

Building: Micro-Placements Programme - Expression of Interest 2018

This form has been published and cannot be edited. To make changes you need to withdraw the form.

Page 1

Write your title here

Write a description to tell people what this form is for.

Edit

About The Programme

The Micro-Placements Programme offers you the opportunity to take on exciting short-term, convenient, career-exploration projects at an employer's office between three to five weeks. These projects allow you to develop your CV, gain real-life work experience and enhance your core employability skills.

How will you benefit from the Micro-Placements Programme?

- You will be a part of the competitive selection process where you will receive exclusive training and constructive feedback
- You can gain experience that will allow you to stand out in applications and interviews for internships and graduate schemes
- You can increase your employability prospects as you gain concise insight into a sector which may not be a traditional career path for your degree
- You will develop your confidence and resilience and enhance commercial awareness
- The experience will enable you to build a network of industry contacts
- Your host employer will closely supervise you and may offer mentoring during your Micro-Placement

This is a competitive programme with limited places. **The deadline for submitting your expression of interest form is at 11.59pm on Monday, 22 October 2018.**

Id: Programme

Edit

About you

Id: About

Edit

Name

Title

First Name

Last Name

Id: ShortAnswer

Edit

Student ID number

Id: MobileNumber2

Edit

Your City email address

Please note that your submission notification will be sent to this email address.

Id: EmailAddress

Edit

Alternative email address

Please provide an alternative email address for us to contact you on.

Id: EmailAddress2

Edit

Mobile number

Please leave out spaces between numbers.

Id: MobileNumber

Edit

Alternative mobile number

Please provide an alternative number to contact you on outside of term time. Please, leave out spaces between numbers.

Id: MobileNumber3

Edit

Course Title

For example, LLB Law, BSc Psychology etc.

BSc Accounting & Finance

Id: CourseTitle

Edit

Year of study

Please note that the Micro-Placements Programme is not open to Third Years or Postgraduate students (except the LLM, LPC and BPTC).

Year 1 ▼

Id: Graduation

Edit

Year 1 grade

If you are a Year 2 student, please provide us with the overall grade you achieved in Year 1. If you are a Year 1 student or a PG student studying the LLM, LPC or BPTC, this question does not apply to you and therefore please select N/A.

1st ▼

Id: Expectedgrade

Edit

How many UCAS points did you achieve?

If you are a Year 1 student, please state how many UCAS points you achieved when applying for your current course. Please see <https://www.ucas.com/undergraduate/what-and-where-study/entry-requirements/ucas-tariff-points> for guidance. If you are a Year 2 student or a PG student studying the LLM, LPC or BPTC, this question does not apply to you and therefore please write N/A.

Id: Expectedgrade3

Edit

Personal Tutor

Please provide the name of your personal tutor.

Id: Personaltutor

Edit

What does career exploration mean to you?

When you are answering the question, we encourage you to pick a sector that is not a typical career path for your degree, and tell us why you think you would be a good match for this. Think about your strengths, qualities and skills. No more than a 1000 characters (with spaces). We recommend that you draft your answer in a Word document and then copy and paste it here. Please ensure that your answer is free from spelling and grammar mistakes.

Id: Exploration

Edit

What are your motivations for joining the programme? What are you hoping to learn as a result of your participation?

No more than a 1000 characters (with spaces). We recommend that you draft your answer in a Word document and then copy and paste it here. Please ensure that your answer is free from spelling and grammar mistakes.

Id: PleaseIndustrySectorShadowingExperience

Edit

If you are a UK/Home student, have you ever been in local authority care?

Applicants who have been in local authority care may seek additional support in the selection process.

Yes

No

Prefer not to say

Not applicable

Id: UndergraduateAuthority

Edit

Do you consider yourself to have a disability?

As per the Equality Act 2010, reasonable adjustments can be arranged for those who are disabled.

Yes

No

Prefer not to say

Id: UndergraduateAuthority2

Edit

Do you have any criminal convictions?

Please note, your application process will not be affected if you wish to disclose this information.

Yes



No



Prefer not to say

Id: UndergraduateAuthority3

Edit

In which of the following industries would you be interested in completing your Micro-Placement?

Please select three industries in which you would be interested in completing your Micro-Placement. The order is not important as we will consider all of your choices equally. While we attempt to source a placement within one of your preferred industries if you are successful in your application, we are unable to guarantee it and will require you to be flexible. Please do not select the same sector more than once. If you want to know more about any of the sectors and what projects you could take on in these sectors, contact us directly on: Micro-Placements@city.ac.uk or visit the website for more detail www.city.ac.uk/micro-placements-students

Id: FollowingIndustriesInterestedCompletingPlacement

Edit

Choice 1:

Advertising, Marketing and PR (e.g ▼

Id: FirstChoice

Edit

Choice 2:

Advertising, Marketing and PR (e.g ▼

Id: SecondChoice

Edit

Choice 3:

Advertising, Marketing and PR (e.g ▼

Id: ThirdChoice

Edit

Micro-Placement duration

The placements will be 3 to 5 weeks long and take place after the summer examination period. Please indicate the duration which you are able to commit to, provided you are successful in the selection process.



Up to 3 weeks



Up to 4 weeks



Up to 5 weeks

Id: Availability2018

Edit

Your preferred hours

In what capacity you would like to undertake your Micro-Placement? Full-time is typically 35-40 hours per week, while part-time is approximately 20 hours per week. If you are flexible and would like to consider both part-time and full-time opportunities please tick both options.



Part-time



Full-time

Id: Method

Edit

Your availability for a Micro-Placement

Please indicate during which month(s) in summer 2019 you would prefer to carry out your Micro-Placement, should you be successful in the selection process. You can select more than one as long as you will be able to commit.



June



July



August

Id: Method2

Edit

Would you consider a work from home project if these projects were offered on The Micro-Placements Programme?

Please state if you would be interested in a work from home type of Micro-Placement project.



Yes



No

Id: Workfromhome

Edit

Are you an iOS or Android user?

These answers will help us at the matching stage of the Micro-Placements Programme. If you have a device that does not support iOS or Android system, please select 'other' and state what phone you have.



iOS user (E.g. iPhone)



Android user (E.g. Samsung)



Other

Id: Phoneuser

Edit

What other sectors would you like to explore?

We would appreciate your feedback as to what other sectors (not already stated) you would be interested in exploring. Please note, this will NOT count as one of your chosen sectors for this Micro-Placements Programme. Answers will be used to help define sectors offered on the Micro-Placements Programme in the future.

Id: Availability

Edit

Where did you hear about the Micro-Placements Programme 2018-19?

Please select an option from the following list.

Id: PlacementsProgramme201819

Edit

We require all participants to have the right to work and live in the United Kingdom, between June-August 2019. Which of the following statements best describes the basis of your eligibility:

Id: Righttowork

Edit

I acknowledge that if I am required to resit examinations in August 2019 I must forfeit my place in the Micro-Placements Programme.

Id: ExamResit

Page 2

Edit

Confidence and resilience can often play an important role when it comes to applying for a placement or graduate employment. Particularly in the context of your belief of your ability to perform during the variety of recruitment stages. By completing this short questionnaire, you will hopefully be able to identify areas where you can improve, and make a plan to do so by actively getting involved in the support that Careers offer.

How to complete

In order to help us understand your current levels of careers-related confidence and resilience, we are going to ask you to rate yourself against each of the following statements. Select the box against each statement that you feel best describes you. Please answer questions as you actually are (rather than how you think you should be). We are going to ask you again at the end of the Micro-Placement to see how far you have come and if you feel that have seen an impact.

Please indicate how you rate the following statements:

Id: Questionnaire

Edit

1. I am prepared for a range of placement/graduate level recruitment and selection processes



Strongly disagree



Somewhat disagree



Somewhat agree



Strongly agree

Id: QuestionOne

Edit

2. I predict I will perform to a high standard during placement/graduate level recruitment and selection processes

Strongly disagree

Somewhat disagree

Somewhat agree

Strongly agree

Id: QuestionTwo

Edit

3. I possess the skills and abilities that placement/graduate level employers seek

Strongly disagree

Somewhat disagree

Somewhat agree

Strongly agree

Id: QuestionThree

Edit

4. When working on my career goals, I put in maximum effort and work even harder to find a solution, if I've suffered a setback

Strongly disagree

Somewhat disagree

Somewhat agree

Strongly agree

Id: QuestionFour

Edit

5. I proactively seek support to overcome barriers during the recruitment and selection processes rather than trying to cope on my own

Strongly disagree

Somewhat disagree

Somewhat agree

Strongly agree

Id: QuestionFive

Edit

6. I possess the necessary skills and attributes to be continually successful in my future career

Strongly disagree

Somewhat disagree

Somewhat agree

Strongly agree

Id: QuestionSix

Edit

7. I believe I can effectively present myself professionally to an employer during recruitment and selection stages

Strongly disagree

Somewhat disagree

Somewhat agree

Strongly agree

Id: QuestionSeven

Edit

8. I am informed about my future career options and have clear careers goals

Strongly disagree

Somewhat disagree

Somewhat agree

Strongly agree

Id: QuestionEight

Edit

9. I am confident I will secure a graduate job or continue into further study when I graduate which matches my skills, interests and values

Strongly disagree

Somewhat disagree

Somewhat agree

Strongly agree

Id: QuestionNine

Page 3

Micro-Placements Programme: C

YOU MUST READ AND SIGN THE FOLLOWING CODE OF CONDUCT.

Edit

GENERAL REQUIREMENTS

By signing this document, you agree to maintain a professional attitude and behaviour at all stages of the Micro-Placements Programme. This encompasses treating all stakeholders fairly and with respect regardless of their gender, religion, sexual orientation, age, race, background or disability.

Under no circumstances shall you use inappropriate or offensive language towards City, University of London (City) staff, employers or fellow Micro-Placements students.

Please raise any concerns or problems during the Micro-Placements process immediately with the Micro-Placements Programme Team so that they can deal with the situation accordingly. You should direct your initial query via email to the team. Please see the details at the bottom of the page.

COMMUNICATION

You are required to communicate promptly and in a professional, respectful, coherent and comprehensive manner at all times. This applies to all forms of communication (in person, via email and on the phone) to any kind of audience (City staff, employers and fellow students). Failure to comply with this will not be tolerated and may result in the loss of your place on the Programme.

You are required to monitor your City email inbox regularly and to respond to communications from the Micro-Placements Team in a timely manner i.e. within 3 working days unless stipulated otherwise.

CAREER EXPLORATION

You acknowledge that the main principle of the Micro-Placements Programme is Career Exploration. It is defined as gaining professional experience in a sector different from the one traditionally associated with the degree you are studying.

You are required to show flexibility in terms of accepting projects offered on the Micro-Placements Programme and an in-depth understanding of the concept of Career Exploration.

THE MICRO-PLACEMENT

Your Micro-Placement project will take place between June and August 2019 in Greater London. In exceptional circumstances, the Micro-Placements Team reserves the right to offer placements outside this timeframe and location upon sufficient notice.

You acknowledge that when on a Micro-Placement, you will adhere to terms and conditions outlined in the Standard Micro-Placements Programme Agreement, which you will be required to sign the Agreement prior to starting your placement. Details will be provided should you progress onto this stage.*

FINAL ASSESSMENT*

You acknowledge that in a case when you secure and successfully complete a Micro-Placement project, you will be required to complete a submission on Moodle (details will be provided should you progress onto this stage). Failure to do so will result in the Micro-Placement Programme being marked as a failed non-credit bearing module on your final grades transcript.

SHARING PERSONAL DETAILS

By submitting the Expression of Interest form, you agree to share your personal details with the Micro-Placements Programme Team.

By taking part in the Micro-Placements Programme, you agree to have your personal details shared with the potential host employers as a part of the selection process.

REVIEW OF AGREEMENT

The Micro-Placements Team reserves the right to introduce amendments to this Code of Conduct at any time. You will be notified of such changes and required to sign an appendix if additional provisions are added to the document.

Please note that any infringement of the Code of Conduct or any behaviour deemed unsuitable or inappropriate will be acted upon accordingly and which may include issuing warnings as described below, and may ultimately result in the loss of your place on the Programme.

WARNINGS

If you receive one warning, you will be sent an email and given a warning flag. If the breach is significant enough, you will be invited to a meeting with the Micro-Placements Team to discuss your performance on the Programme.

Receiving a second warning will result in the loss of your place on the Micro-Placements Programme. This will be a final warning which will be communicated to you via email.

The Micro-Placements Team will contact your personal tutor to notify them of the warning/s should they be issued. If the breach of the Code of Conduct is severe enough, we reserve the right to contact your Course Director to proceed with further disciplinary actions.

Please contact the Micro-Placements Programme Team via email should you have any questions about the Code of Conduct.

Email: Micro-Placements@city.ac.uk

**Please note that certain sections of this Code of Conduct will apply only if you are successful at relevant steps of the selection process.*

Id: Message

Edit

I agree to the terms and conditions outlined in Code of Conduct.

Id: Check