



UNIVERSITY
of York

Careers and
Placements



PLACEMENT EMPLOYER GUIDE

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Thank you

Thank you for welcoming your placement student from the University of York; the student is joining you as part of the University's placement module, managed by Careers and Placements. We are looking forward to working with you over the next 9 to 12 months, and seeing the impact that our student has on your organisation.

This short guide outlines the key areas and required learning outcomes for you to be aware of so that our student can successfully complete and pass their accredited year on placement as part of their programme of study. It also outlines the procedures and communications that the University requires so we can fulfill our duty of care to our students.

If you have any further questions, please do not hesitate to contact us – careers-placements@york.ac.uk

The Placements Team

Introduction

To fulfil our duty of care to our students we are required to ensure that a thorough induction is provided to the student on commencement of their placement.

All York students are provided with an induction checklist, which they are required to complete online and submit within the first two weeks of their placement. A copy of this can be found on page 10 and the form will also ask the student to confirm details of their line manager. We would be grateful if you could assist the student in completing this, so the document can be submitted promptly to the Placements Team.

Please make it clear to the student on their first day what your standard practices are regarding working hours, dress code, internet and AI policy, appraisals etc. as you would with any new member of staff.

In the event that you wish to extend the placement period please notify us as soon as possible. Please note that the anticipated maximum duration of the placement is 12 months.

Re-sits

Please note that should a student have any resits, they will require the time off to attend these if they have already started their placement. Students are made aware that they should request annual leave for this, and resits usually take place in August. If a student fails to pass their resits, they may not be able to continue with their placement; we will discuss this with you and the student should this occur.



Health and safety expectations

The University and you, as the host organisation, have a role in the student's health, safety and welfare whilst on placement. As part of this role the University of York will:

- Prepare the student for the placement and ensure they are aware of general health and safety aspects of their role. This is however general in nature and will not usually cover any of the specific information needed for any particular job or workplace.
- Provide the opportunity for the student to feedback to the University any problems they have encountered whilst on and during placement with regard to health, safety and welfare.
- Respond to any negative feedback relating to health, safety and welfare during their placement by informing the host organisation.

During the placement period we would expect our students to behave in an effective, safe and reliable way. However during this period the student is considered one of your employees and therefore the primary statutory duty of care and consequent liabilities rest with you.

The University expects you to treat the student in the same way as your employees with regard to their health, safety and welfare; and therefore requires that you, as the host organisation, will:

- Provide the student with an appropriate induction for their role, to include workplace health and safety arrangements.
- Ensure that the student knows who to contact in the workplace regarding any health, safety and welfare issues.
- Include the student in the risk assessment process as it affects the role they will be doing.
- Provide appropriate information, instruction, training and supervision in working practices and in the relevant control measures as identified by the risk assessment.
- Provide appropriate ongoing training and supervision to enable them to fulfil their placement role.
- Have a system of recording and investigating accidents and incidents.
- Notify the University of any accidents and incidents involving the student, as soon as possible.

Supervision and support

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.

Their role is to:

- Keep in regular contact with the student throughout the year.
- Meet the student twice during the year to check on progress with the placement, and with their final university assessment. These meetings will usually be held virtually.
- Be a first point of contact and support for the student if any problems arise on placement, such as those relating to welfare and their wellbeing.

While the student's first point of contact with York will be their personal supervisor during the placement, we ask host organisations to contact the Placements Team with any queries: careers-placements@york.ac.uk

We expect all students to have a line manager or supervisor within the organisation to ensure the success of the student's placement on a day to day basis.

As placement host, please ensure that you:

- Explain the expectations of the student during the placement and what they can expect in terms of guidance, training and support to meet these.
- Ensure training is provided. It is expected that the student's supervision and training will be consistent with any permanent member of staff working at an equivalent level within the organisation.
- Support the student in developing their employability skills through active involvement in workplace activities.
- Provide feedback on the student's personal and professional development.

- Make provision for the university supervisor to meet with the student when requested.
- Respond to feedback forms or meeting requests with the Placements Team. We aim to check in with you twice during the year however should you have any issues or concerns about the student or placement please contact us straight away; our aim will always be to work with the host organisation to make the placement a success for all parties involved.

Absence

It is important that you report any periods of absence to the Placements Team immediately.

Further student support and Equality, Diversity and Inclusion

The student will become a temporary employee of your organisation, and although they still retain their student status, they are subject to the same protections, regulations and obligations as any other employee.

If you encounter any issues with the placement student, and similarly if the placement student has any issues, we would expect both parties to discuss these together in the first instance.

We encourage employers to take positive action to support the diverse range of students out on placement, and to foster an inclusive work environment benefiting everyone.

The [Yorkshire Universities Inclusive Recruitment Guide](#) provides practical recommendations for an inclusive approach to recruitment and support in the workplace that you may wish to consider.

The following resources may also be useful:

- [Examples of reasonable adjustments](#)
- [Neurodiversity at Work](#)
- [Ambitious about Autism Toolkit for Employers](#)

In addition to the support your organisation may provide, our students can also continue to access support services provided by the University of York, such as student finance, health and wellbeing, and disability support.

Requirements for Student Visa holders

If your student is a visa holder, both you and the University have responsibilities to ensure they adhere to the requirements of their visa, with evidence required to present to the Home Office if they request it.

The Placements Team will arrange monthly visa check-ins directly with the student, usually via video call and for 15 minutes max. These check-ins will be arranged separately to the student's placement supervision meeting.

Please contact the Placements Team immediately if a visa-holding student takes any unauthorised absences.



Assessment

University of York placement students are required to submit a report as part of the placement module. The assignment will be assessed and receive a pass or fail grade.

A pass is required for the student to progress to their final year of studies on the placement route.

Details of the assessment are outlined below. If you have any company policies that would impact on the content of the assignment, please contact us.

Overview of the placement module assessment

The assessment will be in the form of a 3000 word reflective report with a series of supporting reflective blogs. Students are expected to complete any assessed academic work outside of their working hours. Reflecting on individual skills and behaviours is an important part of professional development. This will enable our students to capture and present their learning to potential employers, preparing them for graduate roles.

Module learning outcomes

At the end of the placement, students should be able to:

1. Articulate the competencies and skills gained or enhanced in a concise manner through consistent reflection on their skillset development over the duration of their placement.
2. Articulate a sense of career direction based on an exploration of their own values, skills and motivations arising from their placement experience.
3. Evaluate the fit of their own personal values to the culture and working environment of their placement employer's organisation.
4. Identify their impact on the placement organisation and/or its clients/customers through a critical analysis of their individual role and the tangible outcomes of their work.
5. Objectively analyse their own performance in the context of specific experiences obtained over the course of their placement.
6. Evaluate how they have used the transferable skills developed during their degree studies in a work context.

The key submission deadlines for our students are:

- **First blog submission – 31 December**
- **Second blog submission – 31 March**
- **Reflective report submission deadline – 15 June**

Commercial sensitivity

Reflective reports are not expected to include a high level of technical detail, and project content can be generalised where necessary. For students working in scientific fields, compounds or pathway components may be anonymised if required. Where projects are commercially sensitive, confidentiality agreements can be put in place.

One copy of any written report prepared by the student is required to be held securely by the University of York (under conditions of confidentiality) for a period not exceeding five years to comply with Office for Students (OfS) regulations to which it is subject.

Student feedback

It is really important that you provide structured feedback to the student throughout their placement and at the end of their year, either through your own appraisal system, or using the feedback template we can provide. This feedback will provide valuable advice and direction on the student's future development areas, and will complement the student's own reflections as to how they have developed their employability skills. Your feedback will not count towards their final university assessment mark.

University of York evaluation form

The University of York will send you a brief online evaluation form towards the end of the placement. Feedback on your experience of collaborating with the University of York throughout the year is very valuable to us and will help develop and enhance our programme.



Data protection provisions

It is expected that you, as the host organisation, will keep all 'personal data' or 'sensitive personal data' (as defined by data protection legislation) obtained about the student confidential, and not disclose any such data to any person without the consent of the student. This is with the exception that you disclose such data to the University if relevant to the student's attendance or performance during the placement. Where the host organisation shares any information/data with the University for the purposes of carrying out the placement this will be kept confidential in accordance with our Data Protection Policies and the **Data Protection Agreement For Placement Learning**, the terms of which apply to any sharing of personal data related to the placement.

Regulatory requirements

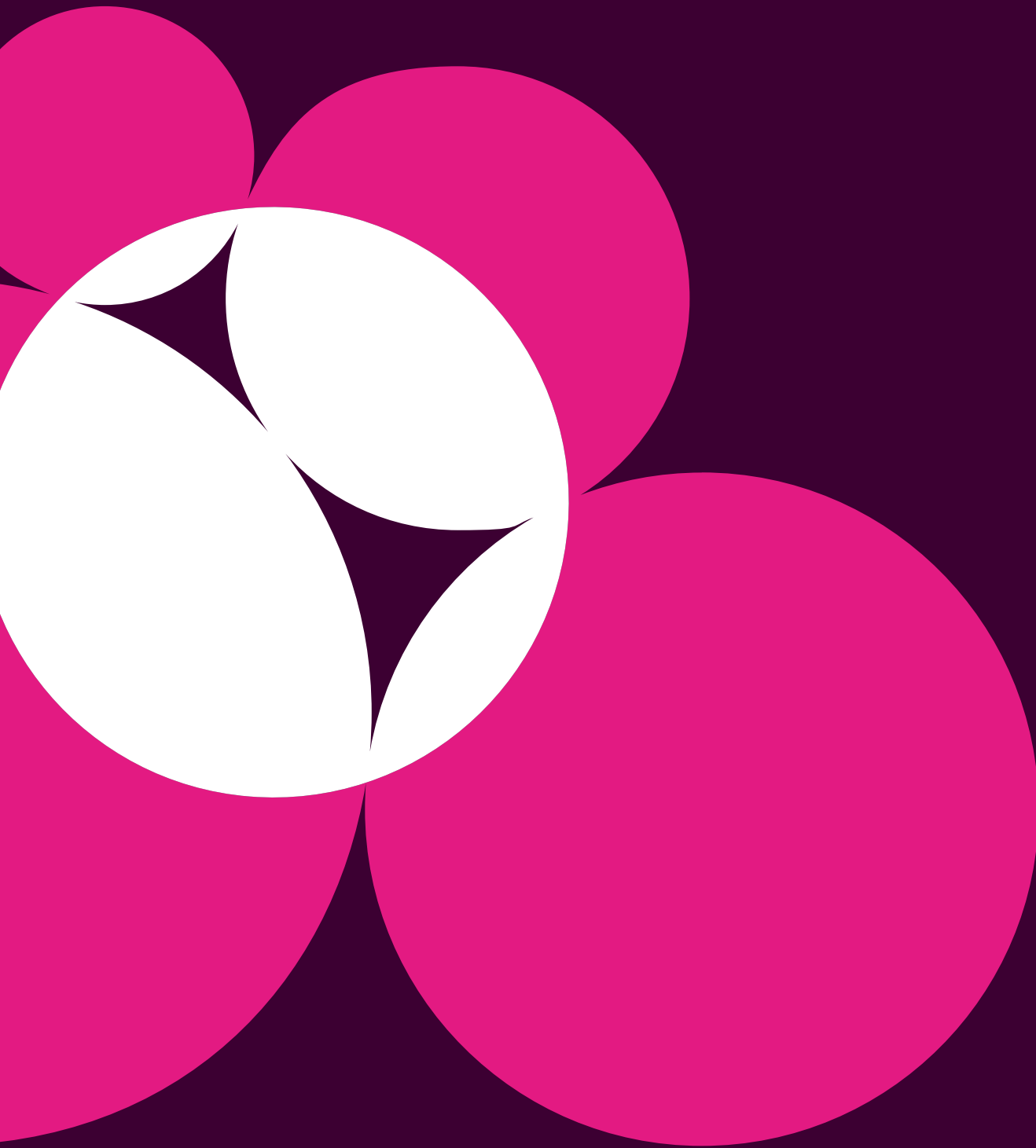
It is also expected that you, as the host organisation, acknowledge that the University is subject to regulatory requirements imposed by the Office for Students (OfS) including Condition of Registration E6 Harassment and Sexual Misconduct and associated guidance. The University will notify you of any complaint received from the student about harassment and sexual misconduct by a member of the host organisation, or a service user, and the host organisation agrees that it will investigate any such complaint in accordance with its procedures. We ask that you notify the Placements Team of any complaint received from a student about harassment and sexual misconduct and the steps taken in response to that complaint.

Once again, thank you for working with the University of York to provide a work placement to one of our undergraduate students. We hope this is a valuable experience for your organisation, and we welcome any comments or feedback to help our placement programme grow and improve.

Student placement induction checklist

Task	Completed	Date
Discuss potential reasonable adjustments	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Induction to key staff members and their roles explained	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Location of your workspace/place of work	Yes <input type="checkbox"/> No <input type="checkbox"/>	
How to answer the telephone, transfer calls and make internal/external calls	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Location of facilities e.g. toilets	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dress code	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Lunch/catering arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Transport arrangements e.g. parking, bike store	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Working hours including any flexi/overtime policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Company policies e.g. annual leave, use of AI and social media, conduct, ethics, travel, remote work, expenses	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Health and Safety Arrangements	Completed	Date
Location and understanding of health and safety policy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Emergency arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Location of first aid facilities	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fire safety arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accident reporting arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hazardous Chemicals (CoSHH)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Display Screen Equipment (DSE) arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Manual Handling Operations (MHO) arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Personal Protective Equipment (PPE)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Instruction on equipment you will be using (list the equipment)	Yes <input type="checkbox"/> No <input type="checkbox"/>	



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