

**PLACEMENT**

**AND INTERNSHIP**

**EMPLOYER GUIDE**

**BATH SPA**  
**w+orks**

**BATH**  
**SPA**  
UNIVERSITY

Careers

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## Welcome to Bath Spa Works

This guide is intended for businesses and organisations who are interested in offering our students placements, internships or project work.

A placement or internship is when a student undertakes a period of work with an external organisation for a defined period of time. This could be a requirement of their course or simply seen as a way of adding value to their degree.

This offer is open to all students at Bath Spa University. A placement/internship provides them with the opportunity to develop additional skills needed for the world of work, ultimately enhancing their employability and long-term career prospects. Employers can use an internship to solve a specific resource issue, or undertake an additional project, and benefit from fresh ideas. It is a low risk opportunity to try out future graduate talent.

The Placements Team are happy to support you through the entire process from enquiry to ultimately taking on your student.



# PLACEMENT AND INTERNSHIP LENGTHS

Opportunities vary in length from a few days through to a whole year and offer a number of benefits to those involved.

It's recommended that students do not work longer than 15 hours per week during term time. However, as students are away from university during their Professional Placement Year, this does not apply.

## WHEN DO THEY TAKE PLACE?

Placements and internships can take place at any point during the academic calendar. However, a student cannot start their Professional Placement Year (PPY) until their second year academic commitments are over (normally June).

## WHERE DO THEY TAKE PLACE?

Students can take their placement/internship anywhere in the UK or abroad. Obviously this could be limited by the duration of the opportunity and whether it's during term time.

Bath Spa University recognises the need to adapt to new ways of virtual working so remote and blended opportunities are welcomed. However, it's important that organisations are available for queries, set clear expectations, maintain regular contact and provide resources the student needs to complete the work.

## ARE THEY PAID ROLES?

We encourage employers to pay students for the work they undertake, the same as any other member of staff. However, in some cases if the placement is credit bearing the role does not need to be paid (see Open Module on page 2). We also offer part funding for our internship programme (details on page 2).

## WHAT SUBJECTS DO STUDENTS AT BATH SPA UNIVERSITY STUDY?

For more information on what courses student study, you can refer to our course index: [www.bathspa.ac.uk/courses/course-index-a-z/](http://www.bathspa.ac.uk/courses/course-index-a-z/)

## TYPES OF PLACEMENTS AND INTERNSHIPS

**Internship Programme:** Open throughout the year to all students, in any year, on any course. Normally two - ten weeks in length. Part-funded with a maximum of £500 for internships between 70 and 120 hours and £1000 for internships of 140+ hours. The employer then makes the pay up to at least the NMW. Students should only work a maximum of 15 hours/week during term time. These can be remote, blended or face to face.

**PPY (Professional Placement Year):** The PPY is available to students from all disciplines, to undertake a period of work experience of at least nine months between their second and third years of undergraduate study. Students must secure a minimum of 900 hours/30 weeks, although they can take multiple placements so an employer doesn't have to provide the full 900 hours. These opportunities are normally paid at the NMW or above, although the average wage for a PPY is approximately £18,000 per annum. Students can work a maximum of 40 hours per week. These can be remote, blended or face to face.

**Open Module:** Open to most students during their second year of study. Students need to secure between 70 and 120 hours of work experience, but should only work a maximum of 15 hours/week during term time. These roles do not have to be paid as the student receives credits for the module. These can be remote, blended or face to face.

**Bath Spa Works - Projects:** offer students from any discipline the opportunity to work collaboratively on real life social, environmental or sustainable projects, taking place throughout the year. As well as helping local and regional non-for-profit and purpose-led organisations, through these projects you can develop student's employability skills, broaden their work experience, and build their contacts and network.

Projects are usually up to 70hrs in length, and can be offered as work placements through the Open Module for second year students, or as extra-curricular activities for any student to engage with, or as course-specific live briefs. They should be suitable for a group of up to five students

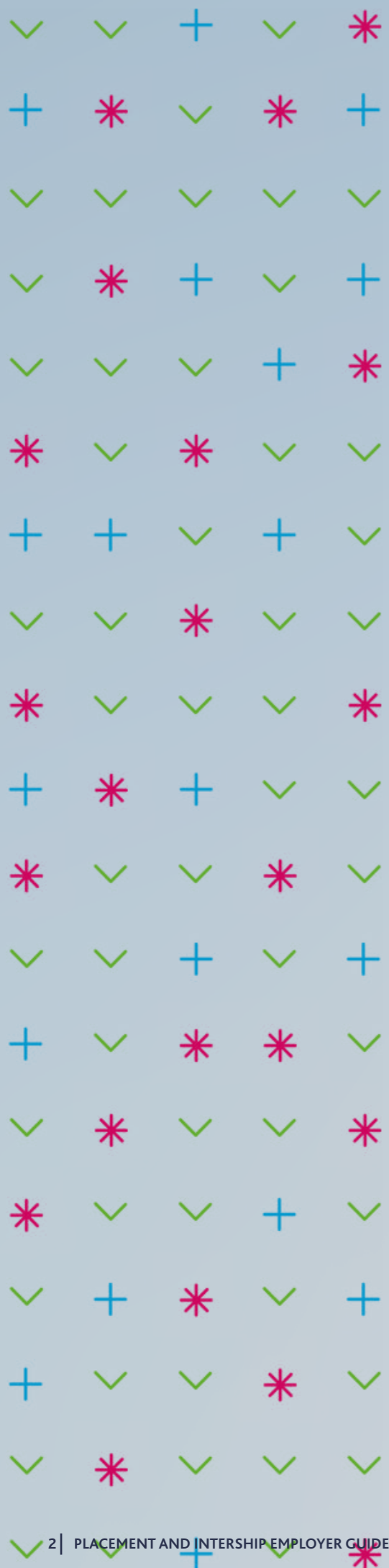
## HOW BATH SPA UNIVERSITY SUPPORTS PLACEMENTS AND INTERNSHIPS

The placement and internship offers are centralised and managed by Bath Spa University's dedicated Placement Team made up of a Placement Manager and a number of Placements and Work Based Learning Coordinators.

Placement and Work Based Learning Coordinators are the main contact for employees prior and during a placement or internship. They support students to secure opportunities and make sure all roles are suitable and meet the necessary criteria. They can also support organisations to advertise their roles and reach out to the most suitable students.

Whilst students are on a placement/internship the Coordinators support the students and employers, which includes a workplace visit for UK based students on a Professional Placement Year (PPY).

The PPY students are also given additional support from a PPY Tutor for the two assignments they need to complete.



# ADVERTISING ROLES AND RECRUITING

Advertising placements and internships are free to employers.

You can advertise opportunities on our jobs portal called 'MyCareer' which is only accessible to our students and graduates. Once a role goes live, organisations can manage their own opportunities and recruitment autonomously.

To sign up for an account and to start advertising a position, please follow the guidelines below:


- Select the link to the MyCareer registration page: **register**
- Fill out all of the required fields to register your organisation and submit
- Complete in all the relevant information to submit your vacancy

To attract the best applicants, your job advert should have a clear job description and detail the criteria for the role. Placement Coordinators can offer guidance on what to include. Bath Spa University has a duty of care to all its students so all roles are screened and authorised by the Placements Team before they go live.

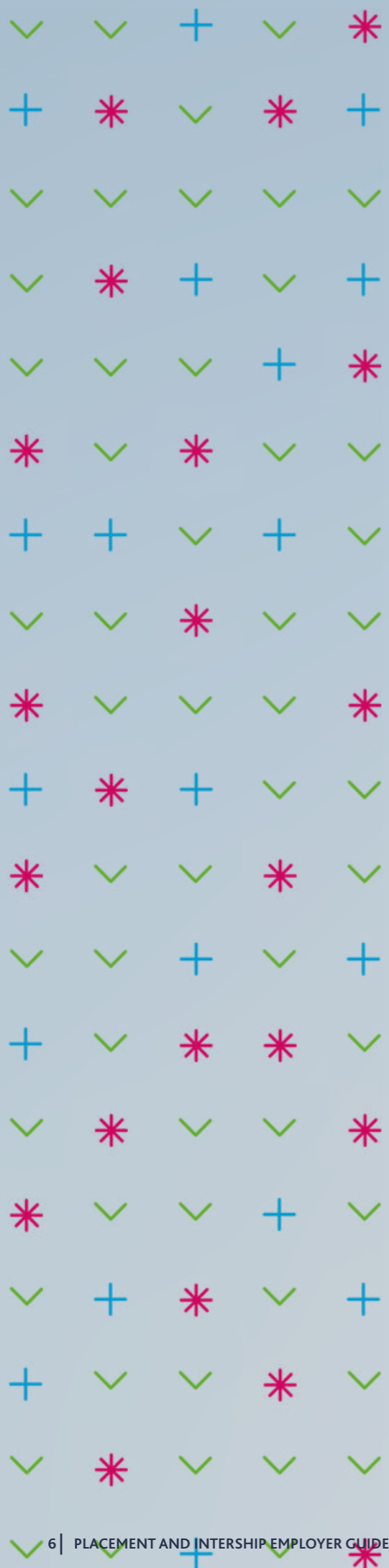


*Below is a list of part-time jobs, graduate positions and work placements/internships which Bath Spa University will NOT advertise on MyCareer to students/graduates:*

Unpaid vacancies – salary should be stated wherever possible.	Advertisements for graduate roles which are not entry-level graduate positions e.g. apprenticeships.
Commission only jobs – if you have a post with OTE, you must state the basic salary.	Advertisements which ask for graduates from non-Bath Spa University subject areas e.g. engineering. You can refer to our course index - <a href="http://www.bathspa.ac.uk/courses/course-index-a-z/">www.bathspa.ac.uk/courses/course-index-a-z/</a>
Applications to a personal email account such as @hotmail.co.uk, or where an email address is not stated. If the job has an application process via email, the email address needs to be a business one.	Advertisements which ask for graduates of a specific nationality.
Any opportunity that asks for an up-front payment from candidates.	Vacancies should state languages required if necessary.
Positions for students to share academic material or study notes.	Advertisements with inappropriate descriptions.
Advertisements that contain premium rate telephone numbers (e.g. 0871, 0872, 0873, 09).	Advertisements which do not have an official website.
Competitions	Vacancies with incorrect spelling or grammar.
Vacancies for individuals based in private homes unless places by a registered agency – for example mother's help/child care where a DBS check cannot be carried out.	Vacancies with a working week of more than 40 hours (students should work a maximum of 15 hours during term time).
Multiple postings for a single vacancy.	Unpaid internships/placements which contravene current legislation.
Brand Ambassadors promoting brands on campus – these companies need approval from the SU as they work with specific companies who they charge.	Graduate internships which are not paying at least the national minimum wage.
Organisations that are asking for students/graduates to put their views about Bath Spa University.	Placements/internships which do not offer genuine learning opportunities for the students.
Vacancies which ask for candidates of a specific age, or a specified number of years of experience.	Unpaid placements will only be advertised if they meet one of Bath Spa University's definitions of:
Vacancies which ask for candidates of a specific gender, unless it is relevant to the position and reference is made to the Equality Act 2010.	<ul style="list-style-type: none"> <li>• Curricular based placement.</li> <li>• Extra-curricular work placement in a charity, voluntary organisation, an associated fundraising body or a statutory body.</li> </ul>

 Please note that if placements are exempt from National Minimum Wage legislation, the duration should not exceed three months. Employers are also encouraged to offer at least travel and sustenance expenses.

The University expects that you will recruit placement/intern students in the same way and using the same procedure as for any other member of staff.



## EMPLOYER REQUIREMENTS

Employers wishing to offer a placement or internship should discuss the duties and obligations with the student in advance. Entitlements around pay, leave and sickness should also be clearly communicated (preferably in the form of a signed contract).

If the placement is a formal part of the student's course, you will be asked to complete a health and safety and risk assessment form, and to confirm insurance is in place for the student. You may also be asked to sign a record of hours sheet for the student's working hours. For longer-term placements, Bath Spa University may conduct a workplace visit which we ask for you to accommodate if required.

In all cases you will be asked to sign up to a set of terms and conditions and may be asked to provide feedback at the end of the placement.

If you are participating in a part-funded placement scheme run by Bath Spa University, you will need to provide a job description, shortlist applicants and pay the chosen student via your payroll. All placements should be paid to at least the National Minimum Wage.

If you are taking part in a scheme which is part-funded by Bath Spa University, you will be sent a separate list of terms and conditions. The general principles of this document will still apply.

## EXPECTATIONS OF EMPLOYERS OFFERING A STUDENT PLACEMENT

### We expect employers to:

Recruit placement students in the same way and using the same procedure as for any other staff e.g. job and person specifications, contracts of employment, remuneration packages, health and safety, and complying with all relevant UK employment legislation including working-time directive, holiday time entitlement, payment of national insurance and tax.

Provide the student with a copy of their written contract/agreement of employment detailing hours of work, salary expected to be paid, holiday allocation, period of notice from either the employer or student and any other details pertinent to their employment and subject to employment law requirements. Further information on UK employment legislation can be found [here](#).

Note that in the UK, employers have full legal liability for students as employees.

Provide appropriate support and development for the student and, where possible, appoint a mentor/buddy in addition to the manager/supervisor so that the student has peer support.

Provide health and safety training and a company induction at the beginning of the placement, with ongoing training throughout.

Pay the student.\* During the placement the student is an employee of your organisation; they are expected to work normal company hours and are paid a salary. Salary should be commensurate with location and industry, degree of responsibility and hours worked.

Ensure that access and support requirements are provided to students on placement who have personal factors such as health, disability, linguistic or cultural differences which may require specific adjustments or support.

Provide ongoing feedback and at the end of the placement experience. Provide a written confirmation of the student performance e.g. a reference, statement or the company's own appraisal documentation.

Communicate with both the student and University representatives in order that all parties get the best from the placement.

Adhere to Bath Spa University's approval processes for placements and submitting any required documentation as requested by the University.

Be willing to have a visit from a member of the Placements Team during the student's time with you. This is for us to sit down and discuss the current placement with you and the student. Not all placements will receive a visit from the team.

**Bath Spa University reserves the right to withdraw a student from the workplace if conditions are not met and to decline further advertisements for the company.**



\* Bath Spa University recognises that for some charity organisations or voluntary work, it is possible that the student may be provided with reimbursement of travelling/subsistence costs if a full salary is not available. The actual amount is a matter for negotiation between the student and employer. Placements which are integral to a student's course do not need to be paid, as long as they do not exceed 12 weeks in duration.

# FREQUENTLY ASKED QUESTIONS

## Q: How is the student paid?

A: The student should be paid by the employer exactly as if they were an employee of the company. This means that they should be added to the company payroll. Pay amounts and frequency should be detailed within a contract of work with the student before the placement begins and should be paid in a timely manner (usually on a weekly/monthly basis).

## Q: What hours can the student work?

A: Students should not work more than 15 hours per week during term time. Outside of term, students can work on a full time basis, to a maximum of 40 hours per week. Days and hours of work should be stated within a contract before the placement starts.

## Q: Can a student work off-site, on occasion, if required?

A: The student can work off-site, if required to do so, as part of the advertised role. The student will be treated as an employee of the host organisation throughout, and as such is assumed to fall under the company's insurance policies.

## Q: I have a dispute involving the student. What should I do?

A: If a dispute arises between the student and host organisation, you should first try to reach a resolution between yourselves through negotiation and discussion. If a resolution can't be made, you should contact us via [placements@bathspa.ac.uk](mailto:placements@bathspa.ac.uk) and we will participate to try and resolve the matter, arranging a meeting between the parties for a solution if necessary.

## Q: Is the student entitled to annual leave?

A: As they're employed by the company for the placement, they would be entitled to pro rata annual leave as if they were an employee (in line with its own policies for annual leave).

## Q: What do I do if the student is off sick?

A: Students should be made aware of the host company's sickness policies which should be followed. These hours are not counted towards the minimum they are required to do for their placement. Therefore any absences involving the student should also be discussed with the University and not signed off in the student's record of hours log (if required).

## Q: Can a student work remotely?

A: Yes. Especially during the current pandemic Bath Spa University recognises the need to adapt to new ways of virtual working. However, it's important that you make yourself available for queries, set clear expectations, maintain regular contact and provide resources the student needs to complete the work.

# FURTHER INFORMATION

Please contact [placements@bathspa.ac.uk](mailto:placements@bathspa.ac.uk) for more information.

If you would like more information on other ways to engage with our students, such as offering part-time jobs, graduate roles or becoming a mentor, this can be found **here** on our website. You can tap into a multitude of skill sets with the variety of courses we offer. A full list can be found on the **Bath Spa University website**.

Bath Spa Careers and Employability is here to help you get a great start to your career.

We are open year round, so to find out more about how we can support you go to:

[www.bathspa.ac.uk/careers](http://www.bathspa.ac.uk/careers)

As a student or recent graduate, **MyCareer** is your online portal for booking events, accessing appointments, submitting queries, and searching for jobs and placements.

You can also follow @bathspacareers on social media:

[Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#) | [Instagram](#)

Every effort has been made to ensure the information in this resource guide is accurate but we recommend that you check all details carefully.

The University is committed to the promotion of equality and diversity. If you require this publication in an alternative format, please go to **MyCareer** to submit a request via 'Questions'.

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