

**NORTHUMBRIA UNIVERSITY**

**SCHOOL OF DESIGN**

# **INDUSTRIAL PLACEMENT INFORMATION FOR STUDENTS**



**PLACEMENT OFFICE  
SCHOOL OF DESIGN**

# CONTENTS

1. SCHOOL OF DESIGN INDUSTRIAL PLACEMENT CONTACT INFORMATION -----	5
1.1 PLACEMENT OFFICE CONTACT DETAILS -----	5
1.2 PLACEMENT TUTOR CONTACT DETAILS -----	5
1.3 UNIVERSITY CONTACT DETAILS -----	5
2. INTRODUCTION TO INDUSTRIAL PLACEMENTS -----	6
3. BENEFITS OF INDUSTRIAL PLACEMENT -----	7
4. THE PLACEMENT SCHEDULE -----	8
4.1. KEY ACTIONS -----	8
4.2 HOW DOES THE PLACEMENT SCHEDULE WORK? -----	10
4.2.1 BRIEFINGS AND PRESENTATIONS -----	10
4.2.2 PLACEMENT TUTORIALS -----	10
4.2.3 CURRICULUM VITAE -----	11
4.2.4 FINDING YOUR OWN PLACEMENT -----	12
4.2.5 APPLYING FOR PLACEMENTS -----	12
4.2.6 APPLICATIONS -----	13
4.2.7 COVER LETTERS -----	13
4.2.8 SAMPLES OF PORTFOLIO WORK -----	14
4.2.9 APPLICATION FORMS-----	14
4.2.10 INTERVIEWS -----	15
4.2.11 BEING ACCEPTED FOR A PLACEMENT -----	16
4.2.12 PLACEMENT CONDUCT -----	16
4.2.13 COMMUNICATION WITH THE PLACEMENT OFFICE -----	16
4.2.14 PLACEMENT ASSESSMENT -----	17
4.2.15 EMPLOYER FEEDBACK -----	17
5. WHAT WE EXPECT FROM YOU -----	17

5.1 PRE – PLACEMENT .....	17
5.2 DURING PLACEMENT .....	19
5.3 POST PLACEMENT .....	19
6. WHAT IF I DON'T GET A PLACEMENT? .....	19
7. USEFUL INFORMATION .....	19
7.1 CONTRACTS .....	19
7.2 PLACEMENT HEALTH AND SAFETY .....	20
7.3 ACCOMMODATION .....	20
7.4 MONEY .....	21
7.5 DEALING WITH DIFFICULTIES .....	21
7.6 STUDENT REPRESENTATION DURING PLACEMENT .....	21
7.7 MINIMUM WAGE REGULATIONS .....	21
7.8 INCOME TAX AND NATIONAL INSURANCE .....	21
7.9 WORK TIME REGULATIONS .....	22
7.10 VISAS .....	23
7.11 TUITION FEES DURING PLACEMENT .....	23
7.12 STUDENT LOAN DURING PLACEMENT .....	23
7.13 18+ STUDENT OYSTER PHOTOCARD FOR TRAVEL IN LONDON .....	23
8. OVERSEAS PLACEMENTS .....	23
8.1 VISA APPLICATIONS .....	23
8.2 TRAVEL COSTS .....	23
8.3 BANKING .....	24
8.4 ADDITIONAL INSURANCE .....	24
8.5 ACCOMMODATION .....	24
8.6 INOCULATION .....	24
8.7 TRAVEL ADVICE .....	24
8.8 EMERGENCY CONTACT DETAILS .....	24

9. PLACEMENT REQUIREMENTS AND DATES: -----	25
9.1 BA (HON) DESIGN FOR INDUSTRY -----	25
9.2 BA (HON) FASHION / BA (HON) FASHION MARKETING -----	25
9.3 BA (HON) TRANSPORTATION -----	25
APPENDIX 1           PRE PLACEMENT FORM -----	26
APPENDIX 2           CURRICULUM VITAE PREPARATION -----	27
APPENDIX 3           EXAMPLE OF COVER LETTER -----	29
APPENDIX 4           INTERVIEW ADVICE -----	30
APPENDIX 5           PLACEMENT CONTACT DETAILS FORM -----	32
APPENDIX 6           STUDENT INDUCTION CHECKLIST -----	33
APPENDIX 7           CHECKLIST FOR TRAVELLING OVEREAS -----	34
APPENDIX 8           TERMS & CONDITIONS OF PLACEMENT FORM-----	35

# 1. SCHOOL OF DESIGN INDUSTRIAL PLACEMENT CONTACT INFORMATION

## 1.1 PLACEMENT OFFICE CONTACT DETAILS

**PLACEMENT COORDINATOR:** Kelly Boden

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tel: (0191) 2274893

fax: (0191) 227 4655

## 1.2 PLACEMENT TUTOR CONTACT DETAILS

### **BA (HON) DESIGN FOR INDUSTRY**

Steve Bailey: email: [steven.bailey@northumbria.ac.uk](mailto:steven.bailey@northumbria.ac.uk) / tel: (0191) 243 7864

Neil Smith: email: [neil.smith@northumbria.ac.uk](mailto:neil.smith@northumbria.ac.uk) / tel: (0191) 2274350

Matteo Conti: email: [matteo.conti@northumbria.ac.uk](mailto:matteo.conti@northumbria.ac.uk) / tel: (0191) 2437273

### **BA (HON) FASHION**

Knitwear: Christine Loy: email: [christine.loy@northumbria.ac.uk](mailto:christine.loy@northumbria.ac.uk)

tel: (0191) 2273177

Womenswear: Gael Henry: email: [gael.henry@northumbria.ac.uk](mailto:gael.henry@northumbria.ac.uk)

tel: (0191) 2273375

Textiles: Kristen Pickering: email: [kristen.pickering@northumbria.ac.uk](mailto:kristen.pickering@northumbria.ac.uk)

tel: (0191) 2277828

### **BA (HON) FASHION MARKETING**

Leon Maurice: email: [leon.maurice@northumbria.ac.uk](mailto:leon.maurice@northumbria.ac.uk) / tel: (0191) 243 7823

### **BA (HON) TRANSPORTATION DESIGN**

Matteo Conti: email: [matteo.conti@northumbria.ac.uk](mailto:matteo.conti@northumbria.ac.uk) / tel: (0191) 2437273

## 1.3 UNIVERSITY CONTACT DETAILS

**STUDENT SERVICES:** tel: (0191) 227 4127

For information on:

- Access Fund
- Chaplaincy
- Counseling
- Disability Service
- International Student Advisers
- Student Jobshop
- Student Welfare Services
- Student Skills Centre

[www.northumbria.ac.uk/studentsservices](http://www.northumbria.ac.uk/studentsservices)

**LIBRARY:** email: [need@northumbria.ac.uk](mailto:need@northumbria.ac.uk) / tel: (0191) 227 4736  
[www.northumbria.ac.uk/library](http://www.northumbria.ac.uk/library)

## **2. INTRODUCTION TO INDUSTRIAL PLACEMENTS**

Students from the School of Design are placed with companies all over the UK and also internationally. Competition for placements is tough but most students have an enjoyable and rewarding placement! Most of the information in this handbook will have been covered in studio and tutorial sessions but please read it and take it with you when you go on placement.

The placement experience is designed to give you experience of the commercial practice of design and design related industries. It enables you to interact with other professionals and to observe and relate to the commercial application of practices you have acquired through your academic studies, so far. It furthers your practical experience of the development, production and marketing of a product or service as part of a working team.

You must give some thought to your own placement and should explore placement opportunities and apply for placements yourself as well as working with the Placement Coordinator and your Placement Tutor.

You must have a flexible approach to your placement – location, nature of placement etc. Students wishing to be placed in specific locations must have a valid reason – if not, they may need to secure their own placement with limited help from the placement office.

Previously, students have enjoyed placements at:

### **BA (Hon) Design for Industry**

Unilever, Nokia, Adidas, Sony, Early Learning Centre and Semour Powell.

### **BA (Hon) Fashion Design**

Burberry, Dunhill, Topshop, Giles Deacon, Jonathan Saunders, Margaret Howell, and Berghaus

### **BA (Hon) Fashion Marketing**

Barbour, Luella, Monsoon / Accessorize, M&S, Matthew Williamson, Adidas and Agent Provocateur.

### **BA (Hon) Transportation Design**

Autostudi, Bertone, BMT Nigel Gee, Concept Group International, Edmiston, Jaguar Cars and Pininfarina,

The onus is on you, with guidance and support from the placement office and your placement tutors, to find a placement.

### **3. BENEFITS OF INDUSTRIAL PLACEMENT**

- Industrial placement experience provides evidence of the skills that you need for employment and shows employers that you are ready for work.
- It makes your CV stand out in a crowd and will enhance your prospects for future employment.
- It shows that you are committed to working in design and have developed transferable skills that might be of use in the marketplace.
- On a personal level it provides an opportunity to 'test-out' career options
- Provides an opportunity for you to find out more about yourself.
- You may also be able to call on your employer to provide you with a reference when applying for future positions.
- In some cases, you will secure a paid placement, enabling you to bridge the gap between education and employment by preparing you for the reality of working within a commercial environment.
- Finally placements provide you with the opportunity to develop your personal contacts with people at varied levels within an organisation. Talking to your colleagues will greatly enhance your understanding of their roles and your opportunities for future career progression. They will also provide vital networking contacts for future use in relation to your needs and skills.

## 4. THE PLACEMENT SCHEDULE

### 4.1. KEY ACTIONS

SCHEDULE	ACTION	✓
<b>Phase 1</b>		
<b>In University pre-placement</b>	Placement briefing by staff to year group with an introduction to the Placement Coordinator.	
	Placement presentation by previous placement students	
	Pre placement tutorials with Placement Tutor – submit a copy of the <b>Pre Placement Form</b> (Appendix 1) to the placement office: <ul style="list-style-type: none"> <li>• <b>Fashion Design</b> – Mid October</li> <li>• <b>Fashion Marketing</b> – Mid October</li> <li>• <b>Transportation</b> - End of October</li> <li>• <b>DFI</b> - End of January</li> </ul> <p>Exact dates will be confirmed by your Placement Tutor.</p>	
<b>Phase 2</b>		
<b>In University pre-placement</b>	Review and update your CV – submit a copy by email to Placement the Placement Coordinator.. Submission dates: <ul style="list-style-type: none"> <li>• <b>Fashion Design</b> – Mid October.</li> <li>• <b>Fashion Marketing</b> – Mid October.</li> <li>• <b>Transportation</b> - End of October</li> <li>• <b>DFI</b> – End of January</li> </ul> <p>Exact dates will be confirmed by your Placement Tutor.</p>	
	Further discussion with Placement Tutor regarding placement applications if required, according to Placement Tutor availability – schedule below: <ul style="list-style-type: none"> <li>• <b>Fashion Design</b> – Placement tutors will be directly available until the end of semester one</li> <li>• <b>Fashion Marketing</b> – Placement tutors will be directly available until the end of semester one</li> <li>• <b>Transportation</b> - Placement tutor will be directly available until the end of semester one</li> <li>• <b>DFI</b> - Placement tutors will be directly available until the end of semester two</li> </ul> <p>Any queries should be directed to the Placement Coordinator in the absence of the Placement Tutor</p>	
<b>Phase 3</b>		
<b>In University pre-placement</b>	Placements are advertised by email by the Placement Office (to your university email account only). Positions will be advertised from: <ul style="list-style-type: none"> <li>• <b>Fashion Design</b> – October onwards</li> <li>• <b>Fashion Marketing</b> – October onwards</li> <li>• <b>Transportation</b> - February onwards (available placements before this date will be communicated</li> </ul>	

	<p>via the Placement Tutor.</p> <ul style="list-style-type: none"> <li>• <b>DFI</b> – February onwards</li> </ul>	
	<p>Apply for placements – applications to be made via the Placement Office.</p> <p>Transportation students please note that applications should be made via the Placement Office from semester 2, only if you have not secured a placement via your placement tutor in semester 1.</p>	
	Attend interview(s), where appropriate. See Interview Advice (Appendix 4).	
	<p>If offered a position, confirm acceptance of placement with company within 48 hours of receiving the offer.</p> <p>Confirm your placement to the Placement Coordinator by completing and submitting the Placement Contact Details form (Appendix 5).</p>	
	If applicable, withdraw any other applications for placements which fall within the same timeframe as your confirmed placement.	
	Insurance and Indemnity Forms and Health and Safety checklists are sent to placement company by Placement Office and Insurance details confirmed.	
	Attend Placement Health and Safety Briefing – organised by the Placement Office.	
<b>Phase 4</b>		
<b>In placement</b>	<p>Placement Period Commences:</p> <ul style="list-style-type: none"> <li>• <b>Fashion Design:</b> January to January</li> <li>• <b>Fashion Marketing:</b> January to January</li> <li>• <b>Transportation:</b> January – September</li> <li>• <b>DFI</b> – May to September</li> </ul>	
	Complete Student Health & Safety Induction Form and return to Placement Office by the end of your first week on placement.	
	Visiting Placement Tutor identified to student and placement provider. Arrangements made for Placement visit where appropriate. Ensure that you will be there on the day.	
	Keep record of all tasks/gather information, if required, for placement report.	
	Tutor visit – if feasible.	
<b>Phase 5</b>		
	<b>Fashion Design and Fashion Marketing students only -</b> September - First submission date of placement related work for assessment.	
<b>Phase 6</b>		
	Schedule and complete Final Appraisal with employer and submit a copy of the feedback sheet(s) to Placement Office by the end of your first week back at university at the latest.	
<b>Phase 7</b>		
<b>In University</b>	<b>Fashion Design and Fashion Marketing students only:</b>	

post-placement	January - Second submission of placement related work for assessment	
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## **4.2 HOW DOES THE PLACEMENT SCHEDULE WORK?**

### **PHASE 1 - PRE - PLACEMENT**

#### **4.2.1 Briefings and presentations**

There will be placement briefings, discussions and presentations arranged prior to the placement period. These are designed to give you information and the opportunity to ask questions of the Placement Coordinator, Placement Tutors and other students who have already undertaken placement. It is vitally important that you attend all of these arranged activities so that you are as well informed as possible about the placement process and the experience.

#### **4.2.2 Placement Tutorials**

A tutorial with your Placement Tutor will help you identify your strengths and weaknesses, relevant placement opportunities and review the content and presentation of your design portfolio. Your Placement Tutor may suggest that you approach specific companies who may be appropriate to you or who have already contacted the programme about potential placements.

Your placement aspirations and pre placement contact details will be logged on the Pre Placement Form (Appendix 1) and should be submitted to the Placement Office.

If you think you have found a potential placement, please let your Placement Tutor know and let the Placement Office have the details so that they can check that the placement is suitable. A number of students prefer to find their own placement and you should let the Placement Office know if this is the case. You must still submit a copy of your CV, and a copy of your Pre Placement Form.

Your placement tutorial and tutor meetings will help your Placement Tutor to get to know you before your placement – it is difficult to help a student that we have never met!

It is really important that the Placement Office has details of your contact details. The Placement Coordinator will use information provided by you and your Placement Tutor to put you forward for placements. The Placement Coordinator will inform you by phone or email if you are to be considered for a placement.

**It is important to check your university email account regularly and be responsible about making sure that your email account is not full. If it is, you may not be able to receive incoming emails about placement opportunities. Please remember to inform the placement office and the school office if you change your mobile phone number.**

You should be as flexible as possible on your Pre Placement Form as this will enable you to take advantage of more opportunities. Obviously your placement must be relevant to your degree but less familiar aspects of the design business

may be more relevant and interesting than you first think. Your Placement Tutor will give you guidance about what is suitable.

## **PHASE 2 - PRE - PLACEMENT**

### **4.2.3 Curriculum Vitae: (Latin for 'life story') usually known as a C.V. or 'resume'**

It is impossible to help you if we don't have your up to date CV on file. Working from your CV guidelines (see School Handbook and Appendix 2 in this Handbook), write or update your CV.

- Fashion and Fashion Marketing students should submit it to the Placement Office in early October – your Placement Tutor will communicate the precise date.
- Transportation students should submit CVs to the Placement Office by the end of October at the latest.
- DFI students should submit CVs to the Placement Office by the end of January at the latest.

**Fashion and Fashion Marketing students only** - CV's will be reviewed and emailed back out to you, with feedback comments and suggestions for improvements if necessary, a week after submission.

Once you have made any necessary amendments to your CV you must submit:

- A, final digital copy of your CV (to the Placement Coordinator)
- A completed Contact Details Form (these can be collected from the placement office)
- **Transportation students only** - Two examples of covering letters showing different placement contacts – a word processed copy and a digital copy

It is important to adhere to the guidelines and the submission dates for key information required by the Placement Office. CV's, covering letters and other student information is frequently required to meet company deadlines and we are not prepared to miss these. Please help us to help you by being prepared and professional. We cannot guarantee to review any late CV's so please submit them to the deadline! Please take care to check spelling and grammar on your CV. This is your responsibility and not that of your Placement Tutor or Placement Coordinator. If an employer receives an application containing basic errors it is highly likely that it will end up in the bin, regardless of your qualifications or experience!

**You must submit your C.V. to the Placement Office even if you intend to find your own placement.**

### **4.2.4 Finding your own placement**

Make the most of your personal contacts – identify people who may be able to help you get a placement. It takes energy and creativity but the more people you contact the better chance you will have of success.

Use the internet to research companies through trade directories and journals to research company contact details. Write to your chosen companies and follow up on any correspondence with a telephone call a week later if there has been no response. This is a viable opportunity, providing that you constantly liaise with your Placement Tutor or the Placement Coordinator in order to improve your chances of securing a successful placement. You cannot pursue your own placement without authorisation. **It is important to note that placement providers must have Employers insurance for the placement to go ahead.** If this is not that case then we cannot authorize the placement. Employers insurance is required regardless if you are being paid for the work that you undertake on placement or not. Unauthorised placements will not be recognized by the Placement Office.

Once you have found a placement, make sure that you clarify the following issues:

- What is the length of the placement? – You should consider the minimum placement duration stipulated by your course. Students completing a placement module must complete at least 12 weeks working in industry.
- What are your main duties and responsibilities?
- Who will you report to? – How much supervision will you receive?
- What hours will you be working?
- Will you be paid? – If not are there any other benefits e.g. meal, travel expenses paid?
- Method of payment? (Weekly / monthly / by cheque /bank transfer etc.)
- What is the dress code?
- Some placement providers will confirm all of the terms and conditions of your employment by issuing a formal contract which you will be required to sign. If this is not the case, the Placement office will ask the placement provider to complete and return a generic Terms and Conditions of Placement (Appendix 9). You will be required to sign this form to state that you agree to the terms stated.

## **PHASE 3 - PRE - PLACEMENT**

### **4.2.5 Applying for placements**

. Details of placements will be emailed out to your university email address. You are advised to check your emails regularly. If you see anything you are interested in, contact the placement office immediately, to register your interest.

Think carefully about the companies you apply for. Don't just apply for placements with companies that you have heard of. If there are names which you don't recognize, do come in to the office and ask for information – we will tell you as much as we can! The placement office may also be able to arrange for you to speak to a current or past placement student from the company. You may find that an unknown name is, in fact, part of a very big organisation that you have

heard of. If we don't have sufficient information to help you make up your mind to apply, then you may need to find out more information yourself.

Sometimes the application deadlines are very tight so read the notices carefully!

If you think you are likely to miss a deadline please email or phone to let us know because the situation may be retrievable (however, this is not always the case!).

If you decide to withdraw your application, please notify the Placement Coordinator as soon as possible. This is really important!

Each programme has a number of companies on their database. The Placement Office will contact these companies well in advance of your placement to enquire about placements opportunities on your behalf. It's important that you start to apply for placements early – the more you apply for and get interviewed for, the better you will become at writing letters of application, interview techniques, communication and presentation skills. These are all extremely important for your future career.

#### **4.2.6 Applications**

There are a number of ways in which you may be asked to apply for a placement – these are the most common methods;

- A letter of application or sample of portfolio work submitted to the Placement Office, to accompany your CV, by a set deadline. These will then be forwarded to the placement provider by the Placement Coordinator on your behalf.
- A letter of application, or sample of portfolio work to accompany your CV, submitted directly to the company by you, to a set deadline (contact details from the Placement Office).
- Placement Office, in collaboration with Placement Tutor, to select and forward CV's (some companies specifically request this).
- A company application form. This is the least likely form of application. Most application forms are now online, however some will be available to collect and return to the Placement Office or Company by a set deadline.

#### **4.2.7 Cover Letters**

The purpose of a cover letter is to make sure that your CV arrives on the desk of the right person and to set the tone for your application. Your cover letter is your way to introduce yourself to a potential employer and to highlight your experience and skills relevant to the job specification. It is tempting to run off a quick letter so that you can get your CV in the post but your letter must be tailor it to the company, making it interesting and well produced. You should sound keen and enthusiastic.

Your letter should include:

- The date
- Your programme title, the level, and where you are studying
- What you are looking for, why you are writing to them and why you are right for the position rather than why the company is right for you. Let them know that you have researched the company!
- Any specific area of the company you are interested in

- Mention when you would be available for an interview.
- Thank them for considering your application. Tell them that you're looking forward to hearing from them and let them know that you're available for interview.
- Make sure that your cover letter matches your CV in terms of font, spacing, style etc.

**If you start a letter 'Dear Mr. Smith' or 'Dear Mrs. Smith' it ends 'Yours sincerely'. If you start a letter 'Dear Sir/Madam', you end the letter 'Yours faithfully'.**

It is always best to address your letter to a named person. If you do know the name, check how it is spelt and that they are currently in the same position with the same company. If not, take the time to telephone and find the name, correct spelling and job title of the person who will be dealing with applications or CVs.

Your letter should be on one side of A4 paper and it should be polite and easy to read. If your letter and CV are speculative (i.e. not in response to an advert) you may try phoning later to push your enquiry further.

**A sample cover letter can be seen in Appendix 3.**

#### **4.2.8 – Samples of Portfolio Work**

The samples of work that you submit should be carefully selected – they may be a major influence on deciding whether or not you are offered the placement! Make sure that you follow the guidelines on the job specification and keep the format uncluttered and relevant. Your submission should demonstrate a passion for the subject you are applying for.

#### **4.2.9 - Application forms**

Please take care when completing application forms. Always take a photocopy of the form first so that you can draft a response before copying it neatly on to the original – spelling mistakes and poor grammar look bad. Try to give full, but not 'rambling' answers to questions. Always check to see if the form specifies a colour of ink before you start (use black if you are unsure). Don't leave boxes blank – if something does not apply then write "not applicable".

Read the company literature. Think about what qualities they might be looking for. Try to highlight any skills you have learnt while on the course or during previous work experience. You need to try to show why the company should interview or employ you over and above the competition (from your own and other Universities).

If you are asked to complete an application form, never replace it with a CV although it is acceptable to add a CV.

Practice writing neatly!

**Keep copies of all letters, application forms, and CVs sent, and records of telephone calls and the names of those you spoke to.**

#### **4.2.10 Interviews**

Many companies, though not all, wish to interview a shortlist of candidates. It is worth remembering that almost everyone makes an initial opinion of a stranger within 5 minutes of meeting them (**see Interview Advice, Appendix 4**), so learning how to handle an interview is important.

The best interview advice is to remain calm and confident and let the interviewer set the pace of the interview. It's a good idea to have thought in advance about your 'unique selling' points. You cannot dictate what sort of questions you will be asked but you can weave these details into your answers.

Try to have two sets of 'unique selling' points – personal and professional e.g.

**Personal:** I am ambitious, organized, highly self motivated etc.

**Professional:** I have experience of...and the ability to...I am good at...I understand...I am confident etc.

Try to 'practice' interview technique – get a friend to pretend to interview you so that you appear positive and confident, but not over confident.

Be as well informed as you can about the company - some knowledge of the organisation is always beneficial. The best way to get this is to spend time looking at company products, publicity and publications, business reports, trade papers, newspaper reports and the internet. Think about why you are interested to work for this company why they should take you on and what are the benefits of doing so?

You need to demonstrate your professionalism and your understanding of the industry (which may be limited at the time of your first placement). Think about consumer behavior, why we need/buy certain things, why we are attracted to certain products etc. Have questions ready about the company and job.

You will also need to be able to answer 'off the cuff' questions and demonstrate that you can think on your feet.

If you are called to interview, you may need to be flexible - you may be interviewed by a single person or a small team, in a quiet space or on the corner of a crowded desk in a busy office!

Personal presentation is important – you will be working in a design related (and therefore probably casual) environment but must look as if the interview is important to you and that you respect the company offering it.

Take time to re-read your CV / application form and covering letter before the interview. Generally, as well as good design skills, most companies will be looking for the other **transferable skills (see Appendix 4)** which may be evident at interview and/or through your portfolio. Your design portfolio should strengthen your case so it's worth spending time to ensure that it is professionally presented and reflects your personality and skills.

You will receive guidance on the content and presentation of your portfolio by your Placement Tutor but overall it should be well organised so that it is arranged as a series of projects, or in order of impact rather than chronology. Know your way around your portfolio, you may be asked to talk about a favourite piece of work or explain some aspect of a project.

#### **4.2.11 Being accepted for a placement**

Whatever the process of selection, we would be unhappy about you turning a job down without a valid reason. If we do not think your reason is valid, then we will not be able to put you forward for any more placement opportunities which come through the Placement Office. Whatever your decision, you must decide within 48 hours. The competition is too severe to let companies down at the last minute and this could jeopardize the schools chance of placing another student there.

Once you have accepted a job you **MUST** cancel all other interviews and not apply for any more placements from the placement notice board (which fall within the same timeframe).

Finding somewhere to live is your responsibility. Employers often offer local advice and it is worth asking about this once you have been offered a placement. Also, if there has been a student in this placement previously, they may be able to help. Make sure you have your accommodation sorted in good time.

You must let the School have your new placement contact details by completing the **Placement Contact Details Form (Appendix 5)** and returning it to the Placement **before** you start your placement.

If you are not successful following an interview – don't get disheartened. Bounce back and believe in yourself and the skills you have. If you have worked hard to achieve these, your perseverance will be recognized sooner or later.

### **PHASE 4 - DURING PLACEMENT**

#### **4.2.12 Placement Conduct**

For a placement to be successful you need to contribute to the organization and learn from it. This means behaving like a regular employee. While you are employed by a placement provider you must comply with their terms and conditions of employment, which includes abiding by your employers Company rules and regulations. You may be provided with a copy of a Company Handbook or Guidelines – if not ask. As an employee you will be expected to follow company rules and working practice on timekeeping and attendance. If you are going to be late or are unwell and unable to work, you must let your employer know as soon as possible. Make sure you know who to contact to report lateness or absence.

You will be viewed by the company and its clients as a representative of the company – bear this in mind when you answer phones, meet people and go about your daily business in the design studio/office. Remember - you not only represent yourself, on placement, as a potential employee, you also represent the University – don't let us down!

Check to see whether or not there is a dress code before you start the placement. If not, think about what people were wearing when you were interviewed and take a lead from that.

Your attitude towards the work that you undertake and towards others is important. You should try to show initiative where possible as well as contributing ideas and using skills you already have. You may be a little nervous when you start – this is perfectly natural. No one expects you to know everything! Ask questions and acknowledge that you are there to learn.

**Lastly remember to keep the Placement Office informed of any changes relating to your placement.**

#### **4.2.13 Communication with the Placement Office**

We endeavor to visit as many students as possible on placement but cannot visit everyone. You are encouraged to keep in regular contact and, if it is available to you, email is the best way to do this, otherwise call the Placement Coordinator from time to time.

### **PHASES 4 - 6**

#### **4.2.14 Placement Assessment**

Fashion Design and Fashion Marketing students only –  
Your placement carries assessed work in order to achieve a pass/fail grade. You will be issued with a project brief for this work at a briefing session. It is important that you fully understand the brief, assessment requirement, learning outcomes and assessment criteria. You should be clear about the submission dates. The briefing session is your opportunity to ask questions about the brief. You should contact your placement tutor if you have any queries about the placement brief whilst on placement.

#### **4.2.15 Employer Feedback**

Aside from the placement related work you are asked to complete for assessment you will also be given feedback by your employer. This information, which covers aspects of your usefulness and general conduct is returned to the University and remains on your student file.

## **5. WHAT WE EXPECT FROM YOU**

### **5.1 Pre – Placement**

Placement preparation and the search for a placement are co-operative activities. There will be input from you, your Placement Tutor and the Placement Coordinator.

To facilitate this, you must:

- Attend all scheduled preparatory sessions.
- Ensure that the placement coordinator has your current contact details.

- Inform your placement tutor / placement coordinator of any health issues, including disability, which may affect your Health and Safety on placement.
- Undertake company research and apply for placements speculatively and appropriately as well as applying for vacancies advertised by the Placement Office.
- Check with the Placement Coordinator or your Placement Tutor before approaching companies independently to avoid clashing with communication already established by the university.
- Be prepared to make a number of applications (in accordance with the Placement Tutor / Placement Coordinator if necessary) and ensure that you meet the minimum placement length requirement.
- Ensure that any application is of a high standard.
- Discuss and agree with the Placement Coordinator before withdrawing from any placement application or interview so that they can notify the company as soon as possible that you are unable to keep the appointment.
- Avoid delays in replying to the placement office or direct communications from a company.
- Keep the Placement Office informed of any self initiated placement seeking activity.
- Conduct yourself professionally in all dealings with placement companies.
- Recognise that both the offer of a placement and your acceptance of it form a contract.
- Decline all other offers and cancel any other applications immediately an offer has been accepted in writing.
- Inform placement staff of the acceptance and submit details.
- Keep a log of your placement as it may be useful for you presentation (if required), or updating your CV.

## **5.2 During Placement**

You will:

- Keep placement staff informed of any changes relating to the placement
- Comply with all reasonable requests from the employer
- Communicate effectively with your employer and the Placement Office.
- Submit any placement coursework or tasks by the due date or conform to University processes for negotiating extended deadlines or submitting the Personal Extenuating Circumstances form.
- Inform the Placement Coordinator or visiting tutor if you have any concerns about job content or Health & Safety issues.
- Recognize the importance of acting in a professional manner by:
  - Prioritising tasks and managing time
  - Learning to take responsibility for your own actions
  - Acting within the terms and conditions of employment and respecting rules concerning confidentiality and protocol within the work-place
  - Observe company regulations regarding the use of email and the internet.

### **5.3 Post placement**

Students are almost always invigorated by the placement experience and it is worth spending some time to reflect on and evaluate the experience so that you can use what you have learned about the profession and yourself for future job applications. Summarise your achievements and skills in a paragraph to update your CV.

- Think about what has gone well  
Critically evaluate the various situations you have dealt with (good and bad)  
Did you receive any training?  
How did you communicate with people both inside and outside of the organization?
- Try to articulate where you need to improve and how you might do this
- Identify and summarise the learning outcomes from specific situations

## **6. WHAT IF I DON'T GET A PLACEMENT?**

Don't panic if you don't find a placement straight away as there are lots of them available! Typically not everyone will have a placement at the beginning of the placement period, but job specifications will be emailed out to you throughout your placement period. Keep checking your emails!

If for any reason you do not secure a placement and your placement module carries credit points and you do not complete the module satisfactorily or within the allocated time frame, you may not be eligible to progress onto the final level of your degree. You must contact your Placement Tutor if you are in danger of not fulfilling the minimum placement requirements for your programme, within the set timeframe.

In special circumstances, students may be eligible to undertake a brief as an alternative to an industrial placement. This is at the discretion of the Placement Tutor and will only be offered as an alternative if you have extenuating circumstances. Providing you follow the placement procedure fulfilling all of your requirements, there should be no reason why you cannot be placed.

## **7. USEFUL INFORMATION**

### **7.1 Contracts**

You should receive a contract from your employer that includes hours of work, salary details (if applicable), sick leave and holiday entitlement etc. Most companies will also have an equal opportunities statement that you should be aware of. Should you have any difficulties relating to equal opportunities, please contact the Placement Office.

### **7.2 Placement Health & Safety**

Once the placement is confirmed the Placement Coordinator will send an Insurance Indemnity Form to the placement provider and also confirm details of

the providers Public and Employer's Liability insurance, to ensure that you are covered for insurance costs; liabilities, injury or damage whilst you are undertaking placement. If your placement is overseas, there may be a requirement to take out additional insurances. It is important to keep the placement office up to date with developments in order that we can properly assess your insurance requirements. The Placement Coordinator will also request that the placement provider completes a health and safety checklist for the role that you will be undertaking so we can be satisfied that all Health and Safety procedures are in place. It is important that this information is received before you start your placement. **It is your responsibility to inform the Placement Office that you have accepted a placement and to ensure that you have submitted the relevant contact information to the Placement Coordinator.**

Your employer is responsible for ensuring that its premises, equipment and procedures are safe and do not put you at risk. You also have a personal responsibility to make sure that you understand the company procedures and that you do not undertake any tasks which you feel are unsafe.

The company should have an induction programme when you start and this should cover Health and Safety, workshop practice etc. If they do not offer this, explain that you must complete the **Student Induction Checklist (Appendix 7)** and that your tutors require it.

You should also be issued with programme specific Health & Safety guidelines by your Placement Tutor.

Once you are on placement you are employees of the company. The placement provider has the same duty of care towards placement students as it would with any other employee. Equally you have the same responsibilities to the company for health and safety matters as any other employee and must comply with the company health and safety regulations.

If you are in any doubt about safety issues, ask your employer or phone the placement coordinator or your placement tutor.

### **7.3 Accommodation**

Finding accommodation for your placement is your responsibility. If you obtain a placement in London finding accommodation is not difficult as there are thousands of rooms to let. If you have friends or family there then stay with them for a period while you decide where would be best for you to live. It's always best to view a property before you commit to it. When you go to viewings, take a friend along when you for a second opinion and safety. Remember that many of the London based universities have halls of residence available to rent over the summer period.

If your placement requires you to move away from Newcastle and you are living in private accommodation you will have to continue to pay your rent. You may also have to pay short term rent during your placement time. Be aware that you may end up paying double for your accommodation!

### **7.4 Money**

Some students are prepared to take unpaid placements in order to gain specific experience, however we'd always recommend that you secure a paid placement where possible. You will need to ensure that you have enough money to get you through your placement period, taking into account deposits and rental of accommodation, travel and general living costs.

### **7.5 Dealing with Difficulties**

The majority of placements are trouble free, however where difficulties do occur, it generally arises from a lack of communication – for example you may feel that you are being ignored. It could be that your colleagues are simply very busy – or do not know if you can contribute to a situation. If however you feel that you are being exploited, in terms of your responsibilities – or lack of responsibilities, you should first ask yourself: What am I getting from the situation?

It is best to speak initially to your line manager regarding any issues. If you are working for a large organization there will be procedures to deal with such matters. In smaller organizations there should also be procedures in place. You may need to ask what these are.

If the problem persists then you should report it to your Placement Tutor or Placement Coordinator.

### **7.6 Student Representation during Placement**

Please note that the responsibilities of student representatives will be suspended during the placement period. Any issues arising during this time can be reported to your Placement Tutor or the Placement Coordinator.

### **7.7 Minimum Wage**

Students on a higher education course who undertake a placement as part of their studies are exempt from the National Wage (NWM) for up to a maximum of one year.

**On your paid placement** - There is now a minimum wage for all employees. The main details are as follows:

- Workers aged 22 or over must be paid at least £5.80 per hour (from October 2009)
- Workers aged 18 – 21 must be paid at least £4.83 per hour (from October 2009)

**On your unpaid placement** - You are not paid if you are on an unpaid placement!

### **7.8 Income Tax and National Insurance**

If you are being paid on placement you may be required to pay Income Tax and National Insurance Contributions.

Income tax is paid by everyone who works in the UK, including students if they earn over a certain amount during the tax year which runs from April to April. Whether or not you will have to pay Income Tax depends on how much you earn. Everyone can earn a certain amount of money in each tax year on which no tax

has to be paid, this is called your Personal Allowance. If your earnings are below your Personal Allowance then you do not have to pay Income Tax. If your earnings are above your Personal Allowance then you will pay Income Tax on the difference.

Your Personal Allowance for 2009/0 is £5,715 p.a.

If you want to work in the UK you have to register for a National Insurance Number (if you do not have one already) and immediately start paying National Insurance Contributions, which are calculated as a percentage of your gross pay. If you earn over £105 a week you will be required to pay National Insurance.

For Industrial Placements there will be standard procedures agreed with the company or organisation. In most instances you will be treated as an employee of the organisation.

Students on some placement programmes, such as STEP are exempt from paying tax or national insurance contributions as they receive a training allowance.

When you finish your employment you should collect your P45 form. This states how much national insurance has been paid and is consequently proof of your contributions and that your employer has paid.

### **7.9 Working Time Regulations**

The WTR 1998 gives university students on placement the following rights:

- The right to a break where the working day is longer than six hours
- A guaranteed rest period of 11 hours every working day
- A guaranteed rest period of 24 hours once in every seven days
- A ceiling of 48 hours on the maximum average working week
- A ceiling on night working of an average of 8 hours in every 24
- A free health assessment for all night workers with a possibility to transfer to daywork (where it is available) if working at night is damaging a worker's health
- The right to four weeks annual leave

On your paid placement:

If you are paid for your placement then the WTR specifies how holiday pay should be calculated - usually your normal weekly pay excluding any non-contractual overtime payments.

### **7.10 Visas**

Overseas students from non EU countries no longer require a work permit to take on placements within the EU that are a necessary part of their course. Further clarification can be obtained from the Home Office.

### **7.11 Tuition Fees during Placement**

It's important to remember that you will remain enrolled as a full time student during your placement period and will therefore be required to pay full tuition fees for the semesters that you are on placement.

### **7.12 Student Loan during Placement**

If you have a paid placement, you may not be entitled to the full student loan amount for that academic year. If you are in an unpaid placement you will be entitled to a full student loan. You must apply to your LEA for this as normal. You should also update your LEA with details of your placements if not confirmed at the point of your application.

### **7.13 '18+ Student Oyster Photocard' for Travel in London**

Students on placement in London can apply for an '18+ Student Oyster Photocard' which will provide you to travel in London at a discounted rate for a small registration fee.

You will need to apply for this online via the transport for London website. Once the online application has gone through, you will also require a letter from the Placement Office confirming your student placement status.

## **8. OVERSEAS PLACEMENTS**

If you intend to complete a placement overseas, you should consider the following factors:

### **8.1 Visa Applications**

All students preparing for a placement overseas should ensure that they hold a valid passport that will remain valid for the duration of their placement.

EU Students visiting a country outside of the EU must ensure that they have the requisite visa. Visas can be obtained by contacting the Embassy, High Commission or Consulate of the country of your destination. They will be able to supply application forms as and advice on your application. You should consider the length of time required to apply for a visa (between four to twelve weeks) and also the associated cost. You can also seek general advice from your Placement Tutors or the Placement Coordinator.

Please be aware that non UK passport holders should contact Student Services on (0191) 227 4127 for information on how to go about your visa application, as the process can be more complicated.

International student Identity Cards (ISIC) cards can be obtained from STA travel [www.statravel.co.uk](http://www.statravel.co.uk) and entitles the holder to discounts throughout Europe.

### **8.2 Travel Costs**

You will need to take into account the costs associated in traveling to your destination, as this can add considerably to the cost of your placement.

Some placement providers will agree to arrange and fund your travel costs, but unless this is stipulated in the original job description, you should assume that this is your responsibility. It is important that you find out what living costs are likely to be and calculate if you can afford to take the placement.

### **8.3 Banking**

You will need to consult your bank regarding access to your current account before you go on placement overseas. Assuming that your bank does have a branch locally – there may be costs involved in accessing your money. You may need to arrange a local bank account. Your placement provider should be able to offer advice on this subject.

### **8.4 Additional Insurance**

Whilst the University is insured to cover its legal liability for claims arising from injuries where the negligence of the institution or its employees can be established, and Travel Insurance, it does not provide Personal Accident or Health Insurance for students; therefore you should expect to make your own arrangements in this respect.

### **8.5 Accommodation**

It is your responsibility to arrange accommodation for overseas placements, as with placements in the UK. Placement tutors and the Placement Coordinator or the placement provider may be able to suggest potential accommodation, but you will be ultimately responsible for making such arrangements and paying the necessary rent.

### **8.6 Inoculation**

You should be aware of any health requirements for the location of your placement or of vaccinations that should be undertaken prior to your departure. It is your responsibility to ensure that you comply with these requirements and that you receive the appropriate vaccinations. For further information on vaccinations and other health precautions needed for each country, please refer to the Department of Health - [www.doh.gov.uk](http://www.doh.gov.uk).

You should seek medical advice regarding any pre-existing medical condition or disability and inform the Placement Coordinator so that, where applicable, appropriate arrangements may be made in the country of your placement.

### **8.7 Travel Advice**

You should consult the Foreign & Commonwealth Office website at [www.fco.gov.uk](http://www.fco.gov.uk) for further travel advice for the country of your destination.

### **8.8 Emergency Contact Details**

It is advisable to carry a list of contact numbers and details of your medical insurance in case of emergency.

**A checklist for preparation for travelling overseas can be found in Appendix 8.**

## **9. PLACEMENT REQUIREMENTS AND DATES:**

Please read the following information carefully. Placement requirements differ slightly from programme to programme although in all cases, during your

placement, you are required to be enrolled as a student with the University. *You will pay University fees during the placement period.*

### **9.1 BA (Hon) Design for Industry**

You are required to complete and pass the placement preparation aspect of the placement preparation and practice modules in year two and three. Securing and completing a placement, whilst highly desirable and beneficial to your studies and employability, is not mandatory. If you do not secure a placement, you will be required to complete an alternative package of work during the summer. We advise that the minimum duration for a useful placement experience is twelve weeks. Many placements run for the entire time from Easter to the start of the following Semester. In some cases students can opt to take a year out to complete an extended placement. Please ask your placement tutor about this.

### **8.2 BA (Hon) Fashion / BA (Hon) Fashion Marketing**

Industrial placements take place during the second semester of year two and the first semester of third year. You will undertake one or more placements for periods of three months to one year and are required to complete a minimum of a twelve-week industrial placement. Prior to this, you will be involved in the planning of and preparation for industrial placement with guidance on CV preparation and interview technique. Special attention is devoted to the preparation and presentation of a well-balanced design portfolio that is professionally presented and supportive of your industrial placement aspirations. Placements are a valuable and rewarding component of the programme providing first hand experience of a professional working environment and the opportunity to work on real commercial projects. Whilst on placement you will be required to undertake placement-based project work, reports and a placement de-briefing session.

### **9.3 BA (Hon) Transportation**

Industrial placements which are undertaken during the third year of study are valuable and rewarding components to the programme since they provide the opportunity to work on real projects within a professional working environment. Formative assessments, in the form of tutorials are held at the end of semester one to review students portfolios and advise on their progression and level of professional development with regard to their readiness for industrial placement. The programme has an enviable 100% track record in providing placements to students, most of which are based in Europe. We advise that the minimum duration for a useful placement experience is twelve weeks.

**FINALLY, THE MOST IMPORTANT THING IS TO KEEP IN REGULAR CONTACT WITH PLACEMENT STAFF (EVEN WHEN THINGS ARE GOING WELL) - AND READ YOUR EMAILS REGULARLY!**

**PRE PLACEMENT FORM**

**NAME OF STUDENT**.....

**STUDENT NUMBER** .....

**PROGRAMME**..... **YEAR**.....

**ADDRESS**.....

.....

.....

**EMAIL (UNN address only)**.....

**CONTACT TEL NO (home)**.....

**CONTACT TEL NO (mobile, if possible)**.....

**DO YOU ALREADY HAVE A PLACEMENT CONFIRMED?**.....

**ARE YOU INTERESTED IN A PLACEMENT OVERSEAS?** .....

If not...

**PREFERRED NATURE OF PLACEMENT** (placement type/ etc)

.....

.....

.....

.....

**DO YOU HAVE ANY SPECIAL REQUIREMENTS THAT NEED TO BE TAKEN INTO CONSIDERATION?** – e.g. Health Problems, Disabilities, visa restrictions etc

.....

.....

.....

Any queries, please do not hesitate to contact us at the Placement Office - Room 204A, School of Design, Northumbria University, City East Campus, Newcastle Upon Tyne, NE1 8ST. Tel:0191 2274893 Fax: 0191 227 4655

**GOOD LUCK WITH FINDING A PLACEMENT!**

## CURRICULUM VITAE PREPARATION

### **(Latin for 'life story') usually known as a C.V. or 'resume'**

Think about your CV as an 'advert' to sell your self to an employer. Its purpose is to make you sound attractive, interesting and worth considering for a placement or job. An employer might have several (or several hundred) to select from, so your C.V should be as good as you can make it.

You are issued with CV writing guidelines in your School Handbook and CV writing will be discussed with you, prior to your placement period. You may also have access to good examples of student CV's from your Placement Coordinator. You should start to draft an updated version of your C.V. as soon as possible so that you have time to edit and refine it before it is required. Get friends and tutors to read it - go through it again and again with a red pen, making it more readable and understandable!

### **Additional advice**

Placement companies are interested in your previous work experience – and how you identify the skills you have developed and any responsibilities or achievements you may have had. Other achievements may include academic and non academic and should include any competitions or awards etc. List things that you could talk more deeply about at interview - projects you have been involved in or the organisation of an event.

Hobbies and interests is often a weak area on a C.V. with little apparent relevance to the application. Be specific – give the interviewer something to pick up on and talk to you about at interview to ascertain your skills – for example, organisation, communication, team work, leadership etc. Give only enough detail to explain (they will ask you more at interview if they are interested). Do give details of any voluntary work.

You should include ability in other languages, computing experience or possession of a driving licence. This is your first chance to impress a potential employer – so do yourself justice! It can be good to include a personal profile – a brief overview of your skills, qualities, aspirations and plans.

Don't waffle! Your CV should be no longer than two sides of A4 (or equivalent, depending on the format). Try to be concise.

If we don't have a decent C.V. from you, we cannot help you. Employers don't want to see CV's which all written the same way so don't just copy standard CV samples. As a design student, your CV. should be individual but must include the basic information suggested in your guidelines. Your C.V. should be your own – a little bit different!

Lastly, please remember to include referees and check contact details are correct. It is usual to nominate two referees:

One reference to support your academic qualities. (This should be a representative from the university.)

One referee to support your personal qualities. (This may include a current or previous employer.)

## SAMPLE OF COVER LETTER

Contact Name  
Contact Address Line 1  
Contact Address Line 1  
Contact Address Line 1  
Contact Address Line 1  
Contact Postcode

Date

Dear

Re: (Insert Placement Title, Reference Number if applicable)

In response to the advertised position on (insert where you saw the advert), please consider my CV in your search for a (insert placement job title). This is an ideal job for me given my interest for \_\_\_\_\_, my experience and qualifications.

(Job area interest) has always been an interest to me, which is why I chose to (insert related work experience or relevant qualification). I obtained a (insert grade) in \_\_\_\_\_ (insert year) and have been (insert what you have been doing since then if relevant). I am a confident user of (insert appropriate name of software, e.g. Illustrator) and have worked extensively with (insert another package that you have worked with or a skill that is required for the position you are applying).

As you can see from my CV, I've taken the opportunity to gain (insert relevant qualification or skill), which has helped me in previous (work experience) as a \_\_\_\_\_. I'm responsible for (insert responsibility that you would like to highlight for the position and expand on it). I've also (insert another skill / requirement that you have done in the past that is required in the position you are applying for).

I am available for interview at your convenience and look forward to hearing from you.

Yours sincerely,

Your Name.

## INTERVIEW ADVICE

Generally, as well as good design skills, most companies will be looking for other transferable skills which may be evident at interview and/or through your portfolio

### Transferable skills

#### **Personal effectiveness**

- Personal presence
- Emotional resilience
- Assertiveness
- Self-confidence
- Task management
- Flexibility/adaptability

#### **Interpersonal skills & people management**

- Team working and awareness
- Communication skills

#### **Intellectual substance**

- Planning and organizing
- Forward planning
- Critical thinking and analytical consideration
- Decisiveness
- Creative thinking

#### **Commercial awareness**

- Customer awareness
- Commercial awareness
- Job motivation

### Body language

Interestingly, according to research, employers' impressions are made in the following way:

- Body language and image (70%)
- Tone of voice (20%)
- What you say (10%)

In the light of this, you may also find the following guide to body language useful to note!

#### **Positive**

- **Responsive/eager:** leaning forward, open arms, nodding
- **Listening:** head tilted, constant eye contact, nodding and verbal acknowledgement
- **Attentive:** smiling

#### **Negative**

- **Bored:** slumped posture, foot tapping, doodling
- **Rejection:** arms folded, head down, subconscious frowning
- **Aggression:** leaning too far forward, finger pointing, grinding teeth
- **Lying:** touching face, hands over mouth, eyes averted, shifting uncomfortably in your seat, glancing

### **Mobile Phones**

During placement you should adopt a more professional approach to using your phone

- Make sure that your mobile phone is on when you can take calls and off when you can't
- Ensure that you have a sensible out going message on your voicemail

### **Dos and don'ts during the interview**

- Always adopt a profession and business like manner
- Listen intently
- Use positive language
- Vary voice tone and dynamics, avoid monotone and 'sing song'
- Be honest
- Ask relevant questions
- Smile – the most positive signal you can give!
- Be honest about your skills and back up your strengths with examples – maybe from your portfolio. Don't pretend you can do things you can't – the company may be happy to train you to do things that you can't do
- Never indicate that you are desperate for the placement/job
- Don't get into discussions about your personal life
- Make sure you don't smell of strong odours –garlic, alcohol, perfume
- Avoid negative phrases such as; 'I don't know', 'I'm not sure'
- Remain calm, don't rush your answers

### **General**

- Know where you are going and give yourself plenty of time to get there – if possible check out parking and public loos etc. in advance
- Make sure your hands and nails are clean – they'll be highly visible as you present your portfolio!
- Put a small mark on your portfolio so you know which way round to open it so it is presented to the interviewer
- Unless you are very thirsty, avoid saying yes to a cup of tea or coffee – to avoid spilling on your portfolio – this is a real risk if you are nervous!
- Make sure your clothes are comfortable and clean
- Remember an umbrella to avoid getting soaked
- Turn off your mobile phone before the interview

# PLACEMENT CONTACT DETAILS FORM

## IMPORTANT: WE NEED TO CONFIRM YOUR CONTACT DETAILS

Please return this completed form to the Placement Office within 1 week of starting your placement.

NAME OF STUDENT.....

STUDENT NUMBER .....

PROGRAMME..... YEAR.....

PLACEMENT COMPANY NAME.....

ADDRESS.....

.....

.....

TEL..... FAX.....

SUPERVISOR..... JOB TITLE.....

(This is important)

(Of supervisor)

START DATE..... END DATE.....

(If known)

NATURE OF PLACEMENT.....

(Include your job title if you have one)

.....

.....

ACCOMODATION ADDRESS).....

(If known yet)

.....

.....

CONTACT TEL NO .....

Any queries, please do not hesitate to contact us at the Placement Office - Room 204A, School of Design, Northumbria University, City East Campus, Newcastle Upon Tyne, NE1 8ST: Tel: 0191 2274893 Fax: 0191 227 4655.

**GOOD LUCK WITH YOUR PLACEMENT!**

**STUDENT INDUCTION CHECKLIST**

NAME OF STUDENT.....

STUDENT NUMBER .....  
PROGRAMME..... YEAR.....

PLACEMENT COMPANY NAME.....

The following items should be included in your induction into your placement company – preferably on your first day. Please check off the items when they occur and ask about any items which are not raised during the first week.

<b>COMPANY TASKS</b>	<b>DATE</b>
Introduce key staff members and explain roles	
Location of toilet facilities	
Location of rest room/canteen etc	
Lunch, tea and coffee arrangements	
Place of work	
Dress code	
Work space	
Telephone protocols - how to answer phone, transfer calls, how to make internal and external calls	
Post arrangements	
Car parking	
<b>HEALTH &amp; SAFETY ISSUES</b>	<b>DATE</b>
Emergency procedures	
Safety policy received (or location known)	
Location of First Aid box	
First Aid arrangements (including names and location of first-aiders)	
Fire procedures and location of fire extinguishers	
Accident reporting and location of accident book	
Control of Substances Hazardous to Health (COSHH) regulations – if applicable	
Display screen equipment regulations/procedures?	
Manual handling procedures (where applicable)	
Protective clothing arrangements (where applicable)	
Instruction on any equipment you will be using	

Send copy of checklist to Placement Office - Room 204A, School of Design, Northumbria University, City East Campus, Newcastle Upon Tyne, NE1 8ST: Tel: 0191 2274893 Fax: 0191 227 4655 - Please retain original for your records.

## CHECKLIST FOR TRAVELLING OVERSEAS

- Passport
- Copy of birth certificate and passport
- Driving licence
- Visa (If necessary)
- EHIC Form (If travelling to a EU country)
- Insurance policy and medical insurance documents
- Tickets and travel documents
- Proof of student status
- Sufficient local currency for first few days
- Access to funds to cover living expenses for duration of stay
- Spare passport sized photos
- Contract of employment (if received)
- Copies of any correspondence with employer
- List of important numbers and addresses (employers, accommodation, bank / credit card emergency numbers)
- Council exchanges information and booklets (if you obtained your visa from them)
- Medication, insect repellent, malaria tablets (if required)
- Guide book

## TERMS AND CONDITIONS OF INDUSTRIAL PLACEMENT

Date:

*Company Head Office Address*

### Terms and Conditions of the Industrial Placement of *(Student Name)*

Dear *(Company Contact Name)*,

Following the appointment of *(Student Name)* we would be grateful if you could complete the terms and conditions of the industrial placement.

**1. Location of Placement**.....

.....  
.....

**2. Hours of Work**.....

**3. Placement Start Date**.....

**4. Placement End Date**.....

**5. Probationary Period (if applicable)**.....

**6. Work Outline** .....

.....  
.....  
.....

**7. Notice Period**.....

**8. Remuneration**.....

**9. Holiday Entitlement**.....

**10. Sickness Procedure**.....

.....  
.....

**11. Pension Scheme Details (if applicable)** .....

.....  
.....

**12. Dress Code**.....

.....

**13. Conduct**.....

.....  
.....  
.....  
.....

**14. Any Other Information**.....

.....  
.....

**Signed on behalf of Placement Provider** .....

**Position** .....

**Dated** .....

**I confirm my acceptance of the terms and conditions of the placement as laid down in this document.**

**Student Signature**.....

**Dated** .....

Completed forms should be returned to:

Kelly Boden, Placement Coordinator, The Placement Office, School of Design, Northumbria University, City Campus East, Newcastle upon Tyne, NE1 8ST.  
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