

February 2017

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ASET

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Apologies for the late issue of this E-Bulletin – worth waiting for though, as this edition is packed full of news and views from the Placements sector, starting with a reminder of just some of the benefits of ASET membership from ASET Trustee, Emily Timson.

And.....
2017 NUE Awards – the winners!



Would you like to see your news here next month? Do get in touch via the ASET office to have an item included in the next e-bulletin in March.

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ASET Bursary funding

Emily Timson, ASET Trustee and Employability Business Development Manager, Faculty of Engineering, University of Leeds

It's that time of year when the ASET Research and Publications Group have the difficult (but enjoyable) task of selecting this year's bursary winners. Each year we offer one Student Research Bursary and one Summer Project Bursary, allocating £2,400 to each chosen institution to fund an 8 week placement opportunity for a student.

Placing students into a range of opportunities is core business for most of us and we know the great benefits our students bring to the workplace. The ASET bursaries provide a chance for you, or your team to utilise this student talent, to help deliver your service and work, to enhance your current offering or your understanding of issues pertinent to your area of work. With increasingly frequent references to efficiency savings, decreasing budgets and the increasing output demanded from many of us, we are often in a position where we don't have an opportunity to reflect, or to identify new working practices or initiatives, some of which may

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actually increase efficiency! And even if we did have time to do these things, budget restrictions are often the first hurdle.

Each year whilst I enjoy reading the bursary entries, I am surprised that we don't hear from more members taking up this opportunity of funding. For those of you managing Santander funding, HEIF funding etc. you'll know how popular these pots of money are for our employer partners. It's a benefit rarely shunned, and I often wish more ASET members took the same approach our industrial partners take when it comes to accessing funding.

Since we created the ASET Bursaries in 2012, we have funded wide ranging research projects looking at; the challenges of tracking non-accredited summer internships, the development of guides to support students with mental health issues, piloting work shadowing schemes; the impact of placements on PhD students. Each project has gone on to change and influence institutional practice, not only at the host institution, also at member institutions UK wide. Delegates to the ASET conference also benefit from seeing the outcomes of the award winning projects presented by the project students – in what has often been their first opportunity to take part in a national conference. .

Whilst we cannot award every entrant with a bursary, we have in the past asked the ASET trustees to approve funding for multiple bursaries when we consider the projects likely to be of great interest to the wider ASET community, so it is always worth considering an entry. Will be announcing the successful bursary entrants in the coming weeks and there will be an opportunity for you to enter the next round, when we launch the 2018 Bursaries at the [2017 ASET conference](#) this September, at the University of Kent.

Alongside the bursaries, do make sure you're accessing our sector leading suite of professional staff development [workshops](#), covering a range of topics including Health and Safety, Supporting Students with Disabilities, Developing Overseas Placements and Placements with SMEs, and new workshops for 2017 **'Placements for Graduates, Postgraduates and PhD students'**, **'Freelancers, Entrepreneurs and Enterprise – Placements'** and **'Exploring Social Media and placements for the new and nervous'** . Also keep an eye out for a regional hub near you, these informal and free meet ups, enable ASET members to come together locally to discuss pressing topics and receive ASET guidance and expertise. We're always looking for hosts for the Hubs, so get in touch if you'd like to be involved.

And finally don't forget the [ASET Practice and Research](#) network meeting is taking place on Friday 12th May – contact the ASET office to find out more.

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NUE Awards 2017 – the winners

University Awards

Best University Placement Service

Finalists in this category were; University of Glasgow Careers Service, University of Leeds Faculty of Engineering, University of Liverpool, University of Sheffield and the winners:

University of Huddersfield, Business School.



Best University Careers/Employability Service

Finalists in this category were; University of Glasgow, University of Liverpool, University of Reading, University of Westminster, and the winner:

Congratulations to the winning team at ***University of Kent***, and especially to their Placement Development and Employability Manager, ASET Vice-Chair and Trustee, **James Corbin**. Here he is on the far left with the Kent team.



Most Improved Commitment to Employability

Finalists in this category were University of Liverpool, University of Reading, Henley Careers, Henley Business School.

Congratulations to the winning team, University of Southampton - Employer Engagement Team



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Outstanding Contribution to Work Experience

*“There are many unsung heroes in our sector, colleagues who work tirelessly to give their students a great experience, and we are delighted to sponsor the **Outstanding Contribution to Work Experience Award** to acknowledge these efforts”*



Sarah Flynn, ASET Chair



Finalists in this category were;

Rebecca Evans, University of Leeds, Andrew Stainton, University of Huddersfield, Sue Welland, University of Birmingham, and the award winner: **Ann Cooper, University of Southampton.**

Best Collaboration between a University and Employer

This year’s finalists were, University of Kent Business School and Enterprise Rent-A-Car, University of Leeds and the Department for Work and Pensions, University of Southampton and Grosvenor Britain and Ireland, University of Lincoln, Careers and Employability Team and The Lincolnshire Police.

This category saw a **Highly Commended** award for:



and

And the **winner’s award** going to:



and



Congratulations from your ASET colleagues to all those shortlisted in the **University Awards** categories, as well as to the winners.

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Student Awards

Best Placement Student:
Pei Lyn Tei
GSK

Best Intern:
Kuljeet Singh
Enterprise Rent-A-Car

Best Student Contribution to an SME:
David McReynolds
Edge

Best University Society:
Warwick Consulting Society

Employer Awards

Best New Provider of Work Experience:
PCMS Group

Best Diversity Initiative in Work Experience:
Enterprise Rent-A-Car

Best On Campus Marketing Campaign
EY

Best Short-term Insight Scheme
Teach First

Best Innovation On Campus:
Marks & Spencer

Best SME Undergraduate Employer
ProspectSoft

The winners of the final two awards will be revealed at the start of the academic year with the launch of the 2017-18 edition of 'A Student's Guide to the Top Undergraduate Employers' in September 2017.

Top 35 Medium-sized Undergraduate Schemes
Top Secret until September 2017

Top 100 Undergraduate Employers
Top Secret until September 2017

ASET was proud to be a supporting Partner to the eighth annual NUE awards in the 10th birthday year for RMP Enterprise. Congratulations to all at RMP as well as to this years' award winners. Here's to the next 10 years!

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2017 ASET Conference: Call for Papers

We are pleased to launch the [Call for Papers](#) for this year's ASET Conference:

2017 ASET Conference
Preparing Students for the Global Workplace
5th – 7th September



Conference has a global theme this year, and will fittingly be held at University of Kent, the UK's European University.

As you know, our conferences are renowned for being participatory and providing delegates with many opportunities to find out about new initiatives, projects and good practice, and this year will be no exception. Conference 2017 will consider our role in **Preparing Students for the Global Workplace**, acknowledging that placements can play a key role in supporting students to work in multinational and multicultural organisations both within the UK and across the world. Conference will include roundtable discussion sessions on the conference theme, and updates from ASET on the policy landscape as we move to a UK outside the EU.

Conference will focus on:

- What will global workplaces look like in 2020?
- How can we provide global exposure to UK based students?
- What does “employability” look like in different countries and cultures?
- What are the challenges of running global work experience programmes?
- What does work based and placement learning look like in different countries?

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Contributions welcome

Contributions are invited under **any** placement or employability related topic, though in order to provide a framework for the conference, **submissions around the main conference theme will be prioritised. Presenter discount is available for full conference bookings.** You may submit a synopsis for a contribution under any of the following categories:



Workshops

Workshop sessions will be approximately 45 minutes long and should be designed to be participatory in nature - the presentation element of the workshop should be no longer than 20 minutes, allowing for discussion and activities to follow.



Research papers

Sessions for research papers will be approximately 45 minutes long and any presentation element of the session should be no longer than 30 minutes to allow for colleagues to ask questions and discuss the research presented.



Posters

Posters are welcome for display in the exhibition circulation area, and for discussion during the poster breakout sessions adjacent to conference refreshment breaks.

NEW for 2017 Delegates will vote to award a prize for the best poster.

Submitting an abstract - **NEW FOR 2017**

To submit an abstract for this year's conference, **you must use the conference submission form** which is available to download, together with the terms and conditions, from <http://www.asetonline.org/events/annual-conference/>

Submit to ASET (aset@asetonline.org) by **Friday 19th May 2017**

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2017 Staff Development Programme

Please see below full details for the 2017 ASET Staff development Workshop programme.

[BOOK ONLINE](#)

Please note we have new venues in London, Leeds and Sheffield for spring as we continue with our commitment to bring ASET events to our members UK wide. If you think your institution might be a suitable venue for ASET and would like to discuss this further, please contact the ASET office aset@asetonline.org.

NB Prices held for 2017 (£165 ASET members/£195 non-members)

Workshop Programme at a glance

Date	Location		W'shop No.	Title
21-Feb	Student Central, London		1	Risk Assessment and Due Diligence Booking now closed
07-Mar	Senate House, London		2	Supporting Students with Disabilities on Placement
16-Mar	ASET Offices, Sheffield		3	An Introduction to Work Placement Management
06-Apr	Senate House, London		4	Innovation in Placement Assessment
25-Apr	University of Sheffield	NEW	5	Placements for Graduates, Post Grads and PhD Students
02-May	London - Senate House		6	Developing Overseas Placements
23-May	Leeds Beckett University	NEW	7	Freelancers, Entrepreneurs and Enterprise - Placements
13-Jun	London - Senate House		8	Placements with SMEs
20-Jun	Leeds Beckett University		9	Marketing for Placements
27-Jun	Leeds Beckett University		10	Social Mobility and Placements
13-Jul	Leeds Beckett University	NEW	11	Exploring Social Media and Placements for the New and Nervous

2. Supporting Students with Disabilities on Placement (SSDP)

Tuesday 7th March (10am – 4pm) Senate House, LONDON

The aim of this interactive workshop is to provide advice and guidance on the support of disabled students to those working in work experience, work based learning and placement roles, as well as encouraging dialogue and discussion amongst delegates. The following topics will be covered:

- An overview of the Equality Act; how does it help disabled placement students and how can you help employers interpret and understand what the Act means?
- Guidance on assisting students with disclosure in the recruitment process. Should they disclose or not? If so, how and when should they disclose?
- Case study examples to highlight placement success stories
- Further resources and support available to students and employers, and others involved in the placement

Last day for booking on this workshop is Friday 24th February

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3. An Introduction to Work Placement Management (IWPM)

Thursday 16th March (10am-4pm) ASET Offices, SHEFFIELD

This introductory session on the broad topic of work placement management will provide guidance for the support of work placements by practitioners. Participants will be furnished with a basis from which they can develop their own plans and manage the day-to-day problems likely to be faced in their jobs. This is aimed at work placement managers, officers, administrators and academic placement tutors, particularly those with little experience, who are new to their role, about to be appointed, or those wanting a refresher course. This session is designed to introduce all the fundamental aspects of working in the field.

The workshop is intended to be flexible and responsive to participants' needs and interests and therefore emphasis may vary between topics. As well as opportunities for discussion and dialogue, the workshop will also enable time to network with other delegates too.

Last day for booking on this workshop is Thursday 9th March



ASET Offices, The Burton Street Foundation, Sheffield

4. Innovation in Placement Assessment (IPA)

Thursday 6th April (10am-4pm) Senate House LONDON

There's more than one way to....assess a placement. From moving visuals, PDPs and journals, to written artefacts and peer assisted assessment, posters and presentations, our trainers will facilitate discussion and exploration around contemporary, relevant and authentic methods of assessment for placements and work based learning programmes. In this participative workshop, delegates will be invited to engage in discussion and dialogue on the topic including issues such as:

- What are you assessing?
- Who is involved in the assessment?
- Is it fit for purpose?
- How can/do you encourage your students to engage in reflective practice?

There will also be opportunities for networking with delegates.

Last day for booking on this workshop is Thursday 30th March



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5. Placements for Graduates, Postgraduates and PhD students (PGrad) **NEW**

Tuesday 25th April (10am-4pm) University of Sheffield

Traditionally rooted at undergraduate level, placements and internships are now more widely available than ever, becoming increasingly embedded in the employability agendas and strategies of a greater number of HE providers than ever before. This one day, interactive workshop, will look at ways to engage those audiences – graduates, postgraduates and PhD students - as well as prospective employers too, and our facilitators will create opportunities for discussion, networking and sharing of good practice from delegates' institutions.



Pam Liversidge Building, University of Sheffield

Last day for booking on this workshop Wed. 19th April

6. Developing Overseas Placements (DOP)

Tuesday 2nd May (10am-4pm) Senate House, London

Graduate employers want students with multicultural awareness, flexibility, adaptability and who are robust enough to deal with business on a global scale. International placements enable students to develop these highly transferable employability skills yet Higher Education providers can find the development and management of these placements daunting. Topics such as insurance, health and safety and visas have the potential to detract from the positive benefits which such placements can offer the parties in these partnerships. Issues relating to visiting students whilst overseas on placements and managing students' expectations are prevalent too. This highly interactive one-day workshop, led by experienced placement practitioners, will guide you through these areas and many more, with examples being shared and discussed. The day will also include sound networking opportunities with other delegates and course leaders, as well as the chance to share experiences and good practice in this field.

Last day for booking on this workshop - Monday 24th April

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7. Freelancers, Entrepreneurs and Enterprise – Placements (FEEP) **NEW**

Tuesday 23rd May (10am-4pm) Rose Bowl, Leeds Beckett University

Do your students wish to run their own business for their placement? Is this something you haven't previously considered or were cautious about? This one day workshop will explore the key areas to be taken into account when approving these types of placements, as well as looking at what university support could be provided for placement student entrepreneurs to aid this agenda and foster success. Our facilitators will encourage discussion and dialogue, networking, and the exchange of ideas.



The Rose Bowl, Leeds Beckett University

Last day for booking on this workshop - Monday 15th May

8. Placements with SMEs – engaging and supporting employers and students (SMEs)

Tuesday 13th June (10am-4pm) Senate House, London

Engaging with small and medium sized enterprises (SMEs) can be an effective way of generating new and more varied placement opportunities for students. However, considering that many SMEs do not have formal internships or year-long placements, or may not have considered taking on a student/graduate before, there can be barriers that make engagement difficult. In addition, how many of your students are keen to apply for roles with SMEs or understand the value that such experiences can offer? This participative, staff development workshop aims to explore:

- sources and means by which to locate suitable SMEs
- methods for engaging with SMEs (marketing the benefits of taking on students)
- ideas to overcome student disengagement
- service level agreements or contracts to have in place
- how to make life easier for SMEs: things to do before, during and after internships and placements

Last day for booking on this workshop – Monday 5th June

9. Marketing for Placements (MP)

Tuesday 20th June (10am-4pm) Leeds Beckett University

For placement practitioners, our approach to marketing placements and the range of support services we offer, needs to be adapted to our audiences, of which there are many – students, prospective students (and

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their parents), academic colleagues, the sector, employers (including SMEs) and HE management. Better promotion can lead to a greater profile for placements within and beyond your institution, an increase in the number of students taking placements and/or more opportunities being made available by employers to your students. With technologies and social media advancing and evolving, we also need to think about innovative ways to market placements.

In this workshop, our facilitators will discuss techniques you can employ to market placements to these audiences, will encourage your participation to share your experiences and engage in active dialogue, and will support learning from best practices nationally through networking opportunities.

Last day for booking on this workshop - Monday 12th June

10. Social Mobility and Placements

Tuesday 27th June (10am-4pm) Leeds Beckett University

Discussion surrounding the social mobility of our students is once again on the agenda nationally in the HE sector (the Government's 2016 White paper Success as a Knowledge Economy: Teaching Excellence, Social Mobility and Student Choice). Yet for those of us on the ground, what can we do, practically, to increase the take up of placements by students from a range of disadvantaged backgrounds? How can we reach out to and better engage students with employability and to support the development of their social capital? Furthermore, what solutions can we share to engage employers in order to further these broad aims?

In an interactive day of participation and dialogue, our course leaders will facilitate discussions on ways to support the employability of disadvantaged students and ways to overcome challenges and barriers to participation in placements. Delegates will have the opportunity to network and to build up a tool-kit of ideas and suggestions to take back to their institutions.

Last day for booking on this workshop - Monday 19th June

11. Exploring Social Media and Placements for the New and Nervous **NEW**

Thursday 13th July (10am-4pm) Leeds Beckett University

Do you feel like you are getting left behind when it comes to social media? Would you benefit from exploring some of the main social media platforms and how these can be used in the placements arena? This one day course is aimed at staff working in the placements field, who wish to use social media and haven't used it previously (or to a limited extent only). Our course leaders will be introducing social media for those at the entry level, and will facilitate discussions on a range of topics such as using social media to engage students. This is an interactive session and delegates will be encouraged to share practice from their institutions.

Last day for booking on this workshop - Wednesday 5th July

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Bespoke Workshops

If you would like to talk about ideas for a bespoke workshop to suit a specific requirement at your institution, contact Debbie at the ASET Office aset@asetonline.org.

Year in China programme

Please see below a message from ASET members' **InternChina**.

"InternChina are proud to introduce a ground-breaking new 'Year in China' programme, for students who want to complete their accredited placement year overseas. Until now, due to visa restrictions, this has not been possible in the Peoples Republic of China, so after a long planning and negotiation phase, we are delighted to be the first organisation to offer this option. More information and application details for students can be found here: www.internchina.com/placements."

New resource for science students to improve employability

Are you aware of this new resource developed by The Science Council?

"Science students on placement years can now benefit from a tailored resource that applies their experience to the standards expected of working, professional scientists."

Graduates from university science courses are not faring as well as they should in the jobs market, according to the Wakeham Review published last year. The Science Council, which was identified in the Review as having a role to improve accreditation standards, has developed the Working Towards Registered Scientist (RSci) programme in response to this.

Working Towards RSci is designed for science students on a placement year, or graduates in their first job. The workbook helps students, and their employers, connect their work experience to the competences and skills expected of a professional scientist.

For students, recognising their vocational experience through the RSci standards gives them an edge over new graduates and enhances their employability.

For universities and employers, aligning the RSci standards to placements provides structure can ensure a consistent and quality experience for your students.

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Last year the Science Council piloted the programme with students from the University of Nottingham, several of whom are now recognised Registered Scientists as a result of their support in helping them meet professional competences.

“Having something on your CV that stands out from other applicants, in addition to academic qualifications, is always an advantage and something I will continue to update in the future,” says Suzanne Davies RSci, who completed a placement year at PepsiCo and is now employed by the company.

Students and graduates who meet the eligibility criteria pay £15 to receive a printed workbook, along with a confirmation email that says they are officially now ‘Working towards RSci’. They also received monthly emails with advice and ideas for personal and professional development.

Using the workbook to determine they have built up the skills and competences expected of a Registered Scientist, set by the Science Council, they can start the application process for registration using the online system.

Belinda Phipps, Chief Executive of the Science Council, says, “I am looking forward to welcoming the next generation of scientists onto our registers. Professional registration commits individuals to codes of ethical conduct as well as professional practice and will help young scientists in developing their careers.

Scientists play an important role in people’s lives: developing new technologies and products, quality assuring water, food and many other aspects of everyday life. We want to support these scientists to be the best they can be, for themselves and for others.”

This resource will be launching soon. [Sign up to find out more](#) and be kept up to date with developments.”

And Finally

Your next ASET members’ e-Bulletin will be issued w/c 20th March. Please forward your news/copy to aset@asetonline.org by Friday 10th March.

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