

**YEAR IN
INDUSTRY
PLACEMENT
HANDBOOK**



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INTRODUCTION

Welcome to your placement handbook, providing you with information about the arrangements for your placement year. Placement year is a general term for a period (typically 9 to 12 months) where students work in a professional environment as part of their degree.

This handbook has been designed to outline your journey and the preparation required to achieve your goal of securing a placement.

Once you have secured a placement this handbook also provides you with information on accommodation, finances, health and safety, support services and professional guidance.

Your placement year

Students choose to undertake a placement year for a variety of reasons. Most will register for this when they apply for University. A large majority of our undergraduate degrees, along with some of the postgraduate degrees, offer the option of a placement year. If you would like to consider adding an industrial placement year to your degree and you're unsure please speak to your programme admin team or email placements@kent.ac.uk.

It is worth noting that there are academic requirements related to being able to complete a placement year. To find out what these requirements are on your particular course, please email placements@kent.ac.uk

The Placements Team and wider Careers Service are here to help you throughout your journey.

Please note

If you would like to include a placement year as part of your degree, you will need to secure an opportunity before your course can be changed.

// It's helpful to keep an open mind as to the different types of roles and locations available – increasing your chances of success. **//**

Akeem Ayeni
BSc Accounting and Finance
with a Year in Industry

PREPARATION

Securing your placement year is a competitive process. If you start preparing early and make use of the support on offer, you are much more likely to succeed.

We have put together a preparation journey which shows what you should be doing and when. Your preparations will begin in Stage 1 and continue right through until the end of Stage 2.

If you are interested in doing a placement year please reach out to one of the advisers and we can keep you up to date with support and opportunities on offer. Details on how to get in touch can be found in the Placements Team section of this handbook.

Your preparation journey

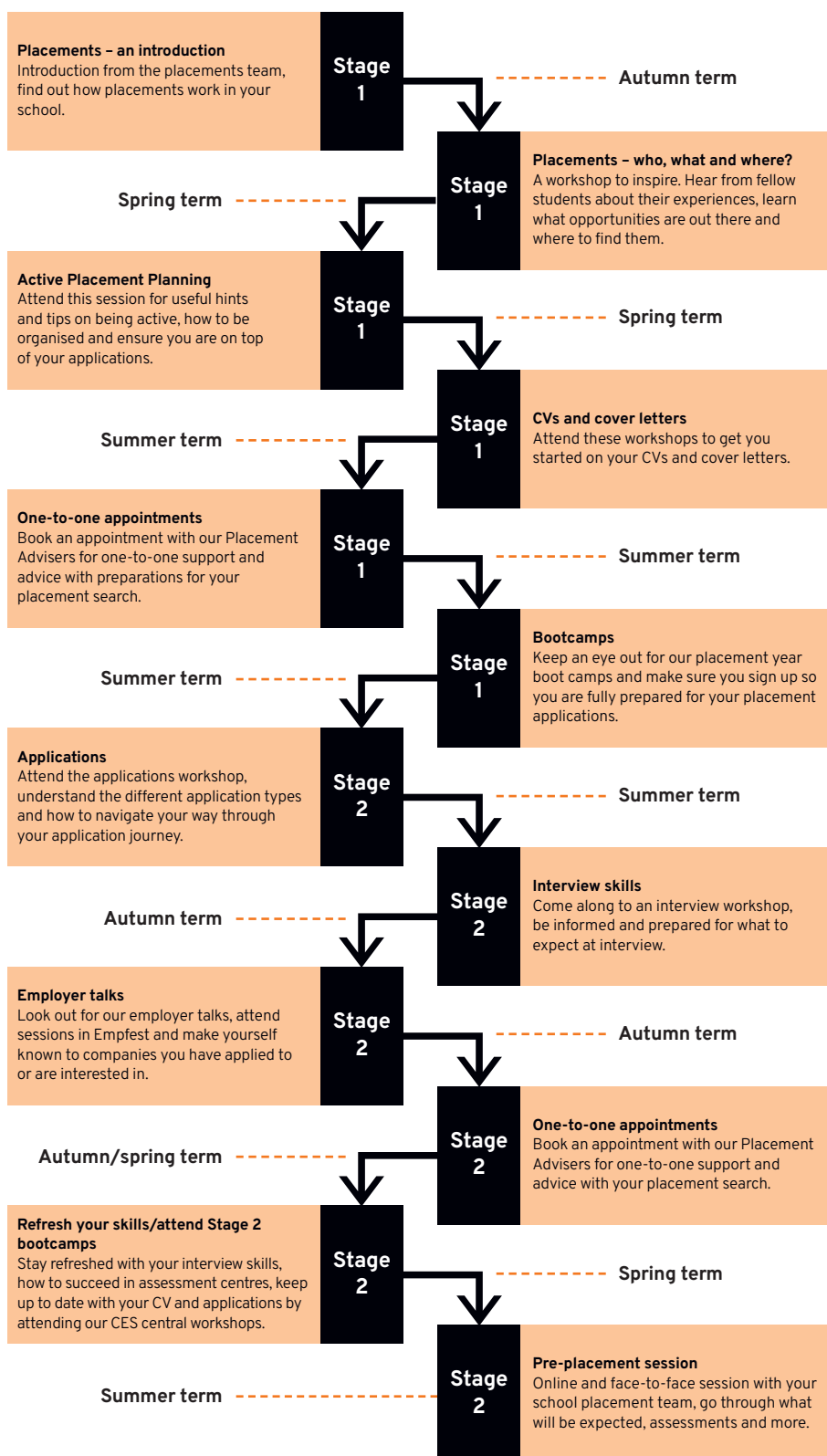
Here is a timeline of what your preparation journey will look like, consisting of both timetabled (where permitted by your course of study) and extra-curricular activities.

The undergraduate version highlights the support available to students throughout stages 1 and 2 of study.

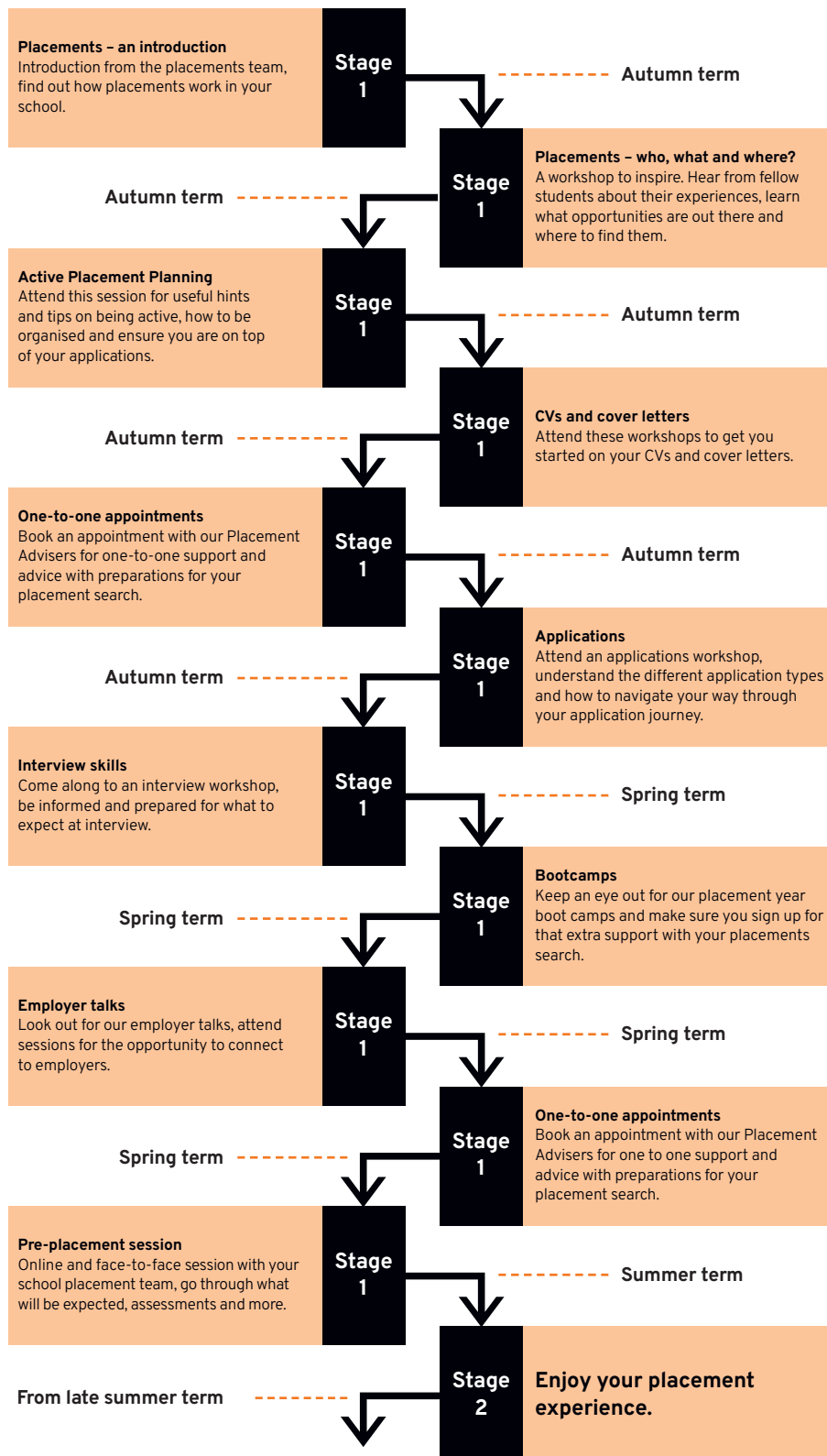
The postgraduate version is slightly different as your preparations and applications will need to be completed in stage 1.

Support and guidance for postgraduate students can begin before you arrive. Email placements@kent.ac.uk to get started.

Undergraduate placement preparation journey



Postgraduate placement preparation journey



“ My advice to my peers is to stay persistent, have faith, stay true to your strengths, and leverage each experience as a stepping stone toward personal and professional development. I am sincerely looking forward to new opportunities that will lead to my personal and professional growth. ”

Divyam Acharya
Artificial Intelligence
with a Year In Industry

“ Apply as early as you can, getting an early start – as early as the end of August can be so fruitful. Making a big board to keep track of roles I had applied to and were waiting to open and using a spreadsheet really helped me to keep organised. ”

Most importantly as much as it is cliché, don't give up! I personally went through at least 25 applications, consecutive rejections, countless assessments, disappointments and some bad interviews before I was offered a placement. ”

Eleri Eaton-Brown
Bsc (Hons) Forensic Science
with a Professional Placement



FINDING A PLACEMENT

As a placement year student, it is your responsibility to find and secure your placement, as well as understand the academic requirements for subjects connected to your placement year.

You will have access to the placement preparation journey, in addition to a wide range of workshops and guidance from the Placements and wider Careers Team to support you.

Employers recruit at varied times of the year dependant on the size and type of company and the industry. The table below can give you an idea of a typical placement recruitment cycle.

Larger companies	
Application deadlines advertised and applications open	Aug-Nov
First stage selection	Sep-Jan
Second and Third stage selection	Nov-Apr
Offers issued to students	Dec-May
Placement year begins	July Sep

Smaller companies	
Application deadlines advertised and applications open	Nov-Jun
First stage selection	Nov-Jun
Second and Third stage selection	Jan-Jul
Offers issued to students	Jan-Aug
Placement year begins	Jul-Aug

With these dates in mind you need to be application ready by summer of Stage 1. Don't worry if you are a little behind as we have a dedicated Placements Team to support you in getting you to where you need to be.

Deadlines to be aware of

- Securing a UK based placement – **deadline of 31 July**
- Securing a placement abroad – **deadline of 31 May**

International students with a Year in Industry on their degree have until 31 July to secure a placement. If you are an International student looking to add a placement year, you will need to secure a placement by 31 May. This is to enable you time to arrange changes to your Visa.

Postgraduate International students are NOT to begin their placement before 25 June. (this is due to exam boards and ensuring you have passed your year before your placement begins). Deadlines for postgraduates securing a placement may vary.

Are you looking to add a placement year to your degree?

As a Stage 1 student you have until end of Stage 1 (December) to add a placement year to your degree. After this deadline you cannot add the year until you have secured a placement in Stage 2. We can still support you with your placement searches and applications, please book an appointment with an adviser by visiting the [Uni Kent Careers Hub](#).

When you are certain you would like to add the year please contact us via placements@kent.ac.uk where we will alert the correct team to process this for you.

Finding a placement abroad

Should you consider a placement overseas, either in Europe or the rest of the world, please provide full details to the Placement Team before accepting the position so that we can ensure the placement meets the programme criteria and necessary duration. Before you leave for your placement year you will be required to obtain appropriate insurance. You can obtain this cover via the University's insurance department at no extra charge. Follow the below link for further information:

- [Travel insurance for students – University of Kent](#)

Where to find placement year opportunities

There are a number of websites that advertise placement year opportunities.

Check if you can register an account with these website and set filters to receive updates when opportunities go live.

Some of the most popular websites for placement searches are:

- [Uni Kent Careers Hub](#)
- [Gradcracker](#)
- [Rate My Placement](#)
- [Milkround](#)
- [Bright Network](#)
- [Target Jobs](#)

Where to find the Placements Team

We have a dedicated Placements Team in the central careers service who are here to support you throughout your search. You can book online or face-to-face appointments with an adviser by visiting the [Uni Kent Careers Hub](#).

- [Careers and employability service – University of Kent](#)

You can also email your divisional team directly via the below mail boxes.

- HSSplacements@kent.ac.uk
- LSSJplacements@kent.ac.uk
- KBSplacements@kent.ac.uk
- CEMSplacements@kent.ac.uk
- NATSpacements@kent.ac.uk
- Artshumsplacements@kent.ac.uk

INTERNATIONAL STUDENTS

During your placement year as an international student we will continue to sponsor your visa. It is extremely important that you comply with the conditions associated with Tier 4 sponsorship.

For information about your Tier 4 visa requirements please see: [Your Student visa responsibilities – student immigration.](#)

You must stay in regular contact with us during your placement year, provide all the required paperwork, keep us informed of any changes to your contact details and respond to all requests promptly. We will also be in contact with your line manager monthly, to monitor your attendance at your workplace.

If you are thinking about adding a placement year to your degree, you will need to speak with the Visa team about the effects this will have on your current Visa and what actions you need to take. You can get advice via Kent Students' Union visiting: [Advice Service.](#)

Please be advised the Careers and Employability Service are unable to advise on Visa queries.



MONEY MATTERS

Tuition fees

Students on a placement year, pay tuition fees at a reduced rate of £1,850 in the academic year 2024/25.

Funding for living costs for students on paid placements

UK students will be able to apply for reduced rate tuition fee and maintenance loans only.

Funding for living costs for students on unpaid placements

Students will still be eligible for their full funding package if they are undertaking 'unpaid only service' in one of the following services:

- In a hospital or in a public health service laboratory or with a primary care trust
- Within a local authority relating to the care and or welfare of children/young persons or similar activities with a voluntary organisation
- In the prison or probation and aftercare service
- Unpaid research in a UK institution
- Within a Health Authority in England or Wales or equivalent in Scotland or Northern Ireland

Other types of unpaid work placements will receive the reduced rates of tuition fee and maintenance loans as if it were a paid placement. It is your responsibility to ensure that you can live on what is available before accepting an unpaid placement. Consider the cost of commuting to a placement as well as your general living costs.

There are some exceptions where students will continue to be eligible for the same funding package as in previous years.

Kent Financial Support Package (KFSP)

Students in receipt of the KFSP will be eligible to receive the award during their placement year provided that they continue to meet the eligibility criteria.

Turing funding

If you secure a placement in a country outside the UK, you may be eligible for a non-means tested grant for the duration of the placement, funded through the UK government's Turing Scheme. Your placement must be between the usual minimum placement duration and 12 months. The exact amount of the grant will depend on which country you go to and the duration of the placement. The Turing funding year is between 1 September and 31 August.

More information regarding the Turing Scheme is available from International Partnerships, goabroad@kent.ac.uk and kent.ac.uk/go-abroad/turing-scheme

Salary and taxes

If you are earning a salary you will most likely be paying Income Tax and National Insurance. If you have a P45 from a previous job, remember to give this to your placement employer when you start. If you don't have an National Insurance number you can request one from the Government [webpage](#).



ACCOMMODATION

During your placement year

If your placement requires you to move away you may need to think about accommodation. Your employer may be able to give you advice on the local area and organisations who take a large number of students may be able to facilitate house share opportunities through contact groups or induction events.

Council tax exemption

If you require a letter to prove your exemption from Council Tax, please contact the Placements Team who will advise you on how to obtain this. placements@kent.ac.uk

Returning from your placement year

When you return to University after your placement you will need to think about where you are going to live. When you start your placement we will ask if you would like your contact details shared with other students on placement. This will create a community of your peers who you could reach out to while on placement prior to your return and enable you to arrange potential house shares for your final year.





// Appeal to the company as something that would benefit them and to go for a placement that is appealing to you, location and job opportunity. Believe in yourself. //

Oscar Gerard
BEng (Hons) Mechanical Engineering

WELLBEING AND SUPPORT

Health and sickness

If you become unwell during your placement it is important you follow company guidelines and procedures. If you are off work for more than a week you must also let the Placements Team know.

Ensure you register with a local doctor, you can find a list of local surgeries on the NHS website here:

- [Find a GP – NHS \(www.nhs.uk\)](http://www.nhs.uk)

Placement support

We will be in touch twice during your placement to book in virtual placement visits, which will be held with either your Placement Adviser or Academic Adviser, depending on your course.

Outside of these visits you can contact us if you are concerned about anything at all. You just need to email your Placements Team using the relevant contact email address on page 18.

Support and wellbeing

You are still a student of the University of Kent and as such, if you experience any difficulties with your mental health or anything that prevents you from attending work or completing your duties you can reach out to your divisional support teams.

Further details about the University support available to you can be found here, including emergency support:

- [Student Support and Wellbeing](#)



REASONABLE ADJUSTMENTS AND DISCLOSING A DISABILITY

If you are comfortable doing so, we would encourage you to disclose any disabilities or needs for reasonable adjustments during the placement approval process.

When you have disclosed this information your employer is legally obliged to make reasonable adjustments for you and to provide support, particularly throughout the recruitment stages to ensure that you are not at a disadvantage.

Students who have physical or mental health conditions which are not considered a disability may also be entitled to reasonable adjustments.

If you would like to discuss how to approach these conversations with your employer, please contact the Placements Team who can support you.

Inclusive Learning Plans

If you have an ILP and are happy to declare this to the Placements Team, please do so throughout the approval process so the advisers are aware and can ensure the support you require is implemented.



EQUALITY, DIVERSITY AND DISCRIMINATION

The University of Kent take equality, diversity and discrimination very seriously. During your placement you have the right to an equal workplace, free from discrimination and harassment.

If you experience any form of harassment or discrimination while in the workplace please ensure you alert your line manager immediately following the policies and procedures you have received throughout your induction. Please also make your Placements Team aware so we can arrange for support.

If you do not feel comfortable doing this you can also report the incident to Kents Report + Support service, here there are two options for you to report either anonymously or with your details:

- [Report + Support – University of Kent](#)



RECEIVING AN OFFER

Congratulations!

Now you have received an offer we would advise you to stop applying for further positions and contact any companies you may have pending applications with.

What's next?

Let us know

Email placements@kent.ac.uk to begin the approval process.

Complete required paperwork

As part of the approval process you will be asked to return the following paperwork:

- Job description
- Offer letter/email
- Employment contract
- Pre-placement/placement approval form
- Placement health and safety form

Transfer your course if needed

If you are currently on a standard three year course, you will need to transfer to a version of your course that contains the placement year. Please contact your divisional programme admin team for support with this.

This approval process helps us to ensure your placement meets the criteria required by your academic school.

Visa and insurance requirements

If your placement year is abroad you will more than likely require a visa and will definitely require insurances. This can be a lengthy process so please give yourself plenty of time to get this in place. The deadline to secure an international placement for all students is 31 May.

Ensure you have sorted your finances and accommodation

Please take a look at the [money matters](#) and [accommodation](#) pages for information and guidance.

Attend your pre-departure session

Your school/department will host a pre-departure session where you will be provided with all the information you require while you are on placement, including assessment information and support while you are away.



STARTING YOUR PLACEMENT YEAR

Ensure you get a suitable induction (as per below) and return your induction checklist

When you start your placement, your employer must provide you with a suitable induction and ensure that you are aware of any policies and procedures. To ensure that the employer covers the necessary induction items, please complete the induction checklist we provide you with when you start your placement, and return it to us at placements@kent.ac.uk

Keep in touch

Your Placement Team will keep in touch with you throughout the year, so it is essential that you regularly check your University email. You may find it helpful to create an auto-forward to your new work email address to avoid missing anything.

We will also be in touch to book in virtual visits with either your placement adviser or academic adviser whilst on placement.

Ensure you re-enroll

While you are on placement you will maintain your student status and you will need to re-enroll before the start of the academic year.

Remember we are here to help!

If you have any questions or concerns while you are on placement, please contact your Placements Team and they will be able to support you or signpost you to the right department.

Keep on top of your placement assessment

You will be briefed on the methods of assessment for your placement prior to starting, but don't forget we are here for support if you need it. Plan well for the assignments, and even if you are not required to keep a journal of your placement experience, you may find this useful for personal reflection later on.



PLACEMENT FAQs

When will I take my placement year?

As an undergraduate student you will complete your placement year between stages 2 and 3 of your degree.

As a postgraduate student you will complete your placement year after stage 1 of your degree.

Please check with the placements team for clarification on whether your course offers a placement year option.

Can I add a placement year to my degree?

Absolutely! We prefer you to secure a placement before adding the placement year, so book an appointment with an adviser and they can help you get started with your search.

Do I have to remain in the UK for my placement?

No. You can do your placement anywhere in the world, you just need to ensure you have the correct visas, insurances and paperwork in place before you go. We will also ensure that the placement is suitable.

How long is a placement year?

The minimum length of the placement year differs from course to course, with some having a minimum requirement of 30 weeks, and others 44 weeks. Please check with the Placements Team for clarification.

How do I change my course?

You will need to complete a change of course form. This can be requested via your divisional programme admin team. Your placement will need to be secured by no later than 31 July in Stage 2 for this to be approved.

What do I do if I have problems on my placement?

You may come across issues while on your placement. For example, it may not be quite what you expected, or you may have problems with your supervisor or colleague. Any problems that arise you need to follow the complaints protocol for the company/organisation you are working for.

You can also make your Placements Team aware of the situation and we will offer support and advice.

My contract has been terminated. What should I do?

This is extremely rare but you should contact your Placements Team immediately to discuss and receive advice on the appropriate action to take.

What happens if I do not secure a placement?

You will have to convert back to the standard degree programme. There is a lot of support with finding a placement and many opportunities out there. By starting your search early in stage 1 and being prepared, you will give yourself the best chance of success. Don't forget that you have until the 31 July of stage 2 to secure your placement (31 May for placements abroad).

If I am registered to a course with a placement year, can I still choose my Stage 3 modules in case I do not secure a placement?

No, you will be unable to select your Stage 3 modules via OMR in Stage 2 if you are registered to a placement year already. If you do not secure a placement by July 31 of Stage 2 and you have to convert to the standard three year degree you will then be asked to select your module choices.

Can I do more than one placement throughout the year?

Unless you register with a Placement Year as part of your degree, you will need to secure a placement first before you can change your course. To do this, you will need to contact your School programme admin team and request a change of course form.

If you would like to speak with a placement adviser or have any further questions please book to speak to someone via our [Careers Hub](#), where we will be more than happy to support you.

// This will be most beneficial for students wanting to apply to the larger firms. To begin with, I made it a point to cast a wide net by applying to a large number of opportunities across various industries and companies. This approach, while time-consuming, was essential in increasing my chances of success in a highly competitive job market. //

George Ratcliffe
BSc (Hons) International Business

GLOSSARY AND USEFUL CONTACTS

Year in Industry Placement

An opportunity for a student to do a placement as the equivalent of a year's academic study, this will ordinarily consist of a minimum of 30-44 weeks. The placement can be taken by undergraduate students in their penultimate year of study and postgraduate students between terms three (summer) and four (late summer) of their studies. The placement will be reflective and gives the students the opportunity to grow their graduate attributes and necessary skills to access a range of opportunities within the graduate labour market.

Year in Professional Practice

Professional Practice placements are undertaken on courses where qualification leads to a license to practice such as in health or education or when the course comes with accreditation. Students can often do multiple practice placements as part of their course of study and employers may be involved in the assessment of students. These placements are disciplinary based, must be related to the course of study, and require assessment of disciplinary knowledge, skills and practice.

Placement adviser

Supports you throughout your journey from Stage 1 onwards. Available for one to one appointments and you will see them delivering your placement workshops.

Preparation journey

Use this as a guide to give you the best possible chance of securing a placement. We have planned when we feel you should be accessing support and what support is available.

Bootcamps

A session designed for Stage 1 and 2 students to help them get application ready. These sessions will ensure you have an updated CV and all the hints and tips required to go full steam ahead with your applications.

Useful contacts

University support/contacts

Placements Administration Team
placements@kent.ac.uk

Divisional Placements Teams
HSSplacements@kent.ac.uk
LSSJplacements@kent.ac.uk
KBSplacements@kent.ac.uk
CEMSplacements@kent.ac.uk
NATSpacements@kent.ac.uk
Artshumsplacements@kent.ac.uk

Student Support and Wellbeing
kent.ac.uk/student-support

Student Advice Centre – visa enquiries
advice@kent.ac.uk

Turing Scheme Funding
goabroad@kent.ac.uk

Programme Administration Teams
ARTSHUMSugandpgt@kent.ac.uk
CEMSugandpgt@kent.ac.uk
HSSugandpgt@kent.ac.uk
KBSugandpgt@kent.ac.uk
LSSJugstudenthelp@kent.ac.uk
NATSugandpgt@kent.ac.uk



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OUR PLACEMENTS
WEBPAGE FOR MORE
INFORMATION



