**Placement Year in Enterprise**

* An alternative to employment in an organisation or study abroad
* Leading to DPS (Diploma in Professional Studies)
* Places limited and by application

**Application**

* Application form to be submitted via your own school placement office by **Fri 2nd Feb 2024**
* Interviews to assess capability - the business idea must be suitable and viable, judged by the interview panel which will include a selection of academic tutors and enterprise mentors.

**Requirements**

Prior to embarking on their Year in Enterprise (YinE) the student must:

* Complete all relevant paperwork for the placement office.
* Complete a company risk assessment evaluating their business (to be completed after instruction on the first training day).

Prior to starting trading the student must:

* Register their business with Companies House/register themselves as sole trader.
* Take out relevant insurance for their business including public liability insurance and, if appropriate, professional indemnity insurance.

To obtain the DPS on graduation, the self-employed student must satisfactorily complete:

* A minimum of 45 weeks (excluding holidays) working in their own business.
* The DPS requirements for their school.
* A competent display of performance throughout the year including attendance and participation in the compulsory training programme.
* Self-employed placement students must maintain good conduct and uphold the reputation and standards of their company and the University.

**Support**

* A member of staff from SBE will be designated as the student’s placement manager who will provide access to mentors and other expert advice.
* The student‘s own school will appoint a visiting tutor who will assess the work that leads to the DPS

**Training programme**

* Boot camp – a *compulsory* 3 day workshop 25th-27th June 2024 where all the YinE students attend together to meet each other and learn the basics. A programme of topics will be covered by a variety of experts: risk assessment, market research, competitor analysis, customer personas, legal/tax, finance, marketing.
* 3 Subsequent single training days – spread throughout the year (10th Sept 2024, 14th Jan 2025, 8th Apr 2025) to track progress; meet with business experts and mentors to encourage timely completion of DPS assignments. Further topics will be included in each training day and students will be able to request specific training if required e.g. more detailed finance.
* 3 Catch up sessions (Wed afternoons in Oct, Nov, Dec tbc) in person or over Teams

**Facilities**

It is anticipated that some students will work from home for the year but if they wish to base themselves in Loughborough they have access to the Start-up lab in the STEM building each afternoon from 2pm.

**Funding**

There are limited amounts of funding available on a competitive basis as grants from the University.

If students wish to apply for funds before starting the Year in Enterprise, the Skill-Up fund (up to £500) is open for applications from Oct - end Nov and April - end May.

For more information about the Year in Enterprise programme please sign up for one of our information sessions (see LEN website) or contact Amanda Berry ([a.j.berry@lboro.ac.uk](mailto:a.j.berry@lboro.ac.uk)).

For an initial consultation about your business idea contact [LEN@lboro.ac.uk](mailto:LEN@lboro.ac.uk)