**Student’s view**

On my placement I worked as an Events Assistant. I took up many varied roles in the office and on site at music festivals and I believe this experience has given me a good boost into the events industry.

*Heather McMillan, BA (Hons) Events Management*

*Placement at Live Nation*

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Leeds Beckett prides itself on delivering courses that are up-to-date and reflect the real-world experience of work. Work-based learning is a key component of many of our courses. Not only can employers build long-term relationships with our students (with the opportunity to employ them in the future if they perform impressively), but can also benefit immediately from the new energy and fresh ideas that they can bring to your business.

**The benefits of a placement for you:**

* Students bring new and innovative ideas into the company
* It can enhance your company image and raise its profile with the student population
* It is a cost effective source of labour
* Allows your company to gain enthusiastic undergraduates who are able to focus on specific projects
* Provides an opportunity for a company to assess a student's potential for future employment
* Gives the company an insight into current academic development in their particular discipline
* Provides recruitment opportunity – many employers recruit placement students into graduate positions

LEEDS BECKETT UNIVERSITY

**Placement Overview for Employers**

CARNEGIE FACULTY

**How long are students out on placement and when?**

Students will spend one year doing their placement(s) between June and the following September. During this time they are expected to complete the equivalent of 48 weeks of full-time work with one or more organisations of their choice.

**What about payment?**

The majority of our students need to ensure they can support themselves financially during their placement year and will be looking for paid opportunities. We strongly encourage employers to offer at least the national minimum wage for long term roles; however payment and salary are down to your discretion.

Students are encouraged to get involved with voluntary opportunities where possible and we are happy to advertise **part-time** or **short-term** voluntary positions but please be aware that students may need to find additional work to supplement their income when working voluntarily and flexibility with working hours may be required.

**What about holidays?**

Holiday allowance is down to your discretion. We would recommend for a placement of up to 52 weeks, full time hours a holiday allowance of 4 to 6 weeks.

**Placement FAQ**

**Employer’s view**

The placement student has a vital role in The Children’s Foundation so we have to choose very carefully, as we are such a small team they have to be able to work well with others and have fantastic communication skills. We like to see someone who is very passionate about learning on their placement and will give everything to their work. We’ve had some great students from Leeds Beckett.

*Libby, Children’s Foundation, Newcastle upon Tyne*

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**The student’s role**

Whilst on placement students are encouraged to take every opportunity that they can to optimise their learning experience. They are expected to communicate with colleagues in professional manner and conduct themselves in a way that will increase potential future opportunities for themselves and other students. We would therefore encourage them to:

* Ensure they are aware and fully understand procedures involved with their role
* Work efficiently at an operative and where appropriate supervisory/management level
* Take developmental opportunities where possible
* Develop transferable employability skills
* Reflect on their experiences and produce a portfolio of learning for assessment by the University

We hope to ensure that everyone gets the best from a placement and it’s important that the knowledge and skills our students gain are aligned with your business needs. We would therefore encourage you to:

* Give an induction and appropriate training
* Appoint a mentor for each student
* Involve students in staff appraisal schemes
* Provide developmental opportunities where possible
* Provide details of terms and conditions including hours of work and rates of pay
* Contact the Placement Office with any queries during the placement
* Make provision for the student to be visited by a member of our team (if requested) at convenient time and place

**Contact us…**

The Carnegie Placement Office will be here to support you throughout the duration of the placement.

If you are interested in providing a placement, please contact us, we’ll be happy to help:

+44 (0)113 812 6718 / placementswork@leedsbeckett.ac.uk

Carnegie Placement and Employability Unit,

Leeds Beckett University,

Headingley Campus,

Carnegie Hall Room G03,

Leeds LS6 3QQ

**Your role**