



Placement Year Information Session

Global Opportunities Fair 2023

Careers & Enterprise Centre

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- Business.placements@durham.ac.uk
- Sciences.placements@durham.ac.uk
- Socialsciences.placements@durham.ac.uk

Overview of today's presentation

- What is a Placement Year?
- Searching Strategies
- Turing Scheme
- Support and Resources Available
- Approval Process and Viator

Global Opportunity Definitions

Placement Year

- An OPTIONAL additional year to your degree
- Typically taken between your 2nd and 3rd year
- Can be within the UK or anywhere internationally (so long as it is safe to do so)
- Professional level work experience
- Pass or Fail, doesn't affect your overall degree outcome
- Assessed on employability skill progression through reflective learning
- 20% tuition fee

Study Abroad

- An OPTIONAL additional year to your degree
- Taken between your 2nd and 3rd year
- You will visit a University in an exchange agreement with Durham University
- You apply for a place through the Study Abroad processes
- Depending on the agreement the year may or may not count towards your final degree outcome
- Assessed on academic achievement for the year
- 15% tuition fee

Year Abroad

- A MANDATORY additional year to your language degree
- Taken between your 2nd and 3rd year
- Must be abroad in a country that speaks your target language(s)
- You can opt to either study or work or a combination of both
- Pass or Fail, doesn't affect your overall degree outcome
- Assessed on your language skill progression
- 15% tuition fee

What is a Placement Year?

- An additional year, extending your degree in length
- Generally speaking it occurs in your penultimate year, for some four year courses it can be between 2nd and 3rd or 3rd and 4th
- **Minimum 40 weeks in length** which for most will be 1 long placement but some students have the option to do up to 3 smaller placements
- Needs to be a full time role (e.g. 35 hours per week) or equivalent - so if your weekly hours are less you will need to extend the duration of the placement
- Must be professional level work experience
- Some of you may already be on the "with Placement Year route" if you aren't, we transfer you **after** you have secured the role (but can transfer you across earlier if needed)

Searching strategies for International placements

- Have a professional online presence on [LinkedIn](#)
- For help on using LinkedIn, download our [help sheet](#)
- Research companies with global offices
- Find HR professionals in those global teams to contact directly – avoid generic emails such as 'info@'
- Use resource [GoInGlobal](#) for country specific advice and opportunities
- Speculatively apply to organisations

Speculative Applications

- Read the [Speculative Applications](#) help sheet for guidance
- Top tips:
 - Be organised: keep lists of organisations including contact details, specific info, dates applied
 - Prepare your [CV](#) and [Covering letter](#) using the linked help sheets. Use the [CV Builder](#) and then [CV360](#) resources to perfect your CV
 - Tailor each application
 - Follow up
 - Be resilient, you may get no replies or rejection



GoinGlobal™

Jobs here, there, everywhere.

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Welcome jthomas ▾

GG University

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[Internships](#)

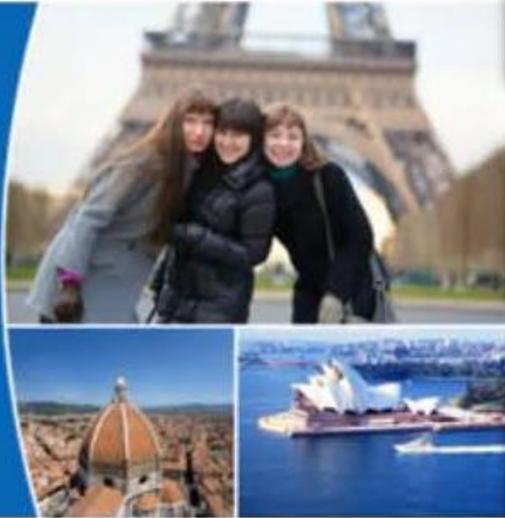
[H1B Visas](#)

[Employer Directory](#)

Study Abroad

Local advice for global success

Take advantage of our in-country experts' advice to make the most of your time abroad.



Career Guides

- Training Webinars
- User Guide

Jobs & Internships

Employer Profiles

Search Content



Career Guides

Utilize our comprehensive career and employment resources tool kit filled with everything you need to find jobs and internships at home and abroad.

- Country Career Guides
- Global City Career Guides
- U.S. City Career Guides

H1B Search Engine

Search Opportunities

Jobs

Country Career Guides

Get the information you need for a successful job or internship search, or learn more about the country where you'll be studying abroad. Our country-specific guides provide 100+ pages of in-depth job and internship search advice from our experts around the globe. Topics include: Job search resources, hiring trends, industry overviews, professional and social networking groups, work permit and visa regulations, financial considerations, resume/cv guidelines, interview tips and cultural advice.



Argentina



Australia



Austria



Belgium



Brazil



Canada



Chile



China



Costa Rica



Denmark



Finland



France



Germany



Guatemala



India

Jobs

GoinGlobal's customized job search database is updated daily and contains 16 million+ employment listings that can be searched in both English and the local language. Explore hiring opportunities with corporate, public and private organizations of all sizes and specialties - all searchable in one place.

Keywords

For more results, try searching for both English and native language terms. [Example](#)

Occupation

Country *

City

Advanced Search

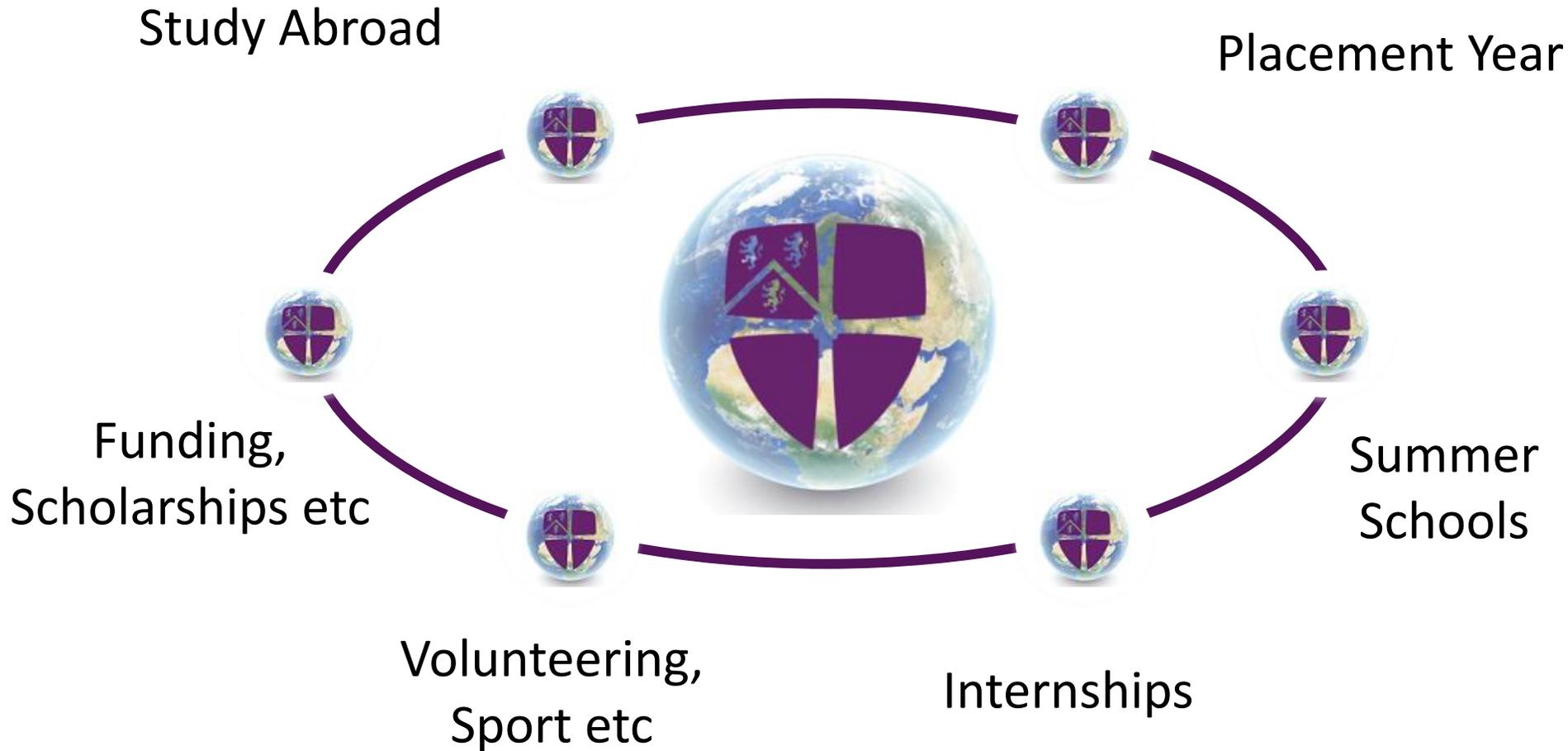
16+ million listings

Local Languages

English

[Click here for more NGO/Nonprofit jobs](#)

Turing Global Opportunities?



MNU
MATARIKI
NETWORK OF
UNIVERSITIES

Support and Resources

- You can book 1:1 appointments with your Faculty Placement Manager or one of our Careers Advisors through the [CareersConnect](#)
- Join our LinkedIn groups where we post interesting opportunities for students to apply to (not all international but some)
 - [Durham University: Find a Placement Year](#)
 - [Durham University: Science Placement Years](#)
- Check out the [events](#) section on the CareersConnect for relevant workshops such as:

Date	Session	Booking link
Wednesday 1 st November 1pm – 2pm Palatine Centre PCL050	Career Essentials: How to choose a career	https://careers.dur.ac.uk/leap/event.html?id=28136&service=Careers%20Centre
Wednesday 8 th November 12pm – 1pm Teaching and Learning Centre TLC117	Career Essentials: How to write effective CVs and Covering Letters	https://careers.dur.ac.uk/leap/event.html?id=28026&service=Careers%20Centre

Website: www.durham.ac.uk/study/careers-employability-enterprise/current-students-and-staff



Careers Connect



Quick links

[Book an appointment](#)

[Ask a careers question](#)

[View vacancies](#)

[View and book events](#)

[Careers self-discovery resources](#)

[Review your CV](#)

[Practise a video interview](#)

[Practise psychometric assessments](#)

[Careers e-learning resources](#)



Careers e-learning platform



Welcome to the Careers & Enterprise Centre

Search ▾

Book ▾

Career Discovery



Ask a Care...



Events



Appointm...



Referrals



Opportuni...



Exclusive ...



Forms



Pathways

Upcoming bookings

Event

International Students - Help &



Ask a careers question

Search and **book** events

Browse and **book** appointments

Opportunities: browse work experience and employment vacancies

Careers e-learning <https://durham.careercentre.me/>



Dashboard Information resources CVs and Cover Letters Interviews and Assessments Other Tools

E-Learning

Great place to start

- Career Sector Factsheets
- Industry Reports
- Career Stories
- Help Sheets
- Equality & Diversity Guides
- Core Skills for business / IT Skills courses
- Self Employment & Entrepreneurship

- Home Page
- Learning Paths
 - Skills & Preferences
 - Career Possibilities
 - Industry Insight
 - Job Search
 - CVs & Applications
 - Interviews
 - New Job
 - Career Management
 - Career Skills
 - Managers & Leaders
 - Challenges & Change
 - Business Skills
 - I.T. Skills
- Contributors
- My Favourites

Search e-learning topics: try networking, strengths, interview... SEARCH

Getting Started

Welcome to your e-learning hub. Discover and develop new career and business skills with expert-advice videos, interactive e-learning courses, tips and articles. Use the navigation on the left to guide you through your career learning, search using the box above or browse the latest resources below.

Adjusting to work life after graduation

New role

Career advice for final year students

Career direction, Planning

What is employability?

Transferable skills

Careers e-learning <https://durham.careercentre.me/>



- Dashboard
- Information resources
- CVs and Cover Letters
- Interviews and Assessments
- Other Tools

E-Learning

- Home Page
- Learning Paths
 - Skills & Preferences
 - Career Possibilities
 - Industry Insight
 - Job Search
 - CVs & Applications
 - Interviews
 - New Job
 - Career Management
 - Career Skills
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What is employability?

Transferable skills

- **CV 360** – score your CV against 50+ checks
- **CV Builder**
- **Cover Letter Builder**

- **Interview 360** – practise your interview technique and get instant feedback
- **Elevator Pitch Builder**
- **Career Assessments**
- **Aptitude Tests**
- **Assessment Centre Tool**

PLACEMENT YEAR APPROVAL PROCESS

Request a Change of Registration onto the Placement Year degree

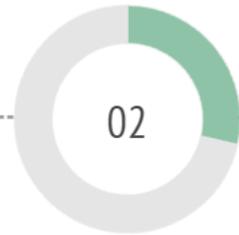
Inform your Faculty Placement Manager



Placement Details Form on PebblePad workbook.

<https://v3.pebblepad.co.uk/>

Requirements: Job Description and Offer Letter/email with company logo

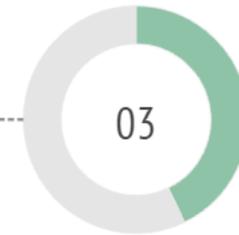


Your Faculty Placement Manager and Department Representative approve the placement

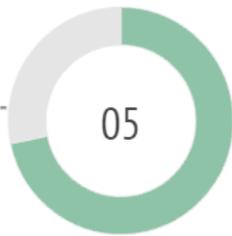
Legal Agreement sent to the organisation.

Requirements:

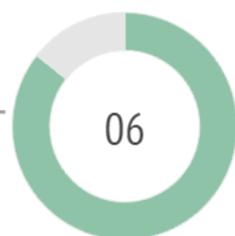
- Health & Safety Policy
- Employer Liability Insurance
- Public Liability Insurance



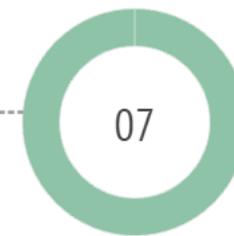
Risk Assessment and Health Declaration forms



Mandatory Pre-Placement Briefing



Student declaration



The placement is now fully confirmed!

Viator

Viator



You are at : [Home](#) > [Form 58049](#)

You are logged in as Gemma MESSENGER (rdlm35) - [log out](#).

Travel Request 58049: New request

[Read guidance notes](#)

Summary

Form type: Student Placement

Status: Draft

[Edit Basics](#)

Traveller

Gemma MESSENGER (gemma.messenger@durham.ac.uk)

Careers & Enterprise

Emergency Contact Number: *Not yet entered*

Visas and permits: The traveller has *not confirmed* all necessary visas and permits will be obtained before travelling.

Purpose of Travel

This is a placement

No travel dates entered yet.

[Edit Dates](#)

Risk assessment

No risk assessment provided

[Edit Risks](#)

Holiday Cover

Holiday cover is not available for this form type

Approval status

Validation errors

The following issues must be fixed before this form can be submitted.

- The form summary must not start 'New request'.
- An emergency contact number must be given.
- At least one travel date must be entered.
- You must upload a risk assessment file.
- The traveller has not completed the student registration process for this year.

Cover Status

Cover can not be obtained until the rest of the form is submitted and approved.

Cancel Travel Request

If you no longer need to travel, you can cancel the request here. This will mean that any approvals or cover no longer apply. It is not possible to reverse a cancellation - you would need to submit a new form.

Confirm cancellation [Cancel travel request](#)



Durham
University

Careers & Enterprise

Thank you

Contact us here:

Careers & Enterprise Centre

 [www.durham.ac.uk/study/
careers-employability-enterprise](http://www.durham.ac.uk/study/careers-employability-enterprise)

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