

## Practical points

Below are some of the practical issues you should be aware of before undertaking a placement:

### Financial Issues

#### Salary

- Whilst on placement you will receive a salary from your employer, the amount should be agreed prior to the placement commencing and should be stipulated in the placement contract.
- You may choose to work for a voluntary or charitable organisation in which case you may not get paid, it is important to be clear about the terms and conditions of your placement before you start.

#### Tax

- Whilst on placement you will pay income tax, this is deducted by your employer from your salary each month and the deductions will show on your payslip.
- It is important to give your new employer your P45 to ensure you are put on the correct tax code. If you do not have a P45, your employer will give you a P46 form to complete and they will allocate a tax code. More information can be found by visiting :

[www.direct.gov.uk/en/moneyandtaxbenefits](http://www.direct.gov.uk/en/moneyandtaxbenefits)

<http://www.shef.ac.uk/union/advice/money>

#### NI contributions

- Whilst on placement you will pay National Insurance contributions in addition to income tax, your employer will deduct this from your salary each month and the amount deducted will show on your payslip.

#### Council Tax ([www.shef.ac.uk/ssid/forms/council\\_request.html](http://www.shef.ac.uk/ssid/forms/council_request.html))

- As a registered student you are exempt from paying council tax. Contact the Student Services Information desk and they can provide a Council Tax exemption letter, a form can be completed online if you are unable to visit SSiD in person.

#### Student loans

- As a registered student you are eligible to apply for a student loan to assist with maintenance costs and fees. You may not receive the full amount of the loan depending on the salary you are earning whilst on placement.

#### Fees

- Whilst you are on placement you remain a registered student of the University of Sheffield, students are therefore required to pay a proportional fee to the university. For the academic year 2011-12 home students will pay £1100 Overseas students will pay 21% of the appropriate fee.

## Employment legislation

### Contract of Employment

- You are legally entitled to a written statement from your employer outlining the main terms and conditions of your employment, this should be issued within two month of starting work however most employers issue this before you start work.
- You will be required to sign a placement agreement which forms an agreement between the University of Sheffield, you the student and the placement provider (the employer).

### Holidays/annual leave entitlement

- As an employee you are legally entitled to 20 days paid holiday per year. Your employer does not need to pay you for bank holidays, if you get paid for public or bank holidays (there are 8 of these each year) this may come out of your paid holiday entitlement.
- Your holiday entitlement should be specified in the written terms and conditions you receive from your employer.

### Illness/sick pay

- The minimum you are entitled to in the event of being absent from work due to sickness/illness is Statutory Sick Pay (SSP). You are not entitled to SSP until the fourth day of being off work.
- Your employer may have an enhanced sick pay scheme, details of this will be specified in the written terms and conditions you receive if applicable.

### **Work permits for overseas/international students** ([link to international students webpage](#))

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/ Year in Industry have approved placements as part of the programme.

### Health and safety

As an employee, your health and safety whilst at work is the responsibility of your employer under the 1974 Health and Safety at Work Act.

Prior to going on placement:

- You must attend a Health and Safety briefing session provided by the University of Sheffield. For dates of the sessions please contact [Claire Brooke](#), Student Placement Officer.
- Your employer must satisfactorily complete a Health and Safety checklist and return this to the University of Sheffield. Your employer will have provided proof of their Public liability insurance and employer's liability insurance.

On arrival at your placement:

- You should receive Health and Safety briefing from either your placement supervisor or the nominated Health and Safety representative, preferably on the first day of your placement .
- If you have not received a Health and Safety briefing by the end of your first week please contact your placement tutor/placement officer at the University of Sheffield.
- If you have any concerns regarding Health and Safety whilst you are on placement please bring these to the attention of your placement supervisor (within your workplace) and also your placement tutor/placement officer at the University of Sheffield as soon as possible.

### **Discrimination**

- It is unlawful for an employer to discriminate against an employee on the grounds of their sex, sexual orientation, disability, race, religion or age.
- If you feel you are being discriminated against by your employer you should contact the University as soon as possible.

### **Disability** (<http://www.shef.ac.uk/ssid/disabilities/introduction.html>)

- To ensure that we can provide you with the best support available whilst preparing for placement and whilst you are on placement, we ask that you disclose to the university any disability you have. This can be done in confidence by contacting the Disability and Dyslexia Support Service. The university is then able to make any reasonable adjustments necessary.

### **Other arrangements**

### **Overseas placements** (link to Overseas placements webpage)

- For those students going overseas on placement please refer to the webpages specifically for overseas placements.

### **Student Union** ([www.sheffieldunion.com](http://www.sheffieldunion.com))

- As a registered student you remain a member of the University of Sheffield Union of Students and can obtain advice from them on a wide range of issues.

### **Accommodation**

- You are responsible for finding your own accommodation whilst on placement.

### **Travel**

- You are responsible for arranging your own travel/transport whilst on placement.

## **Insurance**

- You are strongly advised to take out insurance to cover your personal belongings for the duration of the placement and any travel insurance necessary.
- If you are going overseas on placement appropriate Medical Expenses insurance should be purchased and a limit of £1 million must be considered as minimum.
- Before commencing employment the University will have asked the placement provider to supply proof of their public liability and employer's liability insurance. In certain European countries placement students are not covered by the placement providers work place insurance, in these circumstances please contact the Student Placement Officer to discuss the implications.