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YORK  
ST JOHN  
UNIVERSITY

London



# Work Placement Guidance Handbook for Employers

Work placements offer a valuable opportunity for both students and employers. Students gain practical experience, apply their theoretical knowledge, and explore potential career paths.

Employers benefit from access to skilled talent, fresh perspectives, and potential future employees. This guide provides a framework for employers to successfully host York St John University students on work placements, offering information on the placement process, employer expectations, and the support available from the university.

### What is a Work Placement?

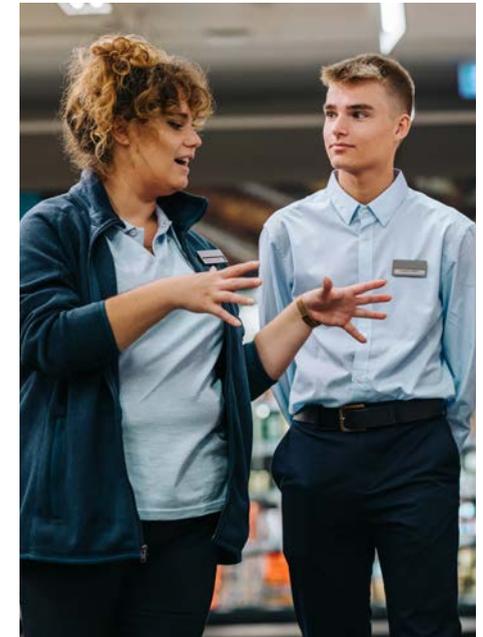
For students, a work placement is a temporary work experience that is part of their education or training. It provides a chance to gain practical experience in a real-world setting, apply theoretical knowledge, and explore potential career paths.

For employers, a placement is a role undertaken by a student in your organization temporarily to gain practical work experience. The aim of a work placement is to bridge the gap between students' academic and professional environments and provide a mutually beneficial experience for both the student and the employer.



### Benefits of Employing a Placement Student

- **Fixed-term Contract:** Employing a placement student means having a fixed-term, full-time student employee working towards your business objectives for a minimum of 9 months (40 hours weekly).
- **Access to Skilled Talent:** Work with motivated students eager to learn and contribute, potentially identifying future employees.
- **Cost-effective Recruitment:** We offer a complete, no-fee service to advertise your position, target candidates, and recruit your ideal student.
- **Gain Fresh Perspectives:** Students bring new ideas and approaches, which can be valuable for your company.
- **Boost Productivity:** Students assist with projects and tasks, helping to increase efficiency and productivity.
- **Enhance Company Image:** Hosting work placements demonstrates your commitment to education and talent development, which can enhance your company's reputation.
- **Develop Future Leaders:** Mentor and guide students, potentially nurturing future leaders in your industry.



### What Makes a Good Placement?

A successful work placement is a collaborative effort between the student and the employer. Key factors include:

- Clear Objectives and Structure
- Meaningful Work Related to the Student's Study
- Clear Expectations and Communication
- Opportunities for Learning, Development, and Growth
- Regular Feedback and Evaluation through a dedicated mentor



### What Skills Can York St John University Students Offer You?

York St John University offers a [variety of courses](#). Students from these programs bring valuable skills and knowledge in areas such as, but not limited to, the ones listed and can therefore be considered for placement in roles related.

- Accounting and Finance
- Health Management
- Marketing Communications
- Retail Management
- Management Operations
- Procurement and Supply Chain
- Critical Thinking
- Sustainable Development
- Strategic Planning
- Employer Relations
- Project Management
- Brand Development
- Teamwork
- Business Policy
- Economic Markets
- Digital Marketing
- Event Management
- Venue Management
- Fundraising
- Public Relations
- Research
- People Management
- Marketing
- Logistics
- Website Development
- Data Management
- HTML and JavaScript
- Data Analysis and Data Mining
- Design of Information Systems
- Computer Security
- Software Development
- Forensic Computing
- Programming
- Computer Networks, Laws, and Protocols
- Statistics and Mathematics Design
- Algorithm Development
- E-commerce

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### Work Placement Requirements

- Skilled opportunity (level 6 or 7 graduates roles)
- Paid at least [National Minimum Wage and National Living Wage rates](#)
- 9-12 months in duration
- 37 hours of work weekly (Students on a Tier 4 visa will be issued a signed placement entitlement letter to support their application)
- UK-based location

### Work Placement Process for Potential Employers

- If you have offered a student a work placement, they will request documentation from you, including an offer letter with terms and conditions of employment, job description, and contact details.
- The student will upload these documents on Handshake (our Careers Platform), where our staff will review them. Once reviewed, an approval link will be sent to your mailbox to verify and approve and to complete health and safety/ employer guidelines.

- You will be issued a university confirmation of placement letter confirming the student's work hours. Students are not allowed to start their placement until they receive this letter.
- Provide the student with a full induction on responsibilities and work practices.
- Comply with country health and safety legislation.
- Ensure employer and public liability insurance is in place.
- During the placement, tutors will get in touch and visit the student at the placement location.
- You will be required to complete an attendance monitoring form once fortnightly.
- We would appreciate your feedback on your experience with our student—please leave us a comment at [London.Placements@yorks.ac.uk](mailto:London.Placements@yorks.ac.uk)





## Meet Our Team



### **Eseosa Agho Alabi**

Career and Enterprise Coordinator

Eseosa manages the work placement process for students and placement providers at York St John University London campus. You can reach Eseosa via email at [e.agho@yorksj.ac.uk](mailto:e.agho@yorksj.ac.uk).

## Interested in Recruiting Our Students?

Contact our team at [London.Placements@yorksj.ac.uk](mailto:London.Placements@yorksj.ac.uk) or call us on 01904 876 944, we will arrange a meeting to discuss your specific business requirements and how our students' skills could meet your needs.

### **Free Advertisement**

We'll advertise the role at no cost to you on our online jobs portal, Handshake, accessible to all students. We'll also send targeted alerts and reminders about your vacancy to relevant groups of students using social media.

### **Recruitment Process:**

We can support your preferred recruitment method. Options include:

- You provide us with a link to your online application process, and students apply directly through your website.
- Students apply via Handshake, allowing you to access CVs and cover letters, or your application form, with a contact at your organization managing this process.



### **Interviews:**

We can assist with interview arrangements, including holding interviews at our campus, where you can meet the team and interview all candidates in one day.





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