

Undergraduate Work Placements



UNIVERSITY OF
BATH

A guide for Placement Providers

Economics • Politics • Social and Policy Sciences



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Welcome to our undergraduate placements

The University of Bath is now firmly established as a top ten UK university with a reputation for world-leading research and teaching excellence. We attract some of the highest-achieving students, much sought after by leading graduate employers, and we are focused on getting them ready for a competitive work environment.

Nearly two thirds of our students undertake a valuable work placement as part of their degree. Thanks to the support of our placement providers, we are able to offer our students a wide range of excellent placement opportunities within major corporations, smaller businesses and Government departments, across all sectors.

Benefits to you

Our placement providers enjoy multiple benefits from employing one or more of our students and find they add real value to their business. As well as gaining fresh ideas and up-to-date knowledge from highly motivated and talented students, employers see the placement as an extended interview and a very cost-effective way of recruiting. We also know that working with industry ensures our curriculum is relevant to prospective employers and our students have the right employment skills.

Benefits to the student

The skills and knowledge acquired by our students throughout their degrees are put into context through the variety of tasks and responsibilities they undertake on their placement. They benefit from real world learning, are able to adjust quickly to the workplace, provide specialist knowledge, take on an increasing degree of responsibility and handle a variety of different tasks and projects.

Students return to university with a wealth of experience that they apply to their final year, often choosing to do a dissertation based on aspects of their placement they want to explore further.

We look forward to working with you

Here in the Faculty of Humanities and Social Sciences we have a long-established, outstanding placement programme. We pride ourselves on the support and preparation we give our students and the strong professional links we have with organisations in the UK and overseas.

We welcome any new organisations who wish to join us. Many of our graduates have gone on to work for the organisation they spent their year out with, and the University of Bath has an outstanding alumni network of past students who go out of their way to assist current students, by either offering to be a mentor, or even creating new placement roles. This is a relationship we hope to continue long into the future.

We hope you will find this brochure useful in finding out more about what we can offer.



Why employ a placement student from Bath?

The benefits to your organisation

- High quality employees without long-term commitment
- Fresh ideas and talent from a motivated student
- Up-to-date knowledge of latest industry developments and new technology
- Knowledge and skills to tackle 'one off' projects
- A cost-effective additional staff resource
- Access to the latest research through closer links with the University
- 'Try before you buy' with regard to graduate selection
- A chance to raise your profile on campus among a future graduate workforce
- Investing in the next generation.

Typical tasks our students can undertake

- Use computer packages and databases, including in-house systems, to analyse and interpret data, create graphs, charts and other methods of displaying data
- Undertake research using quantitative and qualitative skills
- Write reports in a professional manner
- Make business presentations
- Undertake business correspondence
- Project management
- Attend team meetings, seminars etc.; listening, minute taking, evaluating and contributing where appropriate
- Manage your organisation's social media presence
- Assist with routine administrative tasks.



The exceptional academic and personal qualities that we have come to associate with students from the University of Bath; their passion to learn and develop; their willingness to question and challenge; their commitment and work ethic, ensures that they become a valuable asset to the business and are complementary to our permanent workforce.

Ian Pledger

Vice President
Bank of New York Mellon Corporation



What type of organisations offer placements?

Political, Public Sector and International Development

Foreign & Commonwealth Office
 HM Treasury
 Department for Business, Innovation & Skills
 Department for Environment, Food & Rural Affairs
 Department for Transport
 Department for Work and Pensions
 OFGEM
 Ministry of Defence
 House of Commons
 Welsh Assembly
 Office for National Statistics

HM Inspectorate of Prisons
 Confederation of British Industry (CBI)
 Ministry of Justice
 Institute of Cultural Diplomacy
 EU Parliament
 British Chamber of Commerce
 American Chamber of Commerce
 Council of the European Union
 Association of British Insurers
 Pension Protection Fund
 Government Affairs departments in large companies
 Political think tanks

Charities
 International development consultancies & NGOs
 Development Initiatives
 Landell Mills
 Maxwell Stamp
 Individual MPs & MEPs
 Embassies and Consulates
 Lobbying companies in London & Brussels

Business and Finance Sectors

JP Morgan
 Morgan Stanley
 Intel
 EY
 IBM
 PriceWaterhouseCoopers
 BP
 Grant Thornton
 Exxon Mobil
 Deloitte
 GlaxoSmithKline
 HSBC Investment Bank
 Lloyds Banking Group

Accenture
 Nationwide
 AXA Investment Management
 Unilever
 ING
 Rolls-Royce
 Peugeot
 Black Rock
 Goldman Sachs
 Legal and General
 GE
 Nomura
 The Walt Disney Corporation

L'Oreal
 Porsche
 American Express
 UBS
 North Highland
 Airbus
 Centrica
 Microsoft
 Amazon
 City Asset Management
 Bank of England
 Transport for London
 Capital Economics



“

Our two University of Bath students worked on various econometric and other consultative projects through their placement with BrandScience with great success. It was astonishing how quickly they adjusted to a professional environment, transferring their technical skills and theoretical background to develop commercial insight. With their work ethics, attention to detail and drive to develop, they became an integral part of our team.

It was the first time we participated in the scheme and we are looking forward to the next year, but also our experience to date has demonstrated that our relationship with the University of Bath is potentially a successful route to recruiting bright young analysts after they have completed their final studies.

”

Georgia Protopapa

Consultant Analyst,
BrandScience

Rebecca Thompson

BSc (Hons) Economics
Placement with the Department for Work and Pensions

“It has been really exciting working in Westminster and seeing how economic theories translate to policy options in government. I have really developed this year and I have been able to gain confidence in applying the skills I have learnt at university to a professional working environment.”



Economics

- BSc (Hons) Economics
- BSc (Hons) Economics and Politics
- BSc (Hons) Economics and Mathematics

Our Economics students are highly sought after by the top UK recruiters for both placements and graduate roles; Economics at Bath is ranked 2nd for graduate prospects in *The Times and Sunday Times Good University Guide 2015*.

Compulsory units

- **Economics degree only:**
Economic policy in the UK
- **Economics and Economics and Politics degrees:** Introduction to probability and statistics
 - Mathematics
 - Statistics and data analysis
 - The modern world economy
- **Economics and Politics degree only:**
International relations and global politics
 - Key concepts in politics
 - Political ideologies
 - Economics of politics
 - Economic thought and policy
 - European political thought
- **Economics and Mathematics degree only:**
Algebra
 - Analysis
 - Mathematical economics
 - Probability and statistics
- **Core to all three degrees:** Introductory macroeconomics
 - Introductory microeconomics

Optional units include:

Labour economics • International trade • Money and finance • Environmental economics • Econometrics • Economics of incentives • Game theory • Investment and trading

These degrees are designed to enable students to develop:

- knowledge of computing techniques, and mathematical and statistical methods, along with exposure to economic, financial, and social data and econometric software
- the ability to structure and organise the world around them through key economic concepts and ideas, such as: opportunity cost, incentives, equilibrium, disequilibrium, stability, strategic behaviour, expectations and surprises, marginal considerations, gains from trade and efficiency, dynamic systems
- logical reasoning: students will be able to reason deductively and inductively. They will develop these skills by analysing assumption-based models. This enhances graduates' problem-solving and decision-making ability
- strong numeracy skills from dealing with economic and financial data, which they can organise, manipulate, and interpret clearly
- the ability to design and conduct experimental and observational studies and analyse the data resulting from them
- the ability to formulate complex problems of optimisation and interpret their solutions in the original context of the problems.

“

The CBI has offered placements to University of Bath Politics students for several years and our experience has been overwhelmingly positive. As the voice of British business, the CBI seeks the best talent to work in its fast-paced and driven Brussels office. Bright, enthusiastic and determined, the students become real assets to the team.

”

Naomi Harris

Senior Policy Adviser,
Confederation of British
Industry (CBI),
Brussels



Ellie Staunton

**BSc (Hons) Politics and International Relations
Placement with Interel Consulting**

“At Interel Consulting, a Public Affairs agency based in London, my role as Monitoring Assistant consisted of three main elements: monitoring developments in Parliament and the devolved governments; researching the policy platforms of political parties across the UK; and creating a new online resource.

I had to produce daily and weekly reports of stakeholder developments and activity in Parliament for all of the consultants and Interel’s clients. The task allowed me to take responsibility and ownership of one of Interel’s key communication tools. It challenged me to gain a better understanding of how the different levels of government work, while balancing this to the interests of our clients. As part of the monitoring team, my work was spread across all of the sectors of the business, which allowed me to form great relationships throughout the company, as well as be a valuable asset to each of the departments. It was of enormous benefit to experience the application of my studies in a real world context.”

Politics

- BSc (Hons) Politics and International Relations
- BSc (Hons) Politics with Economics

Our politics undergraduates are ambitious and highly committed leaders of the future who are preparing for careers in international politics, business and communication. Politics at Bath is ranked in the top three in the UK for employment success rate in *The Times and Sunday Times Good University Guide 2015*.

Compulsory units

- **Politics and International Relations only:** Conflict and international security • Foreign policy-making and its analysis
- **Politics with Economics only:** The modern world economy • Economics of politics • Economic thought and policy
- **Core to both degrees:** British politics • Key concepts in politics • Comparative politics • Political ideologies • International relations and global politics • American politics • European political thought • European Union politics • Research design and methods in politics

Optional units include:

International development • Sociology • Management • Social psychology • Marketing

These degrees are designed to enable students to develop:

- a critical perspective on politics in contemporary and historical contexts
- competence in using a variety of well-known business software
- the ability to assimilate information quickly and to take on an increasing degree of responsibility
- effective communication and analytical skills, and the ability to work in teams
- experience in oral, visual and written presentation of research topics
- qualitative and quantitative research skills
- a strong grounding in development issues (for those who undertake units in international development).

“

Having a sandwich student has been mutually beneficial – it has given students first-hand experience of political life at Westminster while making a real contribution to our work. Working with existing staff, our most recent Bath student set up an online blog for research work in Parliament and provided a semi-external view about how this could best be used, especially in conjunction with social media. We have had a number of sandwich students. They have brought fresh ideas and enthusiasm, been quick to learn and happy to be involved in different tasks.

”

Richard Cracknell

Head of Social Statistics,
House of Commons
Research
University of Bath alumnus



John Wood

BSc (Hons) Social Policy
Placement with the House of Commons

“I was fortunate enough to be given the opportunity to work within the House of Commons as a Social and General Statistics Researcher. Upon arrival I instantly felt like a valued member and was given huge responsibilities. Within the first few weeks I was regularly providing statistical data to MPs and producing official research papers and reports. Throughout the year I was given wider opportunities and challenges to develop and stretch my expertise. However this was coupled with great support and guidance not only from my work colleagues, but also from the university placement staff.”

Social and Policy Sciences

- BSc (Hons) Sociology
- BSc (Hons) Sociology and Social Policy
- BSc (Hons) Social Sciences
- BSc (Hons) Social Policy
- BSc (Hons) International Development with Economics

Our real-world approach to Social Science teaching equips our students with a sound understanding of the social issues that affect society as well as the employability skills they will need for a diverse range of public or private sector jobs.

Sociology, Sociology and Social Policy, Social Sciences and Social Policy

Compulsory and optional units include the areas:

Qualitative and quantitative social research methods

- social theory • policy analysis • family policy
- race and ethnicity • childhood • sexuality
- work and organisations • criminal justice • politics • psychology • languages • international development • science and technology • health policy • European social policy • social movements
- religion and social politics • media and terrorism • gender studies

These degrees are designed to enable students to develop:

- an understanding of a range of sociological theories and concepts and the ability to apply them to contemporary social issues and problems
- familiarity with concepts of social policy, in particular equality, social justice and citizenship
- competence in using a variety of well-known business and research software, including SPSS

- the ability to assimilate information quickly and to take on an increasing degree of responsibility
- effective communication and analytical skills, as well as team-working skills
- experience in oral, visual and written presentation of research topics
- qualitative and quantitative research skills
- a strong grounding in development issues (for those who undertake units in international development).

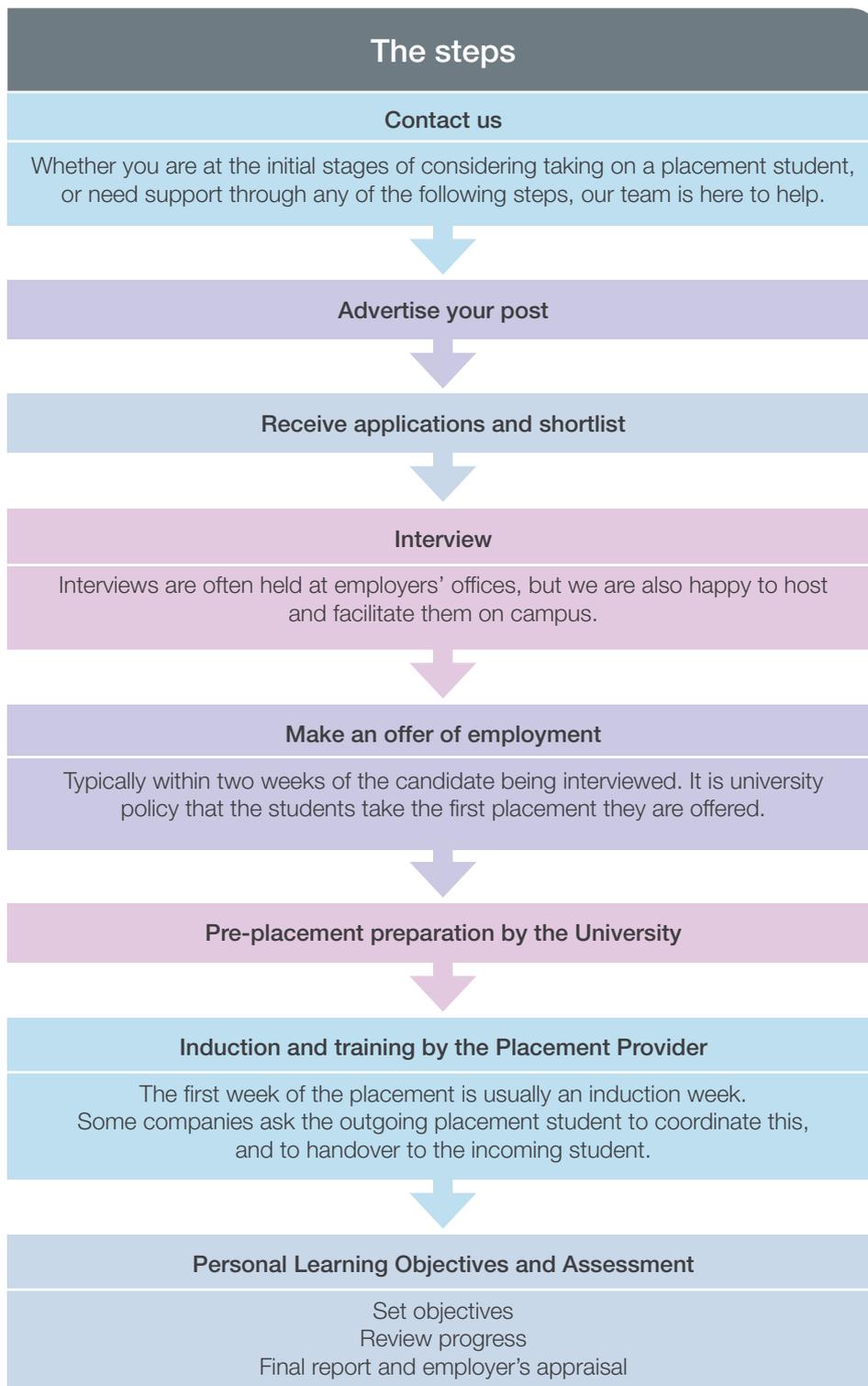
International Development with Economics

This degree enables students to study economic, social and political aspects of development both separately and together. A focus on economics is maintained throughout.

Compulsory and optional units include:

Development economics • International politics of development • Thinking and working cross-culturally • Social research in international development • Development theory and global transformations • Conflict, security and development • Inequalities in developing countries • Social identities in international development

The placement process step-by-step guide



What are the time frames?

Degree subject	Recruitment period	Earliest start of placement	End of placement	Duration
Economics	August - June	June	July - September	40 weeks – 1 year
Politics	August - June	June	July - September	30 weeks – 1 year (shorter placements are possible)
Social and policy sciences	August - June	June	July - September	30 weeks – 1 year (shorter placements are possible)

Your role

- Early in the placement, set clear aims and objectives with the student and establish a good two-way communication
- Facilitate integration in the project and the team
- Delegate day-to-day supervision to another staff member (the Placement Supervisor)
- Meet regularly to monitor progress and discuss future development
- Offer an employer's appraisal on completion of the placement.

Our role

- Be available for the student (or Placement Supervisor) to contact at any time throughout the placement
- Visit the student on placement, as well as the student and Placement Supervisor together to offer advice and support to both parties (UK based only)
- Ensure both student and provider receive maximum benefit from the placement.

How much does it cost?

Most employers pay the student a salary commensurate with age and experience. In the business and finance sector, typical salaries currently range from £15,000 – £25,000 per annum. In the political and charity/NGO sector, students sometimes undertake unpaid placements, but we ask that in such cases an allowance is provided to cover reasonable travel costs.

Students who are working in the EU may be eligible to claim an ERASMUS grant, however, this is not guaranteed. You can find out more about ERASMUS on their website www.erasmusprogramme.com/

Our Placements Team

Each of our degree subjects has a dedicated Placements Officer who can advise you on all aspects of the placement programme and we have an outstanding administration team who will provide full support with each step of the process. Please see back cover for full contact details.

The placement process in detail

Advertise your post

Please contact us should you wish us to send you our Job Description/Advertisement form. We recommend you include the following:

- **Organisation:** Name of organisation; brief outline of history/ aims of organisation; website link
- **Role:** What is the opportunity e.g. Finance analyst, marketing role; brief description of the job role, examples of tasks that would be performed, responsibilities, projects etc. What undergraduate degree subjects would be applicable?
- **Requirements:** What key skills and attributes are you looking for?
- **Where and when:** Location of placement; start date and duration; remuneration
- **Application and interview:** How to apply (online and/or CV and covering letter); name of contact; closing date for application; location of interview or if Skype?
- **Any other information** you feel you would like to include.

Receive applications and shortlist

Use online application forms through your own website, or covering letters with a CV may be sent directly to you. If preferred, we can collect all applications for you and send to you at the deadline.

Make an offer of employment

Students selected by the employer can be contacted by mobile phone initially. A written offer should follow, and a contract of employment provided, setting out terms and conditions. In the case of unpaid or overseas placements, a placement agreement is drawn up by the Placement Officer. (Feedback for unsuccessful candidates is always well received.)

Normally, the Placement Supervisor and student agree start and finishing dates, and holidays. The Placement Officer can liaise with the employer to set up a suitable work programme.

Pre-placement preparation by the University

All students are required to attend a development programme before going on their placement. This programme includes application and interview skills development, presentations, mock interviews and opportunities to speak to former placement students. Students are briefed on their responsibilities to the employer, work etiquette, ethical issues, the correct use of internet and email at work and areas such as confidentiality at work. The briefing also informs students about the reports we require from them, and how to keep in touch with the University over the placement year.



Induction and training by the Placement Provider

It is important that the student has an induction to the organisation in whatever form is appropriate. It is particularly useful if students can be helped to attend training courses in IT and other areas relevant to the work they are doing. Visits to other departments, if time permits, are also very useful, enabling students to see the wider context of the work.

Aspects which have proved most useful in the past have been:

- A handover period between the existing placement student and the new one, if possible.
- An overview of the entire host organisation, explanation of departmental structure, an introduction to members of staff and an explanation of their roles and the communication channels.
- An introduction to the use of equipment, e.g. computers, copiers, scanners, books, resources, telephone system.

- Expectations about punctuality, attendance and a clarification of working hours.
- Sickness and absence reporting, how to book any leave, appropriate dress and other practical issues. Disciplinary and grievance procedures should be explained. Most problems on placement arise because expectations about such ordinary aspects of day-to-day behaviour are not made explicit.

Personal Learning Objectives and Assessment

Each student is required to submit their Personal Learning Objectives. We ask that their line manager works with them to set learning goals at intervals on their placement. Students also create a poster reflecting on their placement and providing information for future students. A 2000 word report is the final part of the assessment along with an Employer's Appraisal.



Our role in detail

All students are assigned a **Placement Tutor** within the University of Bath with whom they should keep in regular contact. If any problems arise, both student and Placement Supervisor are urged to contact the Placement Tutor as soon as possible.

The Placement Tutor will visit the student (if UK-based), usually between November and February. In place of a visit, students overseas will be contacted by Skype and/or email.

The visiting tutor will arrange the visit in advance with the student to ensure sufficient time is set aside for it, normally not more than one hour. The student is expected to liaise with the visiting tutor and organise this as part of the placement experience. Students will also have been informed about the purpose and format of the visit and are encouraged to be prepared to discuss the points listed below with the tutor and the supervisor.

During the visit, the tutor will ask to speak to the student separately first and will then, if appropriate, also speak to the supervisor separately. That is followed by a joint meeting with both student and supervisor where progress can be discussed. The visit is designed to help the student and placement provider to identify opportunities for learning, for doing useful work for the host institution and for the student to relate the placement to the degree course.

The visit is an important means of keeping students in touch with the University during the placement period, to inform them of any changes which may affect their final academic year and generally to offer advice and support.

The main purposes of the visit can be summarised as:

For the Student

- To enable the tutor to see how the student has settled with the host institution.
- To check that a work pattern has been established, mutually agreed by the student and supervisor.
- To ensure the work programme is suitable and contains sufficient variety and responsibility.

- To discuss the development of the work programme over the remaining months.
- To ensure that relationships with the supervisor and co-workers are satisfactory, and offer advice on how to resolve any difficulties if they have arisen.
- To make sure that practical matters, such as accommodation, travel, etc., are satisfactory.
- To discuss any plan the student may have formulated for their final year dissertation.

For the Placement Provider

- To establish closer links with the relevant department within the Faculty of Humanities and Social Sciences at the University.
- To discuss whether the arrangement is progressing satisfactorily and is maximising the student's contribution to the organisation.
- To discuss whether a satisfactory supervisory relationship with the student has been established.
- To identify any problems and discuss possible action.
- To explore the possibility of taking further placement students, either in the original department or in other areas of the institution.

It is hoped that good two-way communication between student and Placement Supervisor will be established early in the placement and that there will be time for regular reviews, formal or informal, of the student's progress. However, should any problems have arisen, the Placement Tutor visit can be extremely valuable in clarifying any misunderstandings that may have occurred regarding the suitability of the student's work programme and in improving the communication flow between the two parties, so as to ensure that both receive maximum benefit from the placement.



Max Charron

BSc (Hons) Economics
Placement with Amazon

I spent a year working as a retail finance analyst at Amazon – and loved it. Being a relatively young company Amazon had many fast moving projects to accommodate their rapid growth. This meant that I regularly had a high level of responsibility, but I felt that Bath had prepared me well for the challenges I faced. The majority of my work was data driven and the skills learnt studying Economics enabled me to deliver results above and beyond what was expected. Technical skills, macroeconomic know-how, interpretation of consumer behaviour and the general business acumen I learnt in my first two years at Bath were instrumental in allowing me to settle quickly and succeed throughout.

My biggest responsibility was having ownership of forecasting ordered units to our 'Fulfilment Centres' – warehouses. This meant taking information from product teams, analysts and historic trends to build up daily forecasts per warehouse and successfully predict upwards of 4 million units a day to make sure Amazon were logistically prepared to fulfil all their orders. The role was a huge success and proved invaluable experience for myself, as well as benefiting Amazon. Each year the role falls to a placement student to run this task – however each year there is pressure for the intern to 'add value' by increasing the dimensions of the forecasting to match the growth in units.

Amazon treated me very well, providing a supportive environment whilst teaching me to act with the authority of a full-time member of the finance team. It is a two way relationship with Amazon providing the challenges in which I was determined to prove myself and improve processes. My success ultimately earned an offer to return on Amazon's finance graduate scheme. I would say that any Economics student with a good work ethic can be extremely successful as an intern provided they are allowed interesting opportunities and are trusted to perform. This has certainly worked for me.

Your role in detail

- **Placement Supervisors** should, very early on, discuss with students their expectations about the work programme, set aims and objectives with the students and allow time for regular reviews.
- Students will need guidance about background reading, and information on where they can acquire the skills that will be of use in their placement work.
- Supervisors should integrate the student into project or teamwork, and facilitate contacts with colleagues in related fields, providing a level of social contact.
- Often it is valuable for the supervisor (who may be the director of the project or unit) to delegate the day-to-day supervision of the student to another member of the staff, with whom they may more readily relate and who may be more available.
- It is good practice if the student and the supervisor can meet on a regular basis to discuss progress of the placement, any future plans, how the work is developing and to monitor progress.

Students are expected to develop their own initiative and find out what is going on in the place of work, but they may need help initially in their new environment.

Opportunities to get more involved

Several of our Placement Providers have become more involved with the Placement process throughout the year and participate in the following:

Mock Interviews
Employer Presentations
Skills Sessions

If you would like to visit campus to hold some mock interviews, offering invaluable practice for our students, or give a presentation to students about your company and the opportunities you offer, or even run a skills session with practical information and tasks to help our students be more prepared for the application and interview process, please contact us.



EY have had a hugely positive experience of recruiting University of Bath Students onto the Placement Programme. During the programme interns get to work with exciting clients and interesting colleagues across different service lines and departments. The placement provides degree context, showing students how their knowledge, skills and learning applies to the world of business.

Fiona Sibley

Executive in Financial Crime
Ernst & Young





Charlie Young

BSc (Hons) Sociology and Social Policy
Placement with Alliance for African Women Initiative (AFAWI)

I secured the position of 'Field Researcher' at a small non-government organisation in Accra, Ghana called Alliance for African Women Initiative (AFAWI). The work involved data collection, data entry, report writing and fundraising for all the projects running in the time I was there. I learnt a great deal about grassroots development and the challenges involved in implementing and conducting research and development projects. I was able to coordinate my own research project which explored how culture influences sex education in Ghana, carrying out interviews and leading focus groups to gather comprehensive qualitative data that I used for my final year dissertation. Designing and conducting my own research in a professional setting, as well as facilitating other projects through the medium of research has offered me an extensive variety of skills and experience and has also steered my interests specifically towards research and advocating policy within a development setting.

During my time with AFAWI I developed a new initiative; 'The Kids' Fund', which aims to provide access to education for children who are living in poverty and otherwise would not be attending school. The original beneficiaries were two five year old twin boys; Bernard and Benjamin and since the implementation of the project the organisation has extended its reach and diversified by adding a t-shirt initiative in order to raise the profile and money for The Kids' Fund. I continue to do fundraising activities in the UK for the project and the money provide dividends that the organisation distributes across the range of projects it works on. The development of this initiative as well as the research I conducted added to the organisation's profile and I continue to advertise the organisation and its work at fundraising events. AFAWI was pleased to receive the write up of my dissertation and continues to use the research design to build upon.

Faculty of Humanities and Social Sciences

Placements Team

If you would like further clarification or any additional information,
please contact:

Economics Placements

Email: economics-placements@bath.ac.uk

Politics, Languages & International Studies Placements

Email: politics-placements@bath.ac.uk

Social & Policy Sciences Placements

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Faculty of
**Humanities &
Social Sciences**



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