

LEEDS BUSINESS SCHOOL

# PLACEMENTS INFORMATION

For students & employers

[www.leedsbeckett.ac.uk/placements/fbl](http://www.leedsbeckett.ac.uk/placements/fbl)

# Leeds Business School Placement Opportunities

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Once students have completed the first two years of their degree, they have the opportunity to undertake a one year placement in industry.

Placements enable students to obtain invaluable real-life work experience and give employers the opportunity to obtain a fresh perspective in their organisations.

If you are a current student or employer that is interested in finding out about how placements can benefit you as an individual or your organisation, please do not hesitate to get in touch.

For more information please contact our Employability & Placements Team:

Call us: +44 (0)113 812 7510

Email us: [placebiz@leedsbeckett.ac.uk](mailto:placebiz@leedsbeckett.ac.uk)

## For students


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In today's challenging economic climate, it is more vital than ever before to gain a competitive advantage in the job market. Gaining hands-on practical experience in a chosen discipline through a paid placement year is one way to stand out from the crowd.

Placements give you first-hand experience of your chosen profession, putting into practice the theory and skills learnt during your course. You will be provided with opportunities to develop your portfolio of skills, make industry contacts and gain further understanding of the sector and job market.

### How placements benefit you as a student...

- Greatly enhanced employability as you will have undertaken live projects within the company and have real experience and achievements.
- An improved CV and portfolio which can evidence the skills that you have gained and the work you have done during the placement.
- A stronger likelihood of achieving a higher degree classification as you will have better knowledge of your chosen subject area and know how the theory relates to practice.
- The development of new and improved skills in all areas.
- An insight into your chosen profession.
- Development of contacts within your chosen field to improve employability on graduation.



"I am currently working at the #1 nonfiction media company in the world: Discovery Networks. In my role as Publicist, Western Europe it is my responsibility to drive publicity efforts for flagship networks Discovery Channel and TLC acting as the central PR lead for 10 countries. I am very fortunate to travel in my role, as I manage talent press tours, which are great fun as you get to visit exciting cities all over the world with some very interesting people.

I am also very passionate about media relations, the best part of the job for me is seeing coverage from my own publicity campaigns in national press – I get a real buzz! One of my biggest achievements to date is booking Elle Macpherson for the front cover of Vanity Fair Italy – we did a photo shoot in the Bahamas and the pictures were picked up in various media outlets around the world!

I think without my placement year and the support I had from both Disney and the Placements Office, I wouldn't be where I am today. I never imagined that I would be in my dream job so soon after graduating. If you have the opportunity to do a placement year I highly recommend you take advantage of this once in a lifetime opportunity!"

JAMES HALL  
Publicist, Discovery Networks Europe  
BA (Hons) Public Relations (Graduate)



# For students

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## Your questions answered

### Q. What is a placement?

**A.** A placement is an accredited 12-month period of paid work experience undertaken after your second year of study which can start any time between June and September. It's an excellent opportunity for you to gain valuable experience ensuring you are more employable upon graduating. You are also more likely to perform better in your final year.

### Q. How do I find a placement?

**A.** We have a dedicated website where we advertise all our current opportunities and provide links to other recommended placement providers. You can find your own placement but before you accept the position we need to check the contract and job description to ensure it is suitable. We currently host an annual Placements Fair which is an excellent opportunity to meet with companies who are looking to take students from a number of disciplines.

### Q. Will I receive any support from the university whilst I am on placement?

**A.** The Employability & Placement Office will be in contact initially to ensure you have settled into your placement. The office remains open throughout the year and there is always someone to provide support and advice where required. You will be allocated a placement tutor who will provide academic support and guidance throughout your placement experience and visit you as part of your overall assessment.

### Q. Can I do my placement abroad?

**A.** We advertise overseas placements on our website. Most are based in Europe, however, we can offer advice on placements in other countries.

### Q. How much will I get paid?

**A.** Salaries vary depending on where you are geographically. The average salary for a placement student in Leeds is currently £13,750 and in London it is £16,000.

### Q. Will I pay tax?

**A.** Your pay is taxed, but because the placement straddles two tax years, you can take advantage of two years' worth of tax allowance (the amount you earn before tax is levied).

### Q. What are my holiday entitlements?

**A.** Most companies offer 4 weeks paid holiday plus statutory bank holidays.

### Q. Will I have to pay Council Tax?

**A.** If you live with other students you are not liable for Council Tax. If you share with one non-student or more, you're liable for a proportion of the cost.

### Q. Do I still pay university fees?

**A.** There are no tuition fees for UK/EU placement students. Please contact us if you are an overseas student.

### Q. Can I still apply for a student loan whilst on a placement?

**A.** Provided you meet the criteria, you may take out a partial student loan whilst on placement.

### Q. Am I assessed?

**A.** The placements year is an assessed year counting as an extra module in your final year.

### Q. Can I do more than one placement?

**A.** Because the placement year is assessed we recommend that only one placement is undertaken.

### Q. What type of work can I undertake?

**A.** The work must be relevant to your course and it must be at a level which allows you some responsibility. Any post which could be filled by a school leaver is inappropriate.

Previous students have undertaken the following roles during their placement year:

- Operations Assistant
- Account Executive
- Marketing Assistant
- Market Research Coordinator
- Human Resource Officer
- Field Marketing Information Executive
- Finance Assistant
- Junior Broker
- Customer Service Representative
- Community Liaison Officer
- Supply Chain Analyst
- Public Relations Assistant
- Media Buyer
- Press Officer
- Research Assistant
- Project Support Assistant
- Accounting Assistant
- Sales Coordinator
- Chemical Buying Assistant
- European PR Assistant

# i-to-i Placement Students

"One thing I appreciate most about working here is that my own personal development is considered a high priority and the team here do all they can to help and give you everything you need in order to get as much out of the experience as possible."

LEE BROWN  
Product Intern, BA (Hons) Marketing & Advertising Management

"Not only am I improving my financial skills but also other skills such as communication, Excel skills and initiative. These skills will be essential for my future development."

REUBEN THOMPSON  
Finance Intern, BA (Hons) Accounting & Finance

"Working for such an interesting company has opened my eyes to the wider world. This placement has built up my work ethic and many other relevant skills to put me in great preparation for my final year at university."

ALISTAIR KNOWLES  
Operations Intern, BA (Hons) Business Studies

"Doing a placement year has been a great experience, allowing me to put the knowledge I have learnt throughout university into practice. I am more prepared for my final year and I'm sure it will benefit me when applying for jobs after university."

AMY BRITTLETON  
Customer Support, BA (Hons) Business & Management







"As Asda is based in a university city it's great to give back to the community and to support placement students to learn about the workplace and increase their opportunity of getting a job after university. Its also a good pipeline for our graduate program where we actively recruit from the local area."

EMILY MATTHEWS  
Business Development Manager,  
Fresh, Chilled & Frozen

"I spent my placement year as a Commercial Finance Analyst at Asda's Home Office in Leeds. The Placements Office supported me every step of the way through the application process and helped me focus on the type of placement I wanted to undertake."

EMMA CARTER  
Commercial Finance Analyst,  
BA (Hons) Human Resource Management

## For employers

It's not just students that benefit from the placement experience. We are always hearing positive comments from our employer contacts about our placement students, so whether you are a small independent business or part of a global brand, please get in touch to discuss your requirements.

### How placements benefit you as an employer...

- Due to our close links with employers and professional bodies, our students have the right knowledge and skills that can generate results for your business.
- Students are taught by staff who have previously been practitioners in their chosen field so have a real grasp of what your business needs from them and how to deliver.
- Students have skills that can bring real benefits including; problem solving and the ability to undertake valuable projects to enhance business performance and profitability.
- Not only can they contribute to your business in their placement year but companies frequently employ their placement students after graduation as they have proved their worth.
- Keeps costs down when recruiting fresh new talent with innovative ideas into your business.
- Build links/partnerships with the university.
- Can help support interim projects and manage short-term workloads.
- You would be contributing to the training and development of future graduates in the business world.



"I've been really impressed with the calibre of PR students – they are strategic, professional and well prepared for a year in industry.

Nothing beats 'hands on' work experience and the students have provided invaluable support whilst gaining a wide breadth of PR activity including; press office, press release writing, consumer campaigns, lobbying, corporate and community relations."

CATHERINE CUTHBERT  
PR and Industry Affairs Manager, Leeds Bradford International Airport



"A placement gives students a realistic opportunity to learn about the world of work.

I often say that we see our student grow from sixth-formers when they arrive to being confident young professionals. It is inspiring to watch them develop.

Students keep us on our toes and we all develop from their presence. The placement year can, in effect, act as a full year interview – by the end of it we know the students well and know if they will be a good fit in the future. Upon graduation, we have found many placement students apply for vacancies with us – approximately 7% of our current team are former placement students.

The placement year is a true opportunity for student and host."

KEITH LOUDON  
Senior Partner, Redmayne-Bentley





# For employers

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## Your questions answered

### Q. What is a placement?

A. A placement is an accredited 12 month period of paid work experience that students can choose to undertake in the third year of their degree course.

### Q. How long does a placement last?

A. A placement is normally 12 months. Depending on when the student starts they can work for up to 15 months.

### Q. When can the student start?

A. A placement can commence at any time after the end of the second semester, i.e. between June and September or even October.

### Q. Do you offer Placements abroad?

A. We advertise overseas placements on our website. Most are in Europe.

### Q. How much do I need to pay?

A. Salaries vary depending on the geographical area. The average salary for a placement student in Leeds is £13,750 and in London it is £16,000.

### Q. What entitlements does a student get?

A. Most companies offer 4 weeks paid holiday plus statutory bank holidays.

### Q. What work is the student required to undertake?

A. The work must be relevant to the student's course and it must be at a level which allows some responsibility. They seek an experience that will prepare them for their future career and opportunities to develop their portfolio of skills, make contacts and gain further understanding of their chosen industry.

### Q. Are students assessed whilst on placement?

A. Yes the student is required to write a reflective report on their placement experience and they will be visited by an academic member of staff, which forms part of the students overall assessment. The supervisor assesses the student's performance prior to this visit.

### Q. What paperwork is required?

A. Before a student can accept an offer of employment, the university needs to see a:

- Job description
- Copy of contract
- Letter of employment

### Q. Who do we contact if we have any questions?

A. The Employability & Placements Office is always available to provide support and advice.

## Pastoral and academic support

Whilst on placement, students are regarded as full time employees of the company, but retain their student status. The Employability & Placement Office will be in contact initially to ensure everything is running smoothly and will always be available to provide support and advice where required during the placement year. The student will receive an academic visit between February- April (during the second semester) to assess their performance in conjunction with their Line Manager as part of the overall academic assessment.

## It is the employers' responsibility to:

- Provide the Employability & Placements Office and the student with clear details of terms and conditions including hours of work and rates of pay.
- Provide induction and training including Health and Safety training.
- Wherever possible involve students in staff appraisal schemes.
- Consider appointing a mentor for each student.
- Ensure that the immediate supervisor or manager has access to the University placement tutor or officer.
- Make appropriate provision for the student to be visited during the year at a mutually convenient time and place.

## Our students have been successfully placed with a wide range of organisations including:

Walt Disney, Warner Brothers, IBM, Marks and Spencer, John Lewis, Panasonic, Hewlett Packard, Dunlop Goodyear, L'Oréal, NHS, HM Treasury, Heart Research UK, O2, Nike, Epilepsy Action, Volkswagen, Porsche, Sainsbury's, Tesco, McDonalds, Unilever, Arcadia, Aldi, Bosch, Enterprise Rent-A-Car, Department of Health, Xerox, DePuy, Redcats, Corus, Cummins, Audit Partnership, Discovery Channel, UKTV, GlaxoSmithKline, Golfbreaks, Gratterpalm, House of Commons.

# For employers

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## Advertising a Vacancy

The Employability & Placements Office will be delighted to advertise your vacancies to our students on our website and via our Facebook group and Twitter. In all cases we require the following details:

- Job description
- Preferred method of application
- Closing date for receipt of applications
- Company information, websites and contact details

We currently host an annual Placements Fair which is an excellent opportunity to promote your organisation to our students. Details are available on request.

If you wish to advertise a placement or would like further information then please call us on +44 (0)113 812 7510 or email us at [placebiz@leedsbeckett.ac.uk](mailto:placebiz@leedsbeckett.ac.uk)

## Short Placements/Project Work

We are always looking for opportunities for our students to engage with employers. In addition to one year paid placements, our students are available to complete short-term paid internships, PR communications audits and consultancy projects involving both undergraduate and postgraduate students. This provides you with an opportunity to benefit from motivated students looking to make a real impact in your organisation, bringing new ideas to your business.

## About Leeds Business School

Leeds Business School is part of the Faculty of Business and Law at Leeds Beckett University.

We work in close partnership with a wide range of professional bodies including:

- Association of Chartered Certified Accountants (ACCA)
- Association of Accounting Technicians (AAT)
- Chartered Institute of Logistics and Transport in the UK (CILT)
- Chartered Institute of Marketing (CIM)
- Chartered Institute of Personnel and Development (CIPD)
- Chartered Institute of Public Relations (CIPR)
- Chartered Institute of Purchasing & Supply (CIPS)
- Chartered Management Institute (CMI)
- Institute of Directors' (IoD)
- Institute of Leadership & Management (ILM)
- Broadcasting Journalism Training Council (BJTC)
- Periodical Training Council (PTC)

We also deliver kite mark professional body qualifications on behalf of organisations including the exclusive regional franchise delivering the Institute of Directors' (IoD) Development Programmes.

Our links with professional bodies and employers ensure that our students have the correct skills and knowledge to help any business.

## Our courses cover a wide range of disciplines including:

- Accounting & Finance
- Business Studies
- Business & Management
- Economics
- Human Resource Management
- International Business
- Journalism
- Marketing
- Marketing & Advertising Management
- Public Relations
- Retail Management



**Leeds Business School  
Employability & Placements Office**

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**LEEDS  
BECKETT  
UNIVERSITY**

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Opening minds  
Opening doors