

Creative Writing Professional Skills Module: Placement Guidance for Providers

Placement Summary

The placement is for students in the [Department of Film and Creative Writing](#) taking the Professional Skills Module in their second year of study. This module aims to bridge the gap between our students' academic studies and their professional life post-graduation, providing them with experience of working in a professional environment and contributing to an organisation. Ideally the placement should be mutually beneficial, i.e. allowing the placement provider to undertake additional activities, while providing the student with valuable workplace experience to enhance their CV.

“Our student has made a positive impact on not only the immediate team, but across the wider organisation.”

Placement Provider 2016-17

Activities and Format

The placement can take a variety of formats. We will be happy to provide advice on suitable activities for a placement. During the placement, we encourage activities that will help student's professional and personal development or develop their understanding of the work context of the placement provider. Examples of suitable activities may include: writing editorial content; copy-writing for fundraising applications, interpretation, learning, marketing and evaluation; drafting and scheduling copy for social media; assisting with workshops, events and projects e.g. preparation of materials, promotion, event coordination, participant recruitment etc.

Timings

The placement should be 80 hours' duration, undertaken between October 2017 and April 2018. We recommend that the placements run either between October '17 and January '18 or January and April 2018. The student could work for example 10 x 8 hour days or 20 x 4 hour days. The placement can be slightly shorter or longer than 80 hours, although we do not recommend that it is more than 10 working days. The precise timings of the placement should be agreed between you and the student.

Assessment and Employer Feedback

The students are not assessed on the work they do for you, as this belongs to you and the student. They are assessed through a reflective essay and presentation, and we encourage them to keep a reflective log during their placement. This assessed element is kept private and not released to the

placement provider, as we encourage students to explore in depth what they have learnt about themselves and the world of work.

"I've had a fantastic experience and I think the placement was beneficial for both myself and the placement provider."

Placement Student 2016-17

At the end of the placement, we will ask you to complete an end-point review with the student so they can reflect on their progress and assess further development needs. The student will also ask you to confirm that he/she has completed 80 hours on his/her placement. The student will ask you to sign a form to confirm this, which the student should provide.

Pre-placement Organisation: Timeline (deadlines confirmed in email messages)

- Placement Provider expresses interest in hosting a placement
- Provider to complete a Placement Agreement, including proposal form which will form the basis of the placement advert
- Placement advert is released to students
- Visit to provider for introduction and risk assessment
- Students to apply for placements, normally using CVs and cover letters – these can be sent directly to the provider or the Placements Officer can collate these
- At this stage, Placement Provider can organise interviews/informal chats with applicants
- Placement Provider gives feedback on applications and confirms whether a student has been successful or not* – if unsuccessful, other students may apply for placement
- Student contacts provider to introduce themselves and confirm placement details

"Both placement students were very hardworking.[...]They fitted in brilliantly with the team."

Placement Provider 2016-17

*We do ask that a decision on an application is made within 1-2 weeks of the application being sent, to allow alternative/additional placement arrangements to be pursued if needs be.

Thank You

We greatly appreciate your support of our students and the valuable experience they gain while on placement, and we hope that all our placement relationships are mutually beneficial. We very much look forward to working with you and receiving your feedback.

Contact Details

Please direct all queries to Sarah Hughes, Placements Officer.

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