



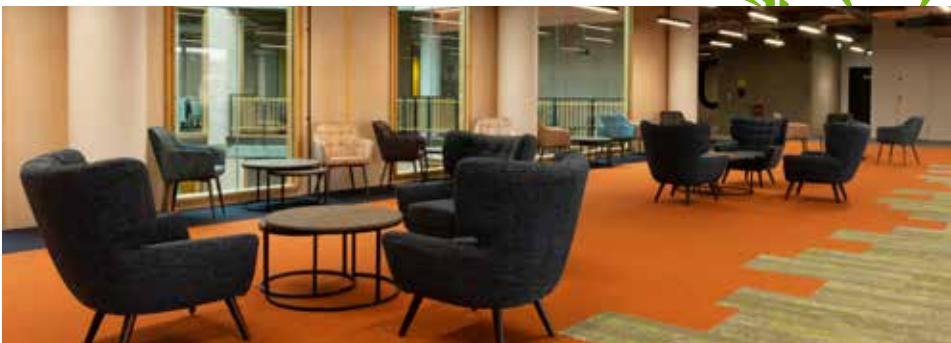
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**YORK  
ST JOHN  
UNIVERSITY  
LONDON**

# York St John University London Placement Year Guide

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## Welcome and Introduction

### Hello and welcome!

We're really excited to have you start your placement year with us at York St John University London.

Whether you're exploring career options, seeking internships, starting a business, or preparing for your first graduate role, our mission is to empower you with the tools, resources and guidance you need to stand out in today's competitive job market.

Our placement year allows you to:

- Apply the skills and knowledge you've developed at university to real workplace situations
- Gain hands-on experience that employers look for in graduate applicants
- Build confidence, communication skills and professional awareness
- Develop transferable skills that will support you in any sector or career path
- Work with an approved employer who can help shape your future career direction

Whether you're aiming to work for a large organisation or a smaller, specialised employer, your placement year will deepen your expertise and strengthen your ability to secure that all important role after graduation.

Our Placement team is here to guide you throughout your journey—from finding opportunities and preparing applications, to staying connected with you during your placement. Whatever you need, we're only an email or a call away.

This handbook will walk you through everything you need to know, including requirements, support, expectations, and who to contact for help. Remember, your career is a lifelong journey and so is the support offered as a YSJ student.

Good luck, and enjoy your placement year!

### The Placement Year team

York St John University London, 6th Floor, Export Building, 1 Clove Crescent, London E14 2BA

Email: [london.placements@yorksj.ac.uk](mailto:london.placements@yorksj.ac.uk)



## Why should I do a placement year?

You may find that taking a placement year offers several valuable benefits, including:

### Deciding on your career path:

Professional experience helps you clarify your career goals or discover new ones. Being immersed in a role, organisation, or industry allows you to understand whether it aligns with your skills and interests.

### Applying theory to practice:

Your course provides important theoretical knowledge but applying it in a real-world environment strengthens your understanding. A placement helps bridge the gap between academic learning and the realities of the workplace.

### Expanding your professional network:

During your placement, you will meet industry professionals who can offer guidance, support, and potential future opportunities. You can build connections both within your placement organisation and through university events.

### Securing a job with confidence:

A placement year can significantly boost your employability, improve your confidence in applications and interviews, and may lead to a permanent role with your placement provider.

## What is a Placement?

A placement is an assessed period of work experience that forms part of your degree. It allows you to work with an approved employer in a real business or professional environment while still being a registered university student. You will be required to complete formal assessments that reflect your placement experience.

At York St John University London, we offer year-long placements that add a year to your degree and usually last between 9 to 12 months.

Placements are normally linked to your degree in some way, either through the type of organisation, the role, or the skills you will develop. The nature of the work you undertake will vary depending on the placement you choose, but it should provide meaningful experience that supports your academic and career development. We expect all placement providers to offer opportunities that are both challenging and engaging, enabling you to develop personally and professionally throughout your year as an employee. This experience is designed to help you gain practical skills, confidence, and insights that will support your future career.

## 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](#)

## Enrolling in a Placement Year

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

- Discuss it with the relevant academics/module director
- Speak to the Funding Advice team via the [Student Hub](#) to ensure you're aware of the financial implications such as paying additional tuition fee for a Placement Year. Speak to the Visa team via the [Student Hub](#) about the visa implications of changing your course.

- Apply for a change of course on e-Vision. Guidance on the change of course process, and a detailed guide on how to complete the online form, can be found on the [Student Hub](#).

- Please note that change requests are subject to academic, Visa, Student Records and Assessment team approval. Confirmation of the change will be sent once complete, or if the change is declined, you will be informed.

## Placement Year Pathways at York St John University, London

- Work Placement
- Enterprise Academy





# Work Placement

## What Is a Suitable Placement Role?

A placement role is considered suitable when it:

- Offers relevant experience that links to your degree, career interests or helps you develop transferable skills.
- Provides real responsibilities, giving you the chance to take ownership of tasks and make a genuine contribution.
- Supports skill development in areas such as communication, teamwork, organisation and problem solving.
- Ensures a safe and supportive environment, with appropriate supervision and training.
- Allows for learning and progression, offering opportunities to ask questions, gain new skills and reflect on your experience.
- Meets University requirements, including employer support for assessment and monitoring.

While many students choose placements that relate directly to their degree, others decide to work in industries that are not connected to their academic subject. This can still be extremely valuable, as it gives you the chance to explore different fields, gain new perspectives, and strengthen your overall employability. What matters most is what you will learn and how the experience will help develop your skills and confidence. If you are unsure whether a role is suitable, you can book a Placement appointment for advice and support.

## When and Where to Look for Placement

Securing a placement year is competitive, so it's important to be proactive and start your search early. The University does not guarantee you a placement; you are encouraged to proactively seek opportunities. Many UK employers advertise placement opportunities up to a year in advance, so understanding recruitment timelines and knowing where to look will help you plan effectively.

### When to Look for Placements

Most employers recruit placement students between September and June of your penultimate year.

Placements in York St John University London typically begin during:

- July to September
- December to February

Recruitment timelines vary depending on the organisation:

- Large companies often advertise early in the academic year.
- Small and medium-sized organisations may recruit later or on a rolling basis.

For this reason, it's important to check for new opportunities regularly. Before applying, take time to research:

- Different career paths.
- Sectors or industries that interest you.
- Organisations you may want to work with.

This preparation will help you understand what you're looking for and where your skills best fit.



## Where to Find Placement

Placement vacancies are advertised across a range of platforms, including employer websites and job boards and online careers platforms like:

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

- Professional networks and industry events
- Speculative applications
- University careers and placement services

Applications are submitted directly through these platforms, and you will be assessed alongside other candidates through a competitive selection process.

As a York St John University London student to prepare, you also have access to:

- [The Placement Preparation Journey on Handshake](#)
- [Support, advice and workshops from the Placements team](#)
- [Additional guidance and resources from the wider Careers team](#)

These services are designed to help you strengthen your applications and feel more confident throughout the recruitment process.



## Application and Interview Process

We encourage you to update your resume (most commonly known in the UK as a CV) and set up a LinkedIn profile as early as you can. Potential placement providers may request these at any stage.

When applying for placements, focus on quality over quantity. Tailor each application to the specific role and make use of the support available from the Careers and Student Opportunities team, who can guide you through a range of application and interview formats.

CV Co pilot, part of the Shortlister platform, is an AI powered CV builder and optimiser that helps you create a high quality, targeted CV by analysing your experience against specific job requirements.

Application processes vary between organisations. Large multinational companies typically follow a multi stage process, starting with an online application and progressing to video or telephone interviews, and sometimes assessment centres.

Prepare for assessments by practising psychometric and online tests. You can use the York St John Assessments Portal by registering with your YSJ email. Platforms such as Shortlister.Me is also available to help you practise interview skills, build confidence, develop new competencies, and receive personalised feedback.

## Accepting and Approving a Work Placement

### Congratulations, you've received an offer!

Once you have accepted your placement, it is essential that you inform us by starting the placement approval process on Handshake.

As part of this process, you will be required to provide the necessary documentation and confirm that you understand and agree to the placement organisation's terms and conditions. A job offer is typically sent in writing and includes a contract of employment, outlining your role and the terms attached to it.

## Required Documentation for placement

All students must complete an [Experience on Handshake](#) and attach the following documents:

- A copy of your full job description for the proposed role, providing a clear outline of:
  - The work you will be undertaking
  - The training you will receive
  - The supervision and support available during the placement
- A copy of your signed contract of employment, which must include:
  - The name, address, postcode, telephone number, and website of the organisation providing the placement
  - The start and end dates of the placement
  - The name, job title, telephone number, and professional email address (not Gmail or Yahoo Mail) of the main contact person whom the Placement team can contact

## Placement Start Dates

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

## Placement Duration and Employment Requirements

The University requires that your placement is a minimum of 9 months and a maximum of 12 months with your chosen employer. Your placement must also be full-time, equivalent to 37 hours per week.

As the work placement forms an assessed part of your degree, it must not exceed half of the total length of your course of study. Please note that you cannot undertake a permanent full-time job as your placement. However, you may undertake a full-time fixed-term role, provided it aligns with the required placement duration and learning outcomes.

For more information on working including your rights as an employee, please visit the GOV.UK website and the [UK Council for International Student Affairs \(UKCISA\)](#)

- [Employment rights and pay for interns](#)
- [Guidance - Student and Child Student \(accessible\)](#)
- [Student work](#)

## Remuneration

The University requires all paid placements to comply with the UK [National Minimum Wage](#). If you are earning a salary during your placement, you may be required to pay Income Tax and National Insurance. If you have a P45 from a previous job, make sure to provide this to your placement employer when you begin your role.

## Unpaid Placements

Unpaid placements are not permitted for any placement lasting longer than one month.

All placements exceeding one month must be paid and meet the requirements of fair working conditions, appropriate supervision, and alignment with the University's placement requirements.

This ensures that students receive a meaningful, supported, and financially sustainable placement experience.

## Professional Conduct While on Placement

During your placement, you are representing both yourself and York St John University, and you are expected to maintain a high standard of professional behaviour at all times.

You must adhere to the employer's terms and conditions as outlined in your Contract of Employment, which you will receive before starting your placement. Once employed by an organisation, you are fully accountable under their contractual terms, workplace policies, and codes of conduct.

Failure to comply with these rules may result in formal disciplinary action, which can include suspension or termination of your placement by the organisation.

You are also expected to remain engaged with the University throughout your placement. Please ensure you regularly check your University email, as important correspondence from your School and the Placement team will be sent to your YSJ account.

Please note: York St John University London has no authority to overturn a decision made by the placement organisation if a student breaches the organisation's contractual terms and conditions.

Maintaining professionalism, reliability, and positive workplace conduct is essential to ensuring a successful placement experience.

## Health and Safety during Placement

During your placement, you must follow all workplace Health and Safety laws, policies, and procedures set by the placement provider. As an employee for the duration of your placement, you are governed by their Health and Safety regulations and must comply with them at all times.

Your placement provider will give you detailed information during your induction, including:

- Your Health and Safety responsibilities
- Emergency and evacuation procedures
- How to report accidents, hazards, or concerns
- Any role-specific risk assessments

If you become unwell while on placement, you must:

- Follow your placement provider's sickness policy, which will usually require you to notify your manager or supervisor as soon as possible.
- If you are off sick for more than 7 days, obtain a doctor's fit note and provide this to your employer.
- Inform the Placements team so we can offer support and keep your records up to date. If at any point you have concerns about Health and Safety in the workplace, report them immediately to your supervisor and notify the Placements team.



### **Placement Monitoring (Time Sheet)**

YSJ London 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@yorksj.ac.uk. You are 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.

### **Reasonable Adjustments & Disability Support**

We want every student to feel supported, safe, and able to succeed during their placement. If you have a disability or long term physical or mental health condition, we can work with you and your placement provider to put the right support in place.

### **Holiday and Absence**

Taking leave while on an approved placement will require 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@yorksj.ac.uk](mailto:visa@yorksj.ac.uk) and [London.placements@yorksj.ac.uk](mailto:London.placements@yorksj.ac.uk)

### **Issues while on Placement**

- It is in your interest to immediately inform the placement team of any issues 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 our priority. Additional wellbeing support is available via Student hub.

### **Circumstances for Leaving a Placement**

- You are subject to discrimination, harassment, or other inappropriate behaviour whilst in employment under contact with the host organisation.
- You have an illness that impacts your ability to continue employment; the normal University policies will apply in this instance.
- You are dismissed and the employment contract is terminated by the placement organisation, for reasons of breach of contract.
- Your contract is terminated due to reasons beyond your control (for example, redundancy, compulsory closure).

The Placement Year team intervenes in the best interests of the student when:

- 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 apply, you are free to leave the placement and seek an alternative opportunity for the remainder of the placement period, if still within the permitted timeframe for a change. If an alternative placement is not secured within the allowed time to find another placement, you will proceed to the Enterprise Academy, and your 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 either a 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

### **Representing York St John University**

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

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

## Student Testimonials

### Dinesh Rai

MBA in Healthcare Management with a year in Industry- Healthcare Administrator - The Royal Free Hospital

**“** At The Royal Free Hospital (RFH), I have found my MBA in Healthcare Management industrial work placement fruitful, enjoyable, engaging, insightful, and challenging. I got a rare opportunity to see and experience first hand RFH, the NHS, and how it works in a broad spectrum, along with the partnership between NHS Foundation Trust's hospitals and the community they serve.

As an MBA student and an administrator at RFH, I observed closely how the day and night administrative and clinical work is carried out cooperatively and synergistically between the admin and clinical teams to deliver a seamless patient care and customer experience to achieve a common goal within a set period despite so many challenges that the NHS faces. I wholeheartedly thank York St John University London Campus, the placement team, RFH and its A&E Managers, Sarisha, for working together in providing me with the great mentorship for securing the work placement.



### Surya Javvadi

**MBA with professional Experience Business Analyst M/s Oriontechspirits Private Limited**

**“** My placement has been both challenging and rewarding. The tasks I was assigned helped me develop professionally, and my colleagues have been friendly and supportive in all situations. I was also assigned a mentor in my role who helped me whenever issues arose.

At the start of my internship, the workload was slow, but it gradually increased. The level of responsibility I was given was much greater than I expected, and it has prepared me well for my future career.

The practical knowledge I gained during my placement has deepened my theoretical understanding and complemented my university studies.

Everyone in my team is friendly, helpful, and easy to talk to. It is always easy to contact my colleagues if any issues come up. The guidance provided by my supervisor also helped me in conducting stakeholder meetings.

**”**

### Valerie Agba

MSC Global Healthcare Management with Professional - Health and Local Crisis Response -British Red Cross

**“** My professional work experience year with the British Red Cross, facilitated by York St John University, has been transformative. I gained invaluable skills in healthcare management, communication, crisis response, refugee support and leadership, while working on community outreaches and independent living projects. I am immensely grateful for this opportunity and confident it has set the pedestal for my career progression.



**”**

### Felix Parry Adu

Computer science with Year in industry - Operation Specialist Deliveroo Editions

**“** Deliveroo Editions has given me what I can confidently say was my best year. I convey my deepest gratitude to York St John University for the support in my journey throughout this placement period.

I am thrilled to be able to have an opportunity to gain valuable insights about the hospitality industry. I have developed strong skills in management and leadership which provides me with a competitive edge and greatly increasing my employability. The experience also opened my eyes to potential leadership opportunities in future.



**”**

## Enterprise Academy (EA)

If you have not secured a placement by the deadline, don't worry. You will be enrolled onto the Enterprise Academy (EA).

The Enterprise Academy is our startup and leadership accelerator experience, developed and delivered by entrepreneurs and industry professionals.

The Enterprise Academy is designed for students who are looking to launch or grow a business or if starting a business isn't for you, EA can help you develop strong leadership skills.

- Maybe you have a great idea and are not sure where to start.
- Maybe you already have a business and want to reach the next level.
- Maybe you have a side hustle and want to explore turning it into a fulltime opportunity.

In Semester 1, you will cover Enterprise Foundation

You will then follow a pathway of your choice in Semester 2.

There are three pathways to choose from:

- Enterprise Pathway
- Leadership Pathway
- Technical Pathway

All EA related information can be found on the [website](#)

### Enterprise Academy Key Dates

Enterprise Academy is split into two semesters, but the structure changes depending on your intake period. For example, September students will complete Sem1/2 and then finish, while February students will complete Sem2/3 and then finish.

You will start Enterprise Academy after your first year

**Semester 1:** October to December

**Semester 2:** February to May

**Semester 3:** June to August  
(for February starters only)

Enterprise Academy ends with the Big Pitch and Leadership simulation. Allowing students to win investment and mentorship for their business idea as well as leadership coaching and co-working space

### Available Support

During your experience on Enterprise Academy, you will be assigned Mentors who will be able to answer questions about the weekly sessions. However, if there are any administrative issues, you can email [enterpriseacademy@yorksj.ac.uk](mailto:enterpriseacademy@yorksj.ac.uk) or contact [Student Hub](#).

### Working during Enterprise Academy

International students on Enterprise Academy 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.

### Enterprise Academy Delivery

EA will be delivered in a hybrid learning approach. Allowing students to learn creatively and practically.

### After Enterprise Academy

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

## Placement Year – Frequently Asked Questions (FAQ)

### York St John University – London Campus

**What is the Difference Between a Placement Year and a Professional Experience Year?**

The terms are often used interchangeably; at York St John University London, they refer to the same type of work-based learning.

**What is the difference between a placement and an internship?**

Internships are usually short-term (3 to 6 months), not credit bearing, and not formally assessed. Placements last 9 to 12 months, are credit bearing, and are assessed through academic work such as the Business Consultancy Project (BCP) or equivalent.

**Which postgraduate courses offer a placement year?**

All postgraduate courses delivered at the London Campus are eligible for the Professional Experience Year.

**Is the placement year mandatory?**

No. Students may choose a standard one-year postgraduate course or a two-year course that includes a placement year.

**When does the placement year start?**

Placements typically begin in February or September, depending on course structure and employer recruitment timelines.

**How do I apply for a placement?**

You apply directly to employers. The Placements team supports you with CV and cover letter advice, interview preparation, and placement search guidance and resources

**Does the University find a placement for me?**

No. Students are responsible for securing their own placement. The University provides dedicated support, resources, and employer facing opportunities.

**Can I find my own placement independently?**

Yes. You may source your own placement, but it must be formally approved by the University to ensure it meets academic, health and safety, and visa requirements.

**What support is available during my placement search?**

Students can access 1:1 appointments, workshops, Handshake, and networking events.

**Are there placement deadlines?**

Yes. Deadlines vary each academic year. Students will receive official reminders via email and Moodle.

## Placement Year – Frequently Asked Questions (FAQ)

### York St John University – London Campus

What if I cannot secure a placement by the deadline?

You will be automatically enrolled onto the Enterprise Academy (EA), our startup and leadership development programme.

Are placements paid?

Yes. Placements lasting longer than one month must be paid and comply with UK National Minimum Wage regulations.

Will the University approve unpaid placements?

No. Placements longer than one month must be paid.

Can international students undertake placements?

Yes, provided they meet UKVI regulations.

Will I receive academic credit for my placement?

Yes. The placement contributes to a 60 credit assessment.

What is the Business Consultancy Project (BCP)?

The BCP is an assessed project applying academic theory to workplace challenges.

Can I complete my placement abroad?

No. Placements must be UK-based.

What types of companies offer placements?

Students secure placements with multinationals, SMEs, startups, public sector organisations, and charities.

Can the placement be remote or hybrid?

Yes, the placement can be hybrid as well as remote if the employer and role are UK-based.

Can I switch from the Enterprise Academy to a placement later?

No. Once the Enterprise Academy has begun, switching is not permitted.

Can I stay with my placement employer after graduation?

Yes. Many students secure graduate roles with their placement employers.

Are there networking opportunities?

Yes. The University hosts employer events, networking sessions, and careers fairs.

What if I face challenges during my placement?

Contact the Placements team immediately.

How is my placement performance assessed?

Assessment may include employer feedback, reflective work, and academic projects.

## Placement Year – Frequently Asked Questions (FAQ)

### York St John University – London Campus

Do I attend classes during the placement year?

You will not have regular classes, but occasional check-ins or workshops may be required.

Can I change placements if I'm unhappy?

Possibly. Speak to the Placements team. Any changes must follow University and visa regulations.

How do I balance work and academic requirements?

Effective time management is essential. You can find out more about balancing work and study on the [University website](#) or the [Student Hub](#).

Are there visa implications for the placement?

Yes. Your visa must cover the placement and comply with UKVI rules.

How does the placement benefit international students?

A UK-based placement enhances employability and provides valuable industry experience within the UK.

I'm working part-time – can I work full-time on the role for my placement?

Possibly. The role must be UK-based, paid, and meet placement criteria. Contact the Placements Team.

How do I prove to my employer that I can work more than 20 hours during placement?

You can request a placement entitlement letter by booking an appointment with the Placements team on Handshake.

What will I study during the Enterprise Academy?

In Semester 1, all students complete EA Core, covering leadership, innovation, and entrepreneurial skill-building. In Semester 2, you choose one of the following pathways:

Enterprise Pathway – for developing or growing a business

Leadership Pathway – for strengthening professional leadership skills

Technical Pathway – for digital and technical innovation learning

Can I work full-time during the Enterprise Academy?

No. International students are permitted to work up to 20 hours per week during EA, in line with visa regulations.

## Contact Details

[yorksj.ac.uk/london campus](http://yorksj.ac.uk/london_campus)

T: +44 (0) 1904 876 944

E: [London.Placements@yorksj.ac.uk](mailto:London.Placements@yorksj.ac.uk)

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