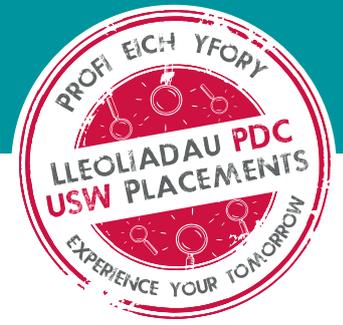


EXPERIENCE YOUR TOMORROW



ARE YOU ON A COURSE SUPPORTED BY THE WORK PLACEMENT TEAM?



Meet the Work Placement Team

Academic staff will let you know if they have additional support from the Work Placement Team. The team are an invaluable resource and will be able to talk to you about opportunities relevant to your subject area and any module specific processes.



Before you start

Take a look at the [USW Student Placement Guide](#) which provides information on everything you need to know about work placements, work experience and volunteering.

YOUR RESPONSIBILITIES

ENQUIRE - speak to academic staff to find out module requirements, what do you need to achieve and by when?

Find out if there are things you need to do outside of your placement hours such as employer meetings, training days etc.

ENGAGE - with your Work Placement Partner and the wider careers team by attending placement talks, employer events and workshops. **IT IS YOUR RESPONSIBILITY TO APPLY AND SECURE A PLACEMENT.**

APPLY - secure a placement by applying for USW advertised roles, making your own enquiries, contacting friends and family and searching sites recommended by your Work Placement Partner.

Remember that competition for placements is high and you may have to make several applications before you are successful.

Ask for feedback to help refine your application for the next opportunity.

ASK if you need help just get in touch. We can meet you on a 1-2-1 basis or answer questions via email.

INFORM your Work Placement Partner as soon as you secure a placement. You will be asked to complete a Placement Details form. We use these forms to conduct health and safety checks as we have a duty of care to ensure you stay safe on placement. Depending on the module you are studying we may also send the form to academic staff for approval. Once the form is approved, we will send you a Student Agreement to complete. For some students this is a mandatory element of the module.

Increase your chances of success by getting your CV checked and research interview techniques [here](#).



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.

GradEdge

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 forms, interviews, making introductions and LinkedIn. If you haven't already done so, now is a great time to find out more.

GET INSPIRED

By some of the fantastic experiences our students have had whilst studying at USW

Check out our Frequently Asked Questions for answers to popular queries



ALREADY GOT A PLACEMENT?

Find out How to Make the Most of It!

TOP TIPS TO CONSIDER DURING YOUR PLACEMENT!

Make sure you know where to go and how long it will take you. Punctuality is important!

Dress appropriately for the industry, if in doubt, ask!

Get involved, don't wait to be given work.

Keep your phone on silent and only check for messages during breaks.

Ask for feedback on the tasks that you have done.

Ensure you adhere to any guidelines provided including health and safety regulations, confidentiality agreements, intellectual property rights etc.

Network with your new colleagues and take up every opportunity to get involved.

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

It's natural to feel nervous, but you will soon settle in.



I did not intend to do an internship originally, but I am so glad that I did – it has provided me with connections, knowledge and skills that I will make use of for the rest of my career.

Bethan, BSc Computer Forensics.

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 your academic or the Work 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.

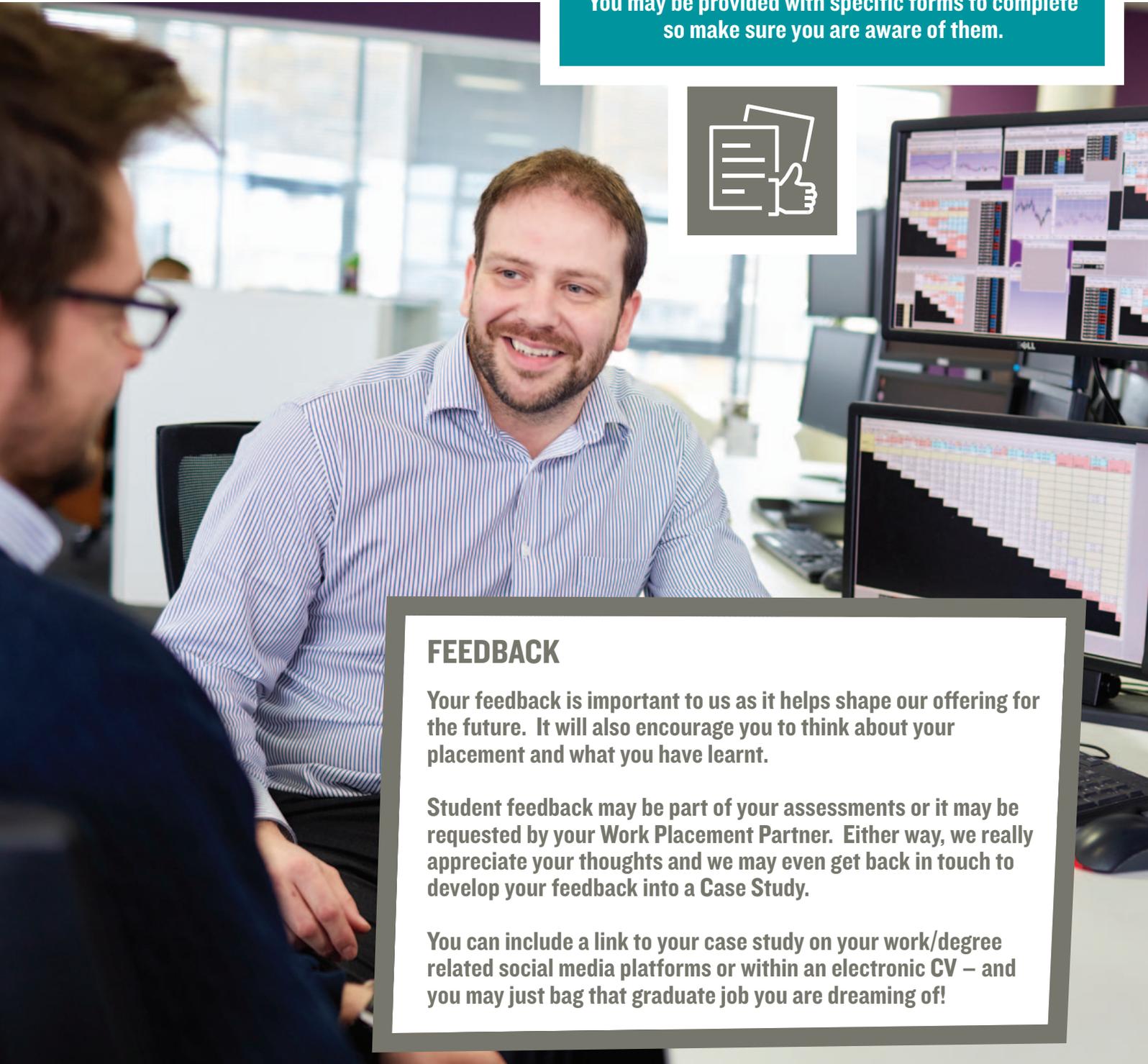
ASSESSMENT REQUIREMENTS

Following your placement, you will need to write up your assessments. Have a look at the assessment criteria beforehand so you have an idea on what you need to focus on.

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 placement comes to an end, go through your notes to identify your greatest achievements, biggest learning moments and the key skills you picked up.

You may be provided with specific forms to complete so make sure you are aware of them.



FEEDBACK

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.

You can include a link to your case study on your work/degree related social media platforms or within an electronic CV – and you may just bag that graduate job you are dreaming of!

AFTER YOUR PLACEMENT

Consider 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 suggestions to ensure you're reaping the benefits of your hard work:

Remember to update your CV and LinkedIn profile with your new skills. If you need support with this, [Book an Appointment](#) with a Careers Adviser

Consider if this is still a career area that you are interested in?

Ensure that you contact your placement host to thank them for the opportunity. Just saying thank you is fine but putting it 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.

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.

“ I have been able to strengthen various skills such as communication, empathy, initiative, teamwork and problem solving

Annalise, BSc Criminology and Criminal Justice ”



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