

## **Work Experience Options For Employers**

We have in excess of 28,000 students studying at the University of Birmingham, many of whom are looking for employment and development opportunities during their studies.

There are several ways you can engage with our students to increase your own staff capacity whilst providing work experience opportunities. These include...

### **Part-time work**

Many of our students undertake part-time work throughout the term and vacation periods, both to develop their skills and gain hands-on experience, whilst earning some additional income.

Undergraduate and post-graduate students make enthusiastic, committed and proactive staff members helping you deliver your business activities all year round. Many students are particularly interested in gaining work related to their degree course or an occupation they are considering for future employment. However, many other students are also looking for casual work in different settings to support them through University.

Typically, during term time students will work up to 15 hours per week; however during vacations many students work full-time and there are no restrictions from the University. (Students are encouraged to take responsibility for all extra-curricular activities they undertake including work experience and to ensure that the hours they work will not have a negative impact on their academic studies.)

For further information visit <http://www.guildofstudents.com/jobshop> or contact [jobzone@guild.bham.ac.uk](mailto:jobzone@guild.bham.ac.uk)

### **Summer Internships**

Summer internships are a very popular option for work experience amongst our students and we have students from all disciplines seeking these opportunities. Internships generally last up to 12 weeks during the summer vacation and are undertaken in a particular occupation or professional area.

Internships are an opportunity for employers to gain dedicated resources during the summer vacation to get new projects started and to implement ideas that keep being pushed to the bottom of the to do list.

Internships are a great way to get to know an individual's potential, allowing you to take on students for a few months to 'test out' future graduates. Many employers

use internship schemes to recruit students to positions following completion of their degree.

Summer internships differ from vacation work in that they focus on a specific project with defined goals and timescales providing valuable outcomes for the business in question and a development opportunity for the student. Internships are designed to provide students with the opportunity to make a real contribution to a business function and to gain an in-depth insight into that area of work.

We currently advertise internships on behalf of large graduate recruiters as well as small and medium sized companies and charities/not-for-profit organisations.

Many large recruiters start advertising internships early in the Autumn or Spring terms, generally completing their recruitment before the start of the exam period which takes place after Easter. Other recruiters may not know they have the resources to support an internship until later in the year and may recruit up until the start of the summer vacation. If your recruitment falls over the exam periods it may be worth consulting with Careers Network staff regarding your closing dates to ensure that students will have sufficient time to apply.

For further information visit

<http://www.birmingham.ac.uk/partners/employers/services/work-experience.aspx> or email [internships@contacts.bham.ac.uk](mailto:internships@contacts.bham.ac.uk) or [recruiters@contacts.bham.ac.uk](mailto:recruiters@contacts.bham.ac.uk)

## **Research Projects**

Several undergraduate and many postgraduate degree programmes require students to undertake a research project related to their area of study.

Students looking for research projects in industry will usually be in their final year of study or are undertaking a Masters and as such bring with them specialist business knowledge along with competent research and analytical skills.

Depending on their course of study, students will need to secure their project at different times in the year. For many Masters courses, projects are completed between June and September but will need to be agreed with host/partner organisations in the Spring term.

Birmingham Business School post-graduate courses offer a range of opportunities for employer based projects working with students from their MBA courses (Both International Business and Global Banking and Finance) and MSc courses (International Business, Strategic Marketing and Consulting, and Marketing Communications). For more information contact Andrew Miles on 0121 414 6254 or email [A.T.Miles@bham.ac.uk](mailto:A.T.Miles@bham.ac.uk).

## **Volunteering**

As a University we are keen to promote the benefits of volunteering as well as paid work. Many of our students volunteer with voluntary and not-for-profit organisations

alongside their degrees both to develop new skills and enhance their CV, but also to give something back to the community.

An increasing number of our students are also looking for longer term employment in the voluntary and public sectors, as such we are actively seeking both volunteering roles and paid positions within the voluntary and not-for-profit sector.

As well as ongoing part time volunteering, many of our students are also looking for internships within the voluntary sector as a stepping stone to their first paid position. Internships for undergraduates are best undertaken during the summer vacation when students have more free time; however graduates leaving University without work experience also seek internships all year round.

Whilst volunteering is obviously an unpaid opportunity we do encourage voluntary organisations to pay students' related travel and essential expenses and we find most organisations are more than happy to do so.

For further information contact [volunteering@guild.bham.ac.uk](mailto:volunteering@guild.bham.ac.uk)

## **Year Placements**

A number of our courses offer the option for students to undertake a year placement in industry as part of their course. These courses include our Business, Biosciences, Computer Science, Engineering (Chemical Engineering, Electrical and Electronic Engineering and Civil and Mechanical Engineering) and Environmental Science degrees. Students from other courses may also undertake year long placements.

Year placements are taken between the student's second and final year at University during which they are employed by an external company for 30 weeks or more. The exact length is dependent on department course requirements and the availability of the student to work for longer.

On average, year placement salaries range from £12,000 to £18,000 depending on the degree discipline and the occupation; often Engineering and Computer Science placements are paid more than Business positions.

As with summer internships, large graduate recruiters tend to advertise their year placement opportunities in the Autumn or Spring term and complete their recruitment before the Easter holidays. Small and medium sized companies tend to advertise year placements later, often from Spring onwards. Again, if your closing dates are likely to fall during the Easter holidays or afterwards into exam period, feel free to contact us to ensure students have enough time to apply.

During their placement students complete an assignment for the University, typically on an issue in the sector they are working in. They must also complete a number of progress reports and a learning log. In the main these are completed outside of their employment hours with you; however where a placement student's academic work may benefit from some business insights we would welcome any support and/or exposure you can provide.

## **Advertising your vacancies**

To advertise your vacancy, simply complete our vacancy form, which may be downloaded from <http://www.birmingham.ac.uk/advertise>.

Once your vacancy has been received, it will be entered on our online vacancy database which can be accessed by any student from the University. If you would also like to target your vacancy at particular degree courses please specify in your email which courses you would like your vacancy distributed to.

Alternatively, you are now able to upload your own vacancies onto Careers Connect, and update your employer profile, by logging on to <https://bham.targetconnect.net/service/login.html>. Further information about how to access Careers Connect, and on uploading your own opportunities, can be found on our website.

By registering on Careers Connect, your organisation will also be added to our Employer Directory free of charge. All of our current students and recent graduates have access to this database, and they will be able to view your opportunities and company details once they have been approved.

Please note that we will only advertise opportunities that pay the higher rate of National Minimum wage or above, and we do not advertise opportunities that are commission-based only.

To advertise vacancies please complete the vacancy form and email this directly to [recruiters@contacts.bham.ac.uk](mailto:recruiters@contacts.bham.ac.uk)

## **Getting in touch**

If you would like more information on different options for work experience and how to target these to our students, you may contact Careers Network's Internship Officers via or email [internships@contacts.bham.ac.uk](mailto:internships@contacts.bham.ac.uk)