**Communications Placement Submission Form**

Please complete the form below and return to: [**H.Westwood@bham.ac.uk**](mailto:H.Westwood@bham.ac.uk)This form will be placed on the **student internal intranet** for students to view the placement proposition. **Students will APPLY directly to you through the contact details you provide.**

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| **Organisation** |
| **Name of organisation:**  **Location and Address:**  **Lead contact within the organisation (name and job title):** |
| |  |  | | --- | --- | | **Placement information** | | | **The type of organisation**  Background information: the nature and focus of your organisation’s activities and purpose. |  | | **Company website address** | www. | | **The focus of the communications placement**  For example, improving internal communications systems and processes, provide an outsider’s view of the organisation, help with a specific project/survey, exploring new publicity angles, work on a social media or podcast project, or a specific PR campaign etc.  If you are an agency and offering a wide range of communications related work please state this. |  | | **The key outcomes and deliverables of the placement**  For example, specific contributions to a PR campaign, help developing a new form of communications, design and delivery of an event, etc. |  | | **Number of students**  Could the placement benefit from more than one student or be broken down into separate areas of focus for more than one student? | 🞐 One 🞐 Two 🞐 Three  If more than one please state reason. | | **Level of support offered to the student by the organisation**  For example will they be mostly self directed or working to a supervisor or part of a team? |  | | **Timescales of the placement**  The students must complete 100 hours work. Please state how you envisage the work to be carried out and completed.  Students agree their working hours with you which can be self-assigned working hours done from home, or specific days/half days (agreed outside of the lecture timetable) spent within the organisation. To help, 100 hours breaks down into15 days. |  | | **Working arrangements**  Where will the student be based?  If a student is undertaking work mainly at home we have found it helpful for them to get an understanding of the work you do by meeting clients/volunteers at the beginning of the placement. | 🞐 They will mainly be onsite.  🞐 They will be visiting clients and working onsite.  Other, please outline……………………………………………….. |   **Agreement** |
| 🞐 I confirm that the student will be able to undertake 100 hours with our organisation over:  please indicate suggested period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞐 I agree that the University of Birmingham, in accordance with the Data Protection Act, may process the information given on this form for the purposes of the administrating and assessing the Communications Placement. I also consent to the storage of this information on manual and computerised files.  🞐 While working on site or under specific directives of the organisation, the student will be covered by the same policies and procedures as other volunteer/temporary workers. |
| **Application Procedure** |
| **Please state how you would like the student to apply** (we suggest covering letter and CV attached by email)    **Email (or postal) address application to be sent to:** (providing name of contact person as other details as appropriate) |