Placement Year: How to transfer onto the placement programme

A step-by-step guide about how to transfer onto the Degree with Employment Experience programme and what you need to do in the run up to going out on placement.

1. **Found a placement**
   - Download a contact details form from the placements webpage and fill it in with your details.
   - Send it back to your Faculty Placement Officer or to placements@sheffield.ac.uk

2. **Tell your department**
   - If you haven’t already let your department know, then you need to do that now.
   - You also need to complete a Change of Status Form and get that signed by your department.
   - Your department might ask to see a copy of the placement contract offer so have this to hand too.

3. **Update your student record**
   - Once your department has signed your Change of Status and sent this to us, we will send this and your contact details form to the Taught Programmes Office, who will update your record.

4. **Student Finance**
   - The fee for your placement year will be at a reduced rate. You can find out what this should be on our webpage: www.sheffield.ac.uk/placements
   - Student Finance will automatically be informed about the change in your fee once your student record has been updated. If they ask for proof of this, the Placement Team can send a letter to them so just get in touch with us.

5. **Attend a pre-placement briefing session**
   - Before you get out on placement you’ll need to attend a pre-placement briefing session.
   - As long as we have the details of your placement we’ll email you about the date of the briefing.

6. **Look out for our emails**
   - We’ll send out emails to you with important information about your placement, details about using the Placement MOC site and also just to keep in touch.
   - Let us know what email is best to contact you on and you won’t miss out on anything important in the run up to your placement or whilst you’re away for the year.