

A photograph of two women, one with dark hair in a polka-dot shirt and one with long brown hair in a white top, looking at a computer monitor. The background is dark and out of focus.

# STUDENT placements

THIS IS KEELE

## Hosting Student Placements *A Guide for Community Groups*

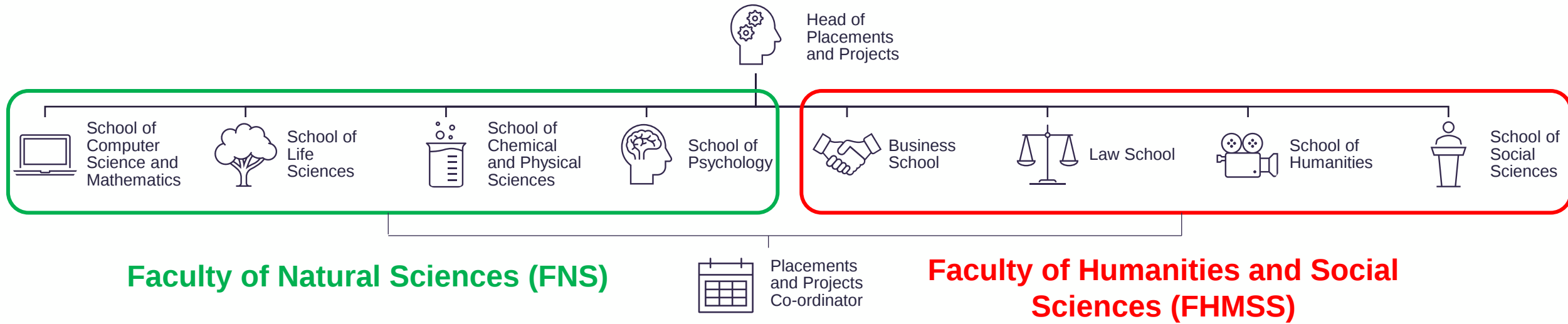
India Ford and Julia Molyneux, Placement and Project Managers



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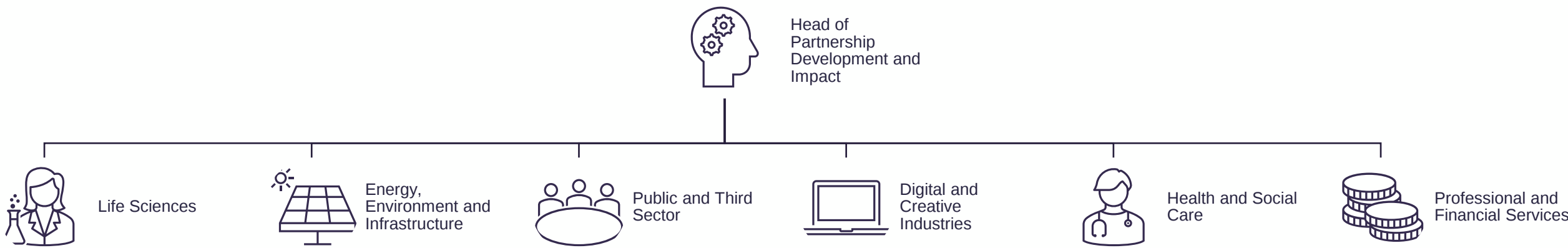
# *Placements Team*



**Get in touch with us!**

[placementsandprojects@keele.ac.uk](mailto:placementsandprojects@keele.ac.uk)

*Partnership Development  
Team*



**Get in touch with us!**

[gateway@keele.ac.uk](mailto:gateway@keele.ac.uk)

# *Benefits of Work Placements*

## For the Student

- Gain practical experience and apply theoretical knowledge in a real-world setting
- Learn more about various career paths
- Acquire an understanding of how businesses function
- Build industry connections
- Employers use placement opportunities to recruit into their graduate jobs
- Develop the soft skills employers value including teamwork, decision-making and time management
- Collaborate with a broader and more varied range of individuals

## For the Placement Provider

- Provide your team with additional capacity
- Enable your 'Wish list' projects to be completed.
- Bring energy and enthusiasm to develop their employability skills
- Bring creativity and a fresh perspective/new ideas
- Knowledge and skills exchange
- Access to students from a diverse range of degree courses
- Provide your staff member with an opportunity to mentor.

# *Types of Work Placements*

Work Placement Year

Curriculum embedded short-term placement

Employer-led project-based learning in curriculum

Employer-led project-based learning in curriculum

Employer commissioned projects and consultancy

Postgraduate Placements

Co/extracurricular placements and projects

# Work Placement Year



*We look at each potential placement on a case-by-case basis so there may be flexibility around duration/hours/payment.*

- **Who:** Undergraduate students undertake this placement between their 2<sup>nd</sup> and 3<sup>rd</sup> year of study, extending their degree by a year.
- **Duration/Hours:** Typically lasting between 9 -12 months, and a minimum of 30 hours/week (recommended)
- **When:** Usually starting sometime between June-September
- **Payment:** Paid at least National Minimum Wage (recommended)

# Flexible Work Placement Module

- **Who:** Undergraduate students in their 2nd or 3rd year of study.
- **Duration/Hours:** 75 hours in total, undertaken as a block of time or spread over a longer time period (e.g. 1 day/week)
- **When:** Throughout the academic year, and summer months
- **Payment:** No expectation of payment as it is in-curricular

*Faculty of Humanities are not introducing this module until 2026/2027*



# Professional Experience in Education Module



- **Who:** Undergraduate students in their 3<sup>rd</sup> year of study.
- **Duration/Hours:** 64 hours in total – recommended 8 x 8hr days or 16 x 4hr days.
- **When:** September onwards
- **Payment:** No expectation of payment as it is in-curricular

*These placements can be undertaken in non-typical settings such as zoos, museums, prisons, libraries etc...*

# Postgraduate Options

- **Postgraduate Collaborative Project**

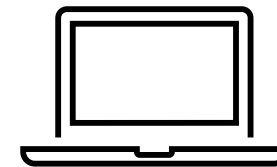
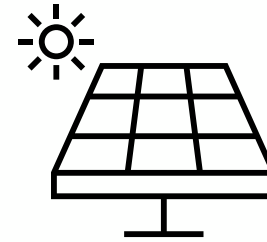
- **Who:** Environmental Sustainability & Green Technology/Biodiversity & Conservation/Geoscience Research
- **Duration:** Semester 1 and 2
- **Payment:** No expectation of payment as it is in-curricular

- **Postgraduate Psychology Placement**

- **Who:** All PG Psychology courses
- **Duration:** 30 – 50 hours
- **Payment:** No expectation of payment as it is in-curricular

- **Computer Science and Mathematics Placement**

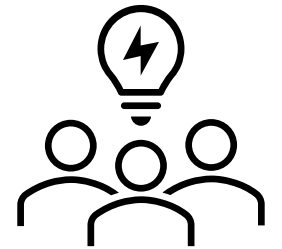
- **Who:** All PG Computer Science and Mathematics students
- **Duration:** 8-12 weeks (June-Aug / Jul-Sep)
- **Payment:** Paid at least National Minimum Wage



# Postgraduate Options

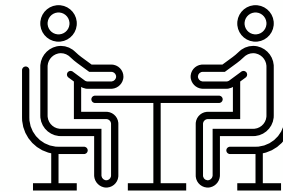
- **Business School Placement**

- **Who:** All PG Business School students (e.g., marketing, management, data analysis, banking and finance, HR, accounting, and International business)
- **Duration:** 8-12 weeks (typical start date May-July), minimum of 30 hours/week
- **Payment:** Paid at least National Minimum Wage



- **Business School Consultancy**

- **Who:** All PG Business School students
- **Duration:** 8-12 weeks (typically, June- Sep)
- **Payment:** No expectation of payment as it is in-curricular



**Humanities 100hrs PG Placement and new Professional Practice Module**



# Santander Internships

In partnership with



- **Who:** All students
- **Duration/Hours:** 75 hours in total, undertaken as a block of time or spread over a longer time period (e.g. 1 day/week). Typically, during term time, part time hours will be available, with the possibility of up to full time during vacation periods.
- **When:** Throughout the academic year, and summer months.
- **Payment:** Student receives a Santander bursary, equivalent to £12.50 per hour, upon completion of internship.



*A Santander Internship could potentially be used as a student's flexible work placement*

# *Process*

# Placement/Project Scoping

*Do you have an idea for a placement/project?*

A Keele Partnership Development Manager and/or Placements Manager can work with you to:

- Ensure that the placement meets our criteria and provides a mutually beneficial experience for you and the student.
- Help manage expectations on both sides.

To start the process, we will have an introductory meeting and send you a short Opportunity Form to complete.



# Recruitment

## Applications

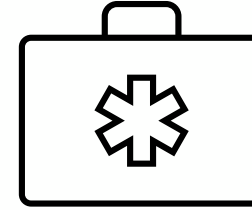
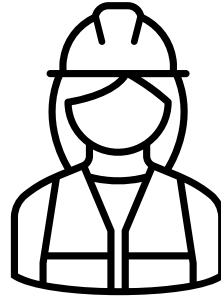
- Placements & Projects Manager (PPM) will advertise role on our internal Career Hub.
- Students apply by a set deadline.
- PPM reviews applications, asking students to resubmit if amendments are required.
- If required, PPM sifts applications before sending over to placement provider for shortlisting



## Interviews

- Placement Provider reviews applications and informs PPM which students they would like to interview
- Placement Provider is responsible for arranging interviews with candidates.

# Paperwork



## Health and Safety Checklist

- Health and Safety Policy
- Risk Assessments/safe working procedures
- Formal procedures for reporting, recording and investigating accidents and incidents
- Health and Safety instructions/training
- Supervision
- Employers Liability Insurance
- Public Liability Insurance

*If you don't have everything on the H&S checklist, please speak to your Placements Manager.*

## Placement Learning Agreement

- A tripartite document between the Employer/placement provider, the Student and Keele University.
- It aims to provide a clear statement of the responsibilities of each party concerned, and also ensures the placement fulfils all eligibility requirements in terms of location, pay, and hours of work.

# Paperwork

## International Student Monitoring

- Student complete a fortnightly log of their placement hours/activities.
- This is sent to the Placement Provider to review and sign off.



# Placement Support

- You will have a designated Placements & Projects Manager, who is available to support both you and the student and resolve any placement-related issues.
- For Work Placement Years: mid-point and final placement review meetings will take place between the student, placement provider and Keele University.
- Placement Preparation sessions for students

# *Previous Student Placements*

# Previous Student Placements – 75 hours

## **Dorothy Clive Garden**

### *Archivist and Tour Development role*

- Produce a script that volunteers could use to offer talks around the garden
- Create a physical display that could be on permanent display with the opportunity to update and change as an additional attraction.

## **Newcastle-Staffs Foodbank**

### *Content Creator*

- Generate, create, post and publicise content
- To schedule content across multiple channels
- To contribute to, follow and implement the foodbank's social media plan
- To create engaging content
- To liaise with the foodbank team and associates
- Review analytics and metrics

# Previous Student Placements – 75 hours

## **The Beth Johnson Foundation**

### *Research Assistant*

- Supporting a funding application
- Develop an inventory and map of free to access digital learning and support services across Stoke-on-Trent.
- Research into the different types of support and how easily accessible they are for different groups e.g., the elderly.

## **CPRE Staffordshire**

### *Research Assistant*

- Mapping solar farm applications across Staffordshire to support funding bids and proposals.

## **StEP (Sustainable Exercise Partnership)**

### *Walk Explore/GIS Converter/Promotion Officer*

- Mapping Staffordshire SlowWays Routes
- Reviewing and verifying existing routes
- Run a promotional campaign, using social media and other means, to disseminate the local SlowWays routes.

# Previous Student Placements - 75 hours

## **Baddley Green Hedgehog Rescue**

### ***Digital Marketing/Wildlife Intern***

- Plan, develop and deliver a media-driven generating income for the rescue to continue to build upon.
- Use social media platforms and create a user-friendly way of streaming regularly with minimal impact.
- Plan stories around seasons, linking to research.
- Look at current research and evidence and suggests ways to approach this through media
- Monitor and look at the analysis to drive improvements.
- Promote the rescue, its work and raise profile.

## **Wildlife SOS**

### ***Project Fundraiser & Awareness Volunteer***

- Project manage a fundraising event on Keele campus
- Liaise with key stakeholders, both internal and external
- Help design leaflets and posters
- Promote the fundraising event

# Previous Student Placements

## **Barnardo's**

### ***Group Helper***

- Helping youth support workers with planning and organising group activities, which take into consideration age, abilities and interests of members.
- Setting up group activities in advance and clearing away afterwards.
- Assisting children and young people to improve their self-confidence, develop social skills and build positive relationships.
- Role modelling positive behaviour and interactions during sessions.
- Collating and evaluating feedback from attending children and young people.

## **Active Pregnancy Foundation**

### ***Story Finder***

- Brainstorming the most appropriate ways to 'find' women e.g. through social media or community outreach, and briefing candidates so they know what to share and how.
- Writing, copyediting and design

# Student Skills

- Content Creation / Social Media
- Marketing
- Data analysis and reporting
- Report writing
- Strategy
- Sustainability
- Promotion and events
- Copy writing – blogs, posters, displays
- Graphic design
- Photography/Videography
- Archives and exhibits
- Sound/podcasting
- Presentation skills
- Data management with adherence to GDPR
- Research
- GIS
- Website creation

# *Upcoming Events*

# Events

## Keele in Town: Community Drop-In

*Meet the Keele Placements & Projects Team and scope out potential student opportunities!*

**Date:** 18<sup>th</sup> March 2025

**Time:** 12-4pm

**Location:** Keele in Town

## Keele Opportunities Fair

*An opportunity to raise the profile of your organisation amongst our student body and promote any upcoming roles to our students, across all disciplines.*

*Advertise placement, graduate and volunteering roles!*

**Date:** 19<sup>th</sup> March 2025

**Time:** 11:30-3pm

**Location:** Keele University



Expression of Interest Form:  
<https://forms.office.com/e/mbxyAGXznE>



# Thank you

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