

# PLACEMENTS

A GUIDE FOR EMPLOYERS

## WHAT IS A PLACEMENT?

- A placement is a period of industry experience that supports a student's degree course
- Placement students can and should be given responsibilities as if they were a regular employee
- Placements are usually one year long, but shorter periods can sometimes be arranged. Most placements begin between June and September at the end of the student's second year and last a minimum of 40 weeks. Salaries range from £12,000-£30,000 per annum

## WHAT KIND OF SKILLS AND KNOWLEDGE CAN STUDENTS OFFER?

DMU has 19,000 students studying a huge range of courses across our four faculties. Pages 2–17 give details of our students' courses, skills and the kind of placements they typically undertake.

## BENEFITS TO BUSINESS

Taking on a placement student means having a fixed-term, full-time student employee working towards your business objectives. Placements can provide you with:

- An enthusiastic worker with technical skills
- Fresh ideas and a different perspective
- A flexible resource for a period of growth or to work on a distinct project
- Cost-effective graduate recruitment (placements allow you to test out a potential future employee)
- Access to additional business links with the university for research, training, consultancy and project partnerships

We offer a completely free service to advertise your position, target candidates and recruit your ideal student.

## WHAT MAKES A GOOD PLACEMENT?

- Clear objectives and a planned programme of development with regular reviews
- Good communication between student, employer and university
- Opportunities for the student to build on their soft and technical skills
- Access to training and industry networks
- Support from a university Placement Tutor, who visits during the placement

## PARTNERSHIP APPROACH

A placement is a three-way partnership between the student, employer and university. The student is your employee and is accountable to you for their daily work. However the university stays in contact throughout the placement and can assist if any issues arise. To support this approach, we ask all parties to sign a Placement Agreement setting out mutual expectations and responsibilities around health and safety, communications and reporting concerns. Please contact us if you would like to see a copy of this document.

## ACADEMIC WORK AND TUTOR SUPPORT

Students complete a piece of academic work related to their placement. This may be a reflective portfolio and/or a technical report or essay. Some employers like to integrate this work to support their own management procedures or business aims. The student will also have a Placement Tutor who will visit during the placement.



# ARTS, DESIGN AND HUMANITIES

For full course listings please visit [dmu.ac.uk/adh](http://dmu.ac.uk/adh)

## THE SCHOOL OF DESIGN

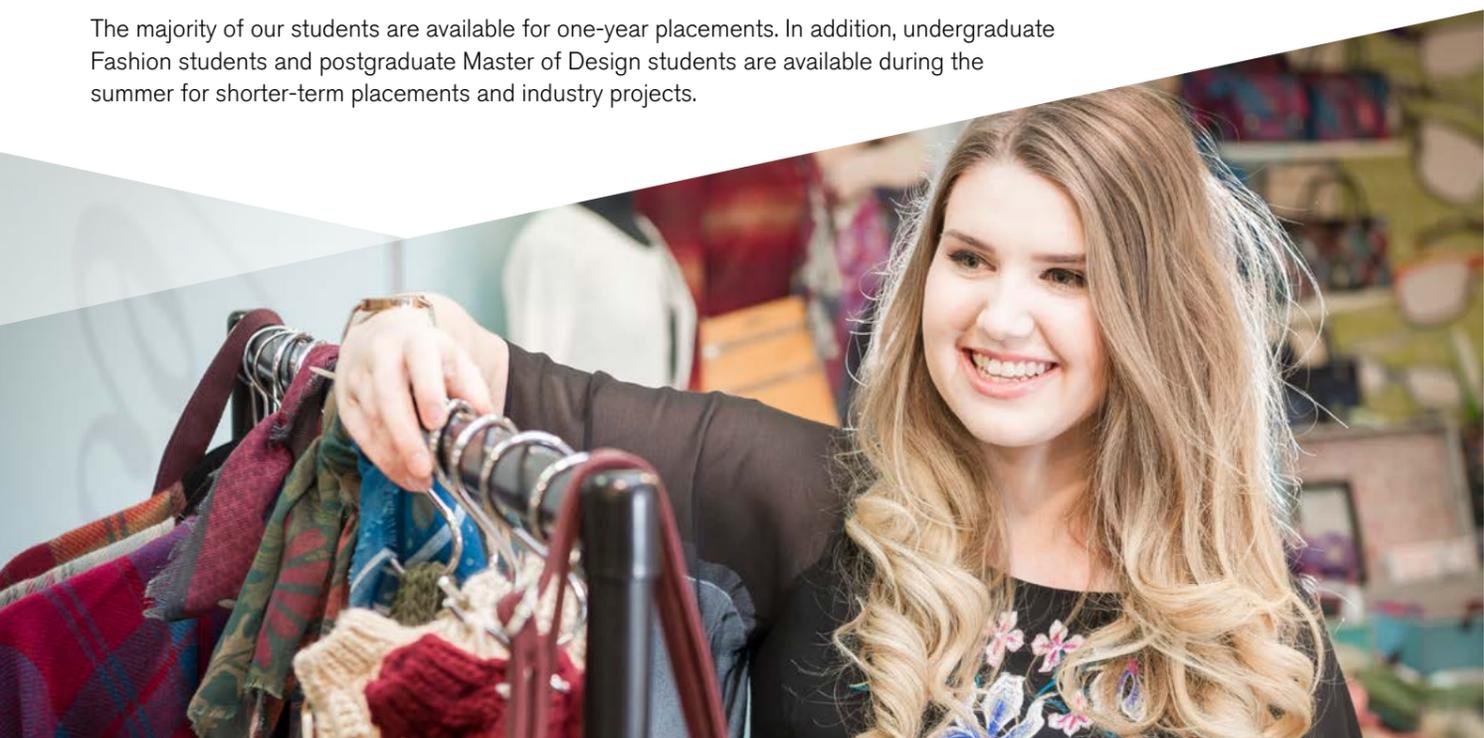
The **School of Design** teaches courses including Fashion, Textile and Accessories, Contour, Footwear, Fashion Buying with Marketing/Design, Interior Design and Product Design. Our **Contour Fashion BA (Hons)** course is one of only two such courses taught in the UK and our **Footwear Design BA (Hons)** course is one of only three. Every course in the School of Design teaches students Computer Aided Design (CAD).

Postgraduate students study Design Management and Entrepreneurship, Fashion Management with Marketing, Digital Design, Interior Design, Product Design, Bespoke Footwear Biomechanics and Design Innovation.

**Our courses equip our students with up-to-date creative and technical skills that include:**

- Sketch-drawing
- Digiprint
- Laser-cutting, flat pattern/geometric
- Software design and systems thinking
- Logistics
- 2D and 3D design development
- CAD
- 3D model making and manufacturing
- Product development and testing
- Textile skills – print, stitch, rug
- Adobe Illustrator/Photoshop
- Market and consumer research
- Budgeting
- Project management
- Product and fabric awareness
- Commercial design

The majority of our students are available for one-year placements. In addition, undergraduate Fashion students and postgraduate Master of Design students are available during the summer for shorter-term placements and industry projects.



## THE SCHOOL OF ARCHITECTURE

The **Leicester School of Architecture** is steeped in history and has a high national and international standing, gained from successes in design competitions, work placements, teaching and learning developments and research. The school has a particular interest in sustainable architecture and urban regeneration.

Undergraduate placements are an option within **BSc Architecture Technology**, where students focus on making detailed decisions about the design and construction of building and their immediate surroundings. Students also examine how detail relates to design for both new and existing buildings.

**Students on this course develop skills, knowledge and understanding of:**

- Architectural communication
- Building performance and technology
- Building economics
- Sustainable building principles
- Building design
- Project management
- CAD

## THE SCHOOL OF HUMANITIES

In the **School of Humanities** students develop high-level analytical, research and writing skills in History, English and Creative Writing. All our lecturers are active researchers and our courses combine traditional study with an understanding of contemporary developments.

**Students develop essential skills required in all types of organisations, especially:**

- Horizon-scanning
- Desk-top and web-based publishing
- Ability to absorb, filter and analyse large amounts of information
- Copy-writing and editing
- Critical analysis
- Oral presentations
- Cultural and linguistic awareness
- Understanding of historical context
- Giving constructive criticism
- Analytical reasoning and evaluation
- Proofreading
- Problem-solving

# ARTS, DESIGN AND HUMANITIES

For full course listings please visit [dmu.ac.uk/adh](http://dmu.ac.uk/adh)

## THE SCHOOL OF VISUAL AND PERFORMING ARTS

The **School of Arts** teaches courses in Dance, Drama, Fine Art, Performance, Photography and Video and Arts and Festivals Management. Many of our lecturers are practising artists, choreographers and performers, providing high-grade teaching in an innovative and creative learning environment.

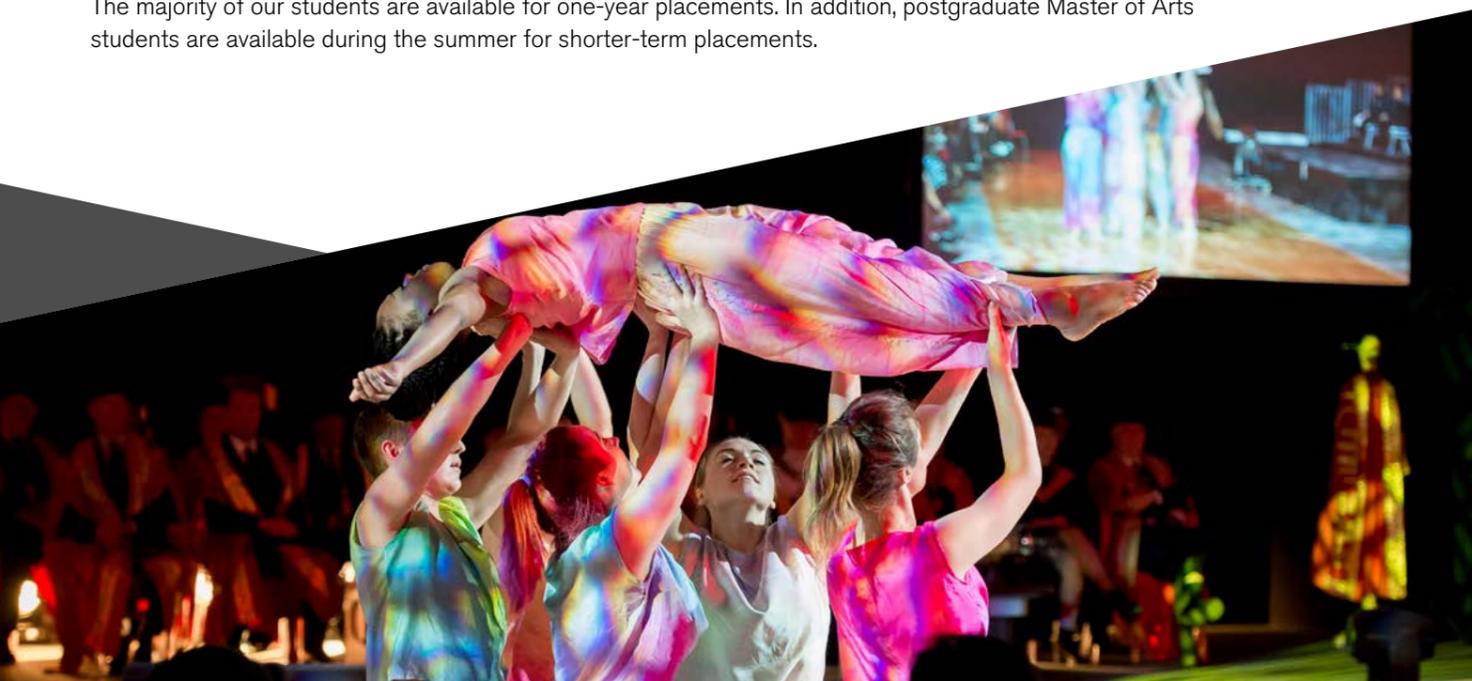
We have active partnerships with key cultural centres including the Curve theatre and Phoenix Square and we facilitate regular student performances and exhibitions. Our students also gain real-world experience through setting up and running the annual DMU Cultural Exchanges festival.

DMU students benefit from generous studio space and specialist workshops to develop their creative abilities.

**Students from the School of Arts gain valuable professional skills including:**

- Event management
- Venue management
- Fundraising
- Project management
- Painting
- Sculpture
- Installation
- Printmaking
- Drawing
- Choreography
- Performance
- Video
- Photography
- Electronic media
- Public relations
- People management
- Marketing
- Logistics

The majority of our students are available for one-year placements. In addition, postgraduate Master of Arts students are available during the summer for shorter-term placements.



## EXAMPLE PLACEMENT ROLES

The below roles give an idea of the level of work students can be expected to deliver.

### Garment Technician £13,000

- Ensuring product quality meets technical requirements
- Carrying out sample checking and approval
- Checking paper pattern workmanship and construction of samples and providing clear instructions for sample improvement
- Creating measurement charts, assessing and updating technical packages during product development stages
- Attending fitting meetings to provide technical advice

### Editorial Assistant £18,000

- Organising and being the main contact for editorial features such as webinar previews/reviews, advertorials, roundtables, show/event previews etc.
- Researching and sourcing article ideas for both print and online platforms
- Writing/re-writing news content
- Proof-reading for both print and online platforms, plus company-wide literature when needed
- Image sourcing for all titles
- Liaising with authors and advertisers to give guidance on editorial/production requirements
- Liaising with the Production Team to ensure house-styles and designs are met
- Signing off copy for print
- Some attendance at external industry events, plus Russell Publishing's own events
- Generating post-print documents such as author-PDFs and online Supplements

## EMPLOYER AND STUDENT JOURNEY

Students are required to complete a portfolio of academic work in their own time to contribute towards their final Placement Certificate. The employer is asked to contribute as shown:

Pre-placement	Employer to return signed Placement Agreement
Month 1	Employer to set the student specific objectives to aid their development in role; establish expectations and responsibilities of the student; Student to return Placement Induction Form to the University
Months 2–6	Onsite visit from Tutor for 1–2 hours to discuss the student's portfolio and progress at work
Month 6	Employer to complete Employer Appraisal Form, asking you to rate the student's performance in the workplace
Months 10–12	Employer to complete End of Placement Report, asking you to rate the student's overall performance in the workplace
Month 12	Placement ends. Employer to provide feedback on student and placement

**To offer a placement opportunity or if you have further questions, please contact:**

Samantha Dalby  
T: (0)116 250 6428  
E: [adhplacements@dmu.ac.uk](mailto:adhplacements@dmu.ac.uk)

[dmu.ac.uk/adh](http://dmu.ac.uk/adh)

# BUSINESS AND LAW

For full course listings please visit [dmu.ac.uk/bal](https://dmu.ac.uk/bal)

## LEICESTER BUSINESS SCHOOL

**Leicester Business School** is one of the largest providers of business and management education in the UK. We teach courses in fields of practice including Accounting and Finance, Business Management, Economics, Human Resource Management, Politics and Public Policy and Strategic Management and Marketing.

Our courses are accredited and approved by leading sector associations including ACCA, CIMA, CIPD, CIM and IDM. Our 5,000-strong student body represents 60 nationalities, creating a vibrant and cosmopolitan community with global knowledge and networks.

**Students studying our Business degrees can offer employers a range of valuable skills and knowledge in the areas of:**

- Accounting and finance
- Marketing communications
- Global markets
- Retail management
- Buyer behaviour
- Management operations
- Mathematical and statistical analysis
- Ethical practice
- Procurement and supply chain
- Critical thinking
- Sustainable development
- Strategic planning
- Employer relations
- Business law
- Project management
- Brand development
- Teamwork
- Business Policy
- Economic markets
- Digital marketing

## DE MONTFORT LAW SCHOOL

**De Montfort Law School** has an excellent reputation for teaching quality across a wide range of legal courses. Students are taught in the state-of-the-art £35 million Hugh Aston Building, complete with its own mock courtroom. Students develop their knowledge of Law in the context of specialist areas including Business Law, Criminal Justice, Human Rights and Social Justice, Business Management and Economics. Our Law Clinic and Street Law projects give students the opportunity to hone their client-facing skills.

**Law students at DMU can offer skills that include:**

- Legal document review
- Business law
- Legal compliance
- Competition law
- Commercial awareness
- Critical analysis
- Ability to absorb, filter and analyse complex information
- Mathematical and statistical analysis
- Communication
- Problem solving
- Ability to explain complex data in layman's terms
- Client interviewing



# BUSINESS AND LAW

For full course listings please visit [dmu.ac.uk/bal](http://dmu.ac.uk/bal)

## EXAMPLE PLACEMENT ROLES

These roles give an idea of the level of work students can be expected to deliver.

### Marketing Assistant £14,000

- Coordinate online advertising, leaflet drops, social media and local webpages
- Monitor and report on website traffic
- Make suggestions for improving website traffic
- Create, issue and report back on branded e-newsletters
- Respond to enquiries following e-newsletter mailings
- Support the PR and Communications department with outbound brand messaging
- Responsibility for social media activities on Twitter, Facebook LinkedIn, Pinterest and Google+
- Create articles and blogs for our websites

### Legal Assistant £17,000

- Provide strategic legal support on a range of legal and commercial issues
- Review, negotiate and draft commercial contracts
- Assist key stakeholders with on-going contract management
- Undertake research and administrative duties
- Research and provide legal expertise on all matters relating to the business



## EMPLOYER AND STUDENT JOURNEY

Students will complete a portfolio of work to achieve their Placement Certificate. We will actively support the student with this work, including visiting the student twice and requesting input from the employer regarding their progress.

Pre-placement	Employer to send offer letter/contract to student; and sign and return Placement Agreement
Month 1	Employer to set objectives to aid the student's development in role
Month 4	1st site visit from the student's Placement Tutor to discuss their portfolio and progress at work
Month 6	Employer to complete 1st employer appraisal form, asking you to rate the student's performance in the workplace
Months 10–12	2nd site visit from the Tutor, where the student will deliver a presentation about their placement learning and achievements; Employer to complete 2nd employer appraisal form
Month 12	Placement ends. Employer to provide feedback on student and placement

**To offer a placement opportunity or if you have further questions, please contact:**

Gemma Harris

T: (0)116 201 3918

E: [businessplacements@dmu.ac.uk](mailto:businessplacements@dmu.ac.uk)

# HEALTH AND LIFE SCIENCES

For full course listings please visit [dmu.ac.uk/hls](https://dmu.ac.uk/hls)

## PHARMACEUTICAL AND COSMETIC SCIENCE

Four courses in HLS offer students the possibility of a placement year: Pharmaceutical and Cosmetic Science, Forensic Science, Medical Science and Biomedical Science. Each course consists of a large practical component where the students have access to specialist industry-standard facilities, equipping them with the technical competency required in the workplace.

**Pharmaceutical and Cosmetic Science BSc (Hons)** provides a unique balance between the chemistry and engineering components of pharmaceutical and cosmetic product design and manufacture.

### Students' skills include:

- Preparation, testing and packaging
- Clinical research
- Marketing approaches and techniques
- Product formulation
- Commerce and sales

Students learn about the design, formulation, manufacture, quality assurance, regulatory activities and marketing of pharmaceutical and cosmetic products. They are introduced to the principles behind the formulation of medicines and will progress to techniques behind their preparation, testing and packaging.

**Forensic Science BSc (Hons)**, developed in collaboration with Leicestershire Police, looks at the methods used to gather and examine information about past events - which would then be presented as evidence in court. It is one of only a few courses in the UK accredited by the Forensic Science Society.

- Product design
- Quality assurance and regulation
- Numerical skills
- Legal compliance
- IT and data analysis

## MEDICAL AND BIOMEDICAL SCIENCE

Our courses in Medical and Biomedical Science equip students with a thorough knowledge of evidence-based medicine, research and clinical skills. The teaching staff have links with the NHS and industry through their own work, experience or research activities, providing an up-to-date curriculum of health and medical advances. The Clinical Perspectives module integrates scientific knowledge with the latest practice in areas such as cardiology, obesity, type II diabetes, hypertension, kidney disease and respiratory disorders.

### Students' skills include:

- Clinical research
- Genetics, immunology and pathology
- Formulation and manufacture of medicines
- Report generation
- Physiology and nutrition
- Preparing tissue samples for analysis
- Pipetting technique
- Report writing
- Quality control procedures
- IT and data analysis

Our courses are professionally accredited by the Institute of Biomedical Sciences (IBMS). Where the employer is able to offer the appropriate support, students undertaking placements in IBMS approved laboratories have the opportunity to work towards IBMS Registration and IBMS Certificate of Competence while on their placement.



# HEALTH AND LIFE SCIENCES

For full course listings please visit [dmu.ac.uk/hls](http://dmu.ac.uk/hls)

## EXAMPLE PLACEMENT ROLES

These roles give an idea of the level of work students can be expected to deliver.

### Clinical Science Research Assistant £13,000

- Cell and tissue culture for research
- Aseptic technique and cell purification
- Blood preparation for serum/plasma
- Preparing agar plates and cell stains
- Assessing samples for clinical testing, clinical trials and research
- DNA extraction, isolation and PCR
- BLAST sequencing
- Record keeping, databasing and report generation

### Student Development Technician £16,000

- Assist in formulating cosmetic products such as creams and lotions, shampoos, conditioners, shower gels and body scrubs
- Research materials to be incorporated into products
- Assist the manufacture of products in both small and large scale batches
- Pack products for trials, consumer tests and customers
- Liaise as required with colleagues in Quality, Manufacturing and Account Management



## EMPLOYER AND STUDENT JOURNEY

Faculty of Health and Life Sciences students are required to complete academic assignments in their own time to contribute towards their final Placement Certificate. Some may also be given the option of completing a pre-agreed project within their placement setting as part of their final year assessment or research project. We ask the employer to support in the following ways:

### Sandwich placements

Pre-placement	Employer to return signed Placement Agreement
Month 1	Employer to set the student specific objectives to aid their development in role; establish expectations and responsibilities of the student; Student to return Placement Induction Form to the University
Months 2-6	1st onsite visit from Tutor for 1–2 hours to discuss the student's assignments and progress at work
Month 6	Employer to complete 1st employer appraisal form, asking you to rate the student's performance in the workplace
Month 10	2nd onsite visit from Tutor for 1–2 hours to monitor progress and development and ensure assignment deadlines are met. Employer to complete 2nd Supervisor Report Form
Month 12	Placement ends. Employer to provide feedback on student and placement

### To offer a placement opportunity or if you have further questions, please contact:

Heleena Mistry  
 T: (0)116 250 6491  
 E: [hlsplacements@dmu.ac.uk](mailto:hlsplacements@dmu.ac.uk)

# FACULTY OF TECHNOLOGY

For full course listings please visit [dmu.ac.uk/technology](https://dmu.ac.uk/technology)

## COMPUTER SCIENCE AND INFORMATICS

Built on the foundations of computer science, software engineering, computer security, business computing and mathematics, the **School of Computer Science and Informatics** provides an environment in which students can draw on academic expertise to develop a deep understanding of their subjects and build up solid technical skills.

Some of our courses are Accounting and computing, Artificial intelligence and robotics, Business information systems, Computer security, Computer games programming, Computing information management, Software engineering and Forensic computing.

**Our range of courses enables students to develop skills including:**

- Website development
- Data management
- Web front-ends
- HTML and JAVA Script
- Data analysis and data mining
- MAPLE and MATLAB
- Design of information systems
- Computer security
- Software development
- Object orientated programming (OOP)
- Forensic computing
- Programming in C (C/C++/C#)
- Computer networks, laws and protocols
- Statistics and mathematics design
- Algorithm development
- E-commerce

## LEICESTER MEDIA SCHOOL

**Leicester Media School** brings together students from across technical and creative disciplines, allowing them to push boundaries by cross-working. The students learn using our industry-standard studios and laboratories, producing professional-standard work throughout their studies. Courses

include Animation design, Audio and recording technology, Communication systems, Creative sound technology, Creative writing, Education studies and media, Film studies, Games technology, Graphic design, Journalism, Media production, Media technology and Music technology and innovation.

**Media students are available for short-term summer placements. They can offer skills including:**

- 2D and 3D character animation
- Writing scripts and news articles
- Graphics programming and 3D modelling
- Current affairs and reporting
- Radio, audio and video production
- Communication skills
- Editing
- Digital technologies
- Awareness of industry standards
- Print and e-media design
- Project management
- Design of information systems
- Secure Socket Layer (SSL)
- Studio engineering and studio work

## ENGINEERING AND SUSTAINABLE DEVELOPMENT

Students in our **School of Engineering and Sustainable Development** gain a thorough grounding in the tried and tested methods of engineering, giving them a solid platform for approaching 21st century challenges with new solutions. Undergraduate courses include Engineering, Electronic engineering, Mechanical engineering, Mechatronics and Physics.

Postgraduate courses include Electronic engineering, Energy and sustainable building design, Energy and sustainable development, Engineering Management, Mechanical Engineering and Mechatronics.

Undergraduate and postgraduate students are both available for sandwich year placements. In addition, undergraduate students in Engineering are available for 6–12 week summer placements.

**Students' skills include:**

- CAD
- Systems integration
- Computer aided engineering
- Environmental knowledge
- Product development and testing
- Commercial awareness
- Pro-Engineer
- Commercial applications
- Pspice
- AWR Microwave Office
- Agor – FEA analysis
- Communication systems
- Mathematics
- Design analysis



[dmu.ac.uk/technology](https://dmu.ac.uk/technology)

# FACULTY OF TECHNOLOGY

For full course listings please visit [dmu.ac.uk/technology](https://dmu.ac.uk/technology)

## EXAMPLE PLACEMENT ROLES

These roles give an idea of the level of work students can be expected to deliver.

### Customer Support Placement Year £15,000

- Provide first and second line telephone support to business end users
- Perform research tasks and projects
- Promote our products, services and training as part of enterprise level support
- Assist with software training and consultancy both internally and with customers
- Provide technical advice to the sales and marketing teams

### Software Engineering Placement £16,000

- Design, develop and test real-time embedded software
- Read and understand project planning documents
- Proactively gain knowledge of project tools and processes
- Produce clear, concise written reports and instructions to enable other engineers to follow a process
- Demonstrate initiative and enthusiasm for the technology
- Contribute to requirements analysis and management
- Implement and test embedded software
- Perform and understand software integration and verification



## EMPLOYER AND STUDENT JOURNEY

Faculty of Technology students are required to maintain a log-book and complete a written assignment in their own time to contribute towards their final Placement Certificate. We ask the employer to support this assignment as shown below:

### Sandwich placements

Pre-placement	Employer to return signed Placement Agreement
Month 1	Employer to provide induction to the organisation including workplace health and safety; set goals for the job role; establish expectations and responsibilities of the student; Student to return Placement Induction Form to the University
Months 2-6	1st onsite visit from Tutor for 1–2 hours to discuss students' logbook and progress at work. Also discuss options for written assignment. Employer to complete 'Employer Appraisal Form' in advance of visit
Month 6-10	2nd onsite visit from Tutor for 1–2 hours to discuss students' logbook, progress at work and written assignment. Employer to complete 'Employer Appraisal Form' in advance of visit. Employer to sign 'Release form' in respect of data and other contents of student's assignment, which will be submitted to the University
Month 11-12	Employer to complete and submit relevant section of 'End of Placement Report', either in July or 1 month prior to the student finishing their placement

### Short-term placements (6-12 weeks)

Pre-placement	Employer to return signed Placement Agreement
Weeks 1-2	Employer to provide induction to the organisation including workplace health and safety; set goals for the job role; establish expectations and responsibilities of the student; Student to return Placement Induction Form to the university
Weeks 2–6/12	Onsite or virtual visit from Tutor for to discuss students' logbook and progress at work. The logbook enables the student to: <ul style="list-style-type: none"> <li>• Review their weekly progress and reflect on learning</li> <li>• Trigger thoughts and questions to discuss with their workplace Manager and/or Tutor</li> <li>• Keep a permanent record of the work and projects undertaken</li> </ul>

**To offer a placement opportunity or if you have further questions, please contact:**

Robin Kaur

T: +44 (0)116 257 7465

E: [techplacements@dmu.ac.uk](mailto:techplacements@dmu.ac.uk)

[dmu.ac.uk/technology](https://dmu.ac.uk/technology)

## EMPLOYER TESTIMONIALS

"After the initial training and settling in, Sarah was fully up to speed and working independently; she integrated well into the team and was able to proficiently carry out all routine and non-routine tasks accurately and on time. She was able to focus on a project which had until then, not received the right amount of resource or focus due to other commitments. She helped to set up screening methods and formulation insights which will be used in all future projects of that type. Sarah also helped other team members with immediate projects and urgent work when required. We were happy to be able to extend her contract for a few weeks."

**Mark Johnson**  
Cosmetics Formulation Manager, Boots

"Airbus Group has been supported by placement students from De Montfort University in the areas of cyber security and forensics research for the past 4 years. The students have proven very successful in supporting European leading innovation projects and delivered numerous technologies and research projects directly benefiting the Airbus Group, some have even had the opportunity to present their work at conferences and events all across Europe. The success and quality of the students has meant that Airbus Group has continued to engage with the University and many previous candidates after completion of their placements, directly funding further education and in some cases, the students have been employed by Airbus Group to continue work in the state of the art research facilities after completion of studies."

**Dr Kevin Jones**  
Head of Product & Cyber Security Research,  
Airbus Group Innovations

"We've always had a positive experience with our placement students quickly contributing to the projects of the team and ultimately the objectives of the business. Professionalism, eagerness and idea generation are all positive attributes of the students we've been fortunate to have work with us."

**Richard Halderthay**  
Director of Communications,  
Saint-Gobain

"During the year both students have been integral to the performance and output of the department. They have been an asset to the Division and have also brought the added bonus of new ideas and a new perspective. We would certainly continue to secure student internships from De Montfort as a result of our experience."

**Paula Fowler**  
Director of Fashion  
AIS

"Ritchie has evidenced a strong, consistent set of standards for delivery that help Forest Holidays achieve and retain a well presented public image via our web channels. I was even more delighted that we were able to offer Ritchie a permanent position as Content Executive within Ecommerce before the conclusion of his degree."

**Ben Lang**  
Ecommerce and Optimisation Manager  
Forest Holidays

## STUDENT TESTIMONIALS

"I personally think that this is the most important thing that I've done during my time at De Montfort University. While on my placement I was trusted to manage my own clients and projects and saw the business grow during my time there. I was even able to draw in a new customer and this achievement led to me being named employee of the quarter."

"The main reason I initially wanted to go on placement was to improve my employability after completing my degree. However, I feel that I have gained so much more, having seen all of my grades improve and my name on a piece of published scientific research. I was also able to present my own research at the APS annual PharmSci 2014 conference to a room of academics and professionals."

**Jordan Dickens**  
Pharmaceutical and Cosmetic Science Associate  
Formulation Scientist, Quotient Clinical

"My role is to help arrange promotions, provide support for European teams & retailers and help the UK team in their day to day activities. It's a great role and it has helped to teach me about the licensing industry, something I had no idea about before I started my placement but am now looking to keep within after university."

**Matthew Cooper**  
Business and Management European Sales Licensing,  
Nickelodeon



## INTERESTED IN RECRUITING A PLACEMENT STUDENT FROM DMU?

### WHAT TO DO NEXT:

We design our services to help you find a suitable placement student as easily as possible.

- **Contact** one of our specialist Placement Teams; their details are available on the back cover. We can talk on the phone or arrange a meeting to learn about your specific business requirements and discuss how our students' skills could meet your needs.
- **Job description.** A clear job description and person specification helps students understand exactly what type of candidate you are looking for. We can provide a template job description if required, enabling you to easily identify the skills and capabilities required for your placement role. Please state the salary, deadline and how you want students to apply.
- **Fee-free advertising and promotion.** We'll advertise the placement role at no cost to you on our online jobs portal, MyGateway, accessible to all students. We'll also send targeted alerts and reminders about your vacancy to relevant groups of students using social media.
- **Recruitment process.** We can support the method of recruitment that you prefer. Options include:
  - You provide us with a link to your own online application process and students apply directly through your website
  - Students email a CV and cover letter, or your own application form, to a contact at your organisation
  - We collate students' applications on your behalf and send them to you as a batch once the deadline has closed.
- **Interviews and candidate tests.** Employers we currently work with use a range of methods for selecting candidates, including telephone and video interviews, assessment centres, psychometric testing and traditional face to face interviews. We can assist you however required, including arranging for interviews to take place here at DMU, allowing you to meet the team and interview all candidates in one day.
- **Placement preparation.** Once an offer has been made and accepted, we will help the student prepare for entry to the workplace. We will also risk assess the placement and send you our Placement Agreement.

## DE MONTFORT UNIVERSITY

De Montfort University is a vibrant, multicultural hub of learning, creativity and innovation. Altogether we have 19,000 students studying a huge range of courses in our Faculties of Arts, Design and Humanities, Business and Law, Health and Life Sciences and Technology.

We are one of the top 25 UK universities for graduate employment due to our focus on helping students develop skills and attitudes employers demand. Every year over 2,000 industry placements are taken up by our students, allowing them to put theory into practice and take their skills and ideas into businesses locally and abroad.

Our facilities provide students with purpose-built learning environments equipped with cutting-edge technology. The current £136 million campus transformation highlights our commitment to creating the modern, inspiring environment we want for our students, helping them build their future.

## VIBRANT STUDENT COMMUNITY

We are proud of being a creative and innovative university committed to offering our students diverse opportunities for personal and professional growth.

Our **Frontrunners** scheme offers students' paid work experience in roles across the University in areas such as marketing, design, management, HR and project management. **#DMUglobal** is a flagship programme that provides students with a network of global business partners and academic institutions allowing them to take part in field trips, summer schools and internships around the world. Our pioneering **DMU Square Mile** programme connects students with the local community to improve health, education and employment, placing students in volunteering roles in schools, health centres and charities.

All these experiences help our students develop transferable skills, professionalism and a broad outlook, making them a valuable asset to employers.



**OVER 200 BUSINESSES COME  
BACK TO DMU YEAR ON YEAR FOR  
OUR PLACEMENT STUDENTS.**

## **CONTACT OUR PLACEMENT TEAMS**

If you think employing a DMU placement student could be a solution to your business needs, please don't hesitate to contact one of our specialist teams below. We will be delighted to help you set up the placement and assist you in finding your ideal candidate.

### **Faculty of Arts, Design and Humanities**

Samantha Dalby  
T: (0)116 250 6428  
E: [adhplacements@dmu.ac.uk](mailto:adhplacements@dmu.ac.uk)

### **Faculty of Business and Law**

Gemma Harris  
T: +44 (0)116 201 3918  
E: [businessplacements@dmu.ac.uk](mailto:businessplacements@dmu.ac.uk)

### **Faculty of Health and Life Sciences**

Heleena Mistry  
T: +44 (0)116 250 6491  
E: [hlsplacements@dmu.ac.uk](mailto:hlsplacements@dmu.ac.uk)

### **Faculty of Technology**

Robin Kaur  
T: +44 (0)116 257 7465  
E: [techplacements@dmu.ac.uk](mailto:techplacements@dmu.ac.uk)