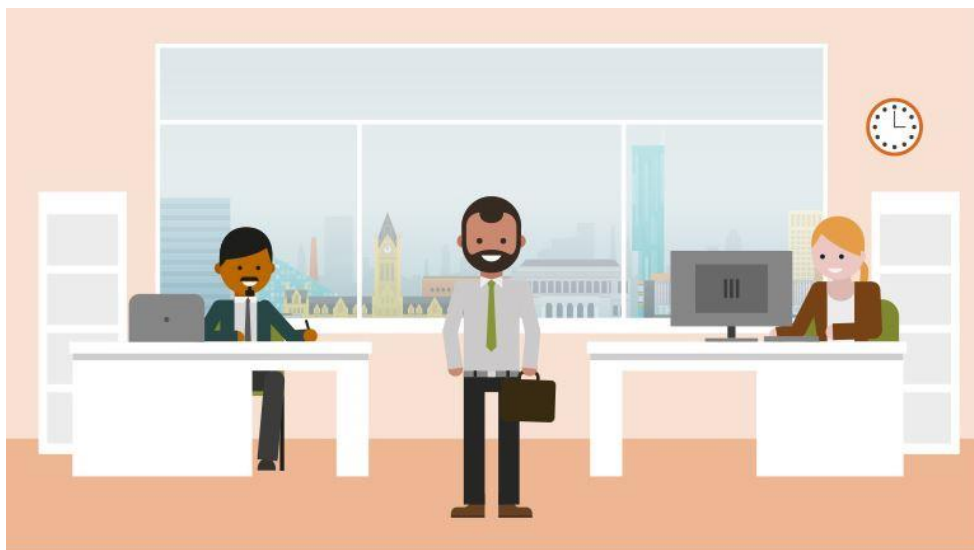


Alliance Manchester Business School



BSc (Hons) Management
BSc (Hons) IBFE
Pre-Placement Handbook
2021/2022

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INTRODUCTION

As you have successfully progressed on to the 'with Industrial/Professional Experience' stream of your programme this handbook will provide you with important information and guidance relating to the pre-placement year. If you have any questions after reading through this handbook please contact employability.ambs@manchester.ac.uk

The purpose of the Industrial Placement year is to both compliment and develop the skills and knowledge that you have gained through the first two years of your programme of study.

SECOND YEAR ACADEMIC REQUIREMENTS

In order to be able to complete a placement year, the school requirements for the second year state that you should pass all your exams and not have any resits.

While the school does not require students to achieve a 2.1 average in the second year, this may be a company requirement so please check the terms and conditions of your offer.

Students who have to re-sit any of their exams will be transferred off the Industrial/Professional Experience stream of the programme once their progression has been confirmed by the Exam Board in September, even if they have secured a placement.

INTERNATIONAL TIER4 STUDENTS AND EU STUDENTS ON STUDENT VISA

International students who have arrived on a three year Tier4 visa and have decided to do a work placement, will need to apply for further time on your visa as a result. To make your application, you will require a new CAS. Please complete and return CAS request form (please contact svetlana.gannon@manchester.ac.uk to request the form). The form will then be forwarded to the University Immigration team for further approval.

When you receive a new CAS, you should proceed with your application at UKVCAS:

<https://visas-immigration.service.gov.uk/product/tier-4-student>

Once you have extended your visa, please make sure you provide the Placement Officer with a copy of your 4 year Tier 4 in order we could complete your transfer to Industrial / Professional Experience stream.

Please be aware, **it will not be possible to transfer you on IP stream without evidence of your 4 year Tier 4 visa.**

It should be noted that no work permits required if the placement forms a formal part of your degree. According to your [Tier4 guidance](#) you are allowed to take a fulltime employment with your placement provider.

EU students who have not obtained pre-settled or settled status through the EU Settlement Scheme by June 2021 need to apply for a Student visa in order to study with us unless they have

obtained an alternative immigration status (Dependant, Skilled worker etc). EU Student visa holders will be subject to the same processes as current international students and will need to submit a Continuer CAS request if they require a new visa to add placement year to their degree. For more details please contact svetlana.gannon@manchester.ac.uk

PLACEMENT REQUIREMENTS

A placement is equivalent of a year's academic study and must take place between July 2022 and September 2023, its length can vary from 9 to 13 months and be a full-time employment with minimum 35 working hours per week. An early start may be approved subject to you passing your exams and will need to be discussed with the Placement Officer.

Your placement must **not** be within a family / friends business and has to be approved by the school before you formally accept the offer.

Your placement must be related to your programme of study. Although some placements may contain relatively unskilled tasks at some point, for the majority of the role, you have to be operating at a level that will support and develop skills and experiences you have learnt during your first two years at the University. If you are unsure about the suitability of a role, please discuss this with the programme director.

Most companies offer competitive salaries. However, in some cases, employers may offer placements that are unpaid or only cover expenses such as travel, accommodation, but they do not pay you a salary. The salary range for UK-based placements in 20-21 academic year is £14,000 - £50,000 per annum and we encourage you to secure a paid placement.

SECURING A PLACEMENT AND SUPPORT FROM THE SCHOOL

Remaining on IP route of your programme does not guarantee you a placement. You will be responsible for finding your own placement which requires you to be proactive and research opportunities, submit applications and attend interviews. Large employers open applications for placement schemes around September – October. These deadlines come around quickly so you need to keep an eye on these. Other placement applications may not open until January or even later depending on the industry. There are placement opportunities all year but the most popular ones will go early so be ready!

There are numerous online resources to help you with placement search. [Rate My Placement](#) is one of the biggest websites listing national placement vacancies. There you can also find reviews on a wide variety of organisations that have been written by students, based on their experience with the company.

Other useful resources that you may want to take a look at are:

<https://www.totaljobs.com/jobs/placement>

<https://targetjobs.co.uk/internships>

<https://www.indeed.co.uk/student-placement-jobs>

<https://www.linkedin.com/jobs/>

Throughout your 2nd year placement preparation sessions either on one-to-one or group basis will be available to help you with the process of securing a placement.

Placements will be promoted through the Blackboard, [CareerConnect](#) Platform and via emails.

Programme specific meetings will run throughout the year to provide you with information and see how you are getting along with your search.

Workshops and talks relating to employability will be run by the Careers Services throughout the year including psychometric tests and mock assessment centres. Details of these sessions will be sent to you by the Placement Officer.

CareerConnect is a new online platform for students and graduates of The University of Manchester. CareerConnect gives students access to 1000s of opportunities from recruiters seeking University of Manchester students. Additional features of the portal include:

- Creating a personal profile and receiving tailored information and alerts on industries and sectors
- Saving your search history for quick and easy access to previous searches
- 24/7 access to resources for online CV checking and interview practice

ShortList.Me is an interview preparation platform to offer students access to a range of careers and recruiter interviews with automated feedback.

Shortlist.Me is available 24/7 from any location. Students can access this directly at a time to suit them. Interviews have been provided by recruiters along with specific role interviews.

On-line CV checker and feedback

For CV support students are requested to use On-line CV Checker and to achieve a score of 70.

Sign up [here](#) (*Requires an active student email address*)

- 24/7 Access for students from any location
- Use ScoreMyCV and aim for a score of 70
- Use TargetMyCV to match a CV against any job description
- Re-submit as many times as you need to achieve a high score Access recruiter insights, advice on wording, structure and formatting
- Line by Line analysis

Placement Clinics

We will continue to run Placement Clinics for second year students every Monday afternoon during term time. Appointments can be booked through the Alliance MBS Undergraduate Industrial Placement Community on the Blackboard.

Careers Service YouTube Channel

Over 180 Careers Sessions including:

- CV, Interview and Networking Advice
- Recorded Workshops
- Employer Talks
- Graduate Stories
- Placement Student Case Studies

PLACEMENTS OUTSIDE THE UK

Doing a placement abroad can be a valuable experience that adds significant value to your CV. A work placement overseas can provide an excellent opportunity to develop your intercultural understanding, especially if you would like to work abroad when you graduate. A placement overseas must meet the same criteria as the UK one, and so you must inform the Placement Officer as soon as you think you may pursue a placement abroad. The approval process for a placement overseas is more complex and can take longer, as additional checks may need to take place before you accept the offer.

Always check the [Foreign Office website](#) before making any decisions and accepting a position abroad. The website assesses the risks of terrorism, civil unrest and natural disasters to advise against travel to some countries or regions.

International placement providers may offer lower salary rate in comparison to the UK ones and you will need to make sure you will be able to manage your expenses to ensure you have enough to live on.

The UK left the European Union on 31 January 2020. Free movement between the UK and the European Union ended on 31 December 2020. UK citizens no longer have an automatic right to live or work in the EU, so if you are a UK citizen and are planning to undertake a placement in one of the European countries, you will most likely need a visa/work permit. Please check an [individual country's immigration rules](#).

ACCEPTING AN OFFER AND PLACEMENT APPROVAL

Normally you will receive a job offer in writing from your employer. You must then inform your Placement Officer at svetlana.gannon@manchester.ac.uk to initiate a process of approval. As mentioned above, you are required to have your placement approved by the School before you can formally accept your offer.

All placements are approved online on a system called **My Placement** and you will be sent an approval guide with step by step instructions on what to do next. As part of the approval process, you will be required to provide a copy of your job description, contract, job offer letter/email and a signed company agreement form – this form will be sent to you with the approval guide.

Ideally you should secure a placement before the end of semester 2 (early June 2022). Extensions can be arranged for students who wish to continue searching during the summer. Please contact the Placement Officer at Svetlana.gannon@manchester.ac.uk for further details.

FEES AND BURSARIES

You would receive a significant tuition fee reduction for your placement year. Please visit the link below for information on placement fees:

[Student Support | Finances | Tuition fees | Fee amounts | Other fees | The University of Manchester](#)

The fees for the placement year are set centrally by the University of Manchester in line with policy determined by the Department for Business Innovation and Skills (DBIS).

Erasmus+ Funding

It is likely that there will be sufficient funding to support European placements in 2022/23 under the existing Erasmus+ programme until 31st May 2023. Placements do not need to conclude by 31st May 2023 but any period undertaken after that date will be unfunded. If funding is limited then funding allocations will be prioritised based on financial need.

The Turing Programme

The Turing Programme is a new programme being developed by the UK Government which is intended to provide funding for UK students to participate in international placements. Full details regarding this programme have not yet been announced. More information regarding the Turing Programme will be shared once available.

ASSESSMENT DURING THE PLACEMENT YEAR

During your placement, you will be required to submit 3 pieces of work which will determine whether you Pass or Fail the placement year. Further details on the assessment will be provided to you in the pre-departure meeting in semester 2.

While the placement year isn't weighted into your degree programme, it will be recorded on your transcript.

WITHDRAWAL FROM THE 'INDUSTRIAL/PROFESSIONAL EXPERIENCE' PROGRAMME

If you decided that you no longer wish to undertake a placement year, you must contact Placement Officer by emailing to Svetlana.gannon@manchester.ac.uk as soon as possible. Please note that you will only be transferred off the 'with Industrial/Professional Experience' stream of your programme after the exam results have been released in July.

Students who do not secure a placement by the end of the second year will be automatically transferred off the 'with Industrial/Professional Experience' stream and will continue on to the final year in September.

Useful information and contact details

BSc Management Programme Director

Jonathan Styles

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✉ jonathan.styles@manchester.ac.uk

BSc IBFE Programme Director

Dr Christopher Godfrey

☎ +44 (0) 0161-275-4298

✉ christopher.godfrey@manchester.ac.uk

UG Placement and Employability Officer

Svetlana Gannon

☎ +44 (0) 161 275 0950

✉ svetlana.gannon@manchester.ac.uk

Room 2.036a Alliance MBS

Enquiries relating to placements can be sent to:

employability.ambs@manchester.ac.uk

Programme and course related enquiries must be directed to: to
your **Programme Administrator**:

BSc Management:

William Lever

✉ william.lever@manchester.ac.uk

Room 2.091a, Alliance MBS

BSc IBFE:

Rosie White

✉ rosie.white@manchester.ac.uk

Room 2.091a, Alliance MBS

The UG programme team can be contacted for academic transcripts, confirmation of attendance letters.

Our opening hours are between 10am – 4pm, Monday to Friday

✉ undergrad.ambs@manchester.ac.uk

Room 2.091a, Alliance MBS.

For **VISA enquiries**, email: visa@manchester.ac.uk