development of practical and personal skills
- enable students to appreciate the importance of working relationships and their contribution to an organisation's activities
- enhance students' knowledge of business practice and reinforce or question the content of their academic study

- develop a wider understanding of both the national and international business environment
- assist the students to understand that the work experience is as important as acquiring knowledge

What will it cost?

The majority of students will be paid depending upon location, degree of responsibility and hours worked.

During the sandwich year the student is an employee of the organisation concerned – they are expected to work the same hours as other staff and are paid a salary. The actual amount is a matter for negotiation between the student and you.



Students visiting Sheffield Hallam University graduates in the workplace

Our courses – studying at Sheffield Hallam

The Faculty of Organisation and Management provides courses, research and services to business in the following subject areas

- business and management
- facilities management
- finance
- food and nutrition
- languages
- tourism
- hospitality and events management
- marketing

We offer a range of undergraduate, postgraduate and CPD programmes in these areas on a full time, part time and distance learning basis.

We strongly encourage all of our students to participate in our work placement programme, as we recognise the benefits our students receive from these experiences.

For more information on any of the courses we offer, please see our online prospectus at www.shu.ac.uk

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This information can
be made available in
other formats.

Please contact us for
further details.

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available on request.

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