

The logo for Warwick Business School, featuring the lowercase letters 'wbs' in white on a blue square background.

WARWICK BUSINESS SCHOOL
THE UNIVERSITY OF WARWICK

Employer Guide: Undergraduate Year in Industry Placements





Engaging an undergraduate student on a year in industry placement can be an excellent starting route when considering your talent pipeline and filling your graduate level positions.

Warwick is the fourth most targeted University by leading employers, for good reason (The Graduate Market Report 2019).

With the preparation that we offer in WBS, our students could quickly make a positive impact in your organisation.

What skills can our undergraduate students bring to your organisation?

We have talented students from 75 countries studying Management, Accounting and Finance, International Business (with languages), International Management, and Law and Business (2018/19 cohort).

As our undergraduate degrees include a range of elective modules such as HR, marketing, logistics, strategy, entrepreneurship, sustainability, information systems management, and customer service management, our students are keen to gain experience in a wide variety of business functions and provide a useful resource for your organisation.

Additionally, many WBS undergraduate modules involve significant group work within a multicultural cohort and therefore students are able to develop a range of soft skills within their degree programme, including teamwork, communication, leadership and organisation.

Find outstanding candidates with support from our CareersPlus team

Our dedicated CareersPlus team helps you to identify the best candidates for your placement and internship opportunities, and works with our students to fully prepare them for their applications and employment offers.

You will have access to our internal jobs board, my.wbs portal, exclusive social media channels to WBS students and our weekly careers eNewsletter during term time, on request.

Our team can arrange employer events, allowing you to meet with our students and support you in your recruitment activity on campus. This could include delivering an employer presentation, attending one of our placement or internship events, or arranging a networking or talent sourcing session on behalf of your company. Any advertising, including event organisation, is free for employers.

For further information and to advertise your placement opportunities with us, please contact

E business@wbs.ac.uk

"The WBS CareersPlus team has been fantastic for helping Accenture engage with its students. We have had the opportunity to meet with the undergraduate cohort face to face at events including their annual Placements Fair and in bespoke sessions such as 'The importance of Mental Health'. We have also advertised our opportunities digitally using their internal jobs board. WBS not only provides some of the strongest candidates for Accenture's 'Consultancy Practise' but also to our 'Technology Architecture' and 'Software Engineering' schemes. The quality of their work and overall contributions to life at Accenture marks WBS as being one of the forefront university faculties in the UK. We would recommend the WBS CareersPlus team to any potential employer who is looking to attract top talent."

Oliver Rawlinson

Senior Recruiter: Accenture



“ I think the majority of students at Warwick would benefit from a year out. A placement enables you to hit the ground running when you start your graduate role! For me it has helped me grow in confidence and in understanding of what finance is like in industry.”

George Daniells

*Accounting & Finance Student:
Finance Placement, Dyson*



What makes a good year in industry placement?

Essential criteria:

- Year in industry placement roles should be relevant to our student's degree discipline and therefore be related to a particular area of business.
- Students taking this option are expected to complete a minimum of nine months employment, in a maximum of two roles over the year. Any placements that are offered should be three months minimum in duration.
- Placements should meet national minimum wage requirements if they are based in the UK (or the equivalent to any other legal international minimum wage requirements if based abroad).
- All year in industry placement opportunities would need to commence and finish outside of a student's official term time period. University of Warwick term dates can be viewed here: [w warwick.ac.uk/study/termdates/](https://www.warwick.ac.uk/study/termdates/)
- Students from across all of our disciplines are interested in completing placements within all types of companies, across a variety of different sectors, ranging from finance, healthcare, FMCG, law, government and public bodies to energy, banking, consulting, technology, plus many more.
- Our students can undertake year in industry placements in the UK or overseas.

Undergraduate Partnership Programme (UPP)

If your company is offering a year in industry placement role within the area of accounting, finance or professional services, then you may be interested in the Undergraduate Partnership Programme (UPP). This is a unique scheme, developed in collaboration with the Institute of Chartered Accountants in England and Wales (ICAEW), WBS, and two other leading UK business schools.

If you are an ICAEW authorised training employer, ranging from a large international accountancy firm to a local based SME, our Management or Accounting and Finance students can return back to you as a graduate with a year's worth of training already completed. This is because they have the opportunity through the UPP to complete the first year of their ACA qualifications as part of their placement year.

For further information on the UPP, please contact Jenny Maynard, UPP Course Director

E Jenny.Maynard@wbs.ac.uk

FAQs

Are Year in Industry Placements compulsory or optional at WBS?

Students on our Accounting and Finance, Management, and Law and Business courses have the option to undertake a year in industry placement in between their penultimate and final year of study. Placements undertaken by students on these courses can be based in the UK or internationally. Traditionally, we find that the majority of students on these courses participate in one placement/role across the year.

Students on our International Business and International Management courses undertake a compulsory year abroad in between their penultimate and final year of study. As part of this year abroad, students have the option to conduct a placement within a country that they have not been used to living or working in previously. International placements can be anywhere in the world, providing that the location is safe and the work environment does not pose any health or safety hazards. Traditionally, we find that the majority of students on these courses participate in two experiences across their year abroad, although some do prefer a single one.

We are an international employer – do students have specific language skills if we offer placements abroad?

If you are hoping to recruit students with specific language skills, please clearly specify this in your job advert/description. Our undergraduate

cohort is hugely diverse and students choose to study at WBS from all over the world; some may have any specific language skills or criteria that match your requirements.

All students who study in WBS will be able to speak the English language competently. Students studying our International Business course will be studying a language as part of their degree, either French, German, Spanish or Italian. These students will need to conduct a placement within a country where their chosen language is spoken.

Are year in industry placements paid?

WBS would expect your organisation to offer some kind of financial remuneration package in order for students to fund the cost of everyday living during their year in industry. Placements must meet national minimum wage requirements if they are based in the UK (or the equivalent to any other legal international national minimum wage requirements if based abroad).

In order to attract the best talent, we would advise offering a competitive salary or whatever is similarly offered in your industry across the job market. WBS would not seek to encourage or support any ongoing unpaid work experience or placements.

What hiring procedures would we need to adhere to?

Placement students would be expected to go through any official application processes that are required with your organisation, similar to all other candidates. Upon offer stage, an official contract with your organisation's employment terms and conditions would need to be supplied and students would need to provide WBS with a copy of this in order for their placement to be formally approved. Contracts should also clearly outline the student's job title, duties and responsibilities, location of placement, and salary information.

In terms of contract length and duration, any placements which are offered should be at least three months minimum in duration. Dates and durations of roles that are offered, including start and finish dates, should be included on the student's contract. Start and finish dates must be outside of the University of Warwick's term period.

Further details can be viewed here:

 warwick.ac.uk/study/termdates/

It is common for any probation periods and disciplinary procedures to be included within official contracts. In the extremely rare case of any problems occurring, students on placement would need to be treated similarly to any other employees within your business and managed by your HR department, in line with any appropriate policies and procedures that are in place and relevant employment legislation.

Please inform our Undergraduate Programme office of any serious problems or emergencies that you may encounter with a student on placement at undergraduate@wbs.ac.uk. If students are experiencing any mitigating circumstances during their placement, they should also be encouraged to reach out directly to their personal or senior tutor throughout the year.

We are a UK based company. Can we hire international (non-EEA) students for year in industry placements?

You can, provided the University deems the placement an integral and assessed part of their course and the placement is no more than 50% of the duration of the course. Our international non-EEA students are eligible to undertake a year in industry placement as part of their course as WBS considers this to be an assessed and integral part of the course.

Non-EEA students studying a full-time course have a Tier 4 visa which is valid for the duration of their course plus four months. If a student on a three-year course secures a work placement in their second year they will need to extend their visa (before their current visa expires) for a further 12 months to take into account the additional time required to complete their course. The Student Immigration and Compliance team at the University will be able to assist them with this process.



“I found working with Warwick Business School extremely beneficial. During an on campus event, we talent spotted 19 students to fast-track to our assessment centre, and from this we hired two to join our 12-month industrial placement programme. I personally found WBS exceptional in their willingness and proactivity to seek the best opportunities for their students, from helping them with available opportunities in the job market, to establishing strong relationships with companies like ourselves to help us find the best student talent.”

Amy Thomson

Emerging Talent Team: L'Oréal UK&I

FAQs cont...

Should you wish to offer an international student a graduate role upon successful completion of their placement for the following year, then you would need to ensure that your company is in a position to sponsor that student after they graduate and their Tier 4 visa expires.

Does our organisation need to make any offers to students by a specific deadline date?

Students on our Accounting and Finance, Law and Business and Management courses must secure a year in industry placement towards the end of May (for a start date of whenever the summer term finishes that same academic year, onwards). Ideally, students will need to have received their contracts and got their secured opportunity formally approved by WBS by this date as well.

International Business and International Management students must have secured an opportunity for the first half of their year abroad/placement year by March (approximately three to four months beforehand). These students must secure an opportunity for the second half of their year abroad by October (approximately two to three months beforehand) – usually to start from January time onwards..

What do I need to consider in terms of a student's health and safety?

Upon receiving a placement offer, students will be expected to complete a health and safety risk assessment form with you. This will request information around health and safety policies that exist within your workplace as well as accident and incident procedures. Your organisation must ensure that you have the appropriate employer and public liability insurances in place, as well as any appropriate policies in line with the above.

Additional support may also need to be considered if a student declares any form of disability within their application and upon being offered a role within your company.

Further information on risk assessments can be viewed here:

W warwick.ac.uk/fac/soc/wbs/undergrad/welcome/students/handschecklist

Do I need to complete any paperwork during the placement?

In addition to providing an appropriate contract, job advert/description, and completing any relevant health and safety forms, students undertaking a year in industry are required to complete a reflective report on their placement experience. Students may request for you to complete a written reference to include within this. Students who work for you will most likely ask for somebody appropriate within your organisation to act as a future reference on their behalf going forward as well.



What next?

We are always happy to help you with any queries you might have.

T +44 (0)24 765 73370

E business@wbs.ac.uk

W wbs.ac.uk/business/recruitment/

Undergraduate CareersPlus
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