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YORK  
ST JOHN  
UNIVERSITY

London

# Student Professional Experience Handbook

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## Welcome to the next step in your career journey!

Our mission is to empower you with the tools, resources, and guidance you need to navigate the path ahead. Whether you're exploring career options, seeking internships, a work placement, starting a business, or preparing for your first job, we are here to support you every step of the way. Our goal is to help you unlock your full potential, develop your skills, and achieve your career aspirations.

**Remember, your career is a lifelong journey, and we're excited to be part of it. Let's work together to turn your ambitions into reality.**

**Wishing you success,**

**London Placement Team**



# Meet the Team



**Julius Ibrahim**

Enterprise and Innovations Manager.

Julius sits on the Enterprise Board, and leads on entrepreneurial initiatives such as the Enterprise Academy, The Dock co-working space, and the Content Creation Studio.



**Eseosa Agho Alabi**

Career and Enterprise Coordinator

Eseosa manages professional partnerships and collaborative initiatives with external companies and the work placement process for students and placement providers at York St John University London Campus. You can reach Eseosa via email at [e.agho@yorks.ac.uk](mailto:e.agho@yorks.ac.uk).



**Haider Ali**

Enterprise & Innovations Officer

Haider looks after the Enterprise Academy ensuring its day to day operation runs smoothly. You can reach Haider via email at [h.shah@yorks.ac.uk](mailto:h.shah@yorks.ac.uk)



**Sholto Pridgeon**

Careers Advisor

Sholto provides careers and employability advice through one-to-one appointments, workshops, and embedded sessions



**Harry Stamp**

Careers Advisor

Harry supports students with Careers & Employability information and guidance via appointments, workshops and lectures. You can reach Harry via email at [h.stamp@yorks.ac.uk](mailto:h.stamp@yorks.ac.uk)



**Micheal De Torres**

Careers Advisor

Micheal supports students with Careers & Employability information and guidance via appointments, workshops and lectures. You can reach micheal via email

[m.detorres@yorks.ac.uk](mailto:m.detorres@yorks.ac.uk)





## Professional Experience aims and objectives

### Deciding on your career path:

Gaining professional experience is crucial in helping you solidify your career goals or even uncover new ones. The right experience immerses you in a specific role, company, or industry, allowing you to assess whether it aligns with your unique skills and abilities.

### Applying theory to practice:

While the theoretical knowledge you gain during your course is essential, it can only take you so far in preparing for your career. Engaging in professional experience allows you to apply what you've learned in a real-world setting, bridging the gap between education and employment.

### Expanding your professional network:

Professional experience provides valuable opportunities to expand your network with industry professionals who can guide and support you throughout your career. You'll have the chance to connect with others through both industry engagement during your placement and university-hosted events.

### Securing a job with confidence:

Many companies view professional experience as a key recruitment tool, often engaging with students to identify future talent. We offer various opportunities to gain professional experience that can enhance your employability and boost your confidence in securing a job. This can lead to permanent employment by allowing you to showcase your academic, professional, and personal skills to prospective employers.

## Professional Experience Support

### Booking a careers appointment.

Career Appointments are available for the following:

- CV and cover letter review
- Interview tips and mock interviews
- Internship Search
- Applications
- General career guidance
- Company research
- Video interview prep
- Psychometric testing

Book an Appointment here:

[yorksjoinhandshake.co.uk/stu/appointments](https://yorksjoinhandshake.co.uk/stu/appointments)

### Online support

GraduateFirst is an online resource available to all York St John University students. The platform provides free up-to-date practice assessments such as:

- Numerical assessments
- Logical reasoning assessments
- Gamification assessments
- Situational judgment assessments
- Workstyle assessments
- Mock video interviews

Login here with your York St John University email address:

[Graduate First](#)



# Professional Experience Options

## Option 1 – Work Placement

## Option 2 – Enterprise Academy (EA)

### Option 1 – Work Placement

#### Introduction to Work Placement Year:

Embarking on a Work Placement Year during your time at York St John University provides an excellent opportunity for you to gain valuable work experience that will complement your degree. This period will allow you to develop your employability skills and gain experience while exploring an area of work that interests you. The purpose of this Guidance document is to outline the responsibilities of students who choose the work placement pathway.

#### Eligible Courses for Placement:

- [Data Science](#)
- [Digital Marketing](#)
- [Computer Science](#)
- [Global Healthcare Management](#)
- [International Entrepreneurship and Innovation](#)
- [International Project Management](#)
- [Master of Business Administration \(MBA\)](#)
- [Public Health](#)

#### Enrolment for Placements Year

If you are enrolled in one of the relevant 2-year courses mentioned above, you are eligible for work placements. However, if you are enrolled in a 1-year course and wish to include a placement, you should follow the following steps

- Discuss it with the relevant academics/ programme lead
- Speak to the Funding Advice team ([fundingadvice@yorks.ac.uk](mailto:fundingadvice@yorks.ac.uk)) to ensure you're aware of the financial implications (some students don't realise they will need to pay additional fees for their placement year so this is very important)
- Speak to the visa team about the visa implications of the change ([visa@yorks.ac.uk](mailto:visa@yorks.ac.uk))
- Apply for a Change of Programme online on e:Vision. Guidance on the Change of Programme process, and a detailed guide on how to complete the online form can be found here: [yorks.ac.uk/students/your-course/changing-course](https://yorks.ac.uk/students/your-course/changing-course)
- Please note that change requests are subject to Academics, Visa, Student Records and Assessment Team approval. Confirmation of the change will be sent once complete, or if the change is declined, students will be informed.



#### Securing Placement Opportunities

To successfully secure a suitable placement opportunity, it is important to be dedicated and actively participate in the process. Although the University does not guarantee placements, You are encouraged to proactively seek opportunities and use the available support services. Placement opportunities can be found across different sectors on platforms such as:

- [Ratemyplacement](#)
- [Total Jobs](#)
- [Student Circus](#)
- [Handshake](#)
- [Milkround](#)
- [Target Jobs](#)
- [Gradcracker](#)
- [Step](#)
- [Linkedin Jobs](#)
- [Debut careers](#)
- [Bright Network](#)
- [prospect Jobs](#)

#### What role is suitable for my placement?

Placements are for practical work experience, to help you gain professional experience in a field of your choosing. It is recommended that you choose a role that aligns with your academic background and supports your long-term career aspirations. An ideal placement opportunity will cover the application of a range of skills and can take place in a variety of departments, including:

- Administration
- Operations
- Human Resources
- Customer Relations
- Information Technology
- Clinical - depending on your course of study

The most important factor to consider when choosing a role is what you will learn from the experience. It is important to note that placement jobs are not sector-specific, if you are unsure about a role you can book a Placement Appointment.

[yorks.joinhandshake.co.uk/stu/appointments](https://yorks.joinhandshake.co.uk/stu/appointments)

### Support from the London Careers team

One of the most important steps you can take toward securing a placement is to collaborate with the University's Careers team. The team provides a wide range of support services designed to help you prepare for your placement and make the most of the opportunities available to you.

Some of the services offered by the team include placement preparation sessions, which can help you learn about the different types of placements available and how to apply for them. They also offer employer-delivered sessions, which provide valuable insights into what employers are looking for in placement candidates, as well as one-to-one guidance sessions that can help you develop your CV, cover letter, and interview skills.

In addition to these services, they also host a range of university career fairs, which provide you with the opportunity to meet with employers, learn about different industries and career paths, and network with other students.

Overall, the University's Career team can be an invaluable resource as you navigate the placement process, so be sure to take advantage of all the support they offer. By working together, you can increase your chances of securing a placement that is right for you and set yourself up for a successful career.



### Application and Interview Process:

When you're applying for job placements, it's important to prioritize quality over quantity. Make sure that your applications are tailored to the specific job requirements, and don't be afraid to seek guidance and support from your University. Careers and Student Opportunities team can provide you with valuable advice on how to prepare for different interview formats. We advise you to Practice psychometric /online tests to help you prepare. You can register at the [York St John Assessments Portal](#), simply sign up using your YSJ email address and you will be sent a confirmation email.

### Accepting /Approval of Work Placement

After securing a placement, you must complete mandatory formalities, provide necessary documents, and comply with the placement organisation's terms and conditions. A job offer will typically arrive in writing from an employer in the form of a contract of employment, outlining the job role and setting out the terms and conditions of employment for the role.

Documentation - All students must complete an Experience on Handshake and attach the following documents

- A copy of your full-time job description for the proposed role that gives a clear outline of the work, training, and supervision that you will be undertaking whilst on placement
  - A copy of your signed contract of employment, the following information is required:
    - The name, address, postcode, telephone and web address of the organisation providing the placement
    - The start and end dates of the placement
    - The name, job title, telephone and email address of the main contact person whom the Placement and Internship Adviser should liaise with during the placement period
- Submit an Experience here:  
<https://yorksjoinhandshake.co.uk/edu/experiences>



### Placement Start Dates

There are no set dates for the placement. Placements normally start between February and September each year. You will be notified of the placement dates in advance by mail.

### Placement Duration/Work Hours

The University requires that your placement be a minimum of 9 months and a maximum of 12 months with your chosen employer. The placement must be full-time working hours (37)per week.

### Remuneration

The University requires you to ensure that your paid placements align with the going [National Minimum Wage](#).

### Placement Organisation's Terms & Conditions

You should adhere to the employer's terms and conditions as outlined in their Contract of Employment received before starting the placement.

Whilst employed by an organisation, you are accountable under the organisation's Contractual Terms and Conditions of Employment. Failure to abide by these rules could result in you being formally disciplined and suspended or terminated from your placement.

Please note: York St John University has no power to change a decision made by the placement organisation if a student has breached their employment terms and Conditions.

### Health and Safety

You should note that whilst employed by the host organisation, you will be governed by workplace Health and Safety law and your placement provider will provide more information on these during your induction.

### Placement Monitoring (Time Sheet)

YSJL is responsible for monitoring and reporting on non-EU/EEA nationals throughout their course, including placement periods, until the completion of their studies. We kindly request that you encourage your line manager/responsible person to complete your monitoring form fortnightly and return it to [London.Placements@yorks.ac.uk](mailto:London.Placements@yorks.ac.uk). You will be expected to be punctual and attend work throughout the placement as agreed with the placement provider. The company will expect 100% attendance for the whole of your placement.



### Leaving a placement.

- You are subject to discrimination, harassment, or other inappropriate behavior whilst in employment under contract with the host organisation.
- You have an illness that impacts your ability to continue employment; the normal School and University policies will apply.
- You are dismissed and the employment contract is terminated by the placement organisation, for reasons of breach of contract.
- contract is terminated due to reasons beyond the control of the student (e.g. redundancy, compulsory closure, etc). The Placement Year team intervenes in the best interests of the student, i.e where the student remains employed but the environment is judged unsuitable, the nature of the placements has drastically changed, duties have been reduced or the role is not what was originally agreed, and approved by the Placement Year team.
- If any of the above is out of your control you will be free to leave the placement and seek an alternative opportunity for the remainder of the placement period if still within the window allowed for a change. If an alternative placement is not secured within the allowed time or the window to find another placement is closed you will proceed to Enterprise Academy and their Assessment will be completed in line with Enterprise Academy policy.

### Placement Year reflection

How you will be assessed for the Placement Year is dependent on your course of study. you will be assessed through the Business Consultancy Project, Dissertation, or Applied research work based on the following.

- Engagement with required placement visits
- A minimum of 9 months completed on placement, signed off.
- Completion of a reflective piece of work to be presented to a named Academic Supervisor



### Holiday and Absence

Taking leave under an approved external placement will require a signed proof of leave approval from your employer and completion of the University absence form. Download the [University Absence Form](#)

Please send your completed documents to [@visa](#) and [London.Placements@yorks.ac.uk](#)

### Issues on placement

It is in your interest to inform the team immediately of any problems that you encounter during your placement year. All matters will be dealt with in the strictest of confidence. The University will always strive to resolve any problems raised, and your welfare and interests will always remain the priority. Click here to book a [London Wellbeing Appointment](#)

### Representing York St John University

you are reminded that, throughout your course, you are representing the University. Should you during your placement year, engage in actions that are deemed to bring the University into disrepute, the University's disciplinary processes and procedures will apply.

For more information, please visit: [Student University Policies](#) and [Student Disciplinary Policy and Procedure](#)



## Option 2 – Enterprise Academy

The Enterprise Academy (EA) is our start-up and leadership accelerator programme, developed and delivered by entrepreneurs and industry professionals.

The Enterprise Pathway is designed for students who are looking to launch their business. Maybe you have a great idea and are not sure where to start. Maybe you have an existing business and would like to know how to reach the next level of growth. Maybe you have a side-hustle and want to explore how you can make it a full time opportunity.

In Semester 1 you will study a series of core topics (EA Core). You will then follow a pathway of your choice in Semester 2. There are 2 pathways to choose from – Enterprise pathway or Leadership pathway. All EA related info can be found on this page: <https://www.yorks.ac.uk/london-campus/careers/enterprise-academy>

### EA key dates

EA is a 24-week programme, split into 2 semesters. You will start the programme after your first year

Semester 1: October to December

Semester 2: January to May .

The big pitch is an Entrepreneurial competition that runs before Christmas and summer break

### Working during EA

During the EA programme, international students will be allowed to work 20 hours a week. These 20 hours can be applied to finding a part-time internship or part-time job. You will have access to all the same support and resources from York St John University as students on work Placement.

### Programme delivery

EA will be delivered in a blended teaching style with both online interactive sessions and in person sessions Attendance for both online and in person sessions will be monitored by the university.

### After EA

The student can partake in a Business Consultancy Project (BCP), A dissertation or an applied project after EA has finished.

### Available support

When the programme begins the EA Mentors will be able to answer questions about the weekly sessions but if there are any admin related issues then students can email [London.Placements@yorks.ac.uk](#) or contact the Visa team for queries about travelling abroad






## Contact Details

[yorks.ac.uk/london-campus](https://yorks.ac.uk/london-campus)

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