Year in Industry
Information for Employers

Benefits to you
- Helps you to identify talent early on, to support future recruitment.
- Students can bring new perspectives and ideas when undertaking projects and tasks.
- Raises your company profile with both students and academics, to support potential future collaborations.

Industry requirements
The nature of the work that students undertake will vary, but opportunities must meet the basic requirements to be considered as a placement opportunity for our students:
- Students should receive an average salary of £15000-£23000 per annum / pro rata
- The role must be full-time for a minimum of 9 months
- As employees’ students will be subject to terms and conditions of the company, employment and health and safety laws
- The role must allow the student to meet the Intended Learning Outcomes of the year in industry assessment
- Students must be allocated and supported by an industry supervisor during their placement

Timeframes
We would recommend you advertise your opportunity between September and December. Interviews can take place between October to February, in special circumstances we will consider late promotion of opportunities between March and the end of April. We will not hold interviews during revision and assessment periods, dates of these can be viewed here.

Students can start their placements as early as mid-June and we would recommend that they begin their placement before the end of September. Placements typically last 9 months which can be extended in agreement between the company and the student. Students are required to have finished their placement by September 2020 when they return to university.

bristol.ac.uk/engineering/ilo/students/year-in-industry
How to get involved

The Industrial Liaison Office can manage the administration associated with the application and recruitment process (Route A), or alternatively, if you already have a placement scheme you can continue to manage the process (Route B).

<table>
<thead>
<tr>
<th>Route A</th>
<th>Route B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provide a job description</strong></td>
<td><em>Send us your job description and advert.</em></td>
</tr>
<tr>
<td>Fill in our Year in Industry employer application form with details of the opportunity, indicating which degree programmes are relevant, salary and how many opportunities are available.</td>
<td></td>
</tr>
<tr>
<td><strong>Your opportunity is advertised to students</strong></td>
<td><em>You upload your opportunity to MyCareer.</em></td>
</tr>
<tr>
<td>We upload your opportunity to MyCareer and promote this via newsletters and digital screens.</td>
<td></td>
</tr>
<tr>
<td><strong>Students apply to your opportunity</strong></td>
<td>Students apply directly to your company using your application process.</td>
</tr>
<tr>
<td>Students complete our standardised application form. We collate applications and forward to you for shortlisting.</td>
<td></td>
</tr>
<tr>
<td><strong>Interview students</strong></td>
<td>Interviews take place at your site.</td>
</tr>
<tr>
<td>We arrange your interview schedule and interviews take place on campus.</td>
<td></td>
</tr>
<tr>
<td><strong>Appoint a student/s</strong></td>
<td>Once you’ve decided a student(s) is suitable for your opportunity and the offer has been accepted, you send the student a contract for them to sign and also returned signed university letter of engagement, health and safety and insurance documents.</td>
</tr>
<tr>
<td>Once you’ve decided a student(s) is suitable for your opportunity and the offer has been accepted, you send the student a contract for them to sign and also returned signed university letter of engagement, health and safety and insurance documents.</td>
<td></td>
</tr>
</tbody>
</table>

The university is responsible for approving placement opportunities. We are happy to discuss these options with you and answer any questions that you have.

**Before the placement begins**

We ask that you return to us all of the required paper work and sign a letter of engagement. Organisations are required to allocate the student an industrial supervisor who is responsible for the students, work and wellbeing during their placement.

**Starting the placement**

Employers must provide an induction for placement students and respond to the university on placement progress.

**During the placement**

Each student is assigned an academic supervisor who is responsible for visiting the student and industrial supervisor during their placement. Additionally, the Industrial Liaison Office will maintain contact with the student and industrial supervisor during the placement.

**Assessment**

Students will be assessed during their placement year. They will be required to submit an initial assessment based on their learning of the company to date, a final report and as a placement provider, you will be required to undertake a review of the students’ progress half way through the placement.

**How to proceed**

To advertise your opportunity please return a completed employer application form (Route A) or send us your job description and advert (Route B) to engf-yearinindustry@bristol.ac.uk.

If you have any questions please contact Louise Evans engf-yearinindustry@bristol.ac.uk 0117 95 45483

We recommend advertising opportunities early from September 2019.