

DISCOVER THE PLACEMENT YEAR MODULE

The University of York's **Placement Year Module** offers businesses the opportunity to recruit students from a wide range of our academic departments to undertake a year of employment during their studies; placement students can add substantial value to an organisation, and the experience will be credited to the student's degree programme.



What are the benefits to your business?

- Engage the skills, enthusiasm and cutting-edge thinking of a York student for 9-12 months
- Recruit staff in a cost-effective way; placement students are a low risk solution to respond to business needs
- Promote your organisational values and culture to a graduate talent pipeline.

Which University of York students are eligible?

Students undertake their placement in the penultimate year of their undergraduate degree; integrated Masters students can complete a placement between year 2 and 3, or year 3 and 4. The module is assessed by the University, with students required to complete reflective learning journals and an end of placement report outside of work hours.

How does the University support businesses?

The Placement Year Module is managed by the University's Careers and Placements team. Students will have a University of York supervisor during their placement; this is usually the existing personal supervisor who has supported them during their degree so far. The Placements Team is on hand to support host organisations throughout the placement.

Employers can promote their opportunities to our students at no cost via **Handshake**, our online vacancy platform. We also offer a bespoke recruitment service to employers who are looking to **exclusively recruit York students**, through which we:

- support the process of shaping the role
- promote the placement to targeted groups of students
- manage the recruitment process.

Please contact us to discuss this in more detail.

Placement criteria

1. The placement opportunity must offer challenging experiences that directly contribute to your progression towards a graduate-level destination.
2. The placement opportunity must last for a minimum of 9 months duration, based on a full-time working schedule.
3. The placement is with an organisation that is legally constituted and operates in line with UK/EU employment legislation or equivalent.
4. The host organisation should be willing to provide you with a letter of engagement or a contract of employment prior to you starting work for them.
5. The host organisation must provide evidence to the University that it has full public and employee liability insurance in force; this must provide you with a level of protection at least equal to that afforded to the host organisation's regular employees.
6. The host organisation should be able to provide a written policy on health, safety and welfare provision. The host organisation should also be willing and able to confirm in writing that all relevant statutory duties in respect of health and safety and welfare are being complied with.
7. No placement opportunity can be approved if it involves the student travelling to a country where the Foreign and Commonwealth & Development Office (FCDO) advises against this.
8. If a placement opportunity overseas requires you to obtain a visa then this will need to be secured in advance of the placement starting.
9. The costs of any visas or other requirements, such as disclosure and barring checks, health screening, etc cannot be met by the University.
10. The host organisation should be fully aware of your status as a placement student and be willing to afford you the time and opportunities to acquire experiences that contribute to the learning outcomes of the module. They should also be willing to interact with representatives of the University of York in their supervision of your placement.
11. The Placement Module does not recognise self-employment as a placement opportunity.

Contact the Placements Team

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