Industrial Placement Year

Richard Bowden
CVSSP, SEPS
REGULATIONS

† Information is in your P.T. Folder
  - Read it cover to cover

† 4-yr BEng, 5-yr MEng
  - 52 weeks placement inclusive of holidays
  - must complete 46 weeks actual before start of next academic year
# Modular Regulations

<table>
<thead>
<tr>
<th>Activity</th>
<th>PT Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Report</td>
<td>15</td>
</tr>
<tr>
<td>2nd Report</td>
<td>25</td>
</tr>
<tr>
<td>Log Keeping and paperwork</td>
<td>15</td>
</tr>
<tr>
<td>4 forms when start</td>
<td></td>
</tr>
<tr>
<td>Personal/Prof Development I</td>
<td>30</td>
</tr>
<tr>
<td>Personal/Prof Development II</td>
<td>35</td>
</tr>
</tbody>
</table>

Note: 1st Report in duplicate for feedback
What will I need before starting my placement?

† **Up front expenses**
  † Deposit/rent
  † Travel
  † Insurance
  † Living expenses for 1st month
  † Additional expenses if overseas

† **Offer Letter/Contracts/Documents**

† **Formal letter from the University (if needed)**

† **Income Tax - N.I. Number**

† **Meet your University Placement Tutor**
  † (if known)
What do I need to do once I’ve arrive at my placement?

- Placement Agreement (3 copies)
  - Pre-signed by the university
  - Should be in your PT folder
  - Get it signed by the company, plus H&S summary
  - Distribute to the relevant parties
- Induction Checklist
  - You have a check list covering what the company should do for you in the first couple of weeks
- Return to the PT Secretary (UniS)
  - Full address and contact info
    - Single contact details form (used to be 2 forms)
    - Outline Training Programme for the year
      - Filled out by the industrial supervisor
    - Two-monthly reports

REMEMBER ALL FORMS COUNT TOWARDS MARKS
What else will I need to do throughout the year?

† Tutorial Visits
  - 1st 4 to 6 weeks
  - 2nd 20 weeks
  - 3rd 40 weeks (Be proactive if not contacted)

† Why have tutor visits? What happens?

† Assessment
  - Performance/Potential (by Company)
  - Reports (by University)

† Records
  - Log Technical (for Company)
    Training (for CPD)
  - Reports
    † First, Final, (Language)
What else will I need to do throughout the year?

† IEE Membership
  - If you're going for an accredited degree, you then need to accredit the industrial year
  - Forms in folder
What can I expect in my placement?

- University tutor and visits
- Company supervisor
  - Sometimes a mentor
- Plan of work and contract of employment
- Enough money to live on
- Feedback from company and university
- Support when things go wrong
What is expected of me on my placement?

† To

- take the initiative
- Provide documentation to the university
- keep the university informed of changes
- represent the university of Surrey
- follow company rules
- ask questions when necessary
- learn how to complain if necessary
- do what it takes!!!
But I’m not placed yet?

† Don’t worry too much, some companies leave these things very late
  – mid-July is the latest
† Don’t stop looking and applying
† Be available for contact/interview
† Leave contact details with PT secretary
† If you decide to withdraw inform the PT secretary in writing
Contacts

Professional Training Secretary
Jilly Bolding
Tel: 01483 686070
email: j.bolding@surrey.ac.uk

Professional Training Coordinator
Janette Redman
Tel: 01483 686135
email: j.redman@surrey.ac.uk

Sr Professional Tutor
Dr Richard Bowden
email: r.bowden@surrey.ac.uk

Deputy Professional Tutor
Dr Terry Windeatt
email: t.windeatt@surrey.ac.uk

Your placement (University Tutor)