



Frequently Asked Questions Before your placement

Looking and Applying for Placements

1. Where can I find placement opportunities?

There are many places you can look for placement opportunities. We recommend including the following resources in your search for placements:

- *The Careers Network vacancy database on [Careers Online](#)*
- *Placements promoted by your School Placement team – these could be advertised via email, Learn pages and other online vacancy databases*
- *Careers Network Placements and Internships Bulletin*
- *Social Media*
- *Recruitment Agencies*
- *Professional networking platforms i.e., LinkedIn*
- *Employer events*

See also "[Where to Look For Advertised Placements](#)" on the Careers Network website.

2. Are there any resources available to support me with drafting my placement applications?

There are lots of great resources on the [Make Applications](#) section of the Careers Network website. You can find guidance on CV, cover letters, LinkedIn and applications as well as the later stages of the application process – interviews, assessment centres and employer tests. You should also check your school pre-placement Learn page as this will have expert industry specific application tips.

3. Can I have an appointment to check over my applications?

Yes, you can book a [Careers Advice](#) appointment to have your placement applications reviewed. Careers Advice appointments are released at 8:30am Monday-Friday, you can book a face-to-face, MS teams or telephone appointment.

If you need tailored advice for specific industries or companies then you can book a [Placement Advice](#) appointment with your Placement Officer.

If you are in Creative Arts, School of Science or School of Sport, Exercise and Health Sciences then you can book the appointment online. For other schools you will need to contact your [Placement Officer](#) for an appointment.

4. Will there be support available outside of term time?

Yes, your Placement Officer will be available outside of term time to support you with your placement search, applications, and queries. You may find that during your breaks you may have more time to focus on your placement search, so it is a good opportunity to utilise support via [Placement Advice and Careers Advice appointments](#).

5. Can I use my own family/friends contacts to find a placement?

Yes, it is a great idea to use your network to see if they can support you with finding a placement. Family/friends may have contacts in the sector you are interested in working in.

6. I'm of Black/Asian heritage and would like to know more about what's available to me?

A range of opportunities are available to you through our Black and Asian Talent programmes, all geared towards celebrating and advancing your career success. This includes work experience opportunities, exclusive employer events, **Placement** support peer mentors, application checks, interview coaching and more. Get involved by emailing future.talent@mailbox.lboro.ac.uk.

7. I am an international student, can I find a placement in my home country?

Yes, you can find a placement in your home country. This is a great option if you are struggling to find one in the UK. Please ask your Placements Officer or Placement Director/Coordinator for help if you are unsure of the criteria the placement would have to meet.

8. I have a disability or long-term health condition, how will this affect my placement?

An employer is legally required to make reasonable adjustments to the recruitment process and in the workplace to prevent a disabled person being at a disadvantage when compared to a non-disabled person. You can access support throughout your second year with the recruitment process for placements. You can attend [Careers Advice appointment to discuss placement applications \(CV, cover letters, application forms\) and later stages of the recruitment process \(employer tests, assessment centres and interviews\)](#). You can also access [Placement Advice](#) appointments with your dedicated School Placement Officer.

There are a number resources to support you on the [Careers Network webpages](#).

9. What roles/job are accepted as placements?

To be eligible for the Diploma in Professional Studies or Diploma in Industrial Studies the role needs to be of an entry/graduate level. The majority of advertised placements and internships are acceptable. If you are unsure, then send a copy of the job description including a list of tasks and responsibilities, to your Placement Director/Coordinator and Placement Officer.

10. How do I add or remove the placement year from my degree programme?

You can add or remove a placement year by submitting a route change request on the [Student Self-Service Portal](#). Once complete the request will go through to your Placements Officer to approve.

11. Is there any financial help available to secure a placement?

Up to £500 per student has been made available to support UK and EU undergraduate students who are in receipt of the Loughborough University Bursary (LUB). The fund is intended to be used to reduce barriers and increase access to Part I placements, including but not limited to: travel to interviews and assessment centres, accommodation and related costs, clothing for interviews and the placement. Further guidance is available [here](#).

12. I am not sure if I want to do a placement. What should I do about securing accommodation in Loughborough?

If you are unsure on whether you want to do a placement and want to secure back up accommodation in Loughborough, we would recommend applying to university halls of residence as a returning student. You can then cancel your room if you are successful at securing a placement. Further information on re-applying to halls of residence is available [here](#). Make sure you check the [announcements page](#) regularly to be notified when applications to reapply to halls of residence are open.