

ARE YOU LOOKING FOR A PLACEMENT?

Work Placement

A work placement is a period of relevant, academically supervised work experience, assessed as part of a programme of study.

If your work experience is part of your assessment or module grades, it will be classed as a work placement. There are many types of work placements as each placement should be suited and tailored to your intended career path. The Work Placement will have learning outcomes attached to your module requirements as well as gaining relevant industry knowledge and insight.

Work Experience

Work experience can be carried out alongside your studies. This is optional but very much encouraged to boast your work readiness. Work experience should be relevant to your course and your future work prospects. All Students should aim to undertake work experience at some point within their University course.

Options include volunteering, industry relevant part time jobs, short-term opportunities or freelance work.

Volunteering

Voluntary work is an excellent way to gain the skills and experience you need while helping a great cause. By volunteering, you can:

- Help local communities
- Gain employment skills
- Give something back
- Experience different customs and cultures



A study from Reed Executive found that

Three quarters of employers prefer to recruit candidates with volunteering experience on their CV.



There are many types of Work Placement such as short term, virtual/remote, sandwich and internships.

GLOBAL OPPORTUNITIES

Global work placements offer the perfect opportunity to develop your career at the same time as travelling the world.

Gaining a work placement abroad provides opportunities to:

- Develop a broader outlook and put your skills in to practice.
- Experience a different culture.
- Learn or practice speaking another language.
- Make your CV stand out.
- Enhance your employability and life skills.
- Build an international network of professionals in and around your field of work.

Discover what life's like working for a year in a different country or even just for the Summer! There are plenty of experience opportunities such as volunteering on offer, whether you want to get involved for a week, a month or a full sandwich year.

The **WORK PLACEMENT PROGRAMME** on MyCareer will provide you with guidance on what to do throughout the whole placement process from beginning to end. Along the way, you will enhance your personal brand by developing your CV and interview skills in readiness for the recruitment process. You will also develop workplace skills and business etiquette in order to prepare you for the professional world.

There are **6 CORE ELEMENTS** of the Work Placement Programme, these include:

- Before placement
- Placement search
- Confirmed placement - What next?
- Business etiquette and workplace skills
- During your work placement
- After your work placement

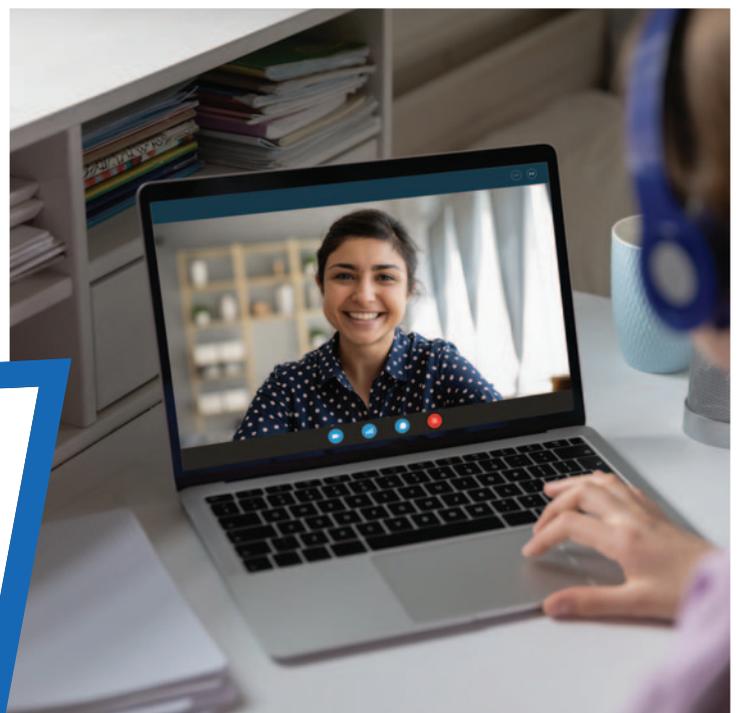
“ Over than a third of recruiters who took part in the research repeated their warnings from previous years – that graduates who have had no previous work experience at all are unlikely to be successful during the selection process for their graduate programmes.

Highfliers (2019)

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“ After completing a short internship in Paris last year I realised how a placement abroad strengthens your CV as it makes it stand out from others.

2 Month Fashion Internship student

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TOP TIPS

Engage with USW Careers to be ready to apply

Regularly research and check for available opportunities

Don't give up! Persistence is the name of the game here!

BENEFITS OF WORK EXPERIENCE AND WORK PLACEMENTS?

BENEFITS OF WORK EXPERIENCE

- **STAND OUT FROM THE CROWD** – if you have relevant work experience, you'll really have the edge over other graduates.
- **MEET PEOPLE** – you'll meet lots of new people, develop essential professional contacts and build your confidence in the workplace.
- **PUT KNOWLEDGE INTO PRACTICE** – you'll use the theory you've learnt during your degree and see how the skills you've gained relate to the workplace.
- **EARN SOME CASH** – more likely in longer work experience.
- **GAIN ACADEMIC CREDITS** – depending on your programme of study, your placement may enable you to gain academic credits towards your degree.
- **ENHANCE YOUR FINAL YEAR GRADES** – using the skills and experience gained from your work experience, you're likely to improve your final year grades.

HOW TO FIND AN OPPORTUNITY?

Opportunities on [CareersConnect](#) including short term, virtual, Summer, sandwich and voluntary adverts. You can ask friends and family, any industry contacts or networking links, course specific websites e.g. Gradcracker, your own research, via social media inc. LinkedIn. Your academics have many links with industry as well as attending events on campus or visiting pop-up employer stands.

“ If you are debating whether a placement is worth your time, do it!! It gave me so much exposure to the role, enough for me to be sure it was what I wanted to do in the future.

Rebecca, BSc Logistics Procurement and Supply Chain Management

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ADDITIONAL SUPPORT

The GO Wales Work Experience Programme is for students who are struggling to access work experience. Advisers provide one to one support to help you work through any problems you are experiencing with work experience, help you to increase confidence, and to source an opportunity that is relevant to your career plans.

- Do you need support with travel or childcare costs to carry out work experience?
- Do you suffer from a mental/physical health condition?
- Do you have a disability or work-limiting health condition?
- Do you have childcare/care responsibilities?
- Were you in care before you came to University?
- Are you from a black or minority ethnic group?
- Are you from a low HE participation neighbourhood?

If you answer yes to any of the above questions, then get in touch with the GO Wales Team to see if you are eligible for this extra support.
gowales@southwales.ac.uk

CAREERS TEAM

There are dedicated Careers Advisers who can help support you to develop your career learning. Providing the opportunity to practice recruitment processes from mock interviews and psychometric tests to CV workshops and one to one support. There are many career events for students to attend such as Futures events, Experience Works or Career fairs, as well as employers visiting campus on a regular basis.

Careers advice appointments can be a good starting point to talk about a range of career issues, including discussions on career options, postgraduate study, job-seeking strategies and techniques, assessment centre preparation and CV reviews. It is also ideal if you need advice on preparing a CV, covering letter or application.

Visit: www.southwales.ac.uk/careers
[@USWCareers](https://twitter.com/USWCareers)

“Work experience is a great way to find out more about working life, decide on future careers and develop your employability skills.”

UCAS, 2020



THINGS TO REMEMBER

The important thing to remember is whatever type of work placement you are on, you are employed by the placement host, but you are still a USW student. This means that you have a responsibility to act professionally to both the university and your placement host at all times. You are our Ambassador. You are your own Ambassador for the future!

As you are still a USW student when out on your placement, so you will still have access to all USW facilities as normal such as the library, advice zone and careers team.

PLACEMENT ETIQUETTE

- Don't use your phone apart from when you're on lunch and/or a break – better still leave it in your bag, locker or car unless you need it.
- Adhere to the organisation's internet and social media policy.
- Check dress code and dress appropriately for your industry or role.
- Adhere to your agreed working hours start time, breaks, finishing time. Don't be late!
- Address colleagues and customers formally and with professionalism.
- Body language is important, make eye contact with colleagues to show you are engaged in the topic and interested in what people are saying.
- Remember that you are representing USW, you are your own ambassador too.

PRIORITISE

A work placement or relevant work experience is so important for your future career paths. This is the time to prioritise this opportunity over part time jobs or other commitments for the duration of your placement. Time to concentrate on your career!

RECORD

Record all your experiences 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.

“ My advice for other students is if they're thinking of doing a placement - do it! Show other people out there what you can do! You might end up getting a job or a good reference at the end of it - bonus! ”

Ellyw, BA (Hons) Interior Design



MAKE CONNECTIONS & NETWORK

This is an excellent opportunity for you to network and link up with the organisation and contacts you have met during your placement on social media such as LinkedIn and Twitter.

Make sure you attend every opportunity the placement offers you. This is your chance to make industry connections and to network amongst future potential employers.

AFTER YOUR PLACEMENT...

REFLECTION

As your work placement comes to an end, go through your notes to identify your greatest achievements, biggest learning moments and the key skills you picked up. Make a note of any training you've done or key contacts you've made. Use this information to update your CV and LinkedIn profile. Book an appointment with a Careers Adviser if you need support with this.

CAREER ADVISERS

<https://careers.southwales.ac.uk/meet-team/>

Careers advice appointments can be a good starting point to talk about a range of career issues, including discussions on career options, postgraduate study, job-seeking strategies and techniques, assessment centre preparation and CV reviews. It is also ideal if you need advice on preparing a CV, covering letter or application. Remember to update your CV and profiles with your newly acquired experience and skills.

THANK YOU

Once you have completed your placement, it is always a nice gesture to write to your placement host to thank them and discuss references. You should ensure that you have completed any feedback forms or documents relating to your assessments before you leave the placement.

The work placement team also run a termly social media campaign whereby we ask all students to use the hashtag **#USWplacement** both during and after a work placement.

This gives you the opportunity to post about your appreciation for the opportunity and to tag in the organisation and colleagues that have helped you in your placement.

CONNECT ON SOCIAL MEDIA

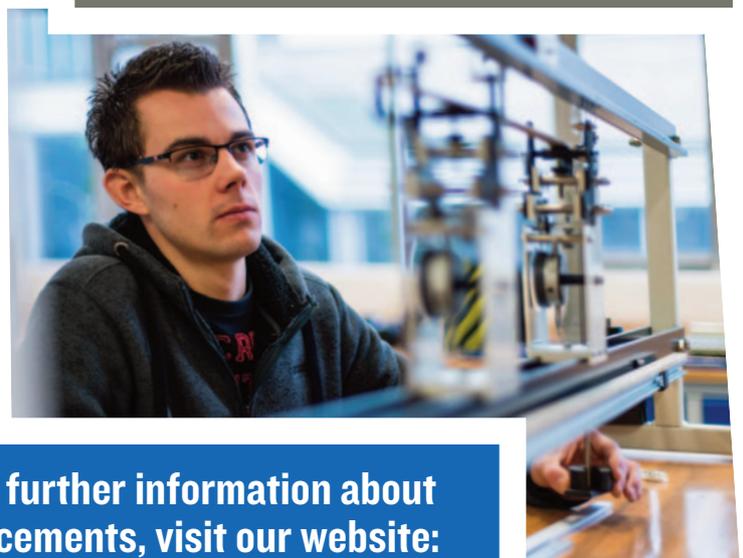
Make the most of your experience by connecting on social media. This will be invaluable after graduation as a network of contacts that you have already started.

REFERENCES

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.

FEEDBACK

Your feedback is important to the work placement team 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. Either way, we really appreciate your thoughts and we may even get back in touch to develop your feedback into a case study.



For further information about placements, visit our website: www.southwales.ac.uk/careers

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