

Frequently asked Questions for students

Pre-placement:

When should I start looking for a placement?

The first term of your second year is when you should start to apply for placements commencing the following summer.

Large national and international organisations will advertise their placements early in the autumn term with closing dates in December and January, some even earlier for example, The Foreign and Commonwealth Office's placement scheme has a closing date in October.

For more information refer to the **Pre-placement preparation** section of this website and click on [Where to find placements](#)

Will I get paid whilst I am on placement?

This depends on the type of organisation you choose to work for. The majority of year long placements are paid, salaries can vary quite substantially depending on the industry you are working in and the type of organisation you work for. Salaries can range from £11,000 to £21,000; an average of £14,000 – 16,000 is more typical. Placements in London often attract a slightly higher salary to cover the increased cost of living.

If you choose to work for a charity or voluntary organisation you may not get paid a salary, they may cover the cost of your travel or your lunch expenses. It is important to clarify this before you go on placement

How long does a placement last?

The placement will normally be one calendar year in length. Occasionally a shorter placement may be agreed but this must be a minimum of 38 weeks in length. The majority of companies will want you to work for a full year.

It is also possible to undertake more than 1 placement during the year as long as they reach the minimum length of 38 weeks.

Can I go abroad as part of my placement?

In most cases, yes you can work abroad. The University of Sheffield reserves the right to refuse a student to go on placement to a country that is deemed unsafe by the Foreign and Commonwealth Office. Further information is available in the Pre-placement section of the Placement Resource on [MOLE](#) (formerly known as WebCT).

I want to stay in Sheffield for my placement year, will I be able to find a placement in Sheffield?

If you want to stay in Sheffield during your placement year you may well be restricting the opportunities available to you. However it really depends on the type of placement you want and the type of company you want to work. Collect a copy of the handout 'Looking for work in the Sheffield area' from the Careers Service or speak to the Student Placement Officer for some hints and tips on sourcing a placement in Sheffield.

I am an international student, can I do a year long work placement?

As an overseas/international student you can undertake a placement year providing the placement year is an **approved part** of your degree programme. The University of Sheffield **named** degrees with **Employment Experience** or Year in Industry have approved one year placements as part of their programme.

Further information is available in the Pre-placement section of the Placement Resource on [MOLE](#) (formerly known as WebCT).

How will my placement be assessed?

Your placement will be assessed on a pass /fail basis

The standard method of assessment the University will require you to complete and submit:

1. A Placement Journal
2. A 3000 word report
3. A presentation to your peers on your return to University.

Will the University of Sheffield find me a placement?

It is your responsibility to secure a placement, however The University of Sheffield offers support to help you in your placement search. For example many placement opportunities are advertised through our online vacancy system .You are strongly advised to attend the pre placement workshops offered by the University to assist you with your placement search. [The placements calendar](#) and [Talks, workshops and recruitment events page](#) has details of where and when the workshops will be taking place.

A good place to start is to visit [Where to find placements](#) in the Pre Placement preparation section of this website and also use the guidance and materials available in the Placement Resource on [MOLE\(WebCT\)](#).

It is ultimately your responsibility to find a placement and if you are unsuccessful in securing a placement you will return to the University after the summer vacation and proceed onto the third year of your degree programme.

How do I access the Placements Resource on MOLE (WebCT)?

You need to email your user name to placements@sheffield.ac.uk in order to gain access to the WebCT materials ,there are extensive resources and information available to support you in every stage of your placement. Please allow 24 hours in order for us to register you, MOLE (formerly known as WebCT) can be accessed via MUSE .

I have never used MOLE (WebCT) before, how do I use it ?

MOLE is very user friendly, once you have registered your username and logged onto MUSE (see instructions above) there are a number of online support tools to assist you in using MOLE :

[Getting started](http://shef.ac.uk/mole/getting_started.html) (shef.ac.uk/mole/getting_started.html)

[Mole Knowledge base](#)