



**Manchester
Metropolitan
University**

**Placed Student Handbook
2014/2015**

**Manchester Metropolitan University
Faculty of Business & Law**

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1 Introduction

This guide provides all placement students with the necessary information and guidance as to the procedures required to successfully complete their time on placement.

This handbook contains instructions and all the paperwork necessary to prove that you have passed, and completed your placement period satisfactorily. There are documents, which have to be completed by your visiting tutor, your work-based manager; and yourself. The responsibility for collecting, collating and submitting all of this documentation is **ENTIRELY YOURS**

2 Procedures for Commencement & Completion of Placements

Students officially commence their placements with host organisations from the 30th May 2014 onward, but can start after their 2nd year exams have been completed. The 12th December 2014 is the final deadline date for ensuring your placement has been approved by the Placement Team. To ensure you will accrue the 36 week minimum requirement your start date must be no later than the 5th January 2015.

2.1 Registering Your Placement

In order for your placement to be authorised as a suitable period of work placement it must be approved by the Placement Team. If you have secured the placement yourself you must supply the Placement Team with a copy of the full job description, all students must supply a copy of their official offer letter and contract. Once you have commenced your placement you must submit the following documentation by email to busplacement@mmu.ac.uk

- Placed Student Record
- Student Induction/Health & Safety Checklist

It is imperative they are returned quickly, without these forms we will not be able to allocate you a supervising placement tutor.

Please Note: If you have any Health and Safety concerns with your placement please contact your supervising tutor or the Placement Team immediately

2.2 Successful Completion of Placement

For students to satisfactorily complete their placement, they must adhere to the regulations, these are explained in the Placement Procedures document. Students are also required to return both the Placement Assessment file and Student Assessment of Placement form to the Placement Team by Friday 28th August 2015.

3 Placement Assessment of Learning

While your performance on your placement year does not form part of the formal assessment of your degree classification, (i.e. does not contribute to your overall degree classification)

- It will be taken into account as part of all the information used by the Board of Examiners to determine your degree award.
- Your Placement Diary will provide a vital reference document in respect of your suitability and achievement for future employment
- **You must pass the placement year to proceed to the final year of your sandwich degree which includes the Submission of your Placement Appraisal File.**

3.1 Placement Assessment File.

To satisfactorily complete the year, all students undertaking placement during the 2014/2015 session, **must complete the Placement Assessment File.** This file will include your appraisal(s) and confirmation of attendance form, and include a front cover with your name, course and the name of your visiting tutor. **The Student Assessment of Placement** form should also be completed and returned by email to busplacement@mmu.ac.uk **Both documents must be submitted to the Placement Team by Friday 28th August 2015**

Documentation required:

- A minimum of 1 appraisal undertaken by your manager / supervisor together with your own self appraisal. In the majority of cases, students will undertake 2 appraisals and both of these must be submitted. Please note it is acceptable to use company appraisal forms where appropriate **(Annex 1)**
- Signed Certificate of Attendance.
This must be signed by your manager / supervisor to certify your attendance in accordance with your contract. You must ensure that any supporting documentation which verifies any form of absence from work during your time on placement must be attached to this Certificate. **(Annex 2)**
- Assessment of Placement undertaken by the student. **(Annex 3)**

(All relevant forms in connection with completing the Placement Appraisal File are contained in the Annex)

3.2 Placement Diary

Whilst on placement, we strongly advise you to complete a Placement Diary, although we **DO NOT** require you to submit this document as part of your placement assessment. A placement diary should record your principal activities, achievements and overall personal development, (more about this later!). However, your placement supervisor will request to see your Personal Development Plan when they visit you, and this forms an integral part of your Placement Diary. More information available. **(Annex 4)**

3.3 Placement Visit

You will receive written confirmation of your allocated visiting placement tutor by November 2014. (If you have not received notification by mid-November, please contact the Placement Team.) Your visiting placement tutor will telephone/email you to discuss your progress and also to arrange a suitable time and date for the placement visit. It is important that the

placement tutor is able to meet with yourself and manager / supervisor so please ensure that the meeting is planned well in advance.

During the visit, your placement tutor will go through your Personal Development Plan, which is mentioned previously in the initial part of your Placement Diary. It is in your interest to complete your Placement Diary during your time on placement as it is a personal record of your work and achievements during the 3rd year of your degree. The Personal Development Plan will enable your visiting tutor to discuss the role you have, how you can further develop your role and demonstrate your skills whilst on placement.

At this meeting, your tutor will complete a Placement Visit Form, which will record the main details of your placement. Please confirm with your tutor that this has been completed and all relevant details properly recorded. This Placement Visit Form will be returned to the Placement Team by your visiting tutor and placed on your file.

3.4 Appraisals

Ideally, all students should have 2 appraisals conducted during the course of the placement year. When you first start placement you should inform the company that the University normally requests a minimum of 2 appraisals during the year, with the final appraisal being conducted prior to you completing your placement period. Should the company only offer you one appraisal we would encourage you to ensure that this is in depth and reviews all aspects of your year in the placement and evaluates your own objectives in terms of your Personal Development Plan.

It is advisable that the first appraisal is conducted after 6 months (or 18 weeks if 36 weeks minimum applies). It is the responsibility of the student to ensure that an appropriate time and date is set aside for the appraisal with their manager.

An example appraisal form can be obtained from the annex section of this handbook. It is perfectly acceptable to substitute this appraisal form for the appraisal documents used by your company. We include standardised forms simply to help those organisations who prefer not to use their own documentation or who may indeed have no formal appraisal system of their own (particularly with smaller organisations).

3.5 Confirmation of Attendance

The Confirmation of Attendance document should be signed and verified by your manager or supervisor. If your placement finishes before the last week in August, you must ensure that this certificate is signed by your manager and included within your Placement Assessment File and **submitted to the Placement Team by Friday 28th August 2015.**

If your placement finishes in the last week of August, you must still ensure that the certificate is signed, verifying your attendance up until the end of August, and **submitted as part of your Placement Assessment File by Friday 28th August 2015.**

Should your placement continue beyond 28th August 2015 we still require you to submit your placement file with the Certificate of Attendance verifying your attendance up until the 28th August or the date at which your placement finishes.

You are responsible for noting the period of time spent with your placement organisation and for documenting holiday periods and any instances of illness. Any medical certification explaining longer absences should be photocopied and attached to this form.

Your Manager should be responsible simply for signing the form as confirmation of the details provided by yourself. In all cases this form must be returned **as part of your Placement Assessment File and submitted to the Placement Team by 28th August 2015** to be presented to the examination board.

4 Reflection on Workplace Learning: Unit Code: 5D6Z0100

As part of your placement year you are able to start a 30 credit unit which will count as one of your FINAL year electives. If you decide to select this unit you will commence working on it in February, and you will complete 50% of the work whilst out on placement and the other 50% when you return to your final year in 2015. We delay starting the unit until February so that students can make an informed choice as to whether this is the elective for them by comparing it with the others on offer.

This has advantages for you of maximising your learning and understanding whilst on placement and reducing your workload during your final year.

The first part of the course runs in-line between February and May, and the second part of the course runs in term one of your final year.

The course is assessed by a portfolio of measures including a presentation, a reflective piece, and your contributions to on-line forums.

We recommend you keep a log of your experiences whilst on placement, compiling a weekly insert and these should be reflective about your experiences, rather than just activity based. We would like to see insights into what you have learnt about yourself and interpretations of your experience.

You will be able to use your log as part of your personal portfolio - this would impress prospective employers, so think about how it could show both yourself and your experiences. Try to link some of your learning to the on-line tutorials and use some of these topics as a reference. This will provide source material for your final year assignment.

Important: This module is not delivered or managed by the MMUBS Placement Team, we are only bringing this elective to your attention prior to you choosing your elective choices in January, 2015.

Please note students will be presented with elective choices in January 2015 and this information will be communicated by your Programme Team, not the Placement Team.

5 Your Placement Time Line

Timescale	Activity
Within the first week	Complete 'Placed Student Record' and 'Student Induction/Health & Safety Checklist' forms. Please return by email to busplacement@mmu.ac.uk . This is very important.
Within the first 2 months	Create a Personal Development Plan and start to compile your Placement Diary, (see section on Placement Diary for more detail).
During November	Make contact with your Visiting Placement Tutor by phone/email. (please note that should you require assistance,

	prior to your tutor being appointed, then you should contact the Placement Team).
November through until January	Arrange a suitable time for your Visiting Placement Tutor to meet yourself and your Manager. For students commencing placement in June/July this may be the ideal time for a visit. For students commencing later in the year, the first visit may be arranged between January and April of the new year.
Within first six months of placement	Arrange 1 st Appraisal with Manager (clearly the exact timing will depend on the company). For those students who may only receive 1 appraisal during the year, it would be advisable to have this completed, 2-3 weeks prior to leaving your placement position.
August	<p>Work towards completing your Placement Diary. Your Placement Diary should consist of:</p> <ul style="list-style-type: none"> • Personal Development Plan • Placement Log • Reflection <p>You are not required to submit the Placement Diary as part of your formal assessment. It is however advisable that all students complete a professional, structured and comprehensive Placement Diary to demonstrate their experience and evidence of achievement from the placement year and to provide invaluable to future employers upon graduation.</p>
Within last few weeks of placement	<p>Arrange for your 2nd Appraisal with your manager. (For those students who will only be receiving the one appraisal, this will be the ideal time).</p> <p>This is compulsory for your Placement Assessment File and is an important measure of your personal progress during placement.</p>
On your final day and before the 28th August.	<p>Your manager needs to sign the 'Confirmation of Attendance' form and this must be included as part of your Placement Assessment File, which has to be submitted by Friday 28th August 2015.</p> <p>For those students' whose employment may extend beyond the 28th August, it is recommended that your form is signed and completed for the period up until the end of your contract, but must be submitted by the 28th August as normal.</p> <p>Should students have problems in getting their 'Confirmation of Attendance' form signed under these circumstances, please inform your placement supervisor and the Placement Team. Do not submit your Placement Appraisal File after the 28th August 2015 unless authorised by the Placement Team.</p>

The Placement Team plays an integral role in providing information, support and guidance for students whilst out on placement.

Students are supported during their placement through a variety of channels and mechanisms. Support interventions range from the Placement Team, the organisation's designated Supervisor and the visiting tutor. A three way channel of communication is created to ensure consistency for both the student and employer.

Student Support Services, Programme Teams and the University Counseling Service will remain available to students during their placements; an appropriate system of referral exists to direct students to the required or appropriate services.

7 Monitoring and Evaluation

Students, visiting tutors and work placement providers provide written and verbal feedback on the placement experience and processes. Evaluation is a three way process that incorporates all aspects of the placement and one which promotes best practice.

Students provide written and verbal feedback on the services and support provided by the University. Students reflect and evaluate on their learning objectives within the organisation by completing a Personal Development Plan and a Reflective Journal/Diary.

Review of effectiveness of policy and quality of placement processes are undertaken from all institutional staff. Feedback can be informal, written and through site visits to the host organisations premises.

8 Useful Contacts

Placement Issues:

Placement Team

Placement Team	0161 247 3711	busplacement@mmu.ac.uk
Rachel Naamani Placement Officer	0161 247 1344	R.J.Naamani@mmu.ac.uk
Hannah Howard Placement Administrator	0161 247 3838	h.howard@mmu.ac.uk
Julie Prince Assistant Administrator	0161 247 4662	j.prince@mmu.ac.uk
Shauna Burns Placement Manager & Careers Advisor (Maternity Cover)	0161 247 3890	s.burns@mmu.ac.uk
Sarah Belsham Placement & Project Coordinator	0161 247 6618	s.belsham@mmu.ac.uk

**FOR ANY STUDENT/COURSE QUERIES OTHER THAN PLACEMENT
RELATED, PLEASE CONTACT THE STUDENT HUB
studenthub@mmu.ac.uk | 0161 247 2747**

Annex 1



APPRAISAL FORM

AIM OF THE APPRAISAL

The purpose of this document is to assist you and your manager to assess your strengths and identify areas of personal development needs through a formal appraisal of your work performance.

You should complete the sections of the form relevant to you prior to your appraisal with your manager. The remaining sections will then be completed by your manager on the basis of your discussions during the appraisal meeting.

Score on the following basis :

3: EXEMPLARY PERFORMANCE

Performance which is characterised by a consistently high level of achievement in the stated area.

2: COMPETENT PERFORMANCE

Performance which produces good work and demonstrates skills which are in line with the requirements of the job.

1: DEVELOPMENT AREA

An area in which the student can work to develop the skills required for the job.



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Student Self-Assessment Diagnostic Prior To Interview

1. How effective a contribution do you feel you are making to the work of your department / business?

2. Identify your areas of strength and weakness, evaluate these in relation to your role and the impact they are having.

3. Identify areas of personal development and work experience that would be beneficial over the next few months.



Student Assessment Form

You should complete your section of the form - 'Self column' - prior to your appraisal. The 'Manager column' will then be completed by your manager on the basis of discussions during the appraisal meeting.

Score on the following basis (1-3) :

3: EXEMPLARY PERFORMANCE

Performance which is characterised by a consistently high level of achievement in the stated area.

2: COMPETENT PERFORMANCE

Performance which produces good work and demonstrates skills which are in line with the requirements of the job.

1: DEVELOPMENT AREA

An area in which the student can work to develop the skills required for the job.

Student Name:

Date of Appraisal Interview:

	Assessment	
	Manager	Self
<p>Individual Characteristics</p> <p>a) Professional conduct: Appearance, punctuality, attendance.</p> <p>b) Integrity: Reliability, trustworthy, honest.</p> <p>c) Personal management: Planning and prioritising work.</p>		
<p>Communication Skills (presentation of information in a clear, concise And accurate manner)</p> <p>a) Verbal communication / telephone skills.</p> <p>b) Reports, correspondence, documentation.</p> <p>c) Meetings, presentations.</p>		
<p>Working with others</p> <p>a) Ability to deal with colleagues / customers and utilization of Inter Personal Skills.</p> <p>b) Willingness to seek help, guidance.</p> <p>c) Supporting others.</p>		

<p>Motivation</p> <p>a) Application and completion of tasks required.</p> <p>b) Flexibility to adapt; additional workloads / hours responsibilities.</p> <p>c) Desire to succeed, achieve, perform.</p>		
<p>Intellectual Ability</p> <p>a) Logical, methodical and objective. Approach to work.</p> <p>b) Ability to develop skills and accept / develop new ideas.</p> <p>c) Innovative and creative approach to problem solving.</p>		
<p>Responsibility</p> <p>a) Demonstrates initiative; actively influencing and driving their role in the business.</p> <p>b) Ability to make decisions, act and take responsibility for them.</p> <p>c) Competent and active team worker.</p>		

Student Self Assessment

Mean Score.....

Manager Assessment

Mean Score.....



Manager's Report

This section is to be completed by your manager / supervisor after your appraisal.

Manager's Comments

Please include details of any performance measures as detailed in the assessment forms which have scored particularly well or badly

Action Points

Please give details of those actions or changes in job role, which will take place as a result of your discussions.

Placement Student's signature.....

Date.....

Manager's signature.....

Date.....

Annex 2



CONFIRMATION OF ATTENDANCE

Student Name:	Start Date:
Course Title:	End Date:
Company Name:	

SICKNESS PERIODS: (Please attach copies of self certified sickness of 4-7 days and doctors notes for absences of more than 7 days):

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TOTAL NUMBER OF WEEKS WITH ORGANISATION

UP TO (today's date)

PROPOSED FINISH DATE (if later than above)

This is to confirm that the above-named student has successfully completed the period of supervised work experience as detailed above.	
Signed:	_____
Position:	_____
Comments:	

NB. It is essential that this document is completed appropriately and returned to the Placement Office as part of the Placement Assessment File by August 29th 2014 to be presented to the examination board.

Annex 3



STUDENT ASSESSMENT OF PLACEMENT

Student Name: Course Title: Company Name: Company Address: Supervisor(s):	Start Date: End Date:
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PART A – PLACEMENT EVALUATION

Please comment on each aspect of the placement giving constructive, positive and negative feedback

1. INTERVIEW & SELECTION PROCESS

Your Application Experience: how did you secure the placement i.e. via the Placement Office Intranet, personal contact?

Companies & Placements: was there a good range of companies and placements on offer?

Interviews: how many placement interviews did you attend and with which companies? How did these benefit you?

2. PROFESSIONAL/MANAGERIAL

Work Environment: e.g. rooms/desk space; access to information and resources; access to facilities?

Induction: e.g. basic health and safety, understanding company operations and introduction to members of staff & key industry individuals?

Information: e.g. was it easy to access relevant information in order to complete your job?

Supervision: please comment on approachability and availability of staff?

3. PLACEMENT TASKS & RESPONSIBILITIES

Placement Responsibilities: please give a brief description of your role outlined by the organisation? Did this change in any way and did it meet your initial expectations or exceed them?

Extra Tasks: did you complete any other assignments or daily tasks during your placement or were you involved in team meetings, briefing's act?

Training: did you receive any formal or in-house training during your placement?

Work Load: e.g. too much/too little, good balance?

4. RECOMMENDATIONS

Company: would you recommend that the company be approached again for future placements? If not, please give details.

Value: please comment on the value of your placement experience in terms of your personal development and future career plans?

The Placement Office: are there any ways in which you feel the service or processes of the MMUBS Placement Service could be improved upon?

Overall Comments: please state your overall comments of your Placement experience?

Job Offers: did the company offer you employment on completion of your degree programme, if so please provide details?

PART B – STUDENT SELF-EVALUATION

Skills Developed: e.g. communication, leadership, analytical?

Strengths & Weaknesses: do you have any development areas?

Performance: please comment on your overall performance and commitment whilst undertaking the placement?

Career Objectives: have you defined your main career goals or areas of interest?

Annex 4



PLACEMENT DIARY

Please Note: The completion of this document is optional and does not constitute any part of your assessment during your time on placement

Personal Development Plan, Placement Log & Reflection: This documentation is central to your ability to provide evidence of your time on placement. This document will allow you to record your role during placement, all activities you have undertaken, personal objectives achieved as part of your personal development, training and skills development, and any other achievements you believe have been integral to your time on placement.

(Further details to assist you in compiling your Placement Diary are contained below)

The content, for the documentation to be complete:	The standard, for the documentation to succeed:
<p>Personal Development Plan: You should consider and contemplate in advance what skills, knowledge and experience you aim to develop/improve upon under a few (4 or 5) headings, such as Personal/Interpersonal Skills, Customer Service, Job-Technical Skills & Knowledge, Problem Solving, and others as you think appropriate. You should review and regularly add material to this plan during the year (once a month would be recommended).</p>	<p>Your document will show that you have systematically thought about your present personal skills and knowledge, have projected your thoughts realistically towards the completion of your development on placement, and have considered the methods whereby you will develop your skills. You would do well to bring some of your first and second year studies to bear in writing the Plan, though elaborate academic detail is not necessarily required.</p>
<p>The Placement Log: This should be a reflection on the experiences and the learning under each of the categories in your Plan. This should be completed at minimum on a monthly basis, although you may be able to develop a weekly account dependent upon your work-load and the extent of your work experience. It should address what has happened, and how and what you learnt from it.</p>	<p>There is no requirement for a detailed theoretical analysis using secondary research sources, but for a better Log you will not hesitate to bring relevant first and second year academic learning to bear.</p>
<p>The Reflection: This is the final piece of your student placement file. You need to identify 3 or 4 key areas of your Personal Development Plan and reflect on the extent to which these have or have not been achieved. You must reflect upon the reasons for this and identify areas for your own future development.</p>	<p>The Reflection is expected to be thoughtful, well-structured, mature in style and content, and tied carefully and systematically to the foregoing documents. It should be analytical and critical of your learning from your work experience.</p>

The Personal Development Plan, Placement Log and Reflection should be combined into 1 file. The format for completion is as follows:-

1. Personal Development Plan.

This should be a minimum of 1-2 sides of A4. This will outline your Key Objectives in terms of your personal development, together with an outline of the methods by which the objectives are to be achieved. It is advisable that you discuss this with your employer/supervisor as they will be able to review to what extent they can support some of your objectives.

Some of your objectives, you may be able to achieve independently, (i.e.: technical skills, communication skills) but others may require negotiation with the employer (i.e.: chairing meetings etc.).

However, as mentioned earlier in this document, the completion of your Personal Development Plan should be completed within the first 1-2 months of your placement commencing. At the time of your placement visit, you should be able to discuss your Personal Development Plan with your Placement Supervisor and to discuss how your placement is progressing in line with your objectives.

2. Placement Log

This section of your Placement Diary essentially records your weekly activity whilst out on placement.

It should detail:-

- Your objectives for the week.
- The main tasks you are carrying out during the week.
- The outcomes you are aiming to achieve
- Actual outcomes
- Areas for improvement/development
- Learning outcomes.

It is not expected that you will complete this on a daily basis, but that you may complete this on a week-by-week basis. In the event that much of your work is routine, there may be the opportunity to complete in terms of i.e.: weeks 1-3; weeks 4-6; weeks 7-10.

Completion of the Placement Log should ideally be undertaken in a tabulated form under headings, which you feel are appropriate to your role.

There is no strict word count on this section but you should recognise, that this provides significant evidence of your work whilst out on placement. You may also wish to append appropriate documentation to the weekly records as further evidence of the work you have been doing, (i.e.: spreadsheets, questionnaires, promotions, reports etc:). **Remember, it provides added value to you and a future employer**

3. Reflection

The Reflection is your opportunity to address 3 issues.

- What did you achieve whilst on placement:

This section should refer directly to your Personal Development Plan, and determine to what extent your objectives were reached and an evaluation of your overall performance. Comments made in this section do not determine whether you pass or fail the placement year but allow you to undertake an objective assessment of yourself; what you did well, what you didn't do well and what you have learned.

- What have you learned about business

As a 'business' student you should be able to provide a critical insight into the organisation which employed you. This section allows you to evaluate the organisation's business and working practices as you experienced them and to address how this related to your previous degree studies and your knowledge of business in general.

- What you have learned about yourself

After one year in placement, you should now be a different person; new skills; acquired knowledge; alternate perspectives; realigned objectives and ambitions. Whatever it is, you should be able to reflect upon your development and discuss what added value the placement year has brought to you.