



# **Placements at BU**

## **A short guide for Employers**

# Introduction

This guide is intended for use by Employers who are considering taking one of our students on placement and will provide useful information about what is involved.

Professional work placements are key to what we are doing at Bournemouth University. We believe that university should prepare students for the world of work as well as enhancing their academic qualifications, which is why we offer placements to all of our students, whatever course they are studying, and our success has not gone unnoticed. BU prides itself on having more students on a work placement than any other university in Great Britain (HESA statistics 2014).

We are held in high regard by industry and we encourage and welcome queries from employers interested in offering placement opportunities to our students. Our staff are happy to help and support you throughout this process, from an initial enquiry and advertisement to you offering a place and beyond.

Further information is also available online from our Services to Business website:

<https://www1.bournemouth.ac.uk/collaborate/services-business>

## 1. How long are placements?

Placements provide an opportunity for our student to gain 'real world' work experience. They can be as short as 10 days or as long as 30 weeks (sandwich year), depending on the requirements of the degree.

Our placements can be taken at any time after the student has completed their exams, which is generally from the beginning of June.

Short placements are usually completed in the summer, after the student has finished their exams.

Long placement students are expected to return to university to complete their studies by September of the following year.

Students may be expected to work longer than the minimum requirement of 30 weeks to cover any holiday periods they have taken.

All placements, however short are assessed as part of the student's degree, dependent upon Faculty requirements.

## 2. How does BU support placements?

The placement process is managed by BU's dedicated placements team within each Faculty who support both employers and students throughout the process.

Placement Coordinators and Placement Development Advisors are the key contacts for employers and students during this time.

**Placement Co-ordinators (PCs)** are the primary contact **prior to both long and short placements** commencing and are based in the Faculties.

They provide placement assistance to our students to ensure they source a relevant placement for their course. All placements must be approved before commencing employment to ensure they meet course requirements.

Throughout the academic year the PCs work with the students providing information, advice and guidance on searching for a placement, CV writing, mock interviews, and general preparation for any placement found.

**Placement Development Advisors, (PDAs)** are the primary contact **during the long placement**.

They support the student and employers during the placement and organize reviews and visits to the workplace. They will maintain communication with the employer during the placement.

Whilst on placement students complete coursework as dictated by their course requirements.

Employers are expected to complete an appraisal of the students' performance, which can be in different formats depending upon the requirements of the Faculties.

## 3. Advertising Process

This support service is free to employers. We do not charge companies in any circumstances for advertising a vacancy.

Bournemouth University has a placement portal called 'MyCareerHub' which is only accessible to our students and graduates. Once a profile has been authorised for the employer, a job advert can be created and managed autonomously. Follow this link to an employer specific page

<https://mycareerhub.bournemouth.ac.uk/employers>

Competition among employers for graduates is intense, making it vital for you to sell your opportunities to potential applicants. Your job advert should be written in order to attract the best candidates. Placement Co-ordinators can offer guidance on what to include. All placement opportunities are screened and must be approved by the placements team before going live.

Bournemouth University has a duty of care to ensure that opportunities promoted to students do not disadvantage, endanger or discriminate (under current legislation) against them in any way and Terms and Conditions for advertising apply as below:

### **You can advertise:**

- Full or part time jobs that meet at least the national minimum wage
- Placements or internships
- Vacation/temporary work
- Volunteering Opportunities

### **We do NOT advertise:**

1. Commission only jobs - if you have a post with On Target Earnings (OTE), you must state the basic salary.
2. If connected with a Pyramid, multi-level marketing or similar style selling scheme.
3. Franchises.
4. Self-employment opportunities.
5. Applications to a personal email account such as @hotmail.co.uk. If the job has an application process via email, the email address needs to be a business one.
6. Any opportunity that asks for an upfront payment from candidates.
7. Positions for students to share academic material or study notes.
8. Advertisements that contain premium rate telephone numbers.
9. Vacancies for individuals/Au Pairs based in private homes unless placed by a registered agency.
10. Opportunities that contain duties which raise health and safety concerns for example lone working in potentially dangerous environments, drug/medical trials.
11. Roles which are paid in kind for example vouchers rather than being salaried.
12. Positions connected to the adult/sex industry, or are associated with adult content.
13. Positions placed on behalf of tobacco companies.
14. Roles which are connected to the betting and/or gaming industry.
15. Multiple postings for a single vacancy.
16. On behalf of agencies (or similar third parties) and any role which requires the student to pay a fee.
17. Positions which require applicants to disclose building society or personal banking details prior to being appointed, this should not be requested as part of a job application process.
18. Vacancies that Bournemouth University believes to be in breach of (or potentially in breach of) any aspect of UK employment legislation.
19. Unpaid graduate vacancies.
20. Any opportunity which would be considered to pose a risk of generating negative publicity for Bournemouth University.

### **Recruitment Agencies**

We welcome opportunities from recruitment agencies however we do require you to name your client to ensure the advert is for a specific role, and will advertise graduate and other vacancies free of charge. Adverts are accepted subject to our usual terms and conditions.

## 4. Recruitment process

The University expects that you will recruit placement students in the same way and using the same procedure as for any other staff. In the UK, employers have full legal liability for students as employees.

All students should be provided with a copy of their written contract/agreement of employment, detailing hours of work, salary expected to be paid, holiday allocation, period of notice from both employer and student and any other details pertinent to their employ and subject to employment law requirements. Further information on UK employment legislation can be found at: <https://www.gov.uk/browse/employing-people/contracts>

During the placement year the student is an employee of your organisation; they are expected to work normal company hours and are paid a salary. Salary should be commensurate with location and industry, degree of responsibility and hours worked.

Note that there may be some employment restrictions for international students studying in the UK on a CAS (Tier 4) Visa as below. The University staff are happy to advise in this instance.

- If the work placement with the university is part of the student's course, they will be allowed to work full time.
- When their placement finishes, the student on the CAS (Tier 4) Visa must stop working full-time.
- The UKBA require strict monitoring of any unexplained absences of CAS (Tier 4) students and the employer must report these to the University immediately.
- If unsure or for further details, please visit the UK Government Website: <https://www.gov.uk/tier-4-general-visa/overview>

BU recognises that for some charity organisations or voluntary work, it is possible that the student may be provided with reimbursement of travelling costs if a full salary is not available. The actual amount is a matter for negotiation between the student and employer. It should be pointed out however that students still need to pay a long placement (sandwich year) fee to the University for their placement year.

Our full expectation of Employers taking a student on Placement is included as Appendix 1.

## 5. Placement Insurances

Students are covered by BU's Public Liability Insurance policy and for initial travel to the placement, and for return travel home at the end of placement if students are based overseas.

There is an expectation that employers will have both Employers Liability and Public Liability insurances in place for the period of the placement and that these will apply to a placement student as they would to any regular member of your staff. If this is not the case, or if this creates any questions or problems, please let us know as soon as possible.

## **6. Health & Safety**

Before placement commences, BU will send the letter in Appendix 2 and 2A to Employers based in the UK or overseas as appropriate, advising you of our Health and Safety requirements.

## **7. Join us as we celebrate our success**

We have successful placement relationships with top employers at home and abroad. Visit MyPlacementStory where BU students share their experiences on placement as a part of their course.

<https://www1.bournemouth.ac.uk/why-bu/employability/placement-stories>

## **8. Services to Business**

We like to take a collaborative approach and there are many other opportunities for employers to work with our university. Find out more at:

<https://www1.bournemouth.ac.uk/collaborate/services-business>

# Appendix 1:



## Expectations of Employers taking a student on Placement

### **We expect employers to:**

- ✓ Recruit placement students in the same way and using the same procedure as for any other staff e.g. job and person specifications, contracts of employment, remuneration packages, Health & Safety, and complying with all relevant UK employment legislation including working-time directive, holiday time entitlement, payment of national insurance, tax.
- ✓ Provide the student with a copy of their written contract/agreement of employment, detailing hours of work, salary expected to be paid, holiday allocation, period of notice from either employer or student and any other details pertinent to their employ and subject to employment law requirements. Further information on UK employment legislation can be found at: <https://www.gov.uk/browse/employing-people/contracts>
- ✓ Note that in the UK, employers have full legal liability for students as employees.
- ✓ Ensure a suitable staff to student ratio. We expect this to be a minimum of one full-time staff member to every student employed. This is to allow appropriate support and development for the student and business contingency for the employer.
- ✓ Appoint a mentor/buddy in addition to the line manager/supervisor so that the student has peer support.
- ✓ Provide full Health and Safety trainings at the start of the placement experience on day one.
- ✓ Provide company induction at the beginning of the placement with ongoing training throughout.
- ✓ Pay the student\*. During the placement year the student is an employee of your organisation; they are expected to work normal company hours and are paid a salary. Salary should be commensurate with location and industry, degree of responsibility and hours worked.
- ✓ Work with BU guidelines to ensure that access and support requirements are provided to students on placement who have personal factors such as health, disability, linguistic or cultural differences which may require specific adjustments or support.
- ✓ Provide ongoing feedback and at the end of the placement experience, written

confirmation of the student performance – this could be a reference, statement, BU Company Appraisal Form or the company’s own appraisal documentation.

- ✓ Communicate with both the student and university representatives in order that all parties get the best from the placement.
- ✓ Adhere to the BU approval processes for placements:  
<https://microsites.bournemouth.ac.uk/business-services/student-placements-studentships/>

**BU reserves the right to withdraw a student from the workplace if conditions are not met and to decline future advertisements for the company.**

*\*BU recognises that for some charity organisations or voluntary work, it is possible that the student may be provided with reimbursement of travelling costs if a full salary is not available. The actual amount is a matter for negotiation between the student and employer.*

# Appendix 2: Health and Safety letter to Placement Providers in UK



Dear Sir/Madam

## **Re: Bournemouth University Student Placement: Health and Safety Issues**

We would like to thank you for providing work-based learning opportunities to our students, and to clarify a few matters in relation to the health and safety of placement students from the University.

We have given the students basic information on health and safety; however this is of a general nature and does not include the specific information required for any particular job or role. The provision of induction training in your workplace health and safety arrangements remains your responsibility, as this will include matters that only you will be aware of (e.g. fire precautions, first aid, welfare arrangements etc.). Students should also be provided with appropriate instruction and information with regard to the specific risks arising from the activities they may be required to undertake.

It is also your responsibility to ensure students have the appropriate skills, experience and/or supervision to ensure they can carry out their role safely without endangering themselves or others.

As the University is not party to the contract of employment, it is made clear to our students that during the placement they will be treated in the same way by you as your other employees.

In situations where the student is not paid, an employer/employee relationship is still deemed to exist e.g. where work is done in return for gaining experience, or for free accommodation etc. Students are covered within the scope of The Health and Safety (Training for Employment) Regulations 1990 and are therefore deemed to have 'employee' status for the duration of the placement.

Although we would expect them to prove effective, safe and reliable employees, the students are not under the control of the University whilst on placement, and therefore it is your responsibility as the employer to manage their safety. This includes taking any action you deem necessary to ensure that the students are safe and do not hinder the safety of your employees or others.

As an essential part of providing a safe working environment for the students, we require all placement providers to declare to the University, if they are subject to any outstanding official notices (i.e. improvement or prohibition) from the Health & Safety Executive

(<http://www.hse.gov.uk/notices/>), which relate to areas in which a student will carry out their placement duties.

Students on placements are also enrolled with the University for the academic year. This should not interfere with the relationship described above and is principally in order to facilitate the academic administration and support for the student during the placement.

We do recognise that the university has a duty of care towards the student whilst on placement and so in order to fulfil its responsibilities, the University will;

- Inform you as the placement provider of what, if any, additional health and safety training the student has received from us.
- Ensure that you are informed of any other relevant information (unless this is confidential) concerning the student that might have a foreseeable effect on the student's health and safety during their placement with you. If the student has withheld their consent for the transfer of confidential information, then they are required by the University Rules to disclose this to you as soon as possible if it has a potential bearing on the health and safety of themselves or others whilst they are on placement with you.
- Encourage the student to participate in the placement preparation session(s) arranged by the University.
- Give the student an opportunity upon their return to the University to feedback to us any problems they experienced with health and safety whilst with you on placement.
- Respond to any negative feedback received from the students in relation to health and safety practices at your premises by passing this information back to you in order to respond/rectify matters and confirm this back to us.

As it may be considered to be negligent of us to request that you take on further students where we consider that there are unresolved health and safety problems, we reserve the right (and see it as our obligation) to pass information onto the Health & Safety Executive if sufficiently serious and not resolvable with yourselves in the first instance.

#### Insurance

It is assumed that you will have both Employers Liability and Public Liability insurances in place for the period of the placement and that these will apply to a placement student as they would to any regular member of your staff. If this is not the case, or if this creates any questions or problems, please let us know as soon as possible.

# Appendix 2a: Health and Safety letter to Placement Providers outside the UK



## Information on Health & Safety for Placement Providers (outside of UK)

Dear Sir/Madam

### **Re: Bournemouth University Student Placement: Health and Safety Issues**

I am writing to thank you for providing work-based learning opportunities to our students, and to clarify a few matters in relation to our various roles in the health and safety of placement of students from the University.

We have given the students basic information on health and safety; however this is of a general nature and does not include the specific information needed for any particular job. The provision for induction into your workplace health and safety arrangements remains your responsibility as this will include matters that you will be aware of e.g. fire precautions, first aid, welfare arrangements etc.)

It is therefore made clear to our student that during the placement they will be treated in the same way as your other employees.

Although we would expect that they prove to be effective, safe and reliable employees the students are not under the control of the University whilst on placement and it is up to you as the employer to manage their safety. This includes taking any action you deem necessary to ensure that the students are safe and do not hinder the safety of your employees or others.

Students on placements are also enrolled with the University for the academic year. This should not interfere with the relationship described above and is principally in order to facilitate the academic administration and support for the students during the placement.

We do recognise that the University has a duty of care towards the student whilst on placement and so in order to uphold its part in the University will:

- Inform you as the placement provider of what, if any, additional health and safety training the students has received from us.
- Ensure that you are informed of any other relevant information (unless this is confidential) concerning the student that might have a foreseeable effect on the student's health and safety during the placement with you. If the student has withheld their consent for the

transfer of confidential information then they are required by the University rules to disclose this to you as soon as possible if it has a possible bearing on the health and safety of themselves or others whilst they are on placement with you.

- Encourage the student to participate in the placement preparation session(s) arranged by the University.
- Give the student an opportunity on their return to the University to feedback to us any problems they experienced with health and safety whilst with you on placement.
- Respond to any negative feedback received from the students in relation to health and safety practices at your premises by passing this information back to you in order to respond/rectify matters and confirm this back to us.

As it may be considered to be negligent of us to ask that you take on other students where we consider that there are unresolved health and safety problems, we reserve the right (and see it as our obligation) to suspend or prohibit visits until matters are resolved.

#### Insurance

It is assumed that you will have Employer Liability and Public Liability Insurances in place for the period of the placement and that these will apply to a placement student as they would to any regular member of your staff. If this is not the case, or if this creates any questions or problems, please let us know at the earliest possible date.