

DISCOVER THE PLACEMENT YEAR PROGRAMME

The University of York's **Placement Year Programme** 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 programme 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 Programme is managed by the University's Careers and Placements team. During the placement a dedicated supervisor will usually offer two supervision meetings, and will be on hand to provide support to both the line manager and the student throughout.

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. Roles should be challenging, and prepare students for graduate-level positions, however they do not need to directly align with their field of study.
2. The placement must be with an organisation that is legally constituted and operates in line with UK/EU employment legislation, or equivalent.
3. The employer should be willing to provide the student with a letter of engagement or a contract of employment prior to the placement beginning.
4. The employer must provide evidence to the University that it has full public and employee liability insurance in force, which gives at least an equivalent degree of cover provided to its full-time employees.
5. The employer should be able to provide a written policy on health, safety and welfare provision, which gives at least an equivalent degree of cover provided to its full-time employees.
6. No placement opportunity can be approved if it involves the student travelling to a country where the Foreign Commonwealth & Development Office (FCDO) advises against this.
7. If a placement opportunity overseas requires the student to obtain a visa then this will need to be acquired in advance of the placement starting. The costs of any visas or other requirements, such as disclosure and barring checks, health screening, etc cannot be met by the University.
8. The employer should be fully aware of the student's status and be willing to afford them the time and opportunities to acquire experiences that can contribute to their learning and personal development. The employer should also be willing to interact with representatives of the University of York in their supervision of the placement.

Contact the Placements Team

Email: careers-placements@york.ac.uk

Phone: +44 (0)1904 324240