



**Northumbria
University**
NEWCASTLE

THE EMPLOYER GUIDE TO PLACEMENTS

as.placements@northumbria.ac.uk



Welcome to Northumbria University

Northumbria is a research-rich, business-focused, professional university with a global reputation for academic excellence. It is based in the heart of Newcastle upon Tyne, which is regularly voted the best place in the UK for students.

Around 30,000 students from 131 countries

Global reputation for academic quality

Ranked in the top 50 universities by the Complete University Guide 2020

Connections with over 1,000 employers

Placements across all disciplines

Industry-focused programmes

Talented students and graduates

Free jobs portals

Careers and recruitment fairs

What is a placement?

Placements: Placements at Northumbria University have a number of different guises with variations in criteria such as year of study, length, full-time/ part-time, paid/ unpaid, professionally accredited or non-professionally accredited. Placements are defined as a credit bearing element of a student's programme of study. For many degrees placements are an optional extra, but for some programmes the placement is a compulsory component.

Professional Practice Placements: Placements for Nursing, Midwifery, Operating Department Practitioner, Occupational Therapy, Physiotherapy, Social Work and Education are known as Professional Practice Placements. Placements are an essential component of these programmes. For further information visit: northumbria.ac.uk/about-us/academic-departments/nursing-midwifery-health/placements/ or email: practiceplacements@northumbria.ac.uk

Internships: Unlike placements, internships do not count towards a student's degree. Student interns are available throughout the year. During term-time these will be part-time roles, which during holiday periods – especially the summer – can be full or part-time. Paid graduate internships are popular throughout the year for employers. Most are full-time but some can be part-time.

For more information on Internships see page 19.



Why employ Northumbria students?

- Northumbria University has a huge range of courses, with most offering students the chance to go out on placement. We offer a bespoke recruitment service which includes employability events held throughout the academic year. The service includes the launch of Placements Online, an online placements portal where placement hosts can manage and advertise placement opportunities.
- We have long standing relationships with placement offering organisations in a range of sectors.
- Northumbria students have a fantastic reputation of being reliable, efficient, hardworking and eager to learn. The vast majority of placement hosts comment on the exceptional nature of their placement students and always look to recruit our students again!
- Students at Northumbria are educated in a way that sets them up for the working world. This means they will seamlessly fit into your organisation and be ready to work straight away!

"Northumbria have been excellent to work with! The students have been a good fit for us and we have been very happy with the standard of student, particularly their maturity and sense of adventure to move to the other side of the world. We will continue to use Northumbria to find our gap students"

Haley Hall, Seymour College. (Adelaide, Australia)

How to recruit a placement student?

Northumbria University can offer a bespoke placement recruitment service designed to make the process of recruiting a placement student as seamless as possible. Our placements portal, Placements Online, is our placement recruitment hub where employers can add adverts, view applications and manage placements.

If you have a placement opportunity you want advertised to our students you can advertise this directly on Placements Online yourself. All you have to do is follow the link below, register and follow the simple steps. This is a great way to advertise any opportunities you have, free of charge, to a large and relevant audience.

Alternatively you can email us at **as.placements@northumbria.ac.uk** with a relevant job description. We will then put it on our placements portal where the advert will be displayed to our students.

Placements Online: **<https://arc-swp.northumbria.ac.uk/PCP/>**



Benefits of employing a placement student

- Students are fresh from education and will bring the most up to date knowledge with them to your business. The theory they have learned will be an asset to add to the way your company works.
- You will gain an intelligent and motivated individual in a more cost effective way than if you were to employ someone from the labour market.
- Depending on the time of year, students will be able to provide an extra pair of hands to your business when it is needed the most.
- Students are able to work on innovative projects that your staff may not have time to do themselves, bringing with them new ideas in the process.

"I would definitely recommend other organisations to consider taking on a placement student. They would benefit because a placement student provides a different perspective and can have valuable contributions about how things can work more effectively."

Lucie Henderson, Friends Action North-East. (Newcastle upon Tyne)

Additional Benefits

- Hosting a placement student will give your employees a chance to develop their supervisory skills and experience which could benefit your business long term!
- You may be able to overcome staff shortages at lower cost.
- You may find that your placement student is a really good match for your organisation and could return to work for you after graduation.
- By employing a placement student you get the chance to build a relationship with Northumbria University. You can attend networking and employability events held throughout the year which will help give you brand exposure and the chance to advertise any recruitment opportunities directly to our students.

"All companies, whatever their field would surely benefit from a keen student. It creates a different dynamic within a staff team, fresh ideas, enables more experienced staff to take on a mentoring role, in fact I can't think of a negative aspect to hosting a student".

Diana Cummings, The Village Montessori Nursery School. (North-East)



Arts, Design and Social Sciences

The placement programmes in the Faculty of Arts, Design and Social Sciences are very diverse. There is a mix of optional and compulsory programmes which range from hours and days to year-long full time industrial placements (minimum 30 weeks).

Degree sectors range from Creative Arts, Fashion, Design, Media, English, Drama, Politics, History, Criminology and more.

Some of the placements are managed by the University. This means that students will be allocated by the University to your setting once you have offered a position. For other programmes students are to self-source their placements with the help of the Team at Northumbria. Arrangements are dependent on the programme requirements.

Northumbria University fashion programmes are endorsed by the British Fashion Council.

"We have taken a number of Northumbria University placement students at Barbour each year with great success. The students are always of a high calibre, highly committed to their placement and fit in with the business very well. Year on year we are able to recruit a number of these talented students on their graduation which is great"

Matt Gillard, J Barbour & Sons Ltd. (South Shields)

Business and Law

Business and Law programmes have a range of compulsory and optional placements. The majority of placements are year-long industrial placements (minimum 40 weeks) but there is also the opportunity to employ a student on a short term basis. The placements need to be relevant to the student's degree. These are normally paid positions.

The Newcastle Business School was awarded the prestigious AACSB accreditation and was 'Business School of the Year' at the Times Higher Education Awards 2015.

Degree sectors include a range of Business, Finance, Marketing, Human Resources, Accounting and Law programmes.

Students are to source their placements themselves, with the help of the dedicated Placements Team here at Northumbria University. The recruitment process is normally managed by the business externally from the University.

"We have no hesitation in recommending other organisations to take a Northumbria University undergraduate placement student. Students from Northumbria University are well prepared for the world of work and integrate easily into our organisation. Many of the Northumbria students have gone on to win our Student of the Year annual award and many have progressed onto our graduate scheme."

Lynne Roberts, Faurecia. (Washington, North-East)



Engineering and Environment

The majority of placements in the Engineering and Environment faculty are year-long industrial placements (minimum 40 weeks) but there is also the opportunity to employ a student on a short term basis. The placements need to be relevant to the student's degree. These are normally paid positions.

Degree sectors range from IT, Geography, Engineering, Environmental Science, Mathematics, Construction, Surveying and more.

Students are to source their placements themselves with the help of the dedicated Placements Team here at Northumbria University. The recruitment process is normally managed by the business externally from the University.

"Nissan has welcomed many previous placement students from Northumbria University back to the Graduate Scheme from a variety of departments. Having many placement students return as Graduates to Nissan shows the high standard and quality of students from Northumbria."

Katie Haley, Nissan Motor Manufacturing Limited. (Sunderland)

Health and Life Sciences

Health and Life Sciences placement programmes vary in length. They can range from a one day visit, 50 hours, 70 hours, part-time placements and year-long industrial placements (minimum 39 weeks).

Degree sectors range from Childhood and Early Years, Biology, Chemistry, Forensic Science, Sport, Exercise and Nutrition, Psychology, Guidance and Counselling and more.

Some of the placements are managed by the University. This means that students will be allocated by the University to your setting once you have offered a position. For other programmes students are to self-source their placements with the help of the Team at Northumbria. Arrangements are dependent on the programme requirements.

"Offering placements to students is a great way to engage students with the working world and allows them to show you what they can bring to your company/organisation. A number of interns have successfully gained employment post internship; whether that be part time or full time at other professional clubs or at Newcastle United FC."

Hayden Rockall, Newcastle United Football Club. (Newcastle upon Tyne)



University processes

Once you have recruited a placement student the Placements Team is required to carry out standard pre-placement checks to ensure students are working within a safe and secure environment.

Both the student and employer will need to complete a risk assessment and acknowledge the placement agreement. The documents are electronic and are completed online via Placements Online.

The Health of Safety of our students is paramount to us and we ask employers to provide a comprehensive induction programme covering work practices and health and safety arrangements.

The University must maintain its duty of care towards any student involved with placements or work related learning opportunities. All host organisations should therefore complete the host documentation issued by the Placements Team.

Once Northumbria University are in receipt of all host documents, and the Placements Team are satisfied with the information provided, the placement will be confirmed.

Paid and unpaid placements

Most year-long placement provider's pay, on average, a salary of between £14,000 and £24,000 pro rate, dependent on the sector and skills of the student. A placement student's rights depend on their employment status. If they are classed as a 'worker' i.e. they have a written or verbal contract, then they're normally due the National Minimum Wage.

The employer is not required by law to pay the student if:

- The student is required to do an internship as part of a UK-based higher education course.
- The student is working for a charity or voluntary organisation and is receiving limited expenses, such as for food and travel (but if they receive any money that can't be regarded as a reimbursement of expenses this counts as payment and they should therefore be paid the national minimum wage).
- The intern is only work-shadowing – i.e. they are observing an employee and not carrying out any work themselves. If students are classed as a 'worker' while on placement, you should be paid at least the National Minimum Wage.

For more information about work experience and the NMW, visit the www.gov.uk website.



British Fashion Council Best Practice Guide for Industry

Northumbria University has endorsed the British Fashion Council Internships Best Practice Guide for Industry which is committed to helping create an industry that drives forward best practice behaviours and supports an inclusive, diverse and sustainable fashion industry.

Our aim is to ensure our industry fosters inclusive environments within businesses where workers are paid at least the National Minimum Wage and staff are supported and protected in the workplace. Establishing this as a benchmark standard will ensure that designer businesses are fulfilling their moral responsibilities and are compliant with UK law and their tax obligations.

This Best Practice Guide has been developed with the support and input of members of the BFC Colleges Council.

To receive a copy of the guide please email the Placements Team at:
as.placements@northumbria.ac.uk

Employing international students

The majority of the Tier 4 Visa students that we sponsor have the full 4 year visa to incorporate the additional year placement, which is an integral part of their studies. Although students with a Tier 4 Visa are subject to working restrictions (normally 20 hours in a particular week) this rule does not apply when they are on placement as long as the placement is an integrated part of the degree programme.

Students doing placements are permitted to work full-time or whatever hours apply to that particular organisational setting. Outside of the stipulated placement duration (dictated by the University's academic calendar and the course structure) Tier 4 Visa students cannot exceed the number of hours they are entitled to work but the University's Compliance Team monitor this.

To receive a copy of the AGCAS guide for recruiting international graduate please email:
as.placements@northumbria.ac.uk



Employer Responsibilities

Employers must accept responsibility for the student's health and wellbeing during the working hours at the organisation. They must adhere to at least the minimum Health and Safety at Work regulation that applies within the country of operation. Where no such regulation exists, they accept the University requires the organisation to undertake risk assessments and adopt regulations to ensure the student's health and wellbeing are not affected by work based activity.

Employers will ensure compliance with the Equality Act 2010 (<https://www.gov.uk/guidance/equality-act-2010-guidance>) and Employment Law or other relevant legislation if based outside the UK, making reasonable adjustments for students with disabilities, specific learning difficulties and medical conditions <http://www.hse.gov.uk/disability/employers.htm>

Full employer responsibilities can be found in the Placement Agreement which must be signed when employing a Northumbria University student.

Intellectual property and confidentiality

We understand how important it is for our placement providers to protect their confidential information and intellectual property, and issues can arise in relation to academic work submitted by our students during or at the end of their placement.

We will work with you to agree a process which enables the student's academic work to be assessed under the University regulations in such a way that your company's intellectual property rights and confidential information are not compromised, and we are happy to discuss this with you.

If you require a Confidentiality Disclosure Agreement or Non-Disclosure Agreement (NDA) to be signed or you require Northumbria University to issue the NDA please email the Placements Team: as.placements@northumbria.ac.uk



Recruit our students or graduate talent

In addition to student placements, Northumbria University offers a range of opportunities to engage with our students and recruit student and graduate talent.

The Careers and Employment Service at Northumbria are specialists in connecting our highly employable students with regional, national and international employers and organisations.

The Employer Liaison Team can support you with:

- Graduate recruitment
- Student part-time, casual and vacation recruitment
- Volunteering opportunities

For further information contact the Employer Liaison Team on **0191 349 5203** or **sv.employers@northumbria.ac.uk**

Other recruitment needs

Internships

The Internship Team supports employers to appoint our students and graduates as employed interns. The team manages a range of internship funding opportunities. Funding is often available for smaller employers in the private, voluntary and community sectors to appoint students and graduates from any subject. There may also be options available that focus on specific subjects or groups of students and graduates that may be suitable for larger and/or public sector organisations.

To learn more about our internship provision email: **internships@northumbria.ac.uk**

Northumbria students are talented individuals, determined to shape the future. From placements to collaborative projects, there are many possibilities for organisations to work with our students.

Access Student Consultancy

You can work with and receive free consultancy through our innovative and award winning:

- **Student Law Office**
- **Business Clinic**
- **Building Advice Centre**



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Contact Us

If you have any questions or queries relating to placements or the recruitment process, contact the Placements Team and we will be happy to help.

The Placements Team

E: **as.placements@northumbria.ac.uk**

T: **0191 243 7496**

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