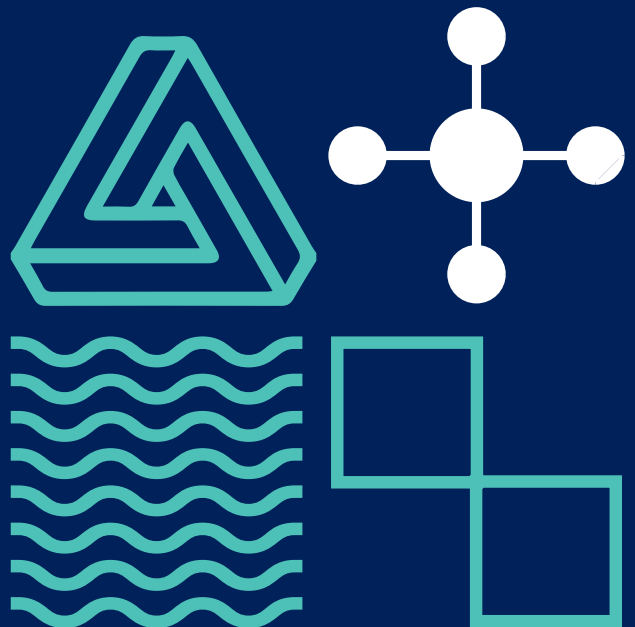


# A GUIDE FOR PLACEMENT PROVIDERS

FACULTY OF SCIENCE



# WELCOME TO OUR GUIDE FOR PLACEMENT PROVIDERS

The Faculty of Science Placement Learning Support Unit works annually with a large variety of organisations to provide placements to students. Whether you're a multinational, a public or third sector organisation or a charity, we will work with you to provide high-quality students for placement opportunities.

When students are on placement with you, their primary responsibility is to you and your organisation. Dedicated Faculty staff who act as academic placement tutors and the Placement Learning Support Unit are available to support you with the placement administration at each stage. All students will have a learning agreement that meets the needs of the organisation, the students and the university.

If you would like more information or to discuss taking on a placement student, please get in touch with the Placement Learning Support Unit.

**Nicola Smith**  
Placement Learning Support Unit Manager

## Get in touch

-  [scienceplsu@ljmu.ac.uk](mailto:scienceplsu@ljmu.ac.uk)
-  0151 231 2079
-  [www.ljmu.ac.uk/scienceplsu](http://www.ljmu.ac.uk/scienceplsu)
-  @LJMUSciencePLSU






# ABOUT THE FACULTY OF SCIENCE

The vision of the Faculty of Science is to achieve academic excellence across the full range of science disciplines in which we are actively engaged, and to further develop areas of world-leading expertise recognised as being at the forefront of these disciplines.

We offer a comprehensive portfolio of undergraduate and postgraduate programmes designed to provide our students with the best possible preparation, not just for further study or careers in their chosen subject, but also to enter a potentially wide range of graduate professions.

The Faculty has a reputation for world-leading research and teaching excellence. We attract high-achieving students who become highly sought after by leading graduate employers. We are focused on getting them ready for a competitive work environment.

The Faculty of Science has three academic schools with students available for placement opportunities:

-  School of Biological and Environmental Sciences
-  School of Pharmacy and Biomolecular Sciences
-  School of Sport and Exercise Sciences

**95% of LJMU graduates are in work or further study 15 months after graduating**

**Graduate Outcomes Survey 2020**



# THE PLACEMENT PROCESS



## Why host a placement student?

Placements constitute a real learning experience for our students and help to provide a platform for the practical implementation of theory within a science-related environment. Many of our degree programmes are approved or accredited by leading professional bodies. Curricula cover a diverse breadth of professional specialisms, as well as ensuring our students understand a broad range of scientific skills and disciplines.

## Benefits to you

Feedback from our current placement providers shows there are many benefits to employing students on placement. Satisfaction levels are high, with employers saying our students are highly motivated, talented and offer fresh ideas and up-to-date knowledge. Therefore, many of our students gain permanent employment – directly or indirectly – as a result of their placement. By working closely with placement providers, we are also able to ensure our curriculum is relevant to prospective employers and our students gain the desired employment skills.

## Benefits to students

Work placements provide our students with invaluable experience while enhancing their academic learning. During their placements, our students will learn new skills and gain experience of working in a professional environment.



**Satisfaction levels are high, with employers saying our students are highly motivated, talented and offer fresh ideas and up-to-date knowledge**

## What is an appropriate placement?

Any position offered for placement should present the student with opportunities for academic and practical learning, as well as ensuring they are making a sufficient and measurable level of contribution to your organisation. Training on company procedures, such as health and safety, should be made available by placement hosts to placement students. Prior to approving the placement we will ask you to complete a placement provider health and safety form.

## Supervision arrangements

All placement students should be allocated a placement mentor/supervisor by your organisation who will be their key day-to-day contact. Placement aims and objectives will be agreed in collaboration between the supervisor and student. Students will also be allocated an academic placement tutor by LJMU who will be an expert in their field. The academic placement tutor will be the point of contact between the student and the placement provider. Students will be required to complete a portfolio that outlines the work undertaken during the placement. If the course endorsement requires supervision then this will be at the specifications set by the awarding body.

## Work placement costs

Dependant on the course and placement type, there may be some costs associated with taking on a placement student. This could include the salary paid to a student on a sandwich year placement. Other costs may include Occupational Health Clearance and Disclosure and Barring Service (DBS) checks – the process of co-ordinating this documentation will be fully supported by LJMU.

## Accommodation

If a student needs to relocate for a placement then they are expected to find and secure their own accommodation. However, in certain circumstances – for example if a placement provider expects a student to commence placement on very short notice – problems can arise when trying to find reasonably priced accommodation quickly. In such cases, any assistance that placement providers can give in securing either permanent or temporary accommodation is greatly appreciated.

## Virtual or remote placements

As well as being workplace-based, there is also the opportunity for student placements to be virtual or remote. This means that students are home-based, rather than being in-situ with a provider. Remote placements could involve:

- Working on a specific individual project, for example focusing on one large project instead of helping with many small jobs
- Collating and analysing data
- Taking part in virtual team meetings
- Creating video tutorials and virtual tours
- Joining virtual networking sessions and online chats with various members of the organisation to give an insight into different roles
- Taking part in training opportunities via an e-learning platform



# KEY DEFINITIONS

## WORK-BASED LEARNING PLACEMENT

A work-based learning placement is a shorter placement, which is completed during a student's undergraduate or postgraduate degree course. Dependant on the course, it could range from 3 hours to 140 hours.

## SANDWICH/PROFESSIONAL TRAINING YEAR

A sandwich degree, or sandwich course, is a degree involving practical work experience in addition to academic study. It includes a sandwich or professional training year spent working in industry after the student's second year of study on an undergraduate degree.

## UNDERGRADUATE

Undergraduate degrees are for those studying their first degree and are usually a Bachelor of Arts (BA) or Bachelor of Science (BSc). Undergraduate degrees are three years in duration or four years with a foundation year.

## ACADEMIC PLACEMENT TUTOR

LJMU will allocate students with an academic placement tutor. They will be the key contact link between the student and placement provider.

## PLACEMENT MENTOR/SUPERVISOR

All students will need to be allocated a placement mentor/supervisor at your workplace. The mentor/supervisor will agree a student's objectives and will be their key day-to-day contact while on placement with you.

## COURSE LEVELS

- Level 3** A foundation year, completed before students start their undergraduate degree.
- Level 4** The first year of an undergraduate degree.
- Level 5** The second year of an undergraduate degree.
- Level 6** The third and final year of an undergraduate degree.
- Level 7** Postgraduate/masters level.

## POSTGRADUATE

Postgraduate degrees are for those studying a masters course, MPhil or PhD. They are studied following an undergraduate degree over one year full time or two/three years part time.



# CAREERS AND RECRUITMENT FAIRS AND EMPLOYABILITY EVENTS

LJMU's Careers, Employability and Enterprise team offers employers the opportunity to connect with students through an annual programme of events. The events allow employers to showcase and promote their placement schemes and offer you the opportunity to bring in former placement students who now work for your organisation after graduation. We are exploring online equivalents of these events for 2021/22 – please get in touch for more details.

We also offer employers the opportunity to come into the Faculty of Science to present their schemes to our current second years as they decide which employers they will apply to the following year. A number of organisations do this each year and receive a good level of responses from our students. You can also send us details of placement opportunities that can be advertised to our students via our free-to-use jobs board.





# ABOUT THE SCHOOL OF BIOLOGICAL AND ENVIRONMENTAL SCIENCES

The diverse, interdisciplinary School of Biological and Environmental Sciences has an international reputation for impactful research and teaching quality. Our teaching expertise lies in the disciplines of anthropology, animal behaviour, neurobiology, evolutionary and environmental genetics, epigenetics, ecology, geography, climate change, human evolution and behaviour and environmental sustainability.

**93% of graduates from the School of Biological and Environmental Sciences secure employment or are in further study 15 months after graduation** (Graduate Outcomes Survey 2020)



All undergraduate courses in the School of Biological and Environmental Sciences have the option of a sandwich/professional training year or work-based learning placement.

## SANDWICH YEAR/PROFESSIONAL TRAINING PLACEMENT

### Placement duration/start date

A sandwich placement, also known as a professional training placement, can start any time after the end of the second year exam period in May as long as the minimum time period of 32 weeks full time or 1,200 hours is completed before the beginning of the following academic year. A professional training placement commencing in the summer must be completed by mid-September the following year. The sandwich year can be spent working on one or two different placements lasting six months each. The timings of the placement start and finish dates are planned to suit the placement provider.

### Placement learning objectives

The placement should aim to provide students with the opportunity to develop the qualities and scientific skills necessary for employment in a diverse and changing environment. They will gain experience of scientific expertise, knowledge and skills relevant to the workplace; develop an awareness of the scope, structure and operation of the host organisation; and develop transferable skills in order to maximise employability.



## WORK-BASED LEARNING/SUMMER PLACEMENT

### Placement duration/start date

The work-based learning placement is 135 hours minimum. It can be undertaken any time after the completion of the student's exam period starting from May (summer period) between levels 5 and 6. The four weeks of placement (or part-time equivalent) should be completed before the beginning of the next academic year. The timings of the placement start and finish dates are planned to suit the placement provider.

### Placement learning objectives

The placement should aim to provide relevant, stimulating and career-orientated experiential learning; encourage students to develop transferable skills relevant to the work environment; and foster initiative and independence of thought.







## BSC (HONS) ANIMAL BEHAVIOUR

Drawing on the disciplines of animal evolution, ecology, physiology, neurobiology and genetics, the course gives students the chance to develop observational skills and understanding of animal behaviour to equip them for a career in animal welfare, husbandry and conservation.

I did my placement at Cheltenham Animal Shelter. All the staff and volunteers were really friendly and helpful and were happy to share advice and knowledge with me. I even got the opportunity to attend a talk the staff received from an external behaviourist which I didn't expect and really enjoyed. The placement gave me experience with dogs in another setting and experience in relation to their behaviour and observations on their training. This was valuable experience as I would like to work with dogs in the future.



**BETHANY TURNER, BSC (HONS) ANIMAL BEHAVIOUR STUDENT**

## BSC (HONS) BIOLOGY

The programme is accredited by the Royal Society of Biology. It opens up the fascinating subject of biology and provides students with a core understanding of biological theory and practical skills, as well as the opportunity to study a variety of specialisms, including genetics, microbiology, neurobiology, development and ecology.

It was an absolute pleasure to have a group of enthusiastic students from LJMU. The performance of the group was second to none. All of the students were interactive and asked numerous questions and were genuinely interested to learn about the welfare/behaviour of the animals in our care.

**DEAN OWEN, PEOPLE DEVELOPMENT TEAM LEADER, RSPCA**



## BSC (HONS) CLIMATE CHANGE

Climate change is a pressing and challenging issue facing society. Rising temperatures and sea levels, near global retreat of glaciers, alterations to precipitation patterns and frequent extreme weather events, climate-induced changes in biogeographical patterns and loss of biodiversity pose severe threats to contemporary and future societies. This programme will allow students to investigate the issue using interdisciplinary skills.

## BSC (HONS) FORENSIC ANTHROPOLOGY

The programme is accredited by the Chartered Society of Forensic Sciences. Students are taught by experts in forensic anthropology, human osteology, genetics, crime scene analysis, excavation and mass grave investigation and are actively involved in excavating medieval human burial sites in Cheshire.

I spent a week working on an archaeological site during my second year. It was interesting to see how a real site functioned and the kind of artefacts you recover from sites in England.

**ROSIE CROWTHER, BSC (HONS) FORENSIC ANTHROPOLOGY STUDENT**



## BSC (HONS) GEOGRAPHY

Exploring the way in which our physical environment develops, and how humans affect natural processes and interact within the world, forms the basis of this programme. This vocational course offers plenty of opportunities for students to apply their knowledge in practical contexts. Fieldwork, completed both in the UK and overseas, is integral to the course.

Geography graduates are highly employable because of their transferrable skills, particularly using GIS in a range of geographical applications. Some graduates also decide to pursue careers in other fields such as financial consultancy, marketing and sales, insurance risk and loss assessment, further education, research and teaching.

**KOSTAS KIRIAKOUKAKIS**







## BSc (HONS) HUMAN EVOLUTION AND BEHAVIOUR

BSc (Hons) Human Evolution and Behaviour offers important insights and perspectives on key topics fundamental to human existence, such as our evolutionary origins, the appreciation of human diversity, health and disease, life history patterns, past responses to environmental change, and the nature of our evolutionary relationship with our primate relatives.

Gibraltar National Museum provides students with the chance to participate in Palaeolithic

archaeological excavations at the Gorham's Cave Complex UNESCO World Heritage Site, Gibraltar.

“For anyone thinking of a future in archaeology or other similar paths, I would highly recommend this as a good way to either do work based learning or simply spend a summer in Gibraltar to get a feel for what excavating a site is really about.”

**ALEXA ROBINSON, BSc (HONS) FORENSIC ANTHROPOLOGY STUDENT**



## BSc (HONS) WILDLIFE CONSERVATION

The course is accredited by the Committee of Heads of Environmental Sciences (CHES), the education committee of the Institution of Environmental Sciences (IES). It is taught by conservation experts and allows students to develop skills and knowledge needed to work in a professional conservation organisation. The programme allows for the development of knowledge in ecology, genetics, evolution and animal behaviour, and environmental sustainability and how to apply these to conservation practice.

“I carried out a placement volunteering for the Society for the Protection of Turtles in Northern Cyprus. I enjoyed getting real experience of a conservation job and it has enabled me to get work experience which will help when I apply for jobs in the future.”

**REBECCA MABBUTT, BSc (HONS) WILDLIFE CONSERVATION STUDENT**



## BSc (HONS) ZOOLOGY

The programme is accredited by the Royal Society of Biology. Zoology is the scientific study of animals, both living and extinct, and the course encompasses all aspects of biology – from biochemistry and cell biology to ecology and behaviour. The programme examines animals in the context of their evolution and environment, allowing students to specialise in their own areas of interest.

“Our LJMU placement student was excellent. She worked as a Welfare Assistant, helping with the general husbandry of our animals in care. She was very competent with the tasks given to her and showed great initiative. I would be happy to have her back.”

**WENDY BURROWS, SUPERVISOR, RSPCA**



# GET IN TOUCH

## Placement Learning Support Unit

If you would like more information or to discuss taking on a placement student, please get in touch with the Faculty of Science Placement Learning Support Unit.

 [scienceplsu@ljmu.ac.uk](mailto:scienceplsu@ljmu.ac.uk)

 0151 231 2079

 [www.ljmu.ac.uk/scienceplsu](http://www.ljmu.ac.uk/scienceplsu)

 @LJMUSciencePLSU

## Student Advancement – LJMU’s Careers, Employability and Enterprise Service

For more information on connecting with LJMU students through career fairs and employability events, or to explore other possibilities for partnership, please get in touch with Student Advancement.

 [EmployerEngagement@ljmu.ac.uk](mailto:EmployerEngagement@ljmu.ac.uk)

 0151 231 2048/3719

 [www.ljmu.ac.uk/careers](http://www.ljmu.ac.uk/careers)

 @LJMUCareers