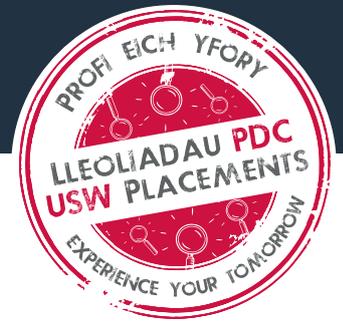


EXPERIENCE YOUR TOMORROW



ARE YOU LOOKING FOR A SANDWICH PLACEMENT?

What is a Sandwich Placement?

A sandwich placement is a validated work experience opportunity that forms part of a university degree programme known as a sandwich course. Sandwich placements are usually taken in the penultimate year of a four-year degree.

The name derives from the fact that the course includes a placement year which is sandwiched in the middle of the degree.

These can be undertaken anywhere in the world and can be part-time or full time.



Sandwich Placement benefits:

- Increase employability, gaining many new skills and knowledge
- Gain experience, which will help you in your final year of study (and look great on your CV)
- Earn a salary for your year of work
- Build your network of contacts within your chosen industry
- Gain an advantage in a competitive graduate job market
- An opportunity for you to discover whether you prefer to work for a smaller company, or a large, international organisation
- Find out if you would prefer to commute and work in a city, or walk to work each morning to the offices of a local company
- You may receive a job offer to remain with the company part-time in your final year or return after you Graduate
- Potential to improve final year grades and receive a higher degree classification*

*Research conducted by ASET showed that students on sandwich degrees were more likely to achieve a better grade in their degree than non-placement students.



Where and when to look for a sandwich placement:

Sandwich placements are typically advertised from **October** for a start date the following summer.

It's a good idea therefore to get your **CV** and covering letter template completed early in your second year, so that you're ready to apply when you see the right opportunities. The **Careers Team** can help you with this. Visit: <https://careers.southwales.ac.uk/>

USEFUL LINKS FOR PLACEMENTS:

- **Careers website**
<https://careers.southwales.ac.uk/get-experience/work-placement/how-to-find-a-placement/>
- **CareersConnect**
<https://careersconnect.southwales.ac.uk/>
- **Rate my Placement**
www.ratemyplacement.co.uk
- **LinkedIn and Social Media**
<https://careers.southwales.ac.uk/personal-promotion/linkedin-social-media/>
- **Glassdoor:** www.glassdoor.co.uk/index.htm
- **Indeed:** www.indeed.co.uk/
- **Subject Specific links**
<https://careers.southwales.ac.uk/job-search-career-choices/subject-link/>

GET READY: TOP TIPS!

Update your CV

Create/Update your LinkedIn profile

Attend the placement talks, employer events and workshops

Research organisations to target

Make speculative approaches if you can't find advertised placements

Speak to the academic staff on your course who have many links in the industry

Prepare a portfolio of work (if relevant to your career sector)

Meet or contact your Work Placement Partner for 1-2-1 appointments

If you are an International Student, or wanting to go abroad for your sandwich year, ensure you have discussed this with the International and Immigration Team to ensure you consider all Visa and reporting requirements.

Work Placement Programme on MyCareer

The programme will provide you with guidance on placement process from beginning to end and will include some elements of the GradEdge employability award. Along the way, you will enhance your personal brand and develop workplace skills and business etiquette in order to prepare you for the professional world. On completion, you not only will have a successful work placement to reflect upon but will also have developed key employability skills that will be invaluable to your introduction into the graduate labour market.



The GradEdge employability award has been designed to demystify the recruitment process enabling you to market yourself in a professional way. The award centres around the application process and covers CVs, applications form, interviews, making introductions and LinkedIn. If you haven't already done so, now is a great time to find out more. Visit: <https://careers.southwales.ac.uk/students/usw-employability-award-grad-edge/>

“ I would definitely recommend others to take a placement year if they're thinking about it - it's such a great time to learn and build up your skills and confidence before completing your degree / final year. It's a great way to get your name out there and potentially get a job!

Ellyw, BA(Hons) Interior Design

THINGS TO REMEMBER:

Competition for placements is very high, therefore it's likely you will have to make several applications before you are successful

Ask for feedback, as this can help to refine your application for the next opportunity

The placement team and your academic staff will support you to identify and find placements, but it's ultimately your responsibility to apply and secure one

You must register your placement in good time before you start, it may need to be approved by relevant academic staff.

Health and safety checks will need to be satisfactorily undertaken before you start.



CASE STUDY LINKS:

<https://careers.southwales.ac.uk/case-studies/>

FINANCIAL CONSIDERATIONS:

Ensure you are aware of the tuition fees for your sandwich year and the student finance that you are entitled to. You can also book in to speak to a member of the Student Money Team to discuss further. <https://www.gov.uk/student-finance>

What to Consider During your sandwich Year?

ENROLMENT

- Ensure that you have enrolled onto your sandwich year before the start of term <https://advice.southwales.ac.uk/>
- You may need to transfer onto the 4 year course. Speak to the Advice Zone for guidance
- Please ensure you have spoken to the Student Money Team in advance, so that you are clear on the fees for the year, and what student finance you will be eligible to receive. E-mail: money@southwales.ac.uk

THINGS TO REMEMBER

- You are still a student of the University during your sandwich year and will be supported throughout
- You will need to check your university email regularly for messages
- You will be supported by your academic staff for the duration, who will undertake visits (or skype calls if placement is abroad or further afield)
- You will receive your module handbook and assessment details from your academic staff contact
- You will need to adhere to the organisation's Health and Safety regulations
- You may be dealing with confidential information, ensure you follow the guidelines. If in doubt, ask!
- You will be supported throughout by the Placement Team
- Intellectual Property Policy. Please be mindful of the IP regulations (if applicable) during your placement <https://uso.southwales.ac.uk/information-compliance-unit/copyright-and-intellectual-property/>

If you are sharing your placement experience via social media, make sure you add

#USWPlacement

MAKE CONNECTIONS

- Network, get to know your new colleagues
- LinkedIn. Take the opportunity to connect with colleagues within the organisation
- Try to take every opportunity to get involved in office social events if you can
- Talk to colleagues, ask about the industry and how they got to where they are!



RECORD

- Keep a record of what tasks you undertake on placement and the skills you are learning
- Use this information to update your CV
- You are likely to also need this information for your assessment
- Ensure you ask what information you can include in your assessment as some may be confidential

DEALING WITH POSSIBLE PROBLEMS

- Most placements are very successful and no problems arise, however, on rare occasions there may be some difficulties on placement
- If you are unable to address it internally, or if you require support, the first port of call would be an academic staff member or the Placement Team
- Don't turn to social media to vent your frustration or criticise the organisation or supervisor
- Usually these issues are easily rectified, and we can support and guide you

REFLECTION

- Whether the experience was good or bad, simply waving goodbye and moving on won't allow you to get the most out of it. Read the following few things you need to do just before you complete your placement to ensure you're reaping the benefits of your hard work.
- Reflect on your experience and skills gained whilst on placement and make a note of them whilst you remember. Highlight your strengths and weaknesses, preferences and tendencies, helping you to spot areas of development and identify suitable future opportunities.
- As your work experience comes to an end, go through your notes to identify your greatest achievements, biggest learning moments and the key skills you picked up.
- Use this information to update your CV and LinkedIn profile book an appointment with a Careers Adviser if you need support with this.
- Consider if this is still a career area that you are interested in.
- Your feedback is important to us as it helps shape our offering for the future. It will also encourage you to think about your placement and what you have learnt. Student feedback may be part of your assessments or it may be requested by your Work Placement Partner. Either way, we really appreciate your thoughts and we may even get back in touch to develop your feedback into a Case Study. Visit: <https://careers.southwales.ac.uk/case-studies/>

“Your feedback is important to us as it helps shape our offering for the future.”

USW Work Placement Team





RETURNING TO UNIVERSITY

- You will need to enrol before the beginning of term
- Ensure you check your university email regularly for information
- Ensure you complete your placement assessment and are aware of submission dates and any presentation details
- Check with your academic staff if you have any questions.
- We may invite you to a session to speak to the current second year students, to highlight your placement experience

THANK YOU!

- Ensure that you contact the placement host to thank them for the opportunity. Just saying thank you is fine, but putting into a note or email will be more effective in cementing the memory of you in their minds (and they may think of you when an opportunity comes up in the future).
- Connect with your supervisor and those you worked closely with on LinkedIn (if you haven't already). Building a network is vital and one of your new connections may well be the person who, at some point down the line, leads you to a great career opportunity.
- Ask for a reference; future employers like to see work references as they can give valuable insights into a person's character and working style as well as providing validation for what is written in their CV. You can ask for these references via LinkedIn, so that it's viewable to all your connections.

“ I always remember being sat in a guest lecture and the host explaining that if an employer has two CV's in front of them – one with a high grade but no placement and the other with lower grade and a placement, the one with experience in industry will always get the offer. From that moment, I knew that a sandwich placement was the correct choice to help with my career

Bradley, MEng Electrical and Electronic Engineering

If you didn't have a final feedback session with your supervisor before the end of your placement, make sure you contact them soon after to get a better understanding of where your strengths lie as well as discovering whether there are any areas for development.

