

MINI-GUIDE TO YOUR

Professional Training Year

2011–2012



Introduction

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The University of Surrey is one of the pioneers of Professional Training, with a history dating back to the late nineteenth century. Our Professional Training programme is an integral part of the process of Personal and Professional Development which runs throughout the undergraduate programmes at Surrey.

Professional Training is about helping you gain 'real world' experience so that you are prepared for the world of work after graduation, and equipped to adapt to the changing demands of the workplace.

The placement year is usually a period of paid employment, and takes place between the second and final year of undergraduate study. We have a vast network of placement contacts stretching across the globe, and Faculties will help you to find one appropriate to the needs of your degree and future career plans.

On beginning your placement you will discover that Professional Training is much more than just work experience. You will be working in a professional environment where your academic and personal potential can develop, helping you to become a fully rounded and reflective individual.

These qualities are widely recognised by placement providers, and a significant proportion of placement students at Surrey are offered permanent graduate employment.

In order to ensure that we maintain these high standards, we ask all students to complete an anonymous questionnaire towards the end of or after their placement. We take all the feedback we receive from this survey very seriously and share comments with Faculties, the Students' Union and the University management to support our policy of continuous improvement.

This guide provides you with essential information relating to your placement in the UK and abroad, with useful contact details and websites at the back. If you have any concerns during your placement, please do not hesitate to contact me or your departmental academic tutor or administrator.

I wish you every success in your professional year.

Professor Neil I Ward
*Chairman, Professional Training
and Careers Committee*

General Placement Advice

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Maintaining standards

The placement year is a partnership between three bodies – the University, the placement provider and you. There are various rules, rights, and provisions to which each party expects the others to conform.

The University has a duty to assess and support you. You should be told the name of the tutor who will visit you and who will in turn keep your personal tutor informed of your progress.

Your placement provider has responsibilities to you as a member of staff, for example with regards to health and safety.

Remember that you have a responsibility to both the University and your placement provider – you are a representative of both at all times.

In particular, you also have a responsibility to adhere to any organisational policies and to respect the confidentiality of organisational affairs. All policy affecting you should be explained when you commence the placement by your placement provider.

Although many organisations rely on electronic communication methods for internal and external purposes, please use your common sense and act responsibly when using them and the Internet for personal use.

Your feedback

Most people find their experience on placement rewarding and profitable. However, there is always room for improvement so the University has a body that monitors and responds to students' views on their placements – the Professional Training and Careers Committee (PTCC).

PTCC's membership is made up of representatives from all Faculties, departments and divisions, as well as a representative from the Students' Union.

This committee is responsible for the regulations for Professional Training. Individual departments may also have their own regulations to enhance this minimum standard in a way appropriate to your programme. You should be informed about these regulations prior to commencement of your placement.

When you return from placement, you will be asked to complete a survey about your experiences. In addition to being represented by the Union, this is another chance to give your thoughts to the professional training scheme on how the university placements can be improved.

Rules and regulations

For a copy of the regulations for the arrangement and assessment of Professional Training, please see Section D on the following website:

<http://portal.surrey.ac.uk/calendar/generalregs>

Professional Training abroad

A placement abroad will provide an opportunity to experience a different culture and possibly a different language. We encourage students to work abroad but this will operate within a different legislative framework from the UK so be aware and expect differences. Graduate employers value the additional cultural awareness that working abroad enables you to develop.

When you are on placement abroad you can still make your voice heard in the University and raise any concerns that you may have through the Students' Union and student representatives at your department's Student Staff Liaison Committee (SSLC).

Students with disabilities

By the time you are on your placement, it is hoped that you will have negotiated the support you need and any adaptations you may need with your placement provider.

Placement providers are required by law to make reasonable adjustments for employees. If your disability will not materially affect your ability to do the job, or health and safety issues will not be compromised, then you may decide not to disclose a disability. However, you may find that disclosure will enable you to enter into a partnership with your placement provider that will greatly enhance the benefits of the placement.

For further information about disclosing a disability please go to the following website:

www.skill.org.uk/uploads/Tellingpeople.doc

Or talk to our Disability Coordinator, in Additional Learning Support (ALS) within the Library or an advisor in the Careers Service:

www.surrey.ac.uk/careers

If your disability-related support requires funding please contact ALS for further information.

T: +44 (0)1483 689609
+44 (0)7794 074322 (Text messages for deaf students)
E: als@surrey.ac.uk

www.surrey.ac.uk/als

Basic employment rights in the UK

Become familiar with your basic employment rights. You are entitled to:

- A proper pay statement showing how much you earn and any deductions
- A minimum of 24 days' paid holiday per year
- Not have illegal deductions made from your pay
- Paid maternity or paternity leave

Dean of Students Office

The Dean of Students is responsible for monitoring the overall provision of academic support services and welfare arrangements for students. If you have a problem with your academic progress, or find yourself in a serious difficulty, your Placement Tutor may recommend that you speak to the Dean of Students Office.

T: +44 (0)1483 683817
E: a.langley@surrey.ac.uk

<http://portal.surrey.ac.uk/dean>

Personal/Professional Training visiting tutors

Personal tutors are allocated depending upon your department, and you should have access to a member of academic staff within the department whom you can approach when issues arise. Your personal tutor is essentially there for academic purposes and to provide any relevant advice on University or departmental matters. They may also be involved in assessing the work you are doing on placement.

The role of your Professional Training visiting tutor is slightly different from that of your personal tutor. Students are usually visited by a tutor three times per year on placement, unless alternative arrangements have been developed for a specific course.

Should any problems arise, please inform your supervisor and/or visiting tutor. At anytime during your placement you can approach your personal tutor or department.

Your rights at work

Every individual working in the UK has a set of basic rights. Refer to the basics employment rights below or visit the workSMART website or the Citizens Advice Bureau website for more information.

Employment law is national and different rules will apply if you work abroad. You need to check the Foreign and Commonwealth Office website (travelling and living overseas section) for information on working abroad. Overseas students will need to check their visa status to work abroad and details can be found on the embassy webpage of the country where you will be working.

www.fco.gov.uk

Costs

Home/EU students

Tuition fees during your placement are charged at 15% of the normal annual fee (30% in the case of MChem students), ie £506 if your course started after September 2006.

- You will receive half of any maintenance loan entitlement and may be entitled to part of your maintenance grant
- You should be able to pay for your travel to your student placement. However it is advisable to check with your Local Authority if you are eligible for a grant
- With a funded placement (via a grant-making body) the costs of flights are generally included in the funding

Overseas students

If you are an overseas student, you will pay 25% of your tuition fee if a whole year is spent on placement.

Unpaid placements

On courses where unpaid placements are the norm, students may still be eligible to apply for a full student loan by filling in paperwork regarding your placement for your department, who will then inform the necessary parties that you are not being paid for your placement. It is important that this is done on time.

Students on unpaid placements are only entitled to full funding if their placement is with one of the following types of organisation:

- A UK hospital, Public Health Service Laboratory or a Primary Care Trust
- A UK Health Authority, Strategic Health Authority, Local Health Board, Special Health Authority, Health Board, Special Health Board or a Health and Social Services Board
- A UK Local Authority carrying out its duties relating to health, welfare or caring for children and young people, or a voluntary organisation providing facilities or carrying out similar activities
- A UK prison, probation service or after-care service
- Unpaid research in a UK or overseas institution

General finance advice

- If you are on placement in the UK, you are still regarded as a student and therefore are exempt from Council Tax – however, beware if there is more than one non-student in your house, you will be liable for Council Tax (check with your Local Authority for details)
- Be careful not to take up lots of offers of credit cards etc and not be able to maintain payments in your final year
- Save money for your final year – a regular standing order to a savings account from the account which your pay goes into may help you achieve this

Placements abroad

- How will you pay for flights to and from your placement? Start researching for the best deals and start saving
- Work out a realistic budget
- Find out about exchange rates, charges for foreign currency transactions, mobile phone rates for calls and texting from abroad
- Enquire about University registration or registering with the police in the destination country

Maintenance loan payment

- Make sure that you complete the relevant student support application before you begin your placement
- Enter the correct bank account number and sort code when you complete the form
- Standard Maintenance Loan and Grant payment dates are: 33% on 26 September 2011, 33% on 9 January 2012 and 34% on 23 April 2012
- Ensure that Student Records have been updated with regards to your first day of placement. If your Local Authority has the information, you can receive your first instalment up to 25 days early if your placement starts earlier than the first day of semester
- Even if you don't think that you need a maintenance loan, take it! It can be a back up should there be any difficulties down the line. Put it into a savings account if need be. It can then be used for emergency money during your final year

Long courses maintenance loan

If you are attending a study placement in excess of 30 weeks and 3 days (not including vacations) you may receive additional monies.

2011–12 Rate	Long Courses Loan
Per Week Overseas (including Europe)	£115
UK London	£106
UK 'elsewhere'	£83
UK Parental Home	£54

Disabled Students' Allowance (DSA)

This is not normally awarded during a full-year paid placement.

Childcare

- The Childcare Grant is not available for placements outside the UK
- Tax Credits cannot be claimed for placement periods outside of the UK
- Student Advice can provide parents with a Local Authority school term and holiday dates planner

Registration for session 2011–12

You must register for the new academic year. Consult the University's website on how to do this nearer the time. If you have a query, contact the Registry Student Centre.

T: +44 (0)1483 683814
E: ugteam@surrey.ac.uk

Bursary

If you are in receipt of a Surrey Bursary, the amount you receive is likely to be affected due to being on placement. Email the Student Fees and Funding Office for further information.

E: fees&funding@surrey.ac.uk

ERASMUS

Students who work in continental Europe can apply for ERASMUS grant support. ERASMUS students who are European citizens and are abroad for a year do not pay their tuition fees to the University. The funding is managed on behalf of the University by the International Relations Office.

Grants can be held in addition to your maintenance loan. However, if you are eligible for the tuition fee waiver you will not need the tuition fee loan. You can call in to the office in the BA building (28BA00) or email for an application form.

E: studentexchange.iro@surrey.ac.uk

Bank accounts

- Consider changing to online banking
- Keep your bank informed of your address
- Receive paper statements to your placement address so that you are able to keep track of your money
- Keep dated copies of all correspondence
- Be aware: there will need to be activity in your student account or your bank may 'call in' your overdraft facility
- Inform your bank if your placement will be abroad

Tax Advice

Inland Revenue Income Tax benefits

- Tax years run 6 April to 5 April so placements may cross two years
- Fill in a P50 at the end of your placement if you will not be completing any further work during that tax year – it will help to have your P45 handy as this will give you any necessary information
- At the end of a tax year, submit your P45 and P60 with a covering letter informing your local tax office that you wish to have a tax reassessment. Details of your local tax office can be found online at:

www.hmrc.gov.uk

Income Tax Allowances 2011–12

Personal Allowance	£7475
Blind Person's Allowance	£1980

Taxable Band Allowances 2011–12

Basic Rate 20%	£0–£35,000
Higher Rate 40%	£35,001–£150,000
Additional Rate 50%	£150,001 +

If you have any questions on tax, call the HMRC enquiry line:

T: 0845 302 1456

You may also find the student tax checker useful:

<http://stcccalculator.hmrc.gov.uk>

National Insurance

You need a National Insurance (NI) number to be able to work within the UK. If you do need to pay National Insurance, the contribution rate is 11%.

In the tax year 2011–12:

- Weekly paid staff earning less than £102 per week do not pay NI
- Weekly paid staff earning £102–£139 per week are deemed to have paid
- Weekly paid staff on more than £139 per week do pay NI
- Monthly paid staff on less than £442 per month do not pay
- Monthly paid staff on £442–£602 per month are deemed to have paid
- Monthly earners on more than £602 per month do pay

Call the HMRC to apply for a National Insurance number:

T: 0845 600 0643

Accommodation

Where to look

Some placement providers may help you find accommodation, alternatively try:

- University of Surrey Accommodation Office (if your placement is in the local area)
- Local newspapers for advertisements
- Shop window adverts
- Local university and college accommodation offices
- Accommodation agencies (these can be expensive)
- Estate agents (worthwhile if there's a group of you)
- Internet sites

Finding accommodation overseas

It is worth approaching your placement provider to see if they can help organise an apartment or flat prior to your arrival, perhaps with other placement students from other universities. The organisation may sub-let you a property normally used for overseas contractors.

The placement provider will often help you with temporary accommodation for a couple of days until you find your feet, even if this is the floor of another placement student's room! Your organisation may even be able to help you pay any rent deposits with an advance of your first month's pay.

Remember when dealing with local landlords that customs may be different with respect to housing arrangements. Always be sensitive to any cultural differences and make sure you are clear about your landlord's expectations in terms of arrival times, guests and so on.

If the tenancy agreement is in the local language, get it translated by a native speaker so you know exactly what is expected.

Ensure that you check the legitimacy of landlords or estate agents before you hand over any money for accommodation, particularly when you are looking for somewhere to live abroad. Try to view the property and either talk to the previous tenant, neighbours or someone else who has dealt with the organisation or individual. If it looks too good to be true, it probably is.

University accommodation for final year

Students are invited to apply online for accommodation in their final year. An email will be sent to your University email account in early December with details of how and when to apply.



Your Health and Safety

Provision is made under the Health and Safety at Work Act for the protection of anyone whilst at work in the United Kingdom. The Act places the responsibility for managing health and safety in the workplace on placement provider. However as a placement student you have responsibilities under the Act for cooperating with the placement provider on issues related to health and safety.

The position regarding the health and safety of a placement student working abroad can be a bit more complicated as legislation does vary from country to country. Although EU countries share a similar legislative framework, the actual safety standards may be somewhat different. Outside the EU, safety standards may vary considerably.

The University does, as far as is reasonably practical, assess the safety standards of placement providers through a risk assessment process.

Both the placement student and the placement provider can assist in the risk assessment process by providing information on the six health and safety factors outlined below. Consideration should be given to how these factors affect you prior to accepting the placement.

We encourage you to seek further information and to consider the risks associated not only with the placement provider, but with the environment in which you will live and socialise during the period of the placement.

Six Health and Safety Factors to Consider Prior to Your Placement

Work and Study Factors

These relate to the placement provider and to the work or study that you will be carrying out during your placement. They include the nature of the work-based hazards to which you may be exposed. Control measures may include the professional knowledge and expertise you have acquired during your studies.

Travel and Transportation Factors

Driving and travel while carrying out the business of the placement provider can be a risk. Placements do not just involve the work carried out for the placement provider. Depending on the nature and location of the placement, you may face significant health, safety and welfare issues associated with your travel to and from your placement and accommodation.

Location and Regional Factors

The location of the placement can have considerable impact. This is particularly the case if it is abroad in a country that you are not acquainted with, although it could apply to international students enrolled at a UK higher education institution and going on placement in the UK.

General or Environmental Health Factors

You may face significant health, safety and welfare issues associated with environmental conditions either in your place of work or study, the general location, accommodation, or food and drink.

Individual Student Factors

You are an individual and as such your health, knowledge, skills, experience and personality could have an impact on your health and safety in particular environments.

Students with personal factors (eg health, disability, linguistic or cultural) which may require specific adjustments or support should have equivalent opportunities in their choice of placements. The University will work with the placement providers to ensure that access and support requirements are provided for the student when on placement.

The University encourages students with a health condition or disability to disclose this to their Department so that adjustments or support whilst on placement can be discussed in confidence. Students will be advised whether they should disclose information and their permission will be required before passing information to placement providers. For further information about disclosure visit the Skill website:

www.skill.org.uk

Health and Safety and Risk Assessment

The UCEA Health and Safety Guidance document requires that a risk assessment is carried out for your placement and any appropriate responses or adjustments made in a timely manner.

Prior to starting your placement you will be advised how to judge the risk profile for your placement for each of the size factors outlines in the UCEA guidance document; and asked to identify any specific actions that may be necessary in collaboration with your Professional Training tutor or administration staff.

The risk assessment, and any actions taken, will be recorded using the appropriate form which will be provided by your department or Faculty Professional Training team.

The possible actions listed in the Health and Safety Form are only a guide. You are encouraged to develop and tailor the Health and Safety Form to address issues that could arise from the types of placement that you may undertake.

These actions should then be recorded on the Risk Assessment Form and counter signed by your course tutor.

When completing risk assessments it is appropriate to involve people with relevant knowledge, for instance, of the practices and health and safety issues associated with the activities in which you may be involved. This is particularly relevant in the case for placements with higher risk profiles, such as those overseas or in potentially dangerous working environments.

Insurance During Your Placement

The table below outlines the essential insurance requirements that will be needed during your placement.

If you would like to read the current policies that the University has in place, or have any other queries about University insurance, please visit the University's Insurance website.

T: +44 (0)1483 689008
E: ussu.education@surrey.ac.uk

<http://portal.surrey.ac.uk/policies/bsp/insurance/liability>

For general information on insurance issues see the UCEA Health and Safety Guidance for the Placement of Higher Education Students document.

http://portal.surrey.ac.uk/hsd/a_to_z_topics/r_to_z_topics/students

Role	Insurance	Covers
University of Surrey	Public Liability (UK and Overseas)	Cover, whilst on placement, during the course of work for damage, loss or injury caused to you or the placement organisation if the University is found to be negligent and legally liable.
Employer (placement provider)	Employers Liability (UK)	Cover, whilst on placement, for damage, loss or injury caused to you if the employer is found to be negligent and legally liable. Some employers are exempt from the compulsory insurance requirement. Notably these include government bodies and family operations. You should ensure that Employers Liability cover is provided.
	Employers Liability (Overseas)	Some countries have voluntary or statutory workman's compensation schemes run by the state that offer fixed compensation to people who are injured at work, but in some country placements there is no statutory requirement to offer this and therefore you have no protection from these schemes.
Student	Personal Insurance (UK)	You should ensure that your personal insurance is adequate to cover your possessions, personal liability etc. If you use your personal car for travel to and from placements or for the activity of the placement, then you need to check that cover is either offered by your personal motor insurance or by the placement provider.
	Personal Insurance (Overseas)	If the employer cannot provide confirmation that there is an equivalent policy or scheme in place to protect you, check that your personal insurance policy provides some fixed benefit in the event of an injury.
	Overseas Travel Insurance	Comprehensive insurance cover for Personal Accident/Travel whilst on University business is provided. The University does not provide cover for extreme personal activities.

Your Students' Union

Throughout your Professional Training Year, wherever you are in the world, your Students' Union is here to support you. The Students' Union is run by elected student officers, assisted by full time staff. We exist to represent your interests in education and welfare matters.

General guidance

Your Vice-President Education is the Union officer responsible for students on placement. The Vice-President Education should be in regular contact with you to let you know what is happening on campus and to ask for your views on Professional Training issues.

You can visit the website for news on Union policy, campaigns and events, or find the Students' Union page on Facebook.

E: ussu.education@surrey.ac.uk

www.ussu.co.uk

Extra help and support

Your Students' Union can give you support on a whole range of issues, and can represent you to the University. However, we cannot represent you to external agents such as placement providers or landlords. We can point you in the right direction though, if you are not sure who you need to ask for assistance. For representation in the workplace we strongly recommend signing up to a relevant Trade Union or professional association. A helpful guide to finding your workplace or sectors' Trade Union can be found at:

www.worksmart.org.uk/unionfinder

Democracy

Whether you are on or off campus, you still have a right to decide how your Union is run, and who by. All our election processes are now online. Keep an eye on your email account and our Facebook page around election time to see information on the candidates and how to vote.

Get involved

It can be difficult to stay involved with Union activities if you're away from Surrey, but if you're able to get to campus you can stay as involved as you like in student activities and campaigns. We have even had placement students as part-time Union Executive Officers. If you can, why not run in an election? If the time and distance involved means we don't see you that often, then there's always next year. Your learning and development on a professional placement will stand you in good stead to run a society, be a top campaigner or even lead the Union.

Useful Contacts

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University Contacts

Accommodation Office

T: +44 (0)1483 689257

www.surrey.ac.uk/accommodation

Additional Learning Support

T: +44 (0)1483 689609

Centre for Wellbeing

T: +44 (0)1483 689498

E: centreforwellbeing@surrey.ac.uk

Dean of Students' Office

T: +44 (0)1483 683817

International Relations Office

T: +44 (0)1483 682052

E: studentexchange.iro@surrey.ac.uk

International Student Office

T: +44 (0)1483 689005

Main University Switchboard

T: +44 (0)1483 300800

Security (24 hours)

T: +44 (0)1483 683333

Free phone: T: 0800 525 790

Student Advice

T: +44 (0)1483 689261

Student Care Director's Office

E: student-care@surrey.ac.uk

Students' Union

T: +44 (0)1483 689223

E: ussu.information@surrey.ac.uk

www.ussu.co.uk

General Advice

Citizens Advice Bureau

www.adviceguide.org.uk

Foreign and Commonwealth Office

www.fco.gov.uk

National Bureau for Students with Disabilities

www.skill.org.uk

workSMART

www.worksmart.org.uk

Finance

HM Revenue and Customs

T: 0845 367825

www.hmrc.gov.uk

National Insurance Office

T: 0845 6000643

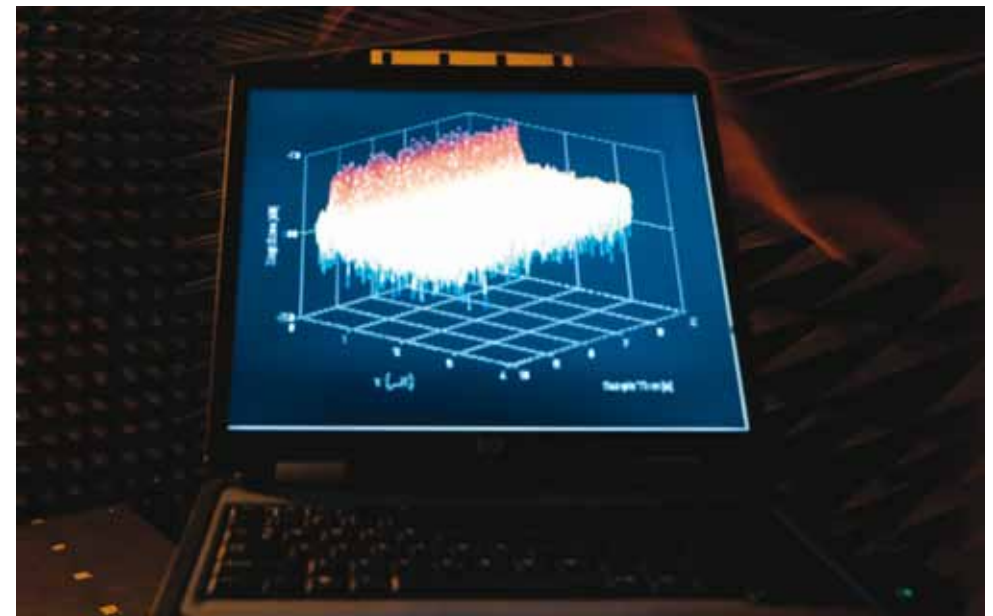
Tax information:

www.studenttaxservices.org

www.direct.gov.uk/en/moneytaxandbenefits

www.listentothetaxman.com

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A large print version of this brochure is available on request.

University of Surrey

Guildford, Surrey GU2 7XH, UK

T: 0800 980 3200 / +44 (0)1483 681681

F: +44 (0)1483 300803

www.surrey.ac.uk



Disclaimer

Every effort has been made to ensure the accuracy of the information contained in this publication at the time of going to press (March 2011). The University undertakes all reasonable steps to provide the services described in this guide but reserves the right, however, to introduce changes to the information given. Should industrial action or circumstances beyond the control of the University interfere with its ability to provide services, the University undertakes to use all reasonable steps to minimise any resultant disruption. Please refer to our website for up-to-date information.

March 2011

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