



Frequently Asked Questions Before your placement

Job Offers and Declaring your Placement

1. I have been offered more than one placement. How do I decide which placement offer to accept?

You should speak to your School Placement Team if you are offered multiple placements and do not know which to accept. They may have knowledge of the companies and placement opportunities and may be able to put you in contact with students who have previously done placements at the organisation.

There are several factors to consider when deciding which placement offer to consider including:

- Salary
- Location
- Relevance of placement to your degree and/or future career aspirations
- Accommodation
- Duration of placement

2. Who do I contact for a reference for my placement?

If your placement provider requires a reference to confirm your placement offer, then it is recommended that you contact your Personal Tutor or provide their contact details to the company. You should make your Personal Tutor aware of the company and placement role they will be asked to provide a reference for.

Unfortunately, Placement Officers cannot provide references as we support large cohorts of students and cannot provide feedback on your academic performance.

3. How many weeks do I need to complete in my placement/s to be eligible for the Diploma in Professional Studies/Diploma in Industrial Studies?

In order to qualify for the Diploma Award you should aim to complete 45 weeks of full-time employment excluding annual leave.

For 2022/23 there are flexible arrangements for the placement year, the minimum requirement is now 35 weeks of total activity. This must include a minimum of 25 weeks of placement activity and the remaining 10 weeks can be made up of additional

placement activity or supplementary activity. It is expected that you will complete some activity in Semester 1 and Semester 2.

4. What is Supplementary Activity?

Supplementary Activity is a relevant and useful activity either identified by the student or by the University that can be used to 'top-up' the substantive element of the Part I year. Examples of supplementary activity students have previously undertaken include: Personal Best Badges, LSU Peer Mentoring, LSU Society Roles, Online and In Person Courses, Work/Volunteering Activity, Virtual Internships and Loughborough Enterprise Network Programmes.

5. Does the placement have to be paid to qualify for the Diploma in Professional Studies or Diploma in Industrial Studies?

No, both paid and unpaid placements can be counted towards the Diploma award. However, before accepting an unpaid placement, you must consider the financial implications.

6. I have secured a placement. How do I declare my placement to the University?

Before you start your placement there is essential paperwork you will need to complete. You will need to start by reading and agreeing to the Placement Charter on [Co-tutor](#) and then you will be able to create a new Placement Record for yourself. You can access [Co-tutor](#) using your university username and password.

You will also need to complete the following before you start:

- *Upload a job description to [Co-tutor](#)*
- *Complete the online Risk Assessment on [Co-tutor](#)*
- *Your employer will need to complete a Host Organisation Declaration Form before you start*
- *Watch the Health and Safety briefing and complete the associated Health and Safety quiz. This will be available on your School's pre-placement Learn page.*

Your Placement Officer will need to approve your paperwork before you start your placement and will be in contact with you if any additional paperwork is required.

7. Is there a tuition fee for my placement year?

Yes, the tuition fee for the placement year is approximately 20% of the standard year fees. This covers the dedicated support you received during your second year to help you find and secure your placement, the support you receive and have access to while on placement, the placement visiting tutor visit, and assessment marking of the Diploma award.

8. What sources of funding are available for my placement year?

The funding options available will depend on whether you are doing a UK or overseas placement, and whether you are a UK or international student. You can find guidance on support available including tuition fees, maintenance loans and Turing funding [here](#).

9. I have secured an unpaid placement. Is there any additional funding available to support me?

If your placement is unpaid, you may be eligible for the Loughborough University Unpaid Placement Bursary. You can find the full terms and condition under the 'financial help for unpaid placements' section of the [Careers Network website](#).

10. I have found out that I need to take resits during the Special Assessment Period (SAP). How does this work if I have already started my placement or are due to start it soon?

If you have already started your placement or are due to start soon, then you should speak to your placement supervisor to let them know that you will need to be back on campus for a period of time between Wednesday 31st August to Friday 9th September whilst you take your resits.

See the [Undergraduate Reassessment pages](#) for more information and also the ['Examinations pages'](#).

11. How can I obtain proof of my student status?

You can download a letter for proof of your student status on the [Student Self-Service Portal](#). You will need to select the 'Certificate of Registration.'

12. If I am undertaking an official work placement within London, am I entitled to student discount for travel?

Students who undertake placements based in London may be able to apply for a discounted Student Oyster Card. You will need to be on a full-time work placement for a minimum of 14 weeks to qualify for the scheme. Please note that placement students need to register via the application dedicated to work placements only. Read through the how to apply – work placements section on the [Transport for London website](#).

When you have completed your application, you will be advised that a letter is needed to confirm your placement/s. Please email the template letter alongside your TfL application number to your Placement Officer.

13. How can I get my Student ID Card extended?

You may have a three-year student ID card if you originally registered on a three-year course before you decided to add a placement year. To extend your card, please visit the Campus Card desk in the Herbert Manzoni building.