

## **University of Northampton placement module: employers' information**

### **What is the placement module?**

Postgraduate students studying on the MSc Waste and Environmental Resources programme, at the University of Northampton (UoN), have the opportunity to undertake a work placement as part of their programme.

The placement provides students with the opportunity to relate their study to real practice in the waste and environmental resources sector, to gain first hand experience of working in the sector.

### **What do students study when they are on placement?**

Students on placement are just like any other employee in that they are employed by the company to fulfil an agreed and defined role/activities at the start of the placement between the organisation and the student. The activities/role should be of mutual benefit to the employer and student, be within the discipline of the student, and should be at a graduate level. Students will follow the University of Northampton's ethics protocol. For example, all references to the organisation, and those employed by the organisation, will be confidential AND anonymised. If required, confidentiality agreements can be signed to cover any commercially sensitive data.

### **What are the criteria that the role has to meet?**

The following criteria are applied to all placements:

- The placement should involve the use of postgraduate level skills
- The placement should be a 12 months fixed-term contract, not permanent
- The placement should be paid at least [UK current minimum wage](#) (Does not apply for placements outside the UK)
- The placement should be full-time (Minimum 35 hours per week, maximum 48 hours per week)
- Approval is subject to approval of four documents that students are asked to provide by a set deadline: A UoN Placement Proposal Form; Offer Letter from the employer stating salary and start and end dates; Job description; UoN health and safety form.

### **How much time will be required?**

The placement lasts for 12 months. The student will be a full time employee. Therefore, they will require a similar level of supervision as any other new employee.

### **What are the benefits to employers?**

Employers will be able to have a student who has a good level of understanding of the subject, with good transferable skills, and who is capable of working at a graduate level. Crucially, at the placement, employers should have someone who could potentially become a permanent employee.

Employers would have a link to relevant staff at the University of Northampton, who's expertise could add value to their organisation.

### **How are students supported while on placement?**

The module leader for the placement module will act as the liaison. The module leader or another suitable academic will visit the student in the workplace. Visits to the student in the workplace will take place on at least two occasions. Regular contact will also be maintained through email.

The University would welcome the opportunity for an academic supervisor to meet with the student's line manager/supervisor to discuss a student's progress, however, this is not a requirement of the module.

### **What are my responsibilities as an employer?**

We ask you to provide the following documents to the student you are employing, so that a student's job role can be assessed and approved:

- Job offer letter which confirms salary, start and end dates of the job role
- Job description which sets out the general tasks, or functions, and responsibilities of a position. It may also specify the manager to whom the position reports, specifications such as the qualifications or skills needed by the person in the job
- University of Northampton' Health and Safety checklist (the student will provide you with a copy of this). As an employer, we ask you to ensure our student is safe in the workplace, which will include assessing risks to the student within the workplace, offering the student a comprehensive Induction programme, and training them as required
- Undertake a fit for purpose risk assessment with the student before they are allowed to start
- Provide the student with any health and safety, and specialist equipment, as well as any relevant training, where required.

**When the placement is underway, we also ask employers to confirm that the student has been attending in the workplace**, this assists us in maintaining our commitment to the UKVI to monitoring the attendance of international students. To facilitate this attendance monitoring, the UoN has an electronic system that manages attendance. Guidance about how this process works will be made available to employers once the placement has been approved.

**Towards the end of the placement**, employers will be required to provide a written report of the student's performance. This report will be included in the student's portfolio that is submitted for grading.