

## Micro-Placements Programme - Host Project Proposal Form 2018/19

Please fill in this form to provide us with specific details on the project you would like to offer to City students. This is to ensure that it meets the criteria of the Programme to allow all participants to make the most out of the opportunity. **If you would like to offer multiple projects, please fill out separate forms.**

Thank you for your cooperation and for supporting us in encouraging professional development at City, University of London.

### Q1. Personal Details

Title	<input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Job Title	<input type="text"/>

### Q2. Which member of the Employer Engagement team referred you?

- Mona Vadher
- Wendy Browne
- Satya Autar
- Sam Harris-Jones
- Taimaz Ranjbaran

### Q3. Company Details

Company Name	<input type="text"/>
Website	<input type="text"/>
Company/Charity Registration Number ( <i>if known</i> )	<input type="text"/>

Address

City

Postcode

Q4. Sector of your organisation

Q5. Please provide a brief description of your organisation.

Q6. Size of the organisation (approximate)

- Large Organisation: more than 250 employees
- Medium Organisation: 100-250 employees
- Small Organisation: 10-99 employees
- Micro Organisation: less than 10 employees

Q7. Health & Safety Policy

- The company I represent has a Health & Safety Policy in place.

Q8. Employers' Liability Insurance

- The company I represent has Employers' Liability Insurance that will cover the student on their Placement.

Q9. Employers' Liability Insurance

Employers' Liability Insurance number

Employers' Liability Insurance expiration date

**Q10.** If applicable, please provide examples of your company's clients.

Your answers will allow students to better understand the business area.

## . Project Logistics

**Q11.** Please tell us where their Micro-Placement student(s) will undertake their project.

Address

City

Postcode

**Q12.** Project Location

The address listed above is an office/commercial premises

**Q13.** Project's duration

If the duration is flexible, please select multiple options.

3 weeks

4 weeks

5 weeks

**Q14.** Working hours

Please indicate the expected number of hours per week the student will be required to work. Usually, Micro-Placements are minimum of 20 hours and maximum of 40 hours a week.

**Q59.** If you indicated full-time would you also consider candidates interested in part-time roles only?

Yes

- No
- Doesn't apply

**Q15. Preferred start date**

Please choose a date **between 3rd June and 12th August 2019.**

**Q16. The start date is flexible.**

- Yes
- No

**Q17. What discipline students do you seek for this project?**

Please note, although we cannot guarantee a student from the chosen discipline, this information will be used to help us find the most appropriate match for your project.

- Accountancy & Finance
- Actuarial Science
- Psychology
- Law
- Sociology
- Maths
- Economics
- Music
- English
- Politics

**Q18. Remuneration**

We require all organisations to cover travel expenses (where appropriate) and either provide lunch or cover the costs of lunch. As a National Minimum Wage employer, and as per employment legislation, we strongly encourage the payment of at least the National Minimum Wage from all employers. Offering payment of a stipend or bonus in addition to expenses could also be considered in certain circumstances.

**Please note that hosts will be contacted post-vetting regarding remuneration details.**

- The company accepts that they will cover at least travel expenses (where appropriate) and either provide lunch or cover the costs of lunch.

**. Project Details**

**Q19. Micro-Placement Job Title**

Q20. What sector does this Micro-Placement project belong to?

- Advertising, Marketing and PR
- Education
- Public Sector
- Business and Entrepreneurship
- Finance
- Legal Projects
- Creative, Publishing and Media
- HR & Recruitment
- Voluntary Sector/Charity work
- Market Research

Q21. Number of students sought

- 1
- 2

## Project Details

Q22.  
Micro-Placements Project Description

This is the description we will share with the students to inform them about the project. The project should be sufficiently complex to enable the student to gain valuable experience, improve their employability skills and enhance their career exploration. The objectives should, however, be feasible to achieve in the set period of time.

Q23.

**Micro-Placement student tasks (Student 1)**

Please list the tasks the student will be expected to do to complete the project. Please ensure that they are realistic for a first- or second-year student within the specified time frame.

Q24.

**Micro-Placement student objectives (Student 1)**

What will the student learn or achieve on a placement? Please provide 2-3 objectives.

Q25.

**Micro-Placement student tasks (Student 2)**

Please list the tasks the student will be expected to do to complete the project. Please ensure that they are realistic for a first- or second-year student within the specified time frame.

*This question was not displayed to the respondent.*

Q26.

**Micro-Placement student objectives (Student 2)**

What will the student learn or achieve on a placement? Please provide 2-3 objectives.

## . Supervisory Arrangements

Q27. How will the student be supervised?

Q28. Supervisor's details

Supervisor's name

Supervisor's work email address

Supervisor's work telephone number

Q29. Training

- The company I represent will provide adequate training for the student to complete the project.

## . Person Specification

We have 160 successful students from mostly first and second year, who have passed a rigorous selection process to gain a place on the scheme. The details you will provide in this section help us know that we can provide the most appropriate candidates for your project.

Q30. Desired skills and experience

Please select no more than 5 skills.

- Team-Player
- Organisation skills
- Written communication skills
- Verbal communication skills
- Creative problem solving
- Attention to detail
- Numerical and Analytical skills
- Self-motivation
- Research skills

IT skills

Languages (please specify)

Q31. Other preferred skills or experience.

Q32.

We recommend you either choose from CVs or have an interview with the student. We encourage you to conduct the interviews in the office where the student will work. If for any reason this is not possible there are spaces on campus available for you to use upon request.

In order to assess the potential candidate(s) I would like to:

- interview them in person.
- speak with them on the phone/via Skype/Zoom.
- choose them based on their CV only.

Q33. Disclaimer

Please click [here](#) to access the file.

Q34. Acknowledgement

I agree to the responsibilities as outlined in the Disclaimer.

#### Location Data

**Location:** [\(51.514205932617, -0.093093872070312\)](#)

**Source:** GeoIP Estimation

