

# Work placements for undergraduate students



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The aim of the University of Portsmouth Business School is to provide leading-edge business education to students at whatever stage of their career. In order to facilitate this, we have formed close relationships with employers and professional associations to ensure that our courses are relevant and provide the necessary skills and experience required by organisations. Hopefully this preparation will result in our graduates exceeding the expectations of their employers and thereby gaining rewarding and fulfilling careers.

Crucial to this process is relevant work experience at undergraduate level. Many of our degrees have a one-year period of employment built into the structure of the course, which is known as a placement. Typically this will occur after year two and then students return to the University to complete their final year.

As well as providing students with the opportunity to explore the world of work, a placement also benefits employers by offering them a chance to take on fresh, intelligent and enthusiastic young people. Our students have a high level of skill and flexibility, and can offer applied and current knowledge from their studies, resourcefulness and enthusiasm.

We are one of the most successful business schools on the south coast, renowned for our high quality research capabilities (rated in the top 20 UK business schools) and strong business focus. We offer a wide range of programmes across all business-related disciplines including accounting, business studies, economics, human resource management, law and marketing – most of which have been accredited by professional bodies.



# Participating organisations

A wide range of organisations participate in the programme, from both public and private sectors, and vary in size from large multinationals to small companies. Some students want the experience of specialising in a large company, whilst others would prefer to work in a smaller organisation where they will get involved in all manner of projects and gain broad experience.

## Some of the organisations that have taken on our placement students

Boots

Bosch

BMW

ERAC

Fujitsu

Government Economics Services

Hays Recruitment

Hewlett Packard

House of Commons

IBM

Intel

Lilly UK

Lloyds TSB

Lockheed Martin

Microsoft

Motorola

NATS

Pall Europe

Panasonic

Prysmian Cables

St Georges Hotel London

Toyota

Universal Music

Warner Bros

Xerox

*'Welcoming students into our business on placements has been very successful. We offer real and challenging assignments and the students get to put some of their theory into practice; it works very well and is to everyone's mutual benefit. The candidates are always of a very high standard.'*

### Gary Breadner

Manager of Fulfilment – EMEA

Hitachi Global Storage Technologies Europe Ltd



### How we organise placements

We coordinate the placement process by liaising with students and employers regarding vacancies. The placement opportunity will be advertised through our office; we then encourage and support the students through the application process and maintain regular contact with them during their year out.

We offer support and advice to students by providing:

- a professional and responsive service
- specialist knowledge and understanding of student and employer needs
- practical help with applications, CVs, interviews and so on
- promotion of placement opportunities and organisation of interviews
- year round help and support before and during placement

# Benefits to students

The placement programme offers many benefits to students as they are able to apply their studies in a business environment. The programme aims to:

- offer students a range of new situations that will assist in the development of practical and personal skills
- enable students to appreciate the importance of working relationships and their contribution to the organisation's activities
- enhance students' knowledge of business practice and reinforce or question the content of their academic study
- develop a wider understanding of the national and international business environment
- help students understand that work experience is as important as acquiring knowledge



*'Doing a placement was a great experience, which I believe has doubled the value of my degree.'*

**Placement at Motorola**

*'I have been lucky enough to have a successful career and in my mind a key factor in this was the placement year at Sainsbury's head office. I feel passionately that this opportunity really gave me a fantastic head start versus my peers.'*

**Nick Collard**

Commercial Director  
Boots the Chemist  
Graduated BA (Hons) Business Studies, 1994



# Benefits to employers

Placement students can offer a number of benefits:

- as intelligent undergraduates they can offer a high level of skill and flexibility, applied knowledge from their studies, resourcefulness and enthusiasm
- they can help drive forward a particular project to which other employees may not have the time to devote
- as temporary employees they may prove to be an excellent prospect for future employment at the end of their studies, giving the employer the opportunity to assess them in the work situation
- they can be a useful source to fill temporary vacancies and ease peak workloads
- they have access via their academic supervisors to a range of highly qualified specialists at Portsmouth Business School, who have extensive industrial or organisational experience

*We hire 250-300 placement students every year and welcome University of Portsmouth Business School students. We offer a range of business roles in finance, business operations, human resources and sales and marketing, and students are given real life, challenging placements and make real contributions to IBM's success. Following an IBM placement year our students often rejoin IBM upon graduation.*

**Holly Parmenter**  
IBM UK Recruitment Officer  
Student Recruitment

*'Through our association with Portsmouth Business School, we have for a number of years recruited business and finance students from its placement scheme to work in the Operational Risk Management Function. This not only provides the student with an insight into the day-to-day risk management operations of Skandia, but enables them to undertake various challenging assignments in a working environment while developing their knowledge base.'*

**Dave Davidson**  
Skandia – Risk Management



# Students' guide to the City and Guilds Licentiate (LCGI)

The University of Portsmouth Business School has been authorised by the City and Guilds Institute to award its Licentiate qualification (LCGI) to all our undergraduates who successfully complete a placement year.

Every year thousands of graduates leave higher education to join the job market – this is a buyer's market and employers are looking for more than just academic qualifications. They need to know that you have proven work skills and can make a positive contribution from day one. The City and Guilds Licentiate proves to employers that you have the key workplace skills and experience they are looking for.



## Recognising your professional skills

Competition for the best graduate jobs has never been fiercer. To be short-listed for interview, your employability skills need to be clearly and positively demonstrated in a format recognised by recruiters. The LCGI offers a distinctive, employment-based route to make your application stand out.

## The Licentiate (LCGI)

The LCGI is an internationally recognised award which has been developed for students on courses which incorporate structured work experience. It assesses the seven key skills that employers are looking for:

- self-management and development
- managing tasks
- communicating clearly and effectively
- working with and relating to others
- applying knowledge
- applying initiative in work problems
- reflecting on own learning

Working towards the qualification will help boost your confidence by showing you where your strengths lie as well as indicating areas where further development may be needed. This reflective element is a vital skill for writing job applications and for interviews. To achieve the LCGI you must have:

- successfully completed at least six terms or four semesters of a first degree programme at a recognised university, or an equivalent course such as a Higher Diploma, and
- have completed a full sandwich placement through a City and Guilds approved Higher Education Institution.

### **Who recognises City and Guilds awards?**

City and Guilds awards are recognised by employers, professional bodies and academic institutions worldwide. In the UK we work with companies such as Royal Mail, Lloyds TSB, Waitrose and HSBC, supporting skill-based programmes at all levels.

### **How do I apply?**

Here at the University of Portsmouth Business School we have chosen to integrate the criteria set out within the licentiateship with our sandwich placement assessment. This means that to gain the award all a student needs to do is successfully complete the placement year in line with the guidelines set out by the Portsmouth Business School Placements Office. No additional work is required of the student.

The award itself is also paid for by the University of Portsmouth, ensuring there is no additional cost placed on the student.

### **Are there any other qualifications which may interest me?**

Senior Awards follow a progressive pattern through to the very highest levels of achievement. Holders of the Licentiateship may wish to set their sights upon:

Graduateship (GCGI)  
Membership (MCGI)  
Fellowship (FCGI)

### **Key points**

- Recognises experience gained in the workplace.
- Can give you an advantage over other graduates.
- This qualification is recognised by UK employers.
- Progression routes through to the highest levels of achievement.

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# Portsmouth Business School students receive City and Guilds award

Nearly 150 Portsmouth Business School students have been awarded Licentiateship of the City and Guilds Institute – a work-based qualification recognising the work they do during their placement year in industry and providing lifetime membership of the City and Guilds Institute.



*'Employers aren't just looking for raw academic talent: they want to see evidence of vocational skills too. This year nearly 400,000 graduates are coming into the job market and there are 49 applicants for every graduate job. It's a tough competitive market to enter and I'm sure the fact that Portsmouth students have certified work experience will pay dividends.'*

**Ian Frith**  
Senior Awards Manager  
City and Guilds Institute

*'This is a stepping-stone for their careers. Employers need to know that students have proven work skills and can make a positive contribution from day one. The City and Guilds Licentiateship shows employers that our students have the key workplace skills and experience they are looking for.'*

**Ann Ridley**  
Dean  
Portsmouth Business School

Rebecca has recently completed a sandwich year working as a Finance Analyst for Xerox.

*'Working in industry for a year has been a valuable experience and has given me a real insight into the world of work. I found it strange at first to be sticking to rigid office hours when I was so used to studying at my own pace and in my own time. But now I have completed the placement I feel more focused and motivated and am looking forward to taking practical skills back to the classroom in my final year.'*

**Rebecca Caron**  
BSc (Econ) (Hons) Economics,  
Finance and Banking



Tom has completed his placement year as a Sales/Marketing Analyst at Warner Bros. Interactive Entertainment.

*'During my placement year, I was set and led projects which allowed me to put into practice business theory and report writing. Warner Bros. supplied and encouraged so much training and wealth of knowledge which enabled me to develop new skills and grow as a person. I would recommend to all students to undertake this valuable year in industry'.*

**Tom Bushell**  
BA (Hons) Business Studies



# Frequently asked questions

## What sort of jobs can students do?

Our students could contribute to a wide range of business functions. These might be specific to their course or employment interest but also offer them a broader understanding of the workplace.

- accounts
- administration
- commercial support
- customer service
- finance
- financial services
- import and export
- management accounting
- marketing
- personnel
- purchasing and supply
- quality control
- sales

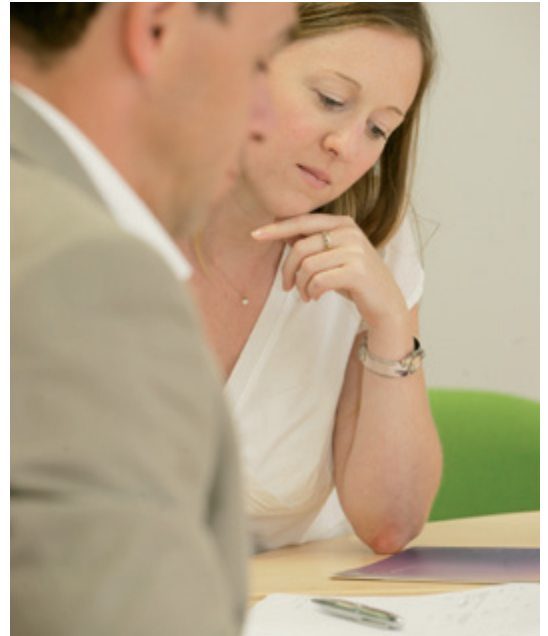
All our students have a high standard of IT skills and many, besides the specific knowledge imparted as part of their degree, have language skills.

*'Working for a small company offered a huge amount of experience in a diverse and dynamic environment.'*

**Placement at Arete Software**

## Will students require a lot of supervision?

The manager or supervisor will monitor the student's development during their placement and write a short report on their progress. This is not only beneficial in assessing the student's performance, but establishes whether all the potential benefits of employing a placement student have been obtained. Although monitoring and guidance is required, many students are self-starters and will not require detailed daily supervision. Students are contacted by academic staff to ensure that the placement is achieving its objectives.



## When are applications and interviews started?

Applications and interviews can be conducted at any time prior to the placement period, which normally starts in the summer. Many organisations, in order to have a greater choice of students, will start their recruitment process in the autumn term.

## How long does a placement last?

Placements are generally one year and start between July and September.

## What will it cost?

Placement students are full-time employees and therefore need financial assistance to cover their needs. The majority of students will be paid depending upon location, degree of responsibility and hours worked.

*'I was glad for the opportunity to work and reflect on what I really want to do after graduation. I enjoyed every moment and will always recommend it to my friends as a way of making a head start in life.'*

**Placement at St Luke's Hospital**

## Find out more

### Students

It is amazing how quickly your time at university will pass and it is never too early to start thinking about your career options and what you want to gain from your placement year. Come along to discuss with us all the possibilities open to you.

### Employers

We will be happy to tell you more and discuss your requirements. If you have never taken a placement student before and would like to talk the issues through in more detail we are very happy to do just that.

See contact details on back cover.

## Video links and case studies

Please view [www.port.ac.uk/placements](http://www.port.ac.uk/placements) for an insight of placement roles and responsibilities from our students and employers during the placement year.

### City and Guilds

For more general information regarding the City and Guilds Licentiateship please visit [www.cityandguilds.com/seniorawards](http://www.cityandguilds.com/seniorawards).





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