

PLACEMENTS AND WORK BASED LEARNING EMPLOYABILITY CURRICULUM OFFER

If your placement is being administered by the Careers and Employability Service you will receive pre placement and post placement curriculum inputs from Placement and Employer Liaison Advisers and Careers Advisers from the Careers and Employability Service. Placements and Work Based Learning employability curriculum content on any given course is negotiated with the school and delivered in timetabled sessions by professionally qualified and experienced Placements and Employer Liaison Advisers and Careers Advisers from the Careers and Employability Service.

Where possible during these lectures employers who have taken Plymouth University students on placement and students who have experienced placements will be part of the session so that they can share their experiences with you.

The placement and work based learning employability curriculum offer is designed to support you to:

- Explore your options
- Plan your career journey
- Expand your employability skills
- Challenge yourself to succeed
- Develop into a confident professional

Each placement and work based learning curriculum input is designed to deliver key knowledge and understanding, to support identified career management skills and behaviours and to support the Plymouth University graduate attributes framework (Graduate Compass).

If the placement or work based learning opportunity is administered by the Careers and Employability Service all of the relevant information you need is stored on the course Placement Year Module Page on the Digital Learning Environment (DLE). You will be automatically enrolled on this page before the start of semester 1 if you have the option of a placement year on your course of study. On the DLE page you will be provided with the following:

- A placement handbook associated with each placement module
- All of the forms and paperwork that need to be completed and are associated with the placement
- Useful information such as a funding guide and health and safety in the work place
- Lists of employers who have previously taken placement students that we suggest you could contact
- Placements opportunities that we are aware of that you can apply for
- Information on the approval process for placements
- Teaching and learning materials used by Placements and Employer Liaison Advisers from the Careers and Employability Service during their curriculum sessions
- Templates for CVs and covering letters that can be used to apply for the placement opportunities that you are interested in

THE CAREERS AND EMPLOYABILITY HUB

If you have any questions, want to talk through the process, get help with any of the paperwork or want to review the skills and attributes that you have developed while on placement you can:

- Drop into the Careers and Employability Hub
- Book an appointment to see an adviser from the Careers and Employability team either through your faculty office or through the Careers and Employability Hub in Roland Levinsky Building
- Email as follows:

Faculty of Science and Engineering and Faculty of Health and Human Sciences:
placements@plymouth.ac.uk

Faculty of Business:
fobplacements@plymouth.ac.uk

Faculty of Arts and Humanities:
FoAplacements@plymouth.ac.uk

Call the Careers and Employability Service on:
01752 586007 / 587456

Check out the Plymouth University website, which has more detailed information and will give you access to Career Navigator, our online careers portal:
<https://www.plymouth.ac.uk/employability>

WHERE WILL YOUR PLACEMENT TAKE YOU?

CAREERS & EMPLOYABILITY WITH PLYMOUTH UNIVERSITY

YOUR PLACEMENTS AND WORK BASED LEARNING EMPLOYABILITY JOURNEY

Work experience is highly valued by graduate recruiters and the opportunity to undertake a placement or work based learning module is a vital way in which our degree programmes can make a contribution to the acquisition of graduate employability skills by our students. Many courses at Plymouth University provide the option of a placement or work based learning.

WHAT ARE THE BENEFITS OF A PLACEMENT OR WORK BASED LEARNING?

A placement year or work based learning provides a valuable complementary experience for our programmes of study and is an opportunity for you to:

- Obtain or increase your employment experience
- Build a network of contacts and connections in industry
- Apply knowledge gained during the first part of your degree programme
- Develop key graduate attributes and standards appropriate to your career objectives
- Acquire further programme relevant practical skills, knowledge and experience
- Gain an insight into the world of work, particularly management and management methods, commercial settings and culture
- Gain greater self confidence
- Critically reflect and develop
- Prepare for your final stage studies
- Consider your career development and start to firm up a plan for your next steps as you complete your studies and enter either further study or the graduate labour market
- Some employers use the placement or work based learning experience as an "extended interview" and they can sometimes lead to the offer of a permanent role when the student graduates.

PROGRAMMES THAT INCLUDE PROFESSIONAL PRACTICE AND ACADEMIC PARTNERSHIP COLLEGES

Where work placements are a compulsory requirement of practice and study, and are integrated into the course structure such as education, medicine, dentistry, healthcare or social work, placements are administered and managed by the relevant schools and different arrangements, processes, time frames and practice will apply from the information provided here. See the relevant course pages for more details.

The full support of the Careers and Employability service, including access to workshops, on line resources, careers events, information, advice and guidance is available to all students going out on placement from these schools, however please adhere to the procedural advice given to you by your faculty placement team and academic staff for these courses. Similarly placements undertaken by students in partner colleges follow the guidance of the partner college.

TITLE	KEY KNOWLEDGE AND UNDERSTANDING	CAREER MANAGEMENT SKILLS AND BEHAVIOURS	LEAD
STAGE 1 EXPLORATION			
What are the benefits and value of undertaking a placement?	<ul style="list-style-type: none"> • Who are the Careers and Employability Service? What is our 'offer' to students and how can you access our service? • Understanding how Placements & WBL can enhance employability • Employer /student perspective on the value of WBL opportunities • Employer coming in at the end of the session and after the session on the same day (optional) 	<ul style="list-style-type: none"> • Responsibility/ self-management • Reflection • Motivation • Personal drivers 	Placement and Employer Liaison Adviser from the Careers and Employability Service
Choosing the right placement	<ul style="list-style-type: none"> • What expectations do you have of your degree? • Why did you choose a degree with a placement? • Making informed decisions: understanding why self-awareness is valued by employers and how it influences career choice • What can you do now to prepare for Stage 2? • Wider Careers and employability offer (Accelerate) 	<ul style="list-style-type: none"> • Expectation management • Responsibility/ self-management • Reflection • Motivation • Personal drivers 	Careers Adviser from the Careers and Employability Service
STAGE 2 PLANNING AND COMPETING			
Reintroduction to Placements and Reminders	<ul style="list-style-type: none"> • Module outline • Summary reviewing Stage 1 • Timeline and deadlines • Sourcing vacancies/ Moodle/ networking/ role of social media • Effective networking • Placements and the Plymouth Award • Employer coming in at the end of the session and after the session on the same day (optional) 	<ul style="list-style-type: none"> • Responsibility/ self-management • Reflection • Motivation 	Placement and Employer Liaison Adviser from the Careers and Employability Service
Mastering The Application Process	<ul style="list-style-type: none"> • Approaches to CV's , Covering letters and application forms 	<ul style="list-style-type: none"> • Evidencing attributes, skills, knowledge and competencies 	Placement and Employer Liaison Adviser from the Careers and Employability Service

TITLE	KEY KNOWLEDGE AND UNDERSTANDING	CAREER MANAGEMENT SKILLS AND BEHAVIOURS	LEAD
STAGE 2 PLANNING AND COMPETING			
Preparing for Interviews and Assessment Centres	<ul style="list-style-type: none"> • Pre-recorded video interviews, Skype, telephone and formal panel interviews • Interview practice tailored to subject area 	<ul style="list-style-type: none"> • Reflection • Evidencing attributes, skills, knowledge and competencies 	Careers Adviser from the Careers and Employability Service
Placement Approval and Procedures	<ul style="list-style-type: none"> • Paperwork/ Procedure / Moodle/ Financial costs/ DAS/ Health and Safety Module. Evidencing your student journey using Pebblepad. 	<ul style="list-style-type: none"> • Evidencing attributes, skills, knowledge and competencies • Responsibility/ self-management • Reflection 	
STAGE 3 COMPETING AND TRANSITION			
Post Placement Skills Review	<ul style="list-style-type: none"> • Reflection upon experiential learning in the workplace and how this can be used to highlight graduate attributes, skills, knowledge and competencies 	<ul style="list-style-type: none"> • Reflection • Critical thinking/ analysis • Adapting to new roles and responsibilities • Positive role models • Understanding how the outside world views you • Appropriate evidencing of attributes, skills, knowledge and competencies skills • Developing professionalism • Responsibility/ self-management • Aspiration, motivation and goal setting • Transition skills 	Careers Adviser from the Careers and Employability Service

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www.plymouth.ac.uk/employability