

University of
South Wales
Prifysgol
De Cymru



WORK PLACEMENTS GUIDE FOR ORGANISATIONS

EXPERIENCE TOMORROW

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WELCOME

from the USW Work Placement Team



“Placements offer an opportunity for any business to gain valuable insight from the interns, whilst in return giving them experience of the workplace. It’s a total Win Win! I’d honestly recommend this to any business and our experience this year, and over a number of years, is that the interns are exceptional.”

Chambers Wales

At the University of South Wales, employability is at the heart of our courses. We offer our students excellent opportunities and prospects, from projects based on working practices to time in the workplace.

Our dedicated Placement Team will work in partnership with you throughout the placement process. Each Work Placement Partner is responsible for specialist subject areas and will be your first point of contact to advise on the types of opportunities and student expectations. They will also provide links to the wider range of services and events available at USW.

With a diverse community of students based on campuses located across South Wales, USW is a hub of skills, knowledge and experience that can add value to your business.

THANK YOU FOR YOUR INTEREST IN OUR WORK PLACEMENT PROGRAMME, WE LOOK FORWARD TO WORKING WITH YOU!

WHY OFFER A WORK PLACEMENT?

The 3 way partnership, provides many benefits:

ORGANISATION

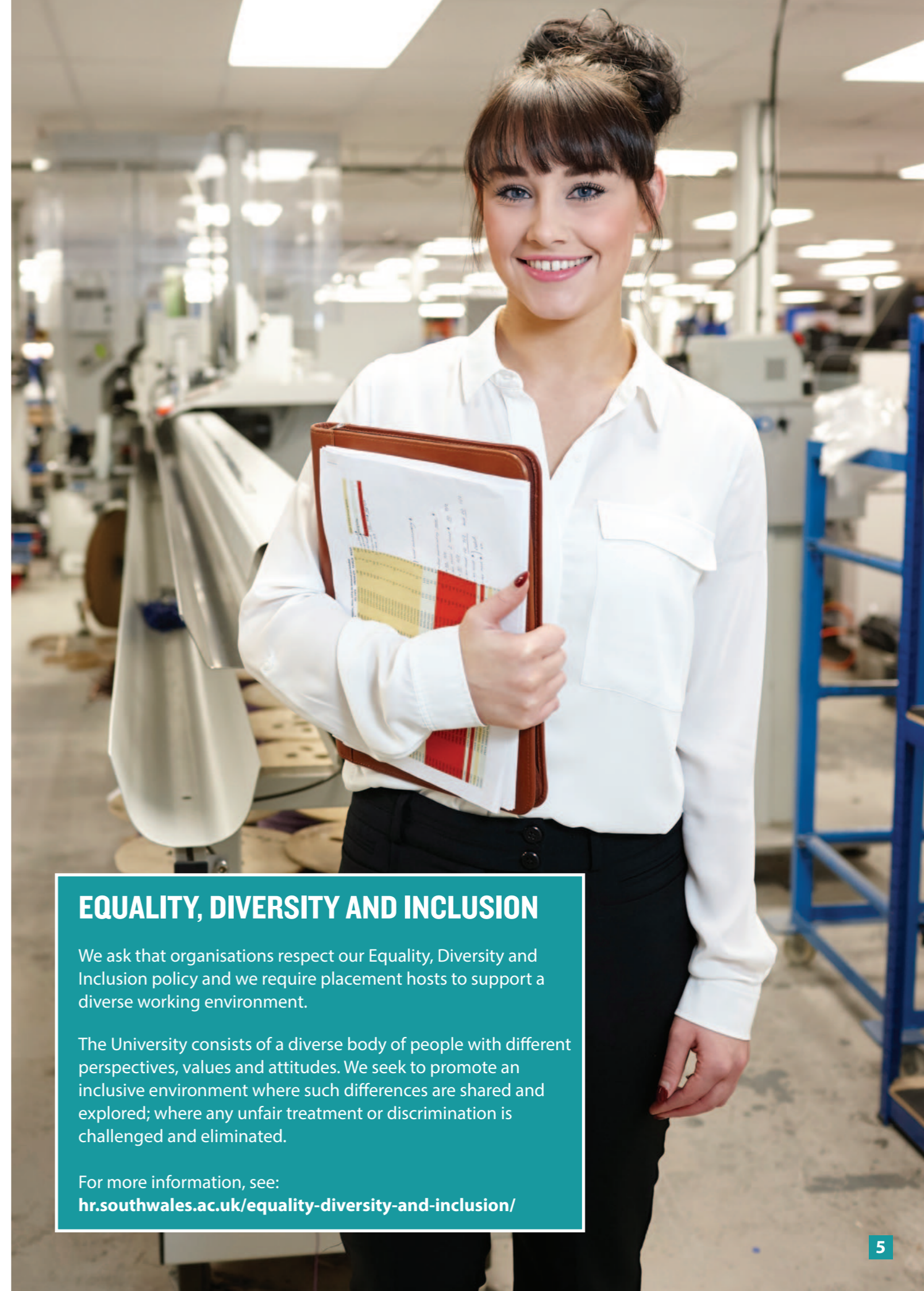
- Our students are studying courses rooted in the real world. They can make a valuable contribution to your organisation from day one – whether you're in the private, public or third sector.
- Gain an enthusiastic student with initiative and knowledge who is keen and able to apply this in practice.
- Take forward a project or area of research to help the organisation overcome an issue or problem.
- Gain new ideas, a fresh perspective and a valuable asset in the workplace.
- Benefit from an extra pair of hands at peak times of the year, while acquiring early access to tomorrow's talent from USW.
- Make a significant contribution to your talent sourcing strategy on a trial basis without the commitment. However, placement students often remain with their host organisation part-time alongside their studies and/or offered full-time jobs once they graduate.

UNIVERSITY

- Placement experiences allow us to feedback into the teaching and design of our courses to ensure the programme of study reflects the needs of industry while producing work-ready graduates.
- Enable us to connect with the rapidly changing business, public and voluntary sectors of the economy.
- Placements allow us the opportunity of developing further relationships for research, consultancy and other business engagement.

STUDENT

- Broaden career options and provide insight into job sector (private, public or third sector).
- Provide a taster of the working world, company culture and team ethic within your organisation.
- An opportunity to put theory into practice with a project management approach.
- Allow the student to develop transferable skills such as team working, communication and commercial awareness.
- Acquire valuable networking contacts with industry professionals and future employers.
- Develop job search, application and interview techniques while enhancing the student's CV making them more employable.



EQUALITY, DIVERSITY AND INCLUSION

We ask that organisations respect our Equality, Diversity and Inclusion policy and we require placement hosts to support a diverse working environment.

The University consists of a diverse body of people with different perspectives, values and attitudes. We seek to promote an inclusive environment where such differences are shared and explored; where any unfair treatment or discrimination is challenged and eliminated.

For more information, see:
hr.southwales.ac.uk/equality-diversity-and-inclusion/

WORK PLACEMENT OPPORTUNITIES

A work placement is a period of relevant, academically supervised work experience, assessed as part of a programme of study.

Remote placements

There's no denying that the COVID-19 pandemic has served as a catalyst to transforming the way we work. With the guidance of the Work Placement Partner, all the placements below can be undertaken on a remote basis.

PLACEMENT TYPES

SANDWICH PLACEMENT

Up to 12 months duration, typically taken as the penultimate year of study.

SUMMER PLACEMENT

Up to 3 months duration, that can be offered on a flexible basis.

10 WEEK INTERNSHIP

Specific to the Business School undergraduate degree courses and mandatory in the second year of study.

SHORT PLACEMENT

Typically 30-70 hours – integrated into undergraduate degree courses, typically offered as part of a work placement module in the second or third year of study. This could also include volunteering opportunities in the third sector.

LIVE BRIEF/VIRTUAL PLACEMENT

Negotiated pieces of work set by the employer, either undertaken on an individual or group basis.

For more details, information sheets are available on request, on all placements mentioned above.



“UK SBS has gained priceless talent and skill through students and graduates who have completed USW placements, within UK SBS or elsewhere, and those individuals make up the majority of the workforce in our Newport office.”

UK Shared Business Services

PLACEMENT PROCESS

Making initial contact

Our dedicated Placement Team will work in partnership with you throughout each stage of the placement process, which is helpful if you are new to offering student placements.

Each Work Placement Partner is responsible for specialist subject areas and will be your first point of contact to advise on the types of opportunities and student expectations, advertising your opportunity and recruiting suitable candidates. The Work Placement Partner will outline the timing of the placement, the aims and learning outcomes of the placement module.

Advertising your placement

USW offers a free vacancy service to employers to advertise work placements, volunteering experiences, graduate opportunities and student jobs.

Using our **CareersConnect** vacancy system, you can register your organisation and post your opportunities once you have agreed to our Terms and Conditions. <https://careers.southwales.ac.uk/employers/advertising-your-opportunities-usw-students-graduates/>

When posting an opportunity, provide as much detail as possible in a way that will attract and inform our students. Once your opportunity has been approved, we will share via job alerts, the student intranet sites and our website.

Note: Some courses match students to opportunities based on several factors: student interest, location of placement, attendance mode, work pattern. There will be no need for you to add these opportunities to CareersConnect.

Disclaimer: Please note this will be a highly competitive process for both students and organisations, therefore we cannot guarantee your placement will be filled.

“It has been impressive to see the fantastic work ethic and confidence. Our USW student came with a whole range of skills which were perfect for the department.”

Velindre University NHS Trust

Remuneration

We would expect students on sandwich and summer placement to be paid as regular employees and subject to both tax and NI contributions. Students undertaking shorter placements will not require payment, but we encourage the reimbursement of travelling expenses where possible. However, if you wish to reward a student for particularly good work this is at your discretion.

Other benefits that can attract a student may include paid accommodation; free/discounted snacks, meals and beverages; training and development; contributions towards study costs, tuition fees etc.

Candidate selection

Employers are encouraged to shortlist and hold interviews as if they were recruiting regular employees.

When offering the placement opportunity to the successful student, the start date, work pattern, remuneration eg, salary, travelling expenses (if applicable) and any special requirements eg, DBS check, should be negotiated. Once the student verbally accepts the offer, this should be confirmed in an email or letter and shared with the Work Placement Partner.

You are also encouraged to provide constructive feedback to unsuccessful candidates to support them in future interviews.



International students

USW has an international outlook and we welcome students from over 120 countries every year. For those students subject to immigration restrictions their ability to undertake a work placement will depend on the conditions written in their student visas issued by UK Visas and Immigration (UKVI). Eligibility requirements change on a frequent basis and your Work Placement Partner will be able to advise.

“Over the years we have been overwhelmed with the calibre of the interns and this year both students have been exceptional. Olivia worked on both our ‘Ysbrydoli’ School Engagement Programme and Commonwealth Day event, whilst Charlie worked on CGW policies and strategy documents. We would like to thank them both for their dedication and hard work, and we look forward to introducing our new intern in September.”

Commonwealth Games Wales



Health and safety

Once the student secures a placement, the opportunity needs to be registered with the University and internal processes undertaken to ensure the placement can proceed. Therefore, please allow sufficient time between the candidate selection and the placement start date.

The University has a duty of care for its students and appropriate health and safety checks will be made before the placement can commence.

We require you to complete the following online forms:

- **Health and safety (general)** – gathers information such as the employer liability insurance and risk assessment information. Lasts 3 years with a copy of the employer’s liability insurance certificate (or details) requested on renewal.
- **Health and safety (specific)** – relates directly to a student or group of students for each placement.
- **Health and safety (international)** – requested if you appoint an International student as required by UKVI.

Full health and safety guidance is available at https://careers.southwales.ac.uk/documents/2386/Student_Health_and_Safety_guidance.pdf

By completing the Work Placement Health and Safety forms, you are also confirming that you comply with all COVID-19 health and safety guidance and legislative requirements issued by the country in which your organisation operates.

PLACEMENT STAGES



PREPARING FOR THE PLACEMENT

Taking time to prepare for the placement will be beneficial for you and the student. Due to the short-term nature of most placements it is important to integrate the student into your organisation as quickly as possible.

Before the student arrives, check you have addressed the following points:

- Has the student been given appropriate joining instructions?
- Have staff been informed?
- Who will be responsible for supervising/mentoring the student?
- Are there work tasks/specific project for the student?
- Has the work area/station been prepared?
- Does the student have an IT Account?
- Is any other essential equipment required?
- What would you expect the student to have achieved on completion?



DURING THE PLACEMENT

Your placement student should have a full induction to the organisation in the same way as a regular employee.

The following should be provided:

- A tour of the area where the student will be working.
- Health and Safety briefing - including emergency exits, evacuation procedures, first-aid facilities, accident reporting and specific hazards.
- Working procedures – absence procedures, working times, arrangements for breaks, discipline procedures, and telephone, internet and email policy.
- Security or confidentiality issues of which the student should be aware.

The student will also benefit from an understanding of the organisation, the various roles and the company values and culture. This information may already be on your intranet and can be covered within the first few days of placement in person or by student self-study.

- General information about your organisation.
- Who are your customers/stakeholders?



MANAGING THE PLACEMENT

For many students this may be their first time in the workplace, and they may be nervous and take a while to adapt.

The following points will ensure a successful placement:

- There should be regular meetings with the supervisor/mentor to check progress and offer guidance where applicable.
- Set clear goals and objectives for the student to achieve.
- Address any concerns about performance as soon as possible, thus allowing time for things to be addressed.
- Utilise current skills by assigning suitably challenging tasks.
- Provide learning and development opportunities.
- Provide a good balance of autonomy and direction.
- Allow the student to be part of a team, where they can share their own unique insights and ideas.

For organisations that host sandwich placements or 10 week Internships there is usually a midpoint meeting with the academic tutor, the supervisor/manager and the placement student where progress can be monitored, and any issues addressed.



COMPLETING THE PLACEMENT

Your Work Placement Partner will contact you at the end of the placement with an online feedback form. Responses will provide a valuable means of measuring the success of the student's placement and help academic tutors ensure the programme of study reflects the needs of industry.

“Working in partnership with USW for many years, we have hosted students on work placements, attended careers fairs, guest lectures and open days. The students we meet are of a high calibre and we have employed several graduates each year. Our office in South Wales is made up of around 50% USW Alumni and most of our experienced staff (senior lawyers and managers) are former USW students.”

DAS Law



FAQs

What subjects do students study?

There are a wide range of subjects (www.southwales.ac.uk/study/subjects/) offered at USW and all students are encouraged to undertake work placements.

When do students require placements?

Placements vary between courses. Therefore, information sheets are available for each subject area on request.

Do we need to pay a placement student?

We would expect students on a sandwich or summer placement to be paid as regular employees and subject to both tax and NI contributions. Students undertaking shorter placements will not require payment, but we encourage the reimbursement of travelling expenses where possible. However, if you wish to reward a student for particularly good work this is at your discretion.

What type of work can the students do?

Placement students have successfully completed their first year or second year of undergraduate study and will have started to develop a high level of knowledge and skills. Students will be very keen to put their specialist subject knowledge into practice. We suggest having a range of suitably challenging tasks for the students to undertake alongside providing opportunities where students can obtain new skills and experiences eg, attend internal and external meetings, planning days, training courses, shadowing staff etc.

What skills do students expect to develop while on placement?

Our students are very keen to gain new experiences to complement their academic learning. Whilst on placement students are expected to enhance their employability skills, such as commercial awareness, teamwork, communication, leadership, project management, digital literacy along with innovation and creativity.

Are employers involved in the assessment process?

It is the responsibility of the University to assess whether students have met their required learning outcomes. If you are interested in the assessment your Work Placement Partner will be able to provide further details.

How much report writing will I need to complete for the placement student?

There will be no need for any formal reports, but all placements will require you to complete online feedback at the end of the placement. For organisations that host sandwich placements or 10 week Internships there is usually a midpoint meeting with the academic tutor, the supervisor/manager and the placement student where progress can be monitored, and any issues addressed.

What happens if I have concerns about the student whilst they are on placement?

Your first point of contact will be your Work Placement Partner who will be able to advise or pass any concerns to the relevant academic tutor to address.

What if the student has an accident whilst they are on placement?

All accidents involving a student must be reported to the university. Contact your Work Placement Partner in the first instance.

How can I be more involved in the University and what it teaches?

Your Work Placement Partner will be able to put you in contact with specific academic teams. Also, your placement feedback helps academic tutors ensure the programme of study reflects the needs of industry.

How can I promote my organisation to students on campus?

Employers can meet students at a range of events including Careers Fairs, networking events, workshops, guest speaker sessions, employer in the foyer on our campuses. Contact your Work Placement Partner in the first instance.

How can I create connections with USW?

Your Work Placement Partner can put you in contact with various staff within USW and alert you to suitable events and promotions. USW has a Business Engagement Team (www.southwales.ac.uk/business-services/) that's ready to strengthen your business by creating connections through business networks, professional education and applied research. Whether you have an immediate challenge to overcome or need a long-term business growth strategy, they can help facilitate the connections to make it happen.

What is the University's stance on Intellectual Property rights?

Please visit our website for up to date information at <https://uso.southwales.ac.uk/information-compliance-unit/copyright-and-intellectual-property/>

“I was delighted to see how the students really engaged with and embraced the live brief we set for them. It was a challenging one, as it required three specific deliverables all with different purposes but it represented what would be expected of them in a working studio environment and they excelled.”

Cloth Cat Animation

PLACEMENT PARTNERS

We work with employers across all sectors to link students with placement opportunities. Here are just some of the companies we host placements with:

- Acuity Law • Admiral Law
- Airbus Defence and Space • APEX Chambers
- Axiom Manufacturing Services UK Ltd
- BBC • Babcock International • Berry Smith LLP
- BECT • Biotage • Blackfords LLP • Blake Morgan
- Boomerang • Capital Law • Cardiff Council
- CatSci Ltd • Celtic Manor Resort • Chambers Wales
- Christian Louboutin • Citizens Advice • Civitas Law
- Cloth Cat Animation
- Commonwealth Games Wales • Continental Teves
- Crane Process Flow Technologies
- Crown Commercial Service
- Cwm Taf Youth Offending Service
- DAS Law • Dŵr Cymru Welsh Water
- Eaton Entertainment Lighting Systems
- Excellence IT • GE Aviation Wales
- General Dynamics • GoCompare • GSD Media
- Gwent Police • Guide Dogs Cymru • Hijinx Theatre
- Hugh James Solicitors • Intellectual Property Office
- It's My Shout • Jacobs • JCP Solicitors
- JoJo Maman Bébé • Kidney Wales • Knight Brown
- Lloyds Bank Commercial Banking • L'Oréal • M & Co
- Monmouth Building Society • Ministry of Defence
- Mirus Wales • National Museum Wales
- Neem Biotech • Network Rail • NHS Wales
- On-Par Productions • Office for National Statistics
- Outdoor Biotechnologies • Peacocks
- Public Defenders Service • Public Health Wales
- Quatro Gymnastics • Randi Rham • Ralph Lauren
- Rhondda Cynon Taf County Borough Council
- Rolls-Royce • Senedd Cymru – Welsh Parliament
- Safer Wales Attic Project • Simbec Orion
- South Wales Police • Tata Steel
- The Wallich • Thompsons Solicitors
- Tenovus Cancer Care • Terradat • Terrafrima
- Trivallis • UK Shared Business Services
- Velindre University NHS Trust • Wales Audit Office
- Wales Community Rehabilitation Company
- Welsh Government • Welsh Rugby Union
- Willmott Dixon Construction • Zipline Creative

“Celina was a great asset to the design team for the duration of her internship. By supplying her insight and experience into our design industry, we hope she will use this knowledge to enrich her university studies. As well as this, we hope this placement creates an opportunity for future work/placements with Celina.”

Quatro Gymnastics

“University of South Wales these two students are an absolute credit to how you teach and what you teach!”

Chambers Wales

“USW students allow us more resource and once we have invested the time, we get that back in support on procurements.”

Cardiff Council Commissioning and Procurement team

“Students are supported well by the University and are generally well educated and presented. Often the students go on to have careers within our organisation. Students offer another dynamic to the office by supporting our current processes and offering new opinions and practices.”

Axiom Manufacturing Services UK Ltd

“Over the past 3 years, each and every student has been enthusiastic, helpful and supportive and feedback from our colleagues and clients has always been really positive.”

Safer Wales Attic Project

“My placement helped me enormously to get the valuable skills and knowledge I needed to progress in the workplace. I definitely think more organisations should be offering placement/ internship programmes to tap into the new talent in the job market. It's a great opportunity to expand your team and create a diverse way of working.”

Rebecca, Graduate Procurement Assistant

“Our very own GoFurther Academy has partnered with the University of South Wales to give valuable work experience to some of their second-year students.”

GoCompare

CONTACT US

If you are interested in our work placements, please contact us at:

USWPlacements@southwales.ac.uk

For further information, please visit:

<https://careers.southwales.ac.uk/employers/>
www.southwales.ac.uk

Search: UniSouthWales
@USWCareers
#USWPlacement



This document is available in Welsh. Mae'r ddogfen hon ar gael yn Gymraeg.

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