

PROFESSIONAL

PLACEMENT

YEAR (PPY)

WHAT YOU NEED TO KNOW



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Progress

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Careers

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MEET THE TEAM

PLACEMENTS MANAGER: Jamie Bradbury
'Work placements are great for your personal and professional development, helping you to understand your own strengths, develop new skills and find out more about your chosen sector. Imagine how many valuable contacts you could make on your Professional Placement Year and how many exciting experiences you can talk about during interviews to help you stand out from other candidates. On top of that, you could end up having a really good time and make some money, and the team at Bath Spa University are here to support you through every step of your journey'.

PLACEMENTS AND WORK BASED COORDINATORS: Hannah Rudd, Rebecca Taylor-Ford, Eleanor Freeman, Charlotte Marshall
As Placements and Work-based Learning Coordinators we are on hand to support students who are searching and applying for a Professional Placement Year but we also help you during your placement and transitioning back to uni. We deliver training sessions, 1:1 support and help students progress through the Pre-Placement Pathway. Whether you're a first or second year student on a four year degree or just considering a Professional Placement Year we'd love to hear from you.

PLACEMENT INTRODUCTIONS

Year in industry/sandwich year/professional practice year/industrial placement/ placement year/internship – you will likely come across all of these terms to describe a year working in a professional organisation between your second and third year.

If you're still on the fence and wondering whether to undertake a Professional Placement Year (PPY), you may want to consider these benefits:

- 1 A placement year allows you to develop specific industry skills, as well as experience in presenting, teamwork, project management, negotiation and organisation.
- 2 Research conducted by ASET (The Work Based and Placement Learning Association) shows that students on placement years were more likely to achieve a better grade in their degree than non-placement students – perhaps due to the 'increased confidence, motivation and professionalism' developed by the placement.
- 3 You're able to work in and learn more about a chosen profession or sector, enabling you to undertake a role with real responsibility and challenges, and assess whether this is the right career path for you.
- 4 You will increase your chances of successful employment after university in an increasingly competitive labour market, gaining skills that graduate employers are searching for.
- 5 There's the opportunity to build new relationships and a wider network of contacts – these will become a useful source of information, advice and even opportunities for the future.
- 6 You may earn a salary and will pay reduced university fees for that year.

This guide provides you with information about Professional Placement Years and is designed to answer some of the questions you will have. However, you are encouraged to attend the PPY timetabled support in your second year or attend an Introduction to PPY workshop.



Top Tip

A Professional Placement Year offers you the opportunity to try a sector or organisation with the 'safety net' of the University still supporting you.



IMPORTANT FACTS

Placements usually begin between June and September after year two has finished.

Can vary from 9-13 months in length. In order for the placement to be approved, all students at Bath Spa University must complete a minimum of 900 hours over a minimum of 30 weeks*. A soft deadline of 31 March in year two is set for you to source a placement, although many students are still accepted after this, but it might impact on when you receive your student finance. The absolute deadline is 31 August after second year.

It must present a genuine learning experience and be relevant to your degree and/or future career plans.

You can take more than one placement and only have to have the first one secured. We recommend no more than three different placements. However, this will be assessed by the placements team.

Your placement can take place anywhere in the UK or abroad.

The module code is PPY5100. By completing the module, you are entitled to the addition of "with Professional Placement Year" to your degree title, evidencing your work and

success in respect of your placement, and demonstrating your ability to secure and sustain graduate-level employment.

- You will be required to complete two assessments, a Development Plan (equivalent to 1,500 words) and a Placement Portfolio (Power Point presentation). These are both graded pass/fail only. You can book a tutorial with your PPY tutor and access more information through the PPY module on Minerva.
- Placements are advertised from the beginning to the end of your second year. The most competitive schemes will normally open first, so register for email alerts with all of the key websites, including:

www.ratemyplacement.co.uk
www.prospects.ac.uk
www.targetjobs.co.uk
www.milkround.com

*Contingency plans are in place during COVID-19



CHECKLIST

To help secure a placement:

Complete an Expression of Interest Form

Access the online resources on MyCareer

Depending on what year you're in you will be invited to complete a PPY Pathway

Book a PPY Workshop in year one

Attend the PPY5000 timetabled support in year two (or watch the recordings if you missed them)

Update your CV and submit it to MyCareer for review

Book a one to one

Research organisations

Apply



Top Tip

Career Discovery is a brilliant new online resource on MyCareer. You can view over 2,500 articles, videos, podcasts and more to help you discover your career path options! The more you use Career Discovery, the more it understands your interests.



STUDENT ROUTE (SPONSORED)

STUDENT VISAS

Students at Bath Spa that are studying on a Student visa are eligible to undertake a work placement, but it must be an assessed and integral part of your course and usually must not take up more than one third of your course.

You can spend up to half of your course in the UK undertaking work placements if you meet the following course level requirement:

- studying a course at degree level or above, which means that your course results in a qualification at RQF level 6 or above.
- If you applied for your course of study, with an integrated PPY, your Student visa will have been granted for long enough to cover both your course and your work placement.
- If for any reason you don't take up a placement, for example you change your mind or you are not able to find suitable or relevant work, please let us know as we will be able to discuss this with our Immigration Compliance and Advice team.

It may be possible for you to add a work placement to your course once you have started. If you are eligible to add a work placement and, as a result, you need to spend longer in the UK, you will need to make another Student visa application to ensure that you have the extra time required to complete your course. An advisor from our Immigration Advice Service will be able

to discuss the process and timings.

Once you start your placement, as your sponsor, we must monitor you during the entire period and must let the Home Office know that you will be working for part of your course. We will provide a letter for your work placement provider containing details of the terms and conditions of the placement and how it will be assessed.

Work placements can be paid or unpaid and can be full time, even in term time. The work endorsement in your passport or on your biometric residence permit will not state this, but the **Home Office guidance** for employers explains it.

If you are permitted to take employment, you can do that (up to 10 or 20 hours a week in term time) in addition to working on your placement.

An internship that is an integral and assessed part of your course and does not exceed the one third/one half limit can be treated as a work placement. In all other cases, you can take an internship only if you are permitted to work and it will be subject to the restrictions on student employment. This means that you cannot work full time during term time.

For further information:

UKCISA: www.ukcisa.org.uk

Bath Spa Visa and Immigration Pages:
www.bathspa.ac.uk/students/international/visas-and-immigration/

FINANCE

TUITION LOANS

You will be charged considerably reduced tuition fees while undertaking your professional placement year; this is applied for through the Student Loans Company. For further updates go to: www.bathspa.ac.uk/students/student-finance/undergraduate-and-foundation-students

MAINTENANCE LOANS

Those undertaking a Professional Placement Year are entitled to a reduced maintenance loan. However, it is up to you if you want to claim this. Students studying on a full year work placement abroad will be assessed depending on their circumstances.

www.gov.uk/student-finance

WHAT DO MY FEES PAY FOR?

Whilst you are on placement you are still a registered Bath Spa University student with access to the following:

- Your student loan and financial support (including maintenance grant) from SFE.
- Academic support for any ongoing assessment and for dissertation planning for when you return to study.
- Placement visits and support.
- Library facilities, including all online databases and resources, plus reciprocal arrangements with other HEIs where they apply.
- Online careers resources through MyCareer.
- IT support.
- Personal support through Student Support (by phone, as well as in person).

- Careers and employability advice and guidance.
- Financial advice and support from the student financial support team.
- Disability support (if applicable).
- Access to all Students Union facilities, including clubs and societies.
- Eligibility for an NUS Extra card offering student discounts (on payment of the appropriate fee to NUS).
- Your placement fees contribute to providing these services to make sure that you have the support you need to get the best experience from your placement.

PLACEMENTS AWARD

The Bath Spa Placements Award, launched in 2017, was established to support students who wish to improve their employability. The funds available from the award can be used towards accommodation, travel, workwear or sustenance in association with an arranged, unpaid/low paid placement.

Alternatively, this could also be used by students to attend networking events, insight days and conferences. To be eligible for this award, students must meet the required criteria.

Value - up to £300 per person
Number of awards available - multiple
Please note that the Placements Award is only available to students until the funds are exhausted.

Follow this [link](#) for more information or to apply

INTERNATIONAL PLACEMENTS FUNDING

If you are undertaking an international opportunity in one of the listed countries below you may be entitled to some funding under the Erasmus+ International Traineeship programme.

The participating countries, and corresponding grant rates are:

- €520 per month for group 1 countries (Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway) or
- €470 per month for group 2 countries (Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal) and group 3 countries (Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey)
- Plus additional €20 per month for disadvantaged students on top of this higher grant amount.

<https://www.erasmusplus.org.uk/higher-education-student-and-staff-grant-rates>

Opportunities can be found on the **Erasmus Intern** Website and more information on Erasmus + can be found on **MyCareer**

To find out if you are eligible, please contact the Placements team by submitting a query through **MyCareer**

THE OUTWARD MOBILITY AWARD

The Bath Spa **Outward Mobility Award** assists students wishing to embark on international placements, research or study trips that are related to their undergraduate degree course. To be eligible for this award, students and their travel must meet the award criteria.

Value: variable up to £3,500 per person

Number of awards available: multiple



Top Tip

Join our PPY Facebook Group for support and opportunities

FREQUENTLY ASKED QUESTIONS

Do I still need to register at the start of my placement year?

Yes, you must register at the start of the new academic year.

How will I fund my placement if my student finance arrives after I start my placement?

The first instalment is normally paid around October. You may be able to get yours earlier and will need to contact studentsupport@bathspa.ac.uk

Students who start their placement before their first payment arrives may need a contingency plan to pay for rent, living and moving costs. Can you ask for a loan from a family member or increase your overdraft? If neither of these options are available contact: studentsupport@bathspa.ac.uk

I get a bursary/scholarship, will this still be paid?

No (unless it's specific to your placement), there will be no payments during a paid placement but payment will continue in your final year. For further information contact: studentsupport@bathspa.ac.uk

Is there any other financial help?

There is a hardship fund available to Bath Spa students; you would need to provide evidence of your incoming and outgoing expenses. Please contact: studentsupport@bathspa.ac.uk

There might also be trusts and charities in the local area worth looking into online.



Top Tip

Don't worry if you have no idea what you would like to do for your PPY, we are here to help.

Do I still pay tax and National Insurance (NI)?

Yes, you will pay tax and NI on anything over your personal allowance. The tax year runs from April to April and you will need to keep all documentation safe if you want to claim any tax back after your placement ends. For further information go to: www.gov.uk/student-jobs-paying-tax www.gov.uk/claim-tax-refund/too-much-tax-taken-from-your-pay

Are my benefits affected by attending a placement year?

Any benefit (Universal Credit/ PIP/ DSA) might be affected by attending a paid placement. You can book a Benefit Workshop through The Hub. Please contact Student Support for more information: studentsupport@bathspa.ac.uk

What if I'm already in the process of looking at accommodation for my third year, before I change to a four year course and I'm asked to sign a tenancy agreement?

It's difficult to get out of a tenancy agreement once you've signed it. You should get advice from the Accommodation Team: accommodation@bathspa.ac.uk

HOW TO FIND A PLACEMENT

The internet is the best place to look for vacancies. You have access to MyCareer, which lists both placements and shorter-term internship opportunities. Most companies also have a careers section as part of their own website; there are several websites that collate vacancies from various sources; and employers often advertise jobs on social media sites such as LinkedIn and Twitter.

USEFUL GENERAL WEBSITES:

Rate My Placement
www.ratemyplacement.co.uk
Prospects
www.prospects.ac.uk
Milkround
www.milkround.com
Target jobs
www.targetjobs.co.uk/internships
Placement UK
www.placementuk.com
Student Ladder
www.studentladder.co.uk
Inside Careers
www.insidecareers.co.uk
Gradcracker
www.gradcracker.com
Indeed
www.indeed.co.uk
Employment 4 Students
www.e4s.co.uk/jobs/3-industrial-placements.htm

USEFUL CREATIVE WEBSITES:

Creative Opportunities
www.creativeopportunities.arts.ac.uk
Creative & Cultural Skills
www.ccskills.org.uk
Fashion United
www.fashionunited.co.uk
Fashion Workie
www.fashionworkie.com
Bubble
www.bubble-jobs.co.uk
ACM Jobs
www.artsculturemediajobs.com
Creative Recruitment
www.creativerecruitment.co.uk
Design jobs board
www.designjobsboard.com
Mandy
www.mandy.com
My First Job in Film
www.myfirstjobinfilm.co.uk
If You Could Jobs
www.ifyoucouldjobs.com

CHECKLIST

Before going on placement please make sure you:

- Complete the placements details form
- Receive an authorisation email
- Engage with your Placements Coordinator
- Check your University emails
- Get in touch with your PPY Tutor
- Register for University
- Check your SFE account



Fact

Approximately 80% of students who secured a PPY at Bath Spa accessed support with the Placements Team

APPLICATION PROCESS

The application process will vary from one organisation to another. Some will have several stages starting with an online application or CV upload, followed by video or telephone interview and then face to face interviews and/or assessment centres. Other will simply ask you to apply with your CV followed by a face to face interview.

We have many online resources available on MyCareer and bookable appointments to help you with every stage of the application process.

For application guidance please use the following resources by Bath Spa Careers to support your applications:

www.bathspa.ac.uk/students/careers/resources/



Top Tip

Did you know you can book a 1to1 with a Placements Coordinator to discuss your specific PPY search.

THINK OUTSIDE THE BOX

In addition to the advertised placements that you find on the internet, there are also other channels for you to use:

- Career fairs and networking events are a great opportunity to connect with employers.
- You might find placements through your personal networks.
- You can send a speculative application to companies you are interested in, even if they are not advertising any vacancies.
- Look at 'normal' temporary roles as long as they fit in with your PPY timescale and present a genuine learning experience.

SOME TOP TIPS ON APPROACHING EMPLOYERS SPECULATIVELY

- Use the Speculative Application Guide **MyCareer**
- Attend a Speculative Application Workshop bookable through **MyCareer**
- Get a named contact. Try researching for the most appropriate person to address your application to through the company website or LinkedIn.
- Ensure your application is carefully constructed, researched and tailored to that company. Make them feel special.
- Get it checked. The number one reason employers won't consider an application is poor spelling and grammar so don't give them that excuse.
- Follow up your application. Send a follow up email or pick up the phone but be prepared to talk about your application there and then.
- Persevere! Unfortunately, not all employers will have the capacity to offer you a year long placement. So keep trying and keep applying, you'll get there.



Fact

54% of students that were hired by RateMyPlacement's Top Employers in graduate roles had completed a placement year or internship.

PPY TIMELINE

FIRST YEAR

- Complete an Expression of Interest Form
- Use Pathways on MyCareer to help you through the process.
- Attend Panel event in semester one
- Consider gaining additional work experience/skills through a digital internship/SPS/Volunteering/Experiential Learning
- Attend first year timetabled session semester two
- Create a CV and get in checked
- Research placement roles and industries
- Sign up to websites like RateMyPlacement, Targetjobs and Prospects for alerts
- Read the PPY guide



Fact

The average salary for a placement year is just over £18,000 a year.

SECOND YEAR

- Attend timetabled support at the beginning of semester one
- Use online guides to support applications
- Upload your CV and Covering letter to 'Submit a Query' for review
- Book one to one PPY Support
- Send applications/CVs/covering letters
- Attend interviews
- Secure placement
- Complete online placements details form
- Placement provider completes online health and safety form
- Placement authorised
- Watch prebriefing video and complete additional forms
Start placement



WHAT IS 'PROFESSIONALISM'?

In order to make the most of your placement, it's worth thinking about what professionalism is. It is described by the dictionary as 'the conduct, aims or qualities that characterise or mark a profession/professional'. It encompasses specialised knowledge, competency, honesty and integrity, accountability, self-regulation and standard of dress.

SPECIALISED KNOWLEDGE

You will have made a deep, personal commitment to develop and improve your skills in a particular area/subject. Not all placements will require you to have specific knowledge, but professionals are able to work in serious, thoughtful and sustained ways to master tasks.

COMPETENCY

Professionals get the job done. You must be reliable and keep to your promises – for example, meeting deadlines and responding to emails and phone calls in an appropriate manner and timeframe. If circumstances arise that prevent you from doing this, you will be able to manage expectations and do your best to ensure a positive outcome.

HONESTY AND INTEGRITY

Build trust with your placement provider by completing tasks diligently and effectively. Sometimes this may mean you have to take the harder option. Be humble; don't be afraid to admit if you are unsure on a piece of work or task, and ask for help.

They aren't expecting you to have all the answers and would much rather you ask questions than try to fudge your way through a task!

ACCOUNTABILITY

You will hold yourself accountable for your thoughts, words and actions – especially if you've made a mistake. This is linked closely to honesty and integrity.

SELF-REGULATION

Always stay professional even when under pressure. You will exhibit emotional intelligence towards the needs of others; don't let a bad day impact on your performance while on placement.

STANDARD OF DRESS

Professionals always look the part and dress for work appropriately. This will help you to exude an air of confidence, and in turn gain respect from colleagues.

Follow all of these points and you will become a great credit to your placement organisation. First impressions count, so ensure yours is a positive one. True professionals are the first to be considered for promotions, make valuable contributions to the organisation and will be more successful in their placements. You could even be offered a permanent position for when you graduate!



CHECKLIST

Things to consider when on placement:

- Do you know how you're getting there?
- Do you know who you are meeting on the first day?
- Set multiple alarms!
- Organise your clothes for the week.
- Have a pen and paper handy
- Make a note of people's names
- Student Oyster card (London)
- Take lunch and save money
- Stay in touch with your Placements Coordinator

SUPPORT THROUGHOUT YOUR PLACEMENT JOURNEY

You will be supported throughout your placement search and during your placement by the Placements team and a PPY Tutor.

PATHWAYS

Every student on the PPY5000 module must to access Pathways to allow you to progress through a framework of activities and tasks. There are five levels on the Pathway which will guide you to research your career options, book careers and placements appointments, watch presentations and understand the PPY journey. By the time you reach level five and complete the Pathway you will have secured a PPY.

Please remember that what year you are currently in will determine which Pathway you have access to. However, there is still plenty to do while you are in first year. Please follow to link below to get started!! www.mycareer.bathspa.ac.uk/leap/pathways/list.html

PRE-PLACEMENT SUPPORT

If you are registered on PPY5000 the preparation module for a Professional Placement Year in your second year, your timetable should contain sessions for this module, if it doesn't please get in touch with timetables@bathspa.ac.uk. It's really important that you attend each session as the module has been designed to support you through the whole process, and ultimately help you secure your ideal placement in the UK or abroad.

You can access one to one appointments with the Placements or Careers team and there are workshops during Workfest and throughout the year to support your progress. For example Speculative applications and CV workshops. You can book all of these through **MyCareer**.

All first years on a four year course and those who have completed an expression of interest form will be invited to attend a variety of workshops and events throughout the year. This will include the PPY Panel event normally held in October and a PPY information workshop. Even though you can't access the PPY one to one appointments you can book a 20 minutes Careers appointment through **MyCareer**.

Whether you are in your first or second year, you should consider how to strengthen your PPY applications by gaining work experience before your placement year. This can be achieved in a variety of ways:

- Part time jobs
- Volunteering
- Ambassador roles at the University
- Bath Spa funded placements
- Open module
- Curricular Placements
- Bath Spa Award
- MentorMe

The Careers Team can support you with all of the above and you'll find more information on **MyCareer**.

ACCEPTING AN OFFER

All students must have their placements approved by the Placements Team before they begin. This is achieved by completing a Placement Details form as soon as you receive confirmation of your start date from your employer, and awaiting the result of a health and safety/risk assessment check conducted by the Placements Team. You will receive a confirmation email once this is completed.

You will then be sent details about next steps, including reminders to apply for student finance, where to access information on Minerva and who to contact if you need support. You will also be directed to online support materials and resources which you will need to confirm you have read.

Please note if you are already enrolled on the four-year course with Professional Placement Year then you will not need to complete a course change form. However, if you change your mind about a placement year or have been unable to secure one, you will need to convert back before the 31 August in your second year.

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SUPPORT DURING THE PLACEMENT

A PPY Tutor will be assigned to you before your placement begins. They will ordinarily be from your subject area and will be responsible for marking your assessments. If you have any academic/assessment queries, you should contact your PPY Tutor. If you are not sure who your PPY Tutor is, please now say 'Submit a Query' through [MyCareer](#).

You will be assigned a Placement Coordinator during your year away from University. If you encounter any problems whilst on your placement, you should contact them or submit a query through [MyCareer](#). They also look after the administration of the module, so if you're not sure of the process you need to follow you should submit a query through [MyCareer](#).

Once you start your placement, you will need to complete an Induction Checklist, stating that your employer has inducted you properly into the company. Anything on this list which isn't covered will be investigated by you and highlighted to the Placements Team.

Whilst on your placement, the Placements Coordinator will conduct one physical visit or, if the location makes this difficult, an in-depth online appointment with both you and employer. You will also receive between one and two touch points by telephone or online throughout the year. In addition, there will be a monthly 'check-in' email to ensure everything is running smoothly and to update you on any changes at the University.

You will also be encouraged to keep a reflective journal during your placement. This will help you keep track of the tasks you've accomplished and will be SUPER helpful for both your second assessment AND future applications/ interviews. In a month or even a weeks' time there is no way you will remember everything you encounter on placement, so recording it can be really helpful (even if at the time it feels unnecessary or like a waste of time). You will later be able to refer to your notes, allowing you to save time and guarantee that the information you have collected is more reliable than your memories.

You are still a registered Bath Spa University student and must register at the start of the academic year.



PREVIOUS PPY STUDENT FEEDBACK:

"My placement year at Gatwick Airport has been an eye-opening experience that has not come without its challenges, but has given me the opportunity to develop professional attributes and ambitions for my future career."

Katie Moore

"My placement was very insight full and has given myself a direction on where I want to be after university."

Thomas Needler

"I've really enjoyed my placement this year. I have met some amazing people, developed new skills, learnt a lot about myself and experienced what real hard work is. It's been a crazy year, working through a pandemic has been tough but I'm really glad I completed this year, I wouldn't change it for anything."

Georgia Martin

"I had the best experiences, it was a chance for me to try out for all manner of work."

Samieul Azad

"Challenging but definitely glad I took the leap and went out the comfort zone to learn and gain a broader understanding of business."

Charlie Penfold

PLACEMENT BREAKDOWN

If you feel your placement isn't working out:

STAY CALM

Remember starting a new job can be a very stressful time; you could also have the additional stress of being away from friends and family. It could be the first time the company has taken on a placement student or your boss could just be having a bad week.

GIVE IT CHANCE

You need time to adjust to the reality of your role compared to what you thought the position would be. It takes at least a week to settle in and if each week feels better, then you're moving in the right direction.

TALK TO YOUR PLACEMENTS COORDINATOR

Being able to vent any frustrations might make you feel better. It's also an opportunity to plan a way forward without initially involving your line manager.

TALK TO YOUR LINE MANAGER

It's important not to damage your relationship. However, if you have given it a reasonable amount of time, ask for a meeting with your line manager. Let him/her know that the purpose of the meeting is to gain a better understanding of the role. Write down what tasks you have undertaken to date and discuss any concerns or discrepancies.

If the placement provider raises concerns about your suitability to the role – Normally they will discuss their concerns with you and put a plan in place detailing where you need to make improvements and what actions you need to take.

EXPLORE YOUR OPTIONS

If all attempts to improve the situation fail and the job become unbearable, then it's probably time to think about your next steps. You could look for another placement; you have fifteen months to complete a nine month placement. If this happens right at the start of your placement it could be possible to change back to a three year course. You will need to talk to the Placements Team before any changes can take place.



POST-PLACEMENT

SUPPORT

Once your placement has come to an end, you will be asked to provide feedback to the University. You will also be invited to workshops for returning placement students to help you settle back into academic writing and to articulate your placement year to future employers post-graduation.

Returning PPY Students will also have an opportunity to share their experience through Social Media, events and applying to become a Careers Ambassador during their final year.

WHAT HAPPENS IF YOU DON'T PASS YOUR PLACEMENT YEAR?

Your placement year assessment is a pass or fail basis only and does not count towards your final degree mark. However, if you need to leave your placement before the end or do not pass the placement year you may need to make other arrangements for the rest of the year or receive a 'fail' for your placement year. The placements team will fully support you during your year away from Bath Spa University and would advise you of your options in the unfortunate event of this happening.

CHECKLIST

Things to remember before you return to university:

Get your hours signed off

- Make sure you've ask for recommendations on LinkedIn
- Thank your organisation and stay in touch
- Register at University
Check you SFE account
- Update your student card
- Check your overdraft is for four years!
- Attend arranged workshops

ACCOMMODATION, TRAVEL AND TRANSPORT

If your accommodation is situated away from home or Bath Spa University, you will need to find suitable housing. Your employer might be able to give you some advice. However, it is your responsibility to source your accommodation. There are a number of websites available to help you although some do charge you for their services:

- www.spareroom.co.uk
- www.rightmove.co.uk
- www.zoopla.co.uk
- www.airbnb.com.uk
- www.gumtree.com/property-to-rent

During your placement year you are still classed as a full time student and are therefore exempt from paying council tax.

You will need to apply for an exemption certificate, which you can apply for online at: www.gov.uk/council-tax/discounts-for-full-time-students

It's important to plan ahead so that you know exactly how you will get to your placement. If you are travelling in your own vehicle make sure you have a backup plan in case your car breaks down. If you're travelling by public transport it might be a good idea to do a trial run before your first day. It's always worth checking with your placement provider just in case they have an employee scheme for parking or traveling by public transport.

EMERGENCY PROCESS

If you are a student off campus and you require emergency assistance you should contact 999 and in the case of a non-emergency 101.

If you have a serious issue, feel you are at risk or have any accidents or near misses while on your placement, please contact the Placement Team as soon as possible on 01225 876022 (during working hours).

Outside of these times please contact security on 01225 875555.

IMPORTANT CONTACTS

Placements Team 01225 875525
placements@bathspa.ac.uk

Student Support 01225 876543
studentsupport@bathspa.ac.uk

Accommodation 01225 876777
accommodation@bathspa.ac.uk

Bath Spa Careers and Employability is here to help you get a great start to your career. We are open year round, so to find out more about how we can support you go to: www.bathspa.ac.uk/careers

As a student or recent graduate, **MyCareer** is your online portal for booking events, accessing appointments, submitting queries, and searching for jobs and placements.

You can also follow @bathspacareers on social media:
[Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#) | [Instagram](#)

Every effort has been made to ensure the information in this resource guide is accurate but we recommend that you check all details carefully.

The University is committed to the promotion of equality and diversity. If you require this publication in an alternative format, please go to **MyCareer** to submit a request via 'Questions'.

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