

CAREERCENTRAL

**STUDENT PLACEMENT HANDBOOK:
YOUR GUIDE TO
THE PLACEMENT
JOURNEY**



CAREERCENTRAL

WELCOME AND INTRODUCTION

The University of East Anglia (UEA) is known for offering one of the best student experiences in the UK. At UEA, our goal is to help you reach your full potential. We know that it can be challenging to find work in a competitive job market and in order to be successful you need to stand out from the crowd. UEA provides an excellent academic education for our students, along with plenty of opportunities for you to learn practical skills that will help you in your chosen career. Whether you aim to work for a large graduate employer or are seeking a role with a smaller organisation, a placement year (also referred to as a Year in Industry or Professional Placement) gives you the opportunity to apply the skills and knowledge learnt at university into practice. It will provide you with the opportunity to gain additional transferable skills and experience and develop your expertise with an approved employer to enhance your ability to secure that all-important job after graduation.

At UEA we are committed to ensuring our students have an enjoyable and successful placement experience. We provide a number of resources and offer a variety of support mechanisms to help you in finding, securing and succeeding with your placement. The aim of this handbook is to provide you with information on where to find opportunities and how to secure these in order to help you find a placement that is right for you. Although referring to placement activity in general, the main focus of this handbook is on longer-term, year-long placements.

We look forward to meeting you during your time at the University and hope this handbook helps to guide you step-by-step through the placement journey.

The Placement and Internship Team
CareerCentral, The Street, University of East Anglia, Norwich Research Park, Norwich, NR4 7TJ
Email: placements@uea.ac.uk



WHY DO A PLACEMENT?

WHAT IS A PLACEMENT?

A placement is a period of assessed work experience conducted as part of your degree. UEA offers a range of placement programmes, including short-term placements that form part of a module and longer-term placements. Year-long placements add an additional year to your degree and can vary in length, usually lasting between 9 – 14 months depending on the requirements of your course. Your placement will take place with an approved business after the end of Level 5 or your 2nd year at university and before your final year. You may work within a company regionally, nationally or internationally whilst remaining as a registered student at UEA.

Placements are normally related to, or relevant in some way, to your degree. Depending on the placement you decide to undertake, the nature of the work and projects included within your role will vary widely. Our expectation of employers is to provide exciting and challenging opportunities for our students, which help to facilitate personal and professional development during their year as an employee.

“ I LEARNT A GREAT DEAL FROM MY PLACEMENT, FAR MORE THAN I THOUGHT I WOULD. USEFUL SKILLS SUCH AS EXCEL, MINUTE TAKING, TIME-MANAGEMENT AND TALKING TO PROFESSIONALS WERE JUST THE BEGINNING. I LEARNT TO CODE, CREATED VIDEOS AND ORGANISED EVENTS FOR EXTERNAL CLIENTS. I ALSO ATTENDED BUSINESS MEETINGS ACROSS LONDON, BECAME A STEM AMBASSADOR FOR A LOCAL PRIMARY SCHOOL, AND MENTORED TWO HIGH SCHOOL STUDENTS. I HAVE SINCE BEEN OFFERED A GRADUATE ROLE WITH IBM WHERE I HOPE TO UNDERTAKE A CONSULTANCY QUALIFICATION. FROM THERE, I WOULD LIKE TO FOCUS ON BECOMING AN ENVIRONMENTAL CONSULTANT. ”

Katie Rowan, Business Operations Analyst, IBM

SO WHY DO A PLACEMENT?

Choosing to do any kind of work experience can vastly improve your future employability. It can make a positive contribution to both your professional and academic development and will provide you with the opportunity to enhance key skills, explore career options and experience the recruitment process before graduating.

The experience you gain during your placement year will not only provide you with the opportunity to make a positive impact within an organisation, but also better prepare you for life as a final year student and graduate. You will leave your placement having developed sector awareness and important skills that will assist you in your future career.

A PLACEMENT CAN HELP YOU TO

Enhance your employability: gain work experience and strengthen your graduate CV and job applications.

Gain and develop key skills: the perfect opportunity to develop key workplace skills and understand how these are valued within your chosen sector.

Test run a career path: test out a sector or organisation prior to full-time employment. Build your knowledge about the graduate employment market and the recruitment process.

Use your academic studies in a workplace: apply theory-based knowledge and academic skills in a practical environment and use this understanding to progress your studies when you return to university.

Earn whilst you learn: have the possibility to earn a salary whilst still enjoying the benefits of being part of the UEA community.

Stand out in a competitive job market: use the opportunity to gain valuable experience, network with professionals, develop working relationships and put your skills to good use.

Improve your chances of securing a job after graduation.



YOUR GUIDE TO PLACEMENT YEAR DEGREES

Whether you’re in your first or second year, it’s never too early to start thinking about your placement year. We encourage our students to start thinking about developing and starting applications as early as possible to help them stay a step ahead. We recommend you participate in a number of career and school-based activities and workshops to help you enhance your application and stand out when applying for opportunities.

YEAR 1 – FINDING YOUR PLACEMENT

Start thinking about getting placement ready straight away!

Now is the time to start thinking about what placement is right for you and the type of work environment you feel might suit you best. Begin researching companies, get your CV ready and speak to students who have previously been on placement. Join in with University programmes such as CareerCentral’s ‘How To’ sessions, the UEA Award and the Mentoring Programme. Participating in these events will boost your confidence and help you to advance your application and understanding of placement activity.

Set up a LinkedIn account to start making connections and learn about organisations in the sector you’re interested in. Why not gain some work experience - such as a short internship, summer placement, part-time job or volunteering? This can demonstrate your enthusiasm to learn new skills and can help you stand out to prospective employers, and enhance your knowledge of career options - start to think about what you want to gain from this experience. You can find work experience and volunteering opportunities as well as workshops and training sessions via the MyCareerCentral online portal: www.mycareercentral.uea.ac.uk

YEAR 3 – SUCCEEDING IN YOUR PLACEMENT

Use the opportunity of the time spent in a workplace to develop your skills and knowledge of the sector. Ask questions and make contacts. For example, connect with colleagues on LinkedIn and ask them to provide you with recommendations for specific skills you’ve used in your role. Most importantly remember to enjoy the experience.

You will be required to complete assignments whilst on placement and will be contacted by a University member of staff throughout the year. Remember to stay in touch with us whilst you’re away - we love to hear your stories!

STAY A STEP AHEAD AND STAND OUT FROM THE CROWD

YEAR 2 – SECURING YOUR PLACEMENT

Attend UEA Placement and CareerCentral workshops to receive guidance on CV and application writing and refine your interview technique. Start looking for placement opportunities as early as possible! CareerCentral provides dedicated support to help you build your confidence and discuss your options.

Start the application process for placement vacancies using both online and speculative applications. It is important to remember that deadlines vary from organisation to organisation. Make sure you check closing dates and deadlines so you don’t miss out on the opportunities you are interested in.

Prepare for your placement by attending ‘Get Work Ready’ events. Prior to your start date confirm important details with your placement company and school contact. Remember to complete the risk assessment, placement agreement and essential emergency contact details before starting in your new role.

YEAR 4 – WELCOME BACK TO UNIVERSITY

Be prepared to share your learning and experience of placement with other students and put your newly developed skills to good use. Being back at University will allow you to reflect on your placement year and start thinking about your future career goals. You will find it useful to visit the Careers Team to help you apply what you have learnt from your placement experience to graduate opportunities.

GETTING STARTED

Placements can be completed within an organisation regionally, nationally or internationally. It’s your responsibility to find and secure a placement, through submitting applications and openly communicating with relevant organisations. This great experience will help you find a job after graduation and give you knowledge of the application process. Remember: there is support both within the Careers Service and your School to assist you with this process.

Placements are advertised as early as autumn semester of your 2nd year and even sometimes before. It is important to be proactive in your search so you don’t miss out on vacancies and opportunities. The Placement and Internship Team, based in your Faculty, are on hand to provide resources and workshops to assist you with every step of this process.

HOW TO FIND A PLACEMENT

Before applying for placements, it is important to **do your research**. Look into career options, sectors and organisations to help you develop an understanding of what you want to do.

To learn more about a specific organisation, we recommend you -

- Read through the organisation’s website.
- Find articles, interviews, reports and the latest news about the organisation to learn more about what they have done, their values and future plans.
- Connect on LinkedIn.
- Look for opportunities to network with employees to learn more about their roles.
- Read through student perspectives of a company using websites such as Glassdoor and The Student Room.

TIP: Use LinkedIn to seek out UEA Alumni working within an organisation you are interested in. This is a great way to make connections, ask questions, learn from their experiences and practice your networking skills.

TIP: There are many different companies offering year-long placement opportunities. Don’t restrict yourself to just the well-known ones. If you’re open minded about where you look, there are some great opportunities out there which can provide you with a rewarding experience.

WHERE TO LOOK FOR PLACEMENT VACANCIES

There are a range of places you can look for placements including:

- MyCareerCentral for past and present vacancies.
- Online Resources: [Prospects](#), [Targetjobs](#), [Milkround](#), [Gradcracker](#), [Rate My Placement](#), [Student Ladder](#).
- Employer events taking place on campus i.e. the Recruitment and Opportunities Fair.
- Social media: LinkedIn and Facebook.
- Company websites.
- Approach a company directly (speculative applications).
- Find out about previous placements by speaking with returning placement students and school academic staff.
- Check frequently for job opportunities and don’t leave applying until the last minute. If there’s no deadline, they usually close the vacancy once they have recruited, so apply early!
- Speak to your own network of friends and family connections.

TIP: It is usual for students to find their placements throughout their 2nd year. Many vacancies are advertised during late summer and autumn, however some people secure theirs during the early summer, just prior to starting. Keep at it during the year and you will find a placement that is right for you! If you are not on a placement degree, and find a placement, speak to your School Placement Director or your adviser about changing to the placement variant of your degree.



INTERNATIONAL STUDENTS GOING ON PLACEMENT

Students who take a degree with a placement have the opportunity to gain an insight into the working world and job industry. International students, those normally from outside the EU or who otherwise need special permission to study here (often on Tier 4 Visa), have special requirements regarding going on work placements. It is important to note that there may be visa restrictions that affect the type of work placement you are able to complete, depending on where your placement is. We would urge you to check this with the Home Office and contact [UEA's International Student Advisory Team \(ISAT team\)](#) if you have questions about your visa, or are currently on a non-placement degree and are considering opting in to one. The Placement and Internship Team and School Placement Director will be able to provide advice of who it would be best to speak to.

Completing a placement year as part of your studies can be incredibly rewarding, and help you with your future career goals. It is important to be aware of additional challenges you may need to overcome to successfully secure a placement. It is vital that you are fully compliant with visa requirements and have considered any potential barriers, such as language, prior to starting a placement. You will be responsible for arranging the appropriate right to work documents with your placement organisation prior to starting. It can take some time to get this in place, so remember not to leave it until the last minute. UEA will need to maintain close communication with you while you are on placement.

The University provides support for international students looking to go on placement. Please contact the Placement and Internship Team or the ISAT team for further information. Online resources can be accessed to help answer any questions you may have at <https://portal.uea.ac.uk/student-support-service/international-students>.

GOING ON INTERNATIONAL PLACEMENTS

Students are able to undertake their placements internationally. The opportunity to explore a placement abroad will provide you with exciting and invaluable experiences that will benefit your future career options.

The process of finding and securing an international placement can be more challenging. You will need to adhere to international working practices, find accommodation and overcome any language barriers. It is important that you **research any visa requirements** and check local requirements for your placement abroad. You will be responsible for organising the appropriate right to work documentation with your placement organisation prior to starting.

For students interested in going on an international placement it is important that you keep up with [Foreign and Commonwealth Office Travel Advice](#) for information about the country you are interested in. The University has a dedicated emergency contact number for students out on placement to report any concerns around safety and security (email: security@uea.ac.uk or telephone: 01603 592222).

Make sure you are covered by [UEA's Travel Insurance Policy](#) by completing the form on the Portal. Have a look at our online resource for more information about this, as well as [UEA's guide for staying safe abroad](#). The Placement and Internship Team and your School's Placement Director are here to help answer questions, prepare you for your placement and point you in the best direction for further support.

PREPARING FOR SUCCESS

CVS, COVER LETTERS AND APPLICATIONS

We encourage you to start drafting or updating your current CV and creating a LinkedIn profile during your first year at University, as you never know when a potential placement host might like to see it. There are online resources, workshops and placement staff on hand to help you create a successful CV. With any application, you should:

- Pay attention to spelling and grammar.
- Tailor your application to each organisation and vacancy.
- Make references to the essential criteria and link this to your transferable skills.
- Ensure your CV looks professional and make sure it includes all your relevant experience.
- Ask a second person to read through and check your application for errors.
- Make sure you don't miss the application closing date.

TIP: Don't worry if you haven't got the work experience or essential criteria an employer asks for in their vacancy description. Think about what you've learnt on your course and the skills you've been able to develop. You can evidence your skills through a number of demonstrable aspects; work experience, volunteering, degree experience or any other relevant activities. Chances are these will be transferable and you will be able to link an example to what they are looking for!

SPECULATIVE APPLICATIONS MADE EASIER

Many students find their own placements by making speculative applications to employers who may not be advertising vacant positions. But how do you secure a job that isn't being advertised?

Decide on the sector, type of company and roles you are interested in. You may find it useful at this stage to talk to your tutors, family, friends or employers.

Consider important factors such as location, where you might live and how you can effectively budget for the year.

Once you've found a company you are interested in, it is important to research about them via their website, read online articles and use LinkedIn to help you learn about them in more detail.

After you've identified your preferred employer and established that they aren't currently advertising a placement, you can work on your strategy to approach them and find a relevant contact.

CONTACTING AND PROMOTING YOURSELF TO EMPLOYERS

When speculatively applying to an employer a short and well-constructed message works well. Briefly introduce yourself, what you are studying and what you are looking for from a placement. Be clear about the type of experience you are looking for and explain your interest in the company. Give the employer some further reasons to take an interest in you (your interests and skills, other work experience or relevant training) and explain how you could make a difference to their company. Show them that you are prepared to be flexible when it comes to finding a job. Speak to employers about areas requiring development and offer them a solution for their problem – particularly when speaking with small to medium sized enterprises (SMEs).

Finally, reiterate your interest in the sector and them in particular, and attach your CV. Speculative applications won't necessarily elicit a response immediately from the employer so be prepared to follow up with an email or phone call.

TIP: It takes time and effort to find a placement. We know that unsuccessful applications can be incredibly frustrating, however keep looking for opportunities and stay focussed on the benefits of doing a placement. Don't give up!

INTERVIEW PREPARATION

Interview procedures vary hugely between companies depending on their size, their needs and their budget. Many organisations use a variety of the below procedures in the process of selecting placement students. There are also online aptitude and numeracy tests that many organisations require students to undertake prior to the interview stage. The most common procedures for interview processes are listed below -

Telephone – Some graduate employers use an initial telephone interview to shortlist suitable candidates. Successful applicants will be invited to a face-to-face interview or an assessment centre.

Video – As an alternative to the traditional telephone interview, some organisations (particularly those recruiting in sales, media and marketing) will screen candidates via video such as Skype.

Face-to-face – Face-to-face interviews are the most common type of interview. These usually take place with a panel of interviewers and can include a skills based test. Questioning can either be strengths-based or competency-based. Face-to-face interviews usually last for between one and two hours.

Assessment Centres – These include a combination of tasks and activities that test your suitability for the job. It gives you the chance to show a wider range of skills than you would have been able to during a traditional face-to-face interview. Assessment Centre activities can be hosted over anything from an afternoon to two days and usually involve group work with other candidates.



ENHANCE YOUR SKILLS AND BOOST YOUR APPLICATION

Online learning modules

These modules will provide you with information, advice and guidance on how to effectively search for, find and secure a placement.

Events and workshops

The Careers Service run a variety of different events and workshops which will give you the opportunity to pick up key skills, discuss any issues or concerns and network with a range of both students and professionals. Some of these will be mandatory throughout your course.

Professional and Student clubs and societies

Many Professional societies offer free membership and are a great way to keep up with professional developments in their field, network and look for opportunities. Student clubs and societies provide an excellent opportunity for you to meet other students and pick up a new hobby. Become a member of the committee to add additional responsibilities at UEA to your CV.

PLACEMENT SUPPORT: WHERE TO GO FOR ADVICE AND GUIDANCE

UEA CareerCentral

As well as working closely with companies to promote opportunities, the Careers Service delivers a series of workshops and presentations to help get you work ready. You are expected to attend a variety of events and activities during your first and second year. These are highly valuable to help prepare you for every step of your placement journey.

The Placement Team offers individual appointments throughout the year to provide coaching sessions for placement students. These sessions are useful to discuss your progress in finding a placement, look over CV's and applications and talk about where and how to look for a placement opportunity. You can also book guidance appointments with Careers Advisers to discuss wider career queries and receive tailored advice specific to your experience and interests.

International Student Advisory Team (ISAT)

The University has a dedicated [International Student Advisory Team \(ISAT\)](#) to support all international students. They provide advice and guidance on a wide range of issues. Contact ISAT for confidential one-to-one appointments or access their online and paper guidance sheets which provide answers to some common questions asked by international students.

UEA Award and UEA Mentoring Programme

Sign up to these activities to build and develop your existing skillset and gain valuable experience during your time at University.

Course related peer meetings and events

These will happen throughout the year. This is a great way to meet other students doing a placement year, network with Year 4 students who have completed their placement and other students going out on placement, and discuss practical issues such as sharing of accommodation.

Other work experience and internships

Look for work-based opportunities on MyCareerCentral to enable you to build up experience and evidence of your skills. Employers love seeing this on your CV!

School Support

Within your School there is a Placement Director who, together with the Placement and Internship Officer will provide information, support and advice on placements you can apply for. In addition, you can also speak with your advisor and course and module leaders, all of whom may have specific and specialist knowledge to share with you. These contacts are on hand for advice, both before and during your placement. There are important administrative processes in place to make sure everything is in order prior to your placement starting. You must complete a risk assessment to make sure everything is safe for you to undertake your placement. The Placement Director and Placement and Internship Officer will be able to offer advice on preparing the relevant paperwork.

Student Support Service

It is important that placement students know there are people who can support you, both when you're at the University and whilst you're out on placement. The [Student Support Service](#) offers a range of professional, proactive and approachable services for students. To find more information about disability, financial and wellbeing support visit their online resources.

USEFUL INFORMATION

MONEY MATTERS

Tuition fee and maintenance loan

While you are undertaking a placement as part of your degree, you remain as a student of UEA and will receive support from us during your placement. During your placement year you will be charged a reduced rate of tuition fees. This reflects the fact that your learning is taking place mainly in the workplace and not on campus. Whilst remaining as a student at UEA, you still have full access to the specialist services we offer before, during and after your placement. Details of the tuition fee amounts are available here: www.uea.ac.uk/study/undergraduate/finance/fees-loans-grants.

If you're a Home student you will still be able to apply for a tuition fee loan from the Student Loans Company to cover the cost of your placement year tuition fees. You may be able to apply for a maintenance loan. Financial support may vary depending on a number of factors. Check with [Student Finance England](#) on your financial entitlement, especially if you do an unpaid placement.

Salary

Most students earn a salary whilst on placement and this varies according to sector, employer size and location. You need to ensure that you have access to sufficient funds to cover your placement year before committing to any placement opportunity.

Although we encourage employers to provide a salary for placement students wherever possible, you may find that some placements are unpaid or only offer to cover expenses. As placements are a required part of your course, unpaid placements are legally accepted. You may find this more common in roles within charities or not-for-profit organisations. Employers should indicate in their job vacancy whether or not the role is paid. Different countries have other rules around payment of placement students, so it's important to research this in advance. If in doubt, contact the employer to discuss any of this further.

When you receive a salary you'll need to think about tax and National Insurance contributions. Your employer will usually deduct these directly from your pay. It's a good idea to keep hold of all of your payslips as you may need to claim a tax refund through HM Revenue and Customs once your placement has ended.

More information can be found on the HM Revenue and Customs website: www.gov.uk/claim-tax-refund.

Council Tax

If you're completing a placement as part of your degree, you will still be classed as a student and therefore exempt from paying Council Tax. You can request a council tax exemption certificate online: www.gov.uk/council-tax/discounts-for-full-time-students.

ACCOMMODATION

Once you have secured your placement you need to consider any accommodation requirements. Looking at your options early on can help you to make the right decision and put any necessary arrangements in place. It is important at this stage to start thinking about your budget for the year.

During your placement accommodation is an additional consideration and your responsibility to arrange prior to your placement starting. Some employers can help with this, so it is a good idea to check this with them as early as possible. Some usual options for students include searching for placements close to friends or family so that you can stay with them, or rent a house-share or student property.

Arranging accommodation for your return to university is best addressed early on. Make yourself aware of when accommodation becomes available. This is often January – February.

Some key places to look for available accommodation - UEA HomeRun, UEA Homelet, Pablo Fanque House and national accommodation websites such as www.spareroom.co.uk, www.unitestudents.com and www.rightmove.co.uk are good places to look.

TIP: We recommend you stay in touch with other students who are on placement. This can be useful in helping to find accommodation together for your final year at UEA.

Finding accommodation overseas

If you are successful in securing a placement overseas you may find accommodation is arranged by your placement employer or the organisation through which you've arranged your placement. However, in some cases it is your responsibility to source and secure somewhere to live. It is always important to check out what type of accommodation is available and the support offered to find it before you formally accept an overseas placement. Remember, leave extra time to research and secure overseas accommodation.

TRANSPORT AND TRAVEL

Punctuality is really important so it can be useful to familiarise yourself with your commute to and from your placement before you start your placement.

If you're planning to use public transport it might be worth speaking to your placement supervisor – they may offer support such as staff discounts on seasonal bus or rail passes.

If your placement is in London, you may be able to apply for an 18+ Student Oyster photocard (more information online: <https://tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard>).

PREPARING FOR PLACEMENT

Congratulations: you’ve received an offer! Once you have received an offer and successfully accepted your placement, it is important to start thinking about preparing yourself for the workplace. As soon as you have secured your placement, you will need to take responsibility for completing any formal paperwork required by the employer and the University.

There are three documents that need to be completed and approved by your Placement Director prior to the start of your placement. They are the Student Placement Details form, Risk Assessment Form and Student Placement Agreement Form. Support is available from your School and the Placement and Internship Team to help you complete the necessary paperwork. Please ensure that these are completed within any specified deadlines to ensure there is no delay to you starting your placement.

If you are an international student with a Tier 4 visa, before accepting your placement you must ensure you are aware of any restrictions or regulations set by the Home Office. It is vital that you are fully compliant with this. If you have any queries about visas and the appropriate right to work documentation required in the UK, contact the University’s ISAT Team for further guidance.

GET WORK READY

There are a number of things you can do to ensure a smooth transition from University, including attending the ‘Get Work Ready’ session run by the Placements Team. Research, learn more about the organisation and speak to your employer to gain an insight of professional and behaviour expectations prior to starting.

The ‘Get Work Ready’ sessions aim to prepare you for the workplace, build confidence and help you to start thinking about the details of the role. It is important to consider factors such as workplace environment, dress code and work hours before you begin. Before starting the placement, you must provide the University with emergency contact details for yourself and your employer.

During the lead up to your placement start-date, keep in regular contact with your employer to ensure that you have all the relevant information for your first day in the role. Remember to conduct yourself professionally when dealing with your placement provider and use this opportunity to ask questions about any concerns.

“ THIS YEAR IN INDUSTRY PLACEMENT HAS BEEN THE BEST DECISION I MADE DURING MY UNIVERSITY CAREER, IT HAS GIVEN ME THE CONFIDENCE AND EXPERIENCE THAT I WILL NEED WHEN I AM EXPECTED TO FIND A JOB AFTER UNIVERSITY. I WOULD WHOLE HEARTEDLY RECOMMEND A YEAR IN INDUSTRY PLACEMENT DUE TO THE EXPERIENCE AND KNOWLEDGE THAT YOU GAIN; IT IS INVALUABLE TO YOUR CAREER DEVELOPMENT. ”

Kayleigh Vasan, Gatwick Airport

TIPS TO HELP YOU PREPARE

Check the role description and employers expectations e.g. dress code, start time.

Research the company: read about their values, aims, objectives.

Check your finances and budgeting are all in place.

Secure your accommodation.

Find out who your mentor/supervisor will be. If possible, liaise with them before starting.

Check with the University whether assessments need to be completed during placement.

Check emergency contact and other contact details are up to date.

Set personal goals for your placement.

WHILST ON PLACEMENT

Once you have started your placement, although you are officially employed by your Placement Provider you remain as a student at UEA. As such, the support and facilities at the University are still accessible to you throughout the year.

The placement is an integral part of your overall degree and so you have a responsibility to act professionally as an ambassador of the University. It is expected that you will successfully complete the placement along with any required assessments. You will have an Academic Supervisor who will be in touch with you throughout the year as well as other members of UEA who are here to help you. They will conduct a formal visit, if appropriate, during your placement. There are mandatory contact points for international students out on placement for the UK Border Agency. For further information about this, speak to your School and Placement and Internship Officer before starting your placement. To make the most of your placement, use the opportunity to:

- Appreciate the nature and challenges of a non-academic world.
- Work competently and safely in a professional environment.
- Contribute practically and intellectually to projects.
- Work as part of a team.
- Keep accurate records and communicate the results of the work you’ve done.
- Display good time management and commitment at work.
- Be able to write a detailed report (if required).
- Be able to present and defend the work undertaken.

Remember to regularly check your University email, as correspondence from your School and the Placement Team will be sent here. It is important to remember key things about returning to UEA, such as accommodation and module choices, in late winter and spring whilst on placement.

CONTACT DETAILS

UNIVERSITY SUPPORT

Whilst you are on your placement, you will receive regular contact from your Academic Supervisor to discuss how you are progressing. During the year, they will act as your first point of contact at the University and will be available to advise and support you with any issues you might have. Your Academic Supervisor will refer you to the appropriate contact if you encounter a problem on placement.

The Placement Team will be in touch to check that your placement is going well. We love to hear your stories about the placement experience, so please do contribute any blog posts or news stories during your time on placement. Share your successes and inspire future placement students.

EMERGENCY CONTACT

It is very important that you make sure we know about any problems you are having or if anything serious goes wrong. Get in touch with us at any point if something isn’t right or there has been an incident, so that it can be addressed straight away.

The University has a dedicated emergency contact number for students out on placement to report any concerns around safety and security. We advise you take note of these details should you require them during your placement year:

Telephone: 01603 592222

Email: security@uea.ac.uk

[Student Support Services](#) are available to speak to students via Skype, email or phone whilst they are on placement. Contact them:

Telephone: 01603 592761

Email: studentsupport@uea.ac.uk

The Placement and Internship Team are available 09:00 – 17:00, Monday – Friday. Please contact them with any issues or queries you might have during your placement year:

Telephone: 01603 593917

Email: placements@uea.ac.uk

OTHER CONTACTS

UEA Switchboard

Telephone: 01603 456161

Accommodation Office

Telephone: 01603 592092

Email: accom@uea.ac.uk

Counselling Service

Telephone: 01603 592651

Email: csr@uea.ac.uk

Dean of Students Office

Telephone: 01603 592761

Email: dos.reception@uea.ac.uk

Health Centre

Telephone: 01603 251600

Email: umsuea@nhs.net

International Office

Telephone: 01603 593280

Email: intl.office@uea.ac.uk

Security

Telephone: 01603 592352

Email: security@uea.ac.uk

Students’ Union Advice Centre

Telephone: 01603 593463

Email: advicecentre@uea.ac.uk



PLACEMENT TOP TIPS

Get thinking about your placement early. There's a variety of opportunities at UEA to help you build the skills and experience necessary for you to get ahead.

Get involved with the social activities, events and workshops provided by the University and the Placement Team. This is a great way to meet other people who are doing a placement year and pick up skills which might help you to secure your placement.

If you have additional needs such as disability or a long-term health condition, you might like to get in touch with the Careers Service to discuss any support you may need at application stage and while on placement. This includes: support in arranging reasonable adjustments at interview and in the workplace and talking through how and when to positively disclose a disability. We want to ensure all students enjoy a safe and inclusive placement so please get in touch to let us know how we can support you.

Some people don't have a lot of experience of applications and interviews and aren't sure what to expect. The process can be a great learning experience. Make sure you sell yourself in a positive and professional light. Use the resources and support provided by the Careers Service to boost your confidence and refine your techniques. Remember, it's completely normal to feel nervous!

THE PLACEMENT JOURNEY

Step 1: Look at degree options: decide to do a degree with a placement year (think of the benefits).

Step 2: Welcome to UEA! Attend the Placement Welcome Event to meet other placement students, hear from past placement students and learn about important processes for the year ahead.

Step 3: Begin thinking about your placement early. Do your research: research sectors, organisations and vacant roles to decide what interests you, think about getting some work experience over the summer.

Step 4: Get placement ready: draft your CV, look at vacancies, join UEA programmes (UEA Award and the Mentoring Programme), set up LinkedIn and build your work-experience through the UEA Internship Programme.

Step 5: Start looking for opportunities: look to see where they are advertised and check these sites regularly (and register for vacancy alerts). Think about approaching companies of interest directly.

Step 6: You've found a placement that interests you: check the role information and job description. Prepare your CV and think about your cover letter and application. Remember to tailor this specifically for the role you're applying for.

You will have the opportunity to reflect on your placement via presentations, blogs and journals. This can be a great way to think about all the skills you have learned, as well as help future students with their placements.

Focus on the benefits of doing a placement! You may find knock backs when trying to find a placement. Stay positive about your search and don't give up. The ideal placement may take time to find but could make all the difference to your development and career.

Remember, there is a range of resources available to you to enable you to develop your CV, gain work experience and advance your application. UEA aims to prepare you for your placement and there is support available to help you feel confident and ready for the workplace. Contact the Placement Team on placements@uea.ac.uk or your School Placement Director for further information about the ways we can help guide your placement journey, or look at the resources on MyCareerCentral.

The Placement and Internship Team and School Placement Directors understand that there may be certain barriers, such as finance, health, family circumstances, which can have an impact upon the placement element of your degree. We are here to help you tailor your placement experience to your personal circumstances, and point you in the right direction for support.

Step 7: Fantastic news - you've been offered an interview: prepare for the interview or assessment centre. Research the company, re-read your application and think of examples of how you meet the job description. Meet with the UEA Careers Team to help prepare you for your interview and boost your confidence.

Step 8: If you do not hear back from your application, receive a rejection letter or are not successful at interview: learn from the experience and don't give up! Keep researching and look for other opportunities, the right opportunity may be just around the corner. Meet with the UEA Careers Team to receive feedback on your application to help boost it for next time.

Step 9: Congratulations! You are offered the role. Attend the 'Get Work Ready' event to help you prepare for your year in the workplace. Before your placement begins, ensure all the relevant paperwork has been completed and signed off. Contact your employer to discuss important details such as start time, working hours and dress code.

Step 10: Go out on placement: enjoy your year as a full-time employee, learn from the experience and stay in touch with us at the UEA!

Step 11: Welcome back to the University: get ready to share your experiences and put your newly refined skills to good use.